

Table Tools Design Tab

This tab is used to change the design of the table, as well as to change the fill and line colors, arrange the table on the page and to change the size of the table.



Group and Button	Description
Table Formats Group	
Table Design Gallery	This gallery is used to apply a pre-formatted design to the table. Move the mouse pointer over each design to see a Live Preview. To see more designs, click the arrows or the More button at the end of the gallery.
Fill	Use this button to fill the selected cell(s) with a solid color. Click the More Colors button to see a gallery of additional colors.
Format Shape	This feature will open the Format Table dialog box. This dialog box is used to fine-tune the look of the table. This button appears in the lower-right corner of the Table Formats Group.
Borders Group	
Line Weight	To change the width of the line for border, click this button. A gallery of different border line widths will appear.
Line Color	This button is used to change the color of the line for the border.
Borders	Use this button to specify where the border will appear in the cell. A gallery of different options will display.
Word Art Styles Group	
Word Art Styles	This feature is used to add some artistic flair to text within a table, such as the title. The button in the bottom-right corner of the gallery is used to display additional artistic effects.
Text Fill	To change the fill color of the Word Art, select this button. A gallery of different colors will display. Click the More Colors link to display a grid of additional colors.
Text Outline	Select this option to change the color and weight of the outline of the Word Art. A gallery of different colors will display. Click the More Outline Colors link to display a grid of additional colors.
Text Effects	This feature can be used to add a reflection, shadow, glow, or 3-D effect to the Word Art image. Move the mouse pointer over each of the items to display a gallery of available options.
Text Fill Effects	To open the Format Shape dialog box, click this button. This button appears in the lower-right corner of the Word Art Styles Group.
Typography Group	
Drop Cap	To apply a large capital letter to the beginning of a paragraph, use this button.

Group and Button	Description
Number Styles	Click this button to select a display style for the numbers that have been input into the text box.
Ligatures	Use this button to turn on ligatures for the selected text. Ligatures are used to tie two or more letters together.
Stylistic Sets	This button is used to select a set of alternative character shapes for the selected text.
Swash	This button is used to turn on flourishes for the selected text. Flourishes are looped or curly lines that are added to text.
Stylistic Alternatives	To choose a different character shape for the selected text, click this button.