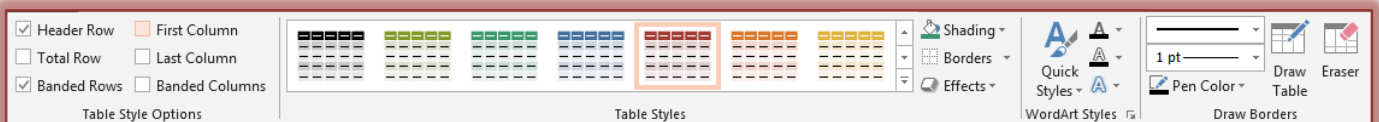


Table Tools Design Tab

A Contextual Tab is a tab that displays when certain features are applied to a document. This tab will display when a table has been created in a document. There are two ribbons associated with this tab, the Design Tab and the Layout Tab. This document will describe the tabs, groups and buttons that are available in the Design Contextual Tab.

Design Tab

The Design Tab is used to apply different styles to a table. It is also used to draw a table and to apply other attributes to the table. The table below describes each of the buttons on the Design Tab.



Button	Description
Table Style Options Group	
Header Row	Click this button to apply special formatting to the first row in the table. When a style is selected, this option may be selected. This depends on the style applied.
Total Row	This button is used to apply special formatting to the last row in the table. When a style is selected, these buttons may be selected. This depends on the style applied to the table.
Banded Rows	This option will apply different formatting to the even and odd rows in the table. When a style is applied to a table, this option may be selected. To remove the formatting, click the button to remove the check mark.
First Column	To apply special formatting to the first column of a table, click this button. To remove the special formatting for a table style, click the button to remove the check mark.
Last Column	Click this button to apply special formatting to the last column in a table.
Banded Columns