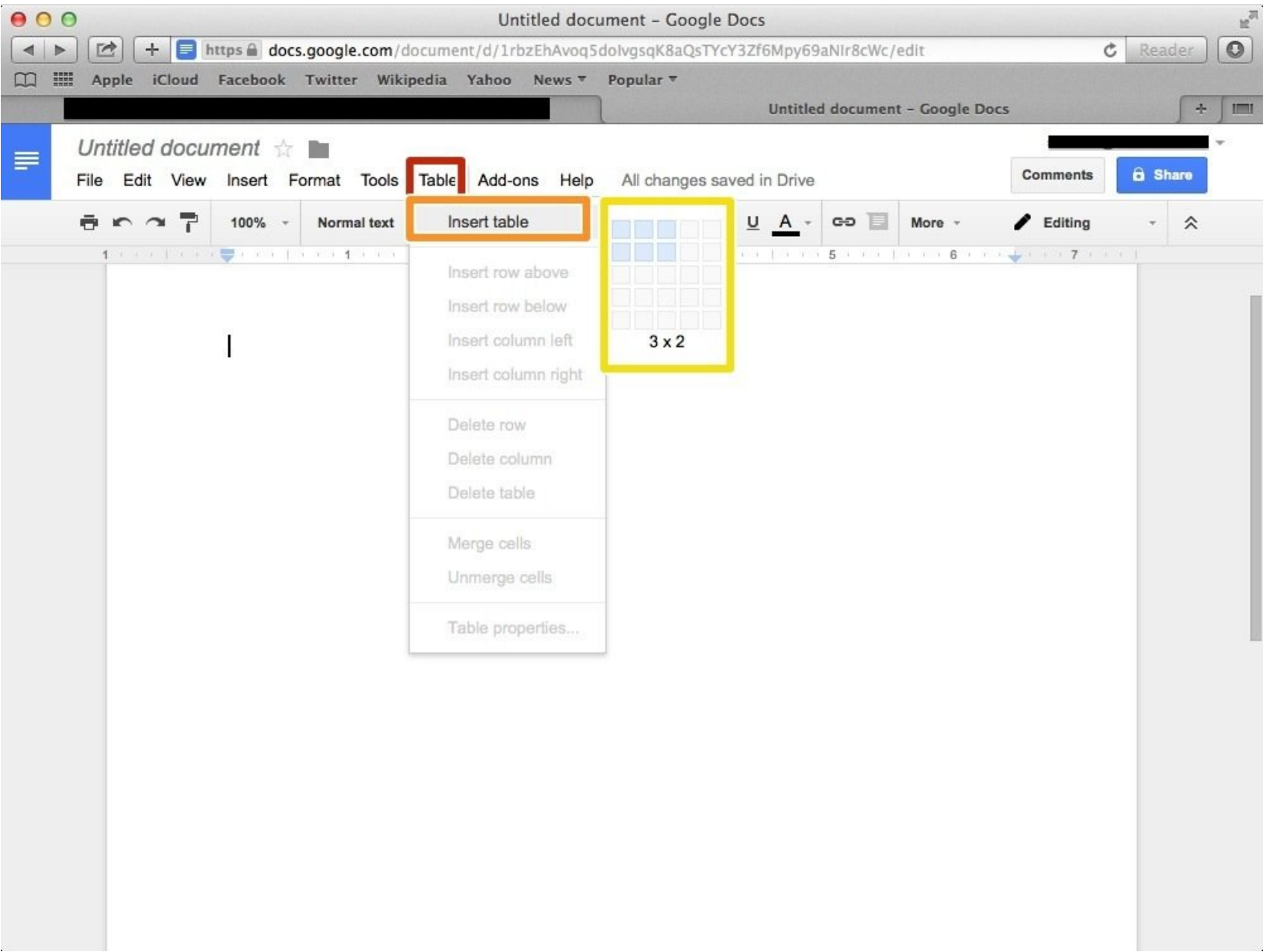


BIS Help Guides

Creating A Table

Learn How To Create A table

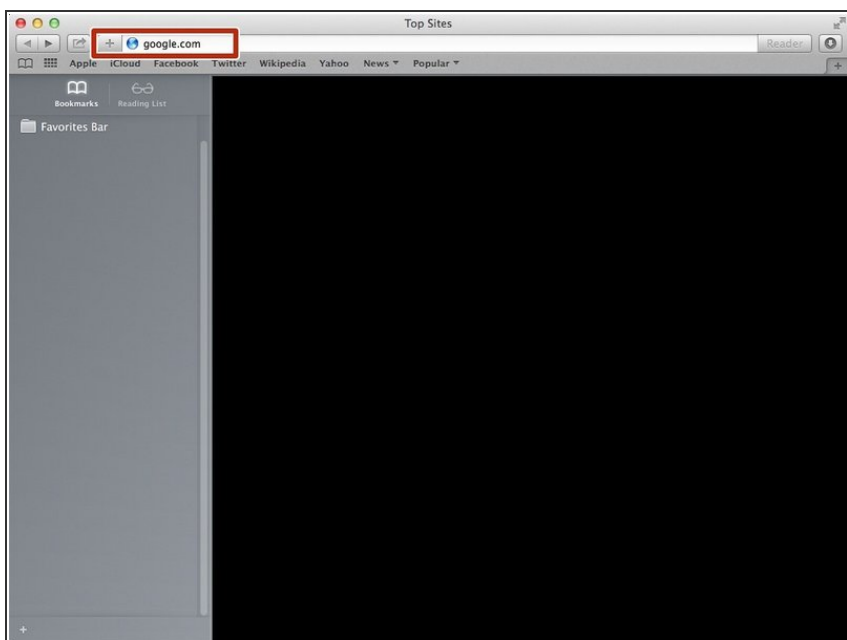
Written By: Aaron



INTRODUCTION

