

Working with Tables

To insert a new table, place your cursor in the document where you would like the table to appear.

Click the Table button on the toolbar.

A table properties menu will appear. Use the appropriate boxes to define the number of rows and columns. Headers can be set in rows, columns, or both. This option will bold and center align the content in the cell.

As an option, you can add a caption for your table. Additionally, you can include a summary which helps explain the table for any users employing assistive technology such as a screen reader.

When your properties are defined, click OK.

An empty table will appear in the Editor. Place your cursor and add content as desired.

Row and column count can be modified after the table is created. Right-click your table to open additional options. Hovering over Row or Column will display a sub-menu with options to add or delete content.

Cells in the table can also be manipulated and modified. Selecting multiple cells and right-clicking will allow you to merge their content.

Right-clicking on a single cell and hovering over the Cell option will display multiple other ways you can make changes to the cell. Split cells to add content in the same row or column, merge in a specific direction, or even delete the cell.

If an entire table is no longer needed, it, too, can be deleted. Right-click anywhere in the table and click Delete table to remove the contents and table structure.