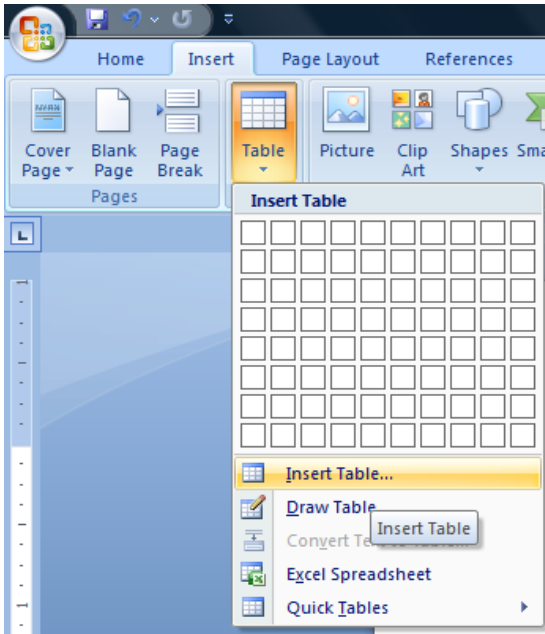
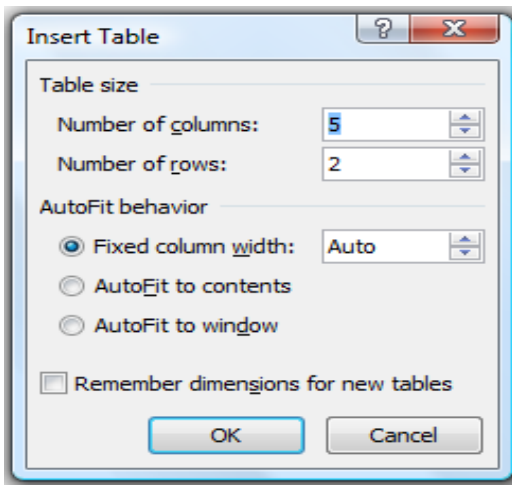


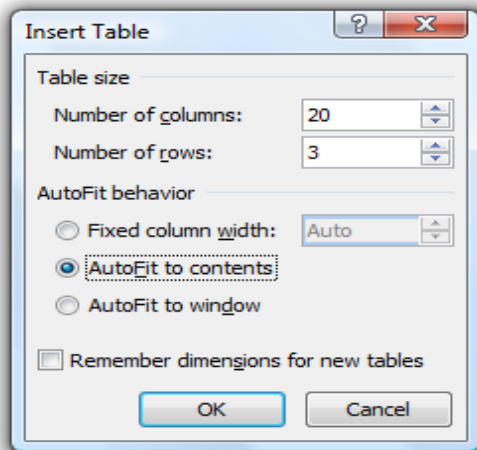
The followings are the steps through which we can make the template for putting the linguistic DATA for various kinds of linguistic analysis.



1. This is the first step. Go to INSERT and opt for 'insert table' that you see in the picture highlighted (in yellow color).

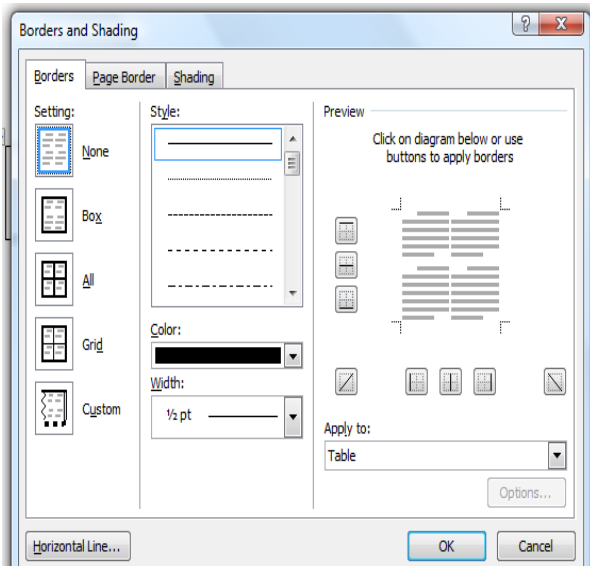


2. In the next step, you will get this sub-menu as 'insert table'



3. We must customize the variables of insert-table and there are three simple things to do:  
a. no of columns: 20  
b. no of rows: 03  
c. AutoFit to contents

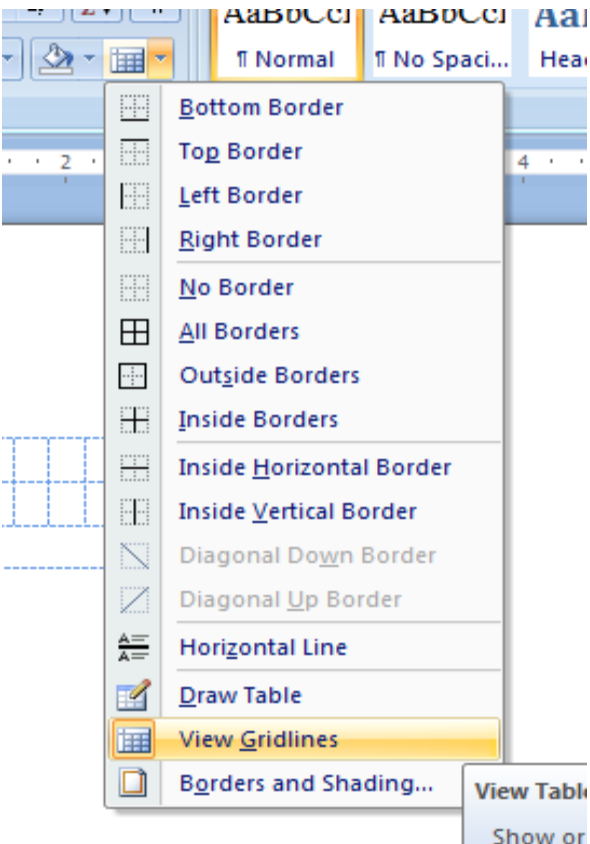




8. In the eighth step, you get this sub-menu when you select 'Borders and Shading'. In this you have to choose an option, NONE which is the first option on your left as it can be seen in the picture.



9. At the ninth step, you get your template for putting the linguistics data for linguistic analysis. However, in one percent case, your screen might get blank as you have opted for no border and shading. But you need not worry.



10. An option that is there in your word-program is to 'hide/view the Gridlines. In case the gridlines are hidden, you have to find this (most probably next to the paint bucket) and click on it. When you click on it, you get the sub-menu and this will have an option called VIEW GRIDLINES. When you click on it, you get your table back. Click on the table and press Ctrl+C and you can paste it anytime and anywhere you need to put data in your work.

HAPPY DATA FEEDING