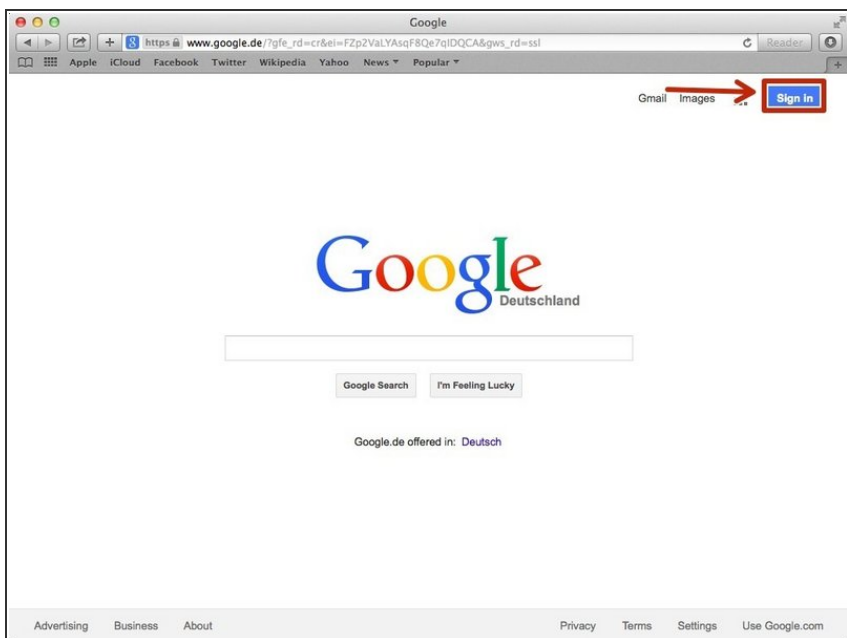
Learn How To Create A Table

Step 1 — How To Access Google.com



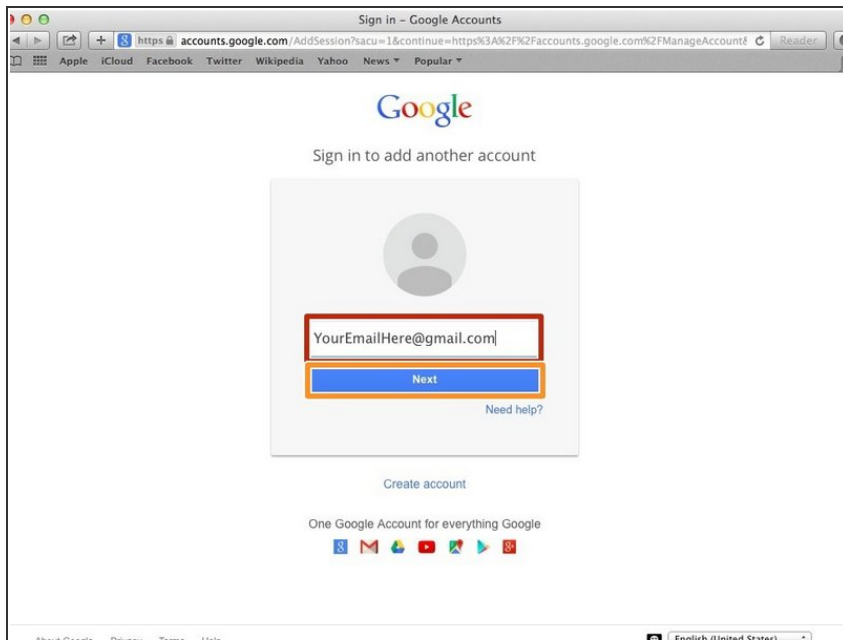
- Type "google.com" in the address