FILM 20A
Using the Shot List

If you open the Word document for the Shot List you should be able to use the "Tab" function to jump across the different columns. If you hit "Tab" again in the far right column, a new row will be created. You can keep doing this until you have enough rows for the number of shots in the sequence.

If that doesn't work for you, then you'll need to create your own table.

Click the word "Table" at the top of your screen, then "Insert," then "Table." You'll be able to designate how many columns you need (6) and how many rows (the total number of shots + a header row).

Good luck!