

Table Menu

This menu enables you to insert and format tables.

Insert

This submenu covers inserting a table into the document or inserting columns and rows into an existing table.

Table...

Opens the Insert Table dialog.

Columns Left/Right

Inserts columns to the left or right of the selected column or columns. If the insertion point is in a column, but no cells are selected, this inserts a single column. If more than one column is selected, it inserts that many columns.

This command is not available unless the insertion point is in a table.

Rows Above/Below

Inserts rows above or below the selected row or rows. If the insertion point is in a row, but no cells are selected, this inserts a single row. If more than one row is selected, it inserts that many rows.

This command is not available unless the insertion point is in a table.

Delete

This submenu is not available unless the insertion point is in a table.

Table

Deletes the current table.

Column

Deletes the column containing the insertion point. Even if multiple columns are selected, this command only deletes the leftmost column.

Row

Deletes the row containing the insertion point. Even if multiple rows are selected, this command only deletes the top row.

Select

This submenu is not available unless the insertion point is in a table.

Table

Selects the entire table.

Row

Selects the current row.

Cell

Selects the current cell.

Merge Cells...

Opens the Merge Cells dialog.

Format Table...

Opens the Format Table dialog.