bar to go to the google website

Step 2 — Finding The Sign In Button



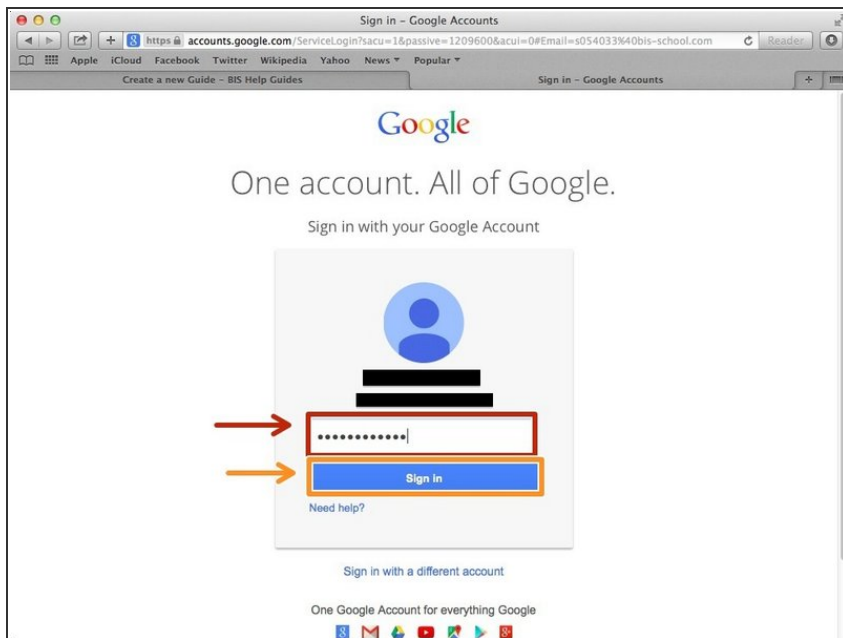
- Click on the "Sign In" button to sign in to your google account

