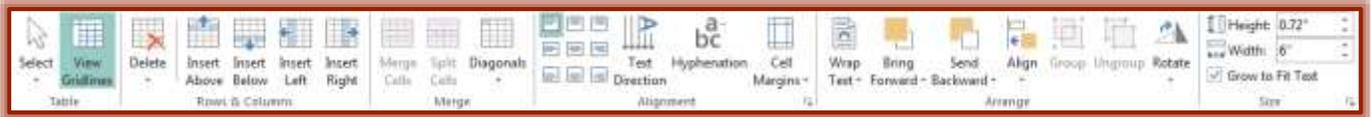# Table Tools Layout Tab

This tab is used to select rows and columns in the table, to insert new rows or columns, to merge cells within the table, or to align the text within a table. The table below describes the button in each of the groups on the ribbon.

Group and Button	Description
Table Group	
Select	Click this button to select the current table, cell, column, or row.
View Gridlines	This button is used to view gridlines in a table. These lines are used as a guide when working with a table.
Rows and Columns Group	
Delete	When this button is clicked, options for deleting a row, column, or table will appear. The row or column where the insertion point is located will be deleted if one of those options is selected.
Insert Above	Click this button to insert a row above the currently selected row.
Insert Below	To insert a row below the currently selected row, click this button.
Insert Left	To insert a column to the left of the currently selected column, click this button.
Insert Right	Click this button to insert a column to the right of the currently selected column.
Merge Group	
Merge Cells	To merge two or more cells into one cell, select the cells that are to be merged, and then click this button.
Split Cells	This button is used to split a cell into two or more cells.
Diagonals	Click this button to split the cells diagonally into multiple new cells. The options are **No Division**, **Divide Down**, or **Divide Up**.
Alignment Group	
Align Top Left	Click this button to align the text in a cell vertically at the top of the cell and horizontally to the left.
Align Center Left	Click this button to align the text in selected cells centered vertically and left aligned horizontally.
Align Top Right	Click this button to align the text in a cell vertically at the bottom of the cell and horizontally to the left.
Align Top Center	To align the text in a cell to the top of the cell vertically and centered horizontally, click this button.
Align Center	To align the text in a cell in the center of the cell both vertically and horizontally, click this button.
Align Center Right	This button is used to align the text in a cell centered vertically and right horizontally.
Align Bottom Left	This button is used to align the text in a cell to the top of the cell vertically and to the right in the cell horizontally.

Group and Button	Description
Align Bottom Center	To align the text in a cell to the bottom of the cell vertically and centered horizontally, click this button.
Align Bottom Right	This button is used to align the text in a cell to the bottom of the cell vertically and to the right in the cell horizontally.
Text Direction	To change the direction of the text in a cell, click this button. The direction will change each time the button is clicked.
Hyphenation	Use this button to change the hyphenation behavior for the selected text.
Cell Margins	To change the margins in a cell, click this button. The Table Options dialog box will display.
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.
Arrange Group	
Wrap Text	Click this button to change the way text wraps around a table. A gallery of different wrap options will display.
Bring Forward	In Publisher, it is possible to layer objects. This button is used to bring a table forward when other objects are placed on top of it. Click the button to select from **Bring Forward** or **Bring to Front**.
Send Backward	When objects are layered in a publication, this button is used to move the table or other object backward in the group. Click this button to choose from **Send Backward** or **Send to Back**.
Align	Use this button to align the table in relation to the publication margins. When the button is clicked a gallery of different alignment options will appear. The Relative to Margins option must be selected in order to choose the other options.
Group	To join two or more objects so that they appear as one, click this button. The objects must be selected to activate this button.
Ungroup	Click this button to break a group of objects back into individual objects.
Rotate	This button is used to rotate or flip the selected object. When the button is clicked a list of different options will display. When objects have been grouped, the group of objects will rotate or flip, not the individual objects within the group.
Size Group	
Height	Use this button to change the height of the table or of a selected row. The height can be typed into the box or the spinner arrows can be used to change the height of the row.
Width	To change the width of the table or of a selected column, click this button. The width can be typed into the box or the spinner arrows can be used to change the width of the row.
Grow to Fit Text	This button can be used to allow the table to grow as more text is added. The check mark in the box indicates that this option is active.

Group and Button	Description
Format Auto Shape: Size	Select this option to open the Format Shape dialog box with the Size tab selected. In this dialog box, the size and rotation of the table can be changed.