

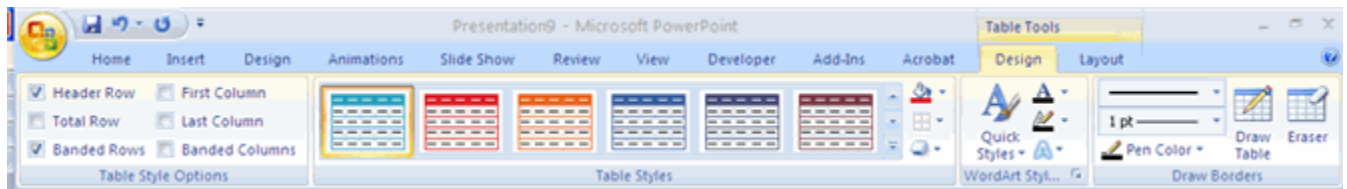
Modify the Table Structure and Format a Table

To modify the structure of a table:

- Click the table and notice that you have two new tabs on the Ribbon: **Design and Layout**. These pertain to the table design and layout.

On the Design Tab, you can choose:

- **Table Style Options**
- **Table Styles**
- **Draw Borders**



To format a table, click the table and then click the **Layout** Tab on the Ribbon.

This Layout tab allows you to:

- **View Gridlines** and **Properties** (from the Table Group)
- **Insert Rows** and **Columns** (from the Rows & Columns Group)
- **Delete** the Table, Rows and/or Columns (from the Rows & Columns Group)
- **Merge** or **Split** Cells (from the Merge Group)
- Increase and decrease **cell size** (Cell Size Group)
- **Align text** within the cells and change text directions (Alignment Group)

