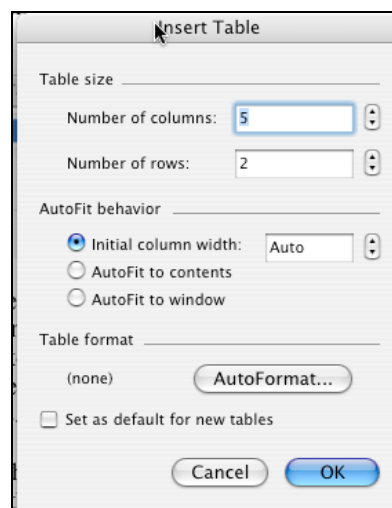
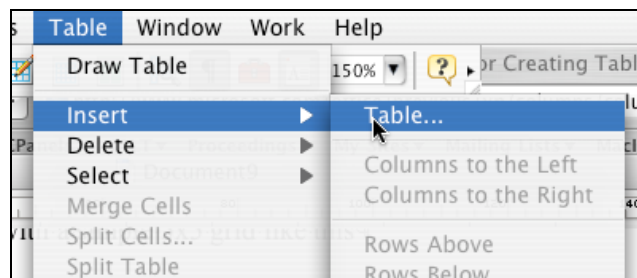
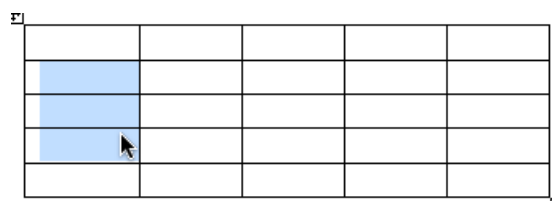


You actually have to start with a simple 5x5 grid like this

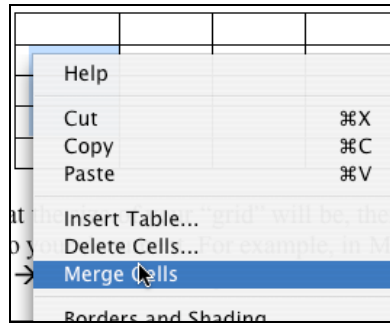
Once you know what the size of your “grid” will be, then use your software’s **Table** menu to insert it into your document. For example, in Microsoft Word, choose “Table” → “Insert” → “Table,” then input the number of rows and columns you want.



When your grid is in place, you can begin merging cells to create your final table. To do this, select the cells you wish to join together by clicking in one with your mouse, then dragging through to the other(s) you want to merge.

A screenshot of a 5x5 grid. The first two cells of the second row are highlighted in blue, indicating they are selected. A mouse cursor is visible over the second cell of the second row.

Then, keeping the cursor over the selected cells, click your mouse’s right button (on single-button Macs, use “Control-Click”) and select “Merge” from the menu that appears.



Now that your table is created, it is simply a matter of inserting the data by typing or pasting it in. You can navigate between cells using your mouse, the TAB key, or the arrow keys on your keyboard.

Once the text is in place, check that there are no unnecessary empty cells. If there are empty rows or columns, select them the same as when merging cells, then choose “Delete” from either your Table menu or your mouse’s right-button menu. Be careful not to delete cells with data in (though if you do, you can use the Edit → Undo command to go back as many steps as you need).

Finally, do any minor formatting that is necessary, add a title such as:

Table 1. Responses to my questionnaire

...above the table, save your document, and your table is complete. Remember to plan your table carefully, and make it as simple as possible, and you cannot go wrong!

If you have further queries, please contact the editors.