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)