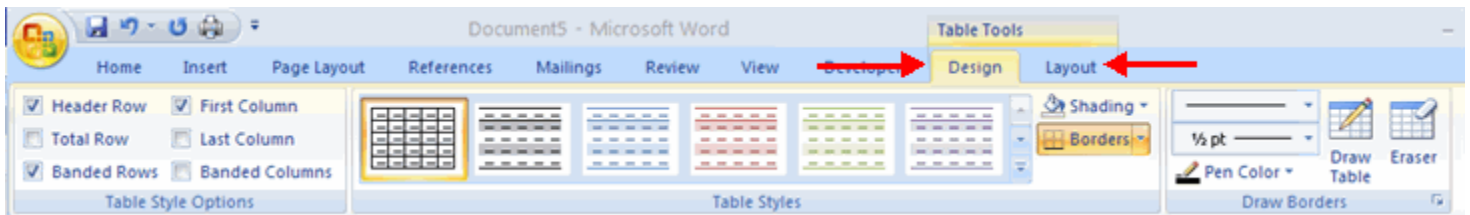


Modify the Table Structure and Format a Table

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)

