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.