

Exercise 21-4

1. Continue from Exercise 21-3 or start AutoCAD.
2. Open the EX21-3 file you saved during Exercise 21-3.
3. Save a copy of EX21-3 as EX21-4. The EX21-4 file should be active.
4. Open the **Table Style** dialog box.
5. Create a new table style from the Parts List table style. Name it Starting.
6. Pick the **Select table to start from:** button and pick the parts list table.
7. Examine the options and settings in the **New Table Style** dialog box, but do not adjust any of the values.
8. Pick the **OK** button to save the table style.
9. Make the Starting table style current.
10. Open the **Insert Table** dialog box.
11. Insert a table using the Starting table style. Check **Data cell text**, and use all other default settings.
12. Add a row and a column.
13. Pick the **OK** button to insert the table and create the table shown.

ASSEMBLY PARTS LIST				
ITEM	QUANTITY	PART NUMBER	DESCRIPTION	NOTES OR REMARKS
1	18	100-SCR-45	SCREW	
2	18	202-BLT-32	BOLT	
3	18	340-WSHR-06	WASHER	
4	18	876-LWSH-09	LOCK WASHER	

14. Resave and close the file.
15. Keep AutoCAD open for the next exercise, or exit AutoCAD if necessary.