Each question in the template is formatted into a table. Each table can be modified to suit your needs by adding content, rows, or columns.

To create new question:

1. Copy the table that holds a question with a similar formatting style to the new question you want to create.
	1. To copy the entire table, hover over the table with your mouse. Click the four-directional arrow that appears in the upper left corner of the table (all rows will be highlighted in blue). Either right-click the mouse and select Copy or press Ctrl+C on your keyboard.
	2. The screenshot below shows how the table will look once you have selected it. The green circle indicates the four-directional arrow you will click on when you hover over the table.



1. Place your cursor where the new question should appear.
2. Press Enter twice. Your cursor should be in the center space between the preceding and following table.
	1. This will ensure that the table you paste does not become a part of the table before or after it.
3. If you are using Word 2007, right click your mouse and select Paste. If you are using Word 2010, right click your mouse and select the Paste option ‘Keep Source Formatting.’
	1. By pasting in this manner you ensure that all formatting elements including spacing and color shading will be kept in the new table.
	2. Sometimes if you paste by pressing Ctrl+V, the formatting from the original table is stripped from the pasted table or this new table is placed oddly on the page, and you would either have to re-format the table or re-complete the copy/paste process.

To remove a table:

1. Hover over the table with your mouse. Click the four-directional arrow that appears in the upper left corner of the table (all rows will be highlighted in blue).
2. Right click your mouse and select Delete Table.
	1. If you highlight a row or column and press delete on the keyboard, the content will be removed but the table will remain on the page.