**Centering a Table**

By default, Word automatically left-justifies a table in your document. If you want to quickly center the table between the page margins, follow these steps:

1. Right-click on the table. Word displays a Context menu.
2. Choose Table Properties from the Context menu. Word displays the Table Properties dialog box.
3. Make sure the Table tab is selected. (See Figure 1.)



**Figure 1.** The Table tab of the Table Properties dialog box.

1. Click on Center.
2. Click on Close.