Step 3 — Entering In Your Email



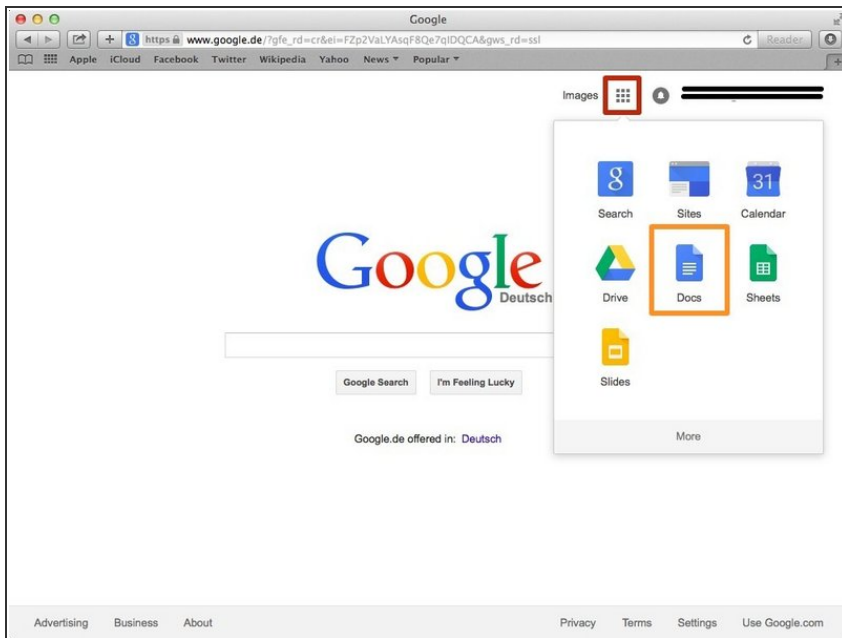
- Type your email address into this box
- Click on the blue "Next" button

Step 4 — Entering In Your Password



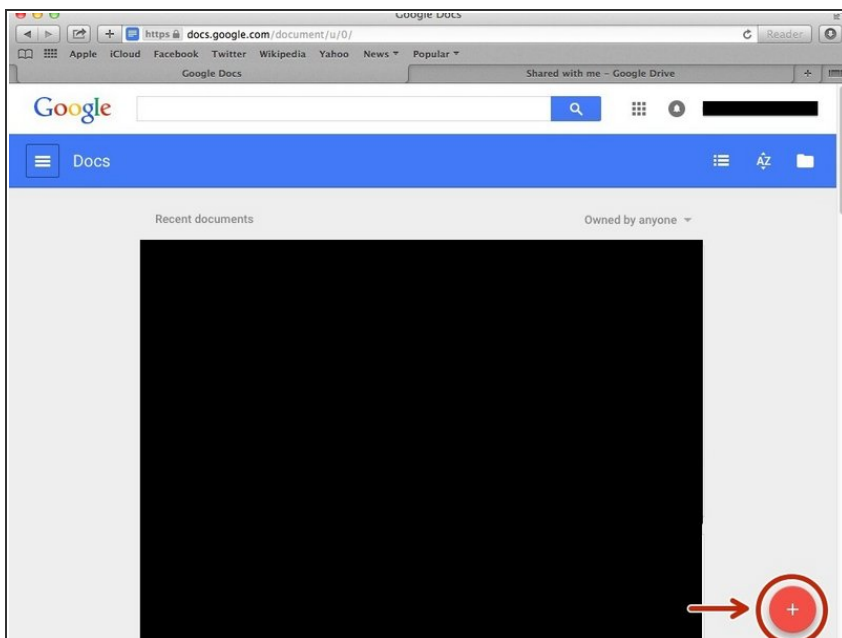
- Type your password into this box
- Click on the blue "Sign In" button

Step 5 — Opening Google Docs



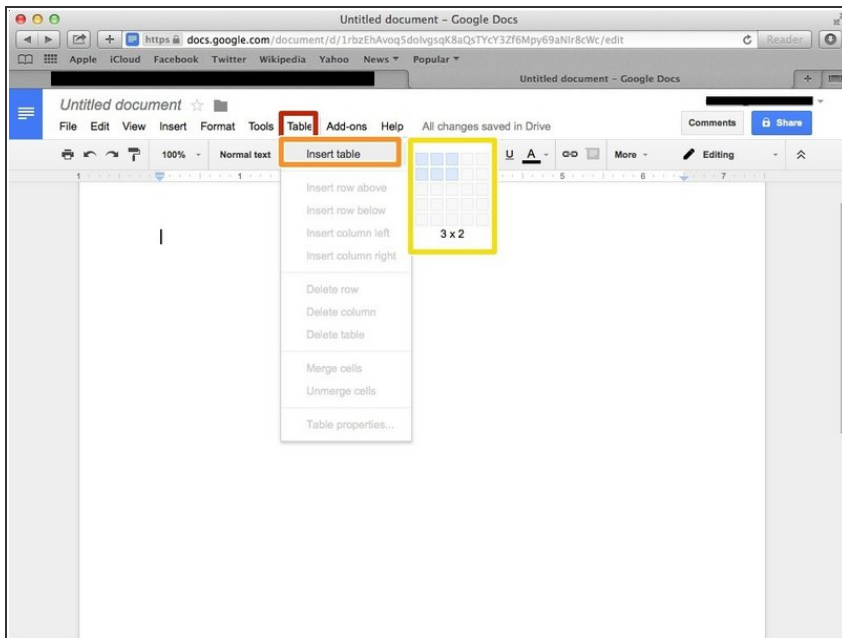
- Click on this button to open a menu of options
- Click on the "Docs" Button

Step 6 — Creating New Google Docs



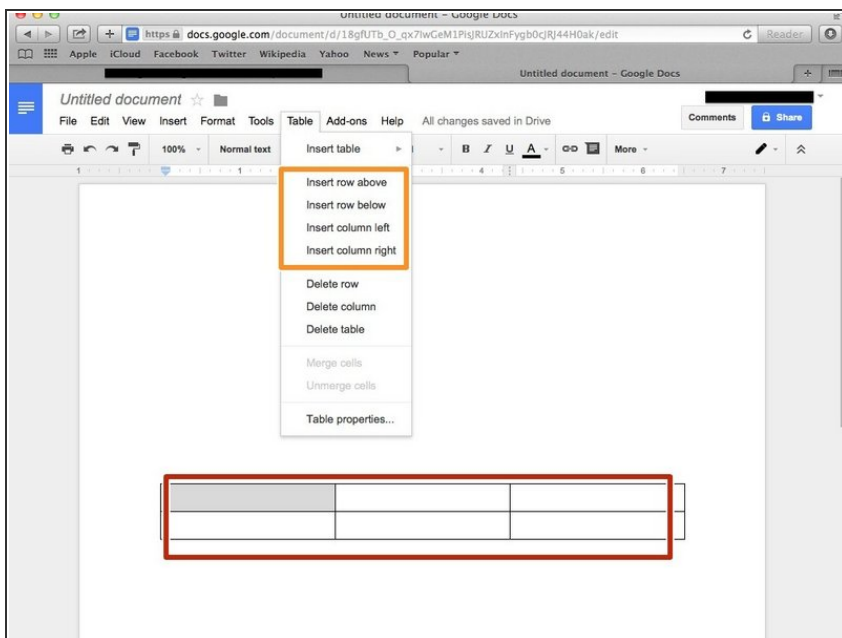
- Click on the red "+" button on the bottom right of the screen to make a new google doc

Step 7 — Finding "Insert Table" On The Menu



- Click on the "Tools" button
- Click on the "Insert Table" option on the tools menu
- Create the table with the dimensions you want

Step 8 — Inserting New Columns Or Rows In Your Table



- This is the table you created and you can type in any of the boxes
- Insert new columns or rows with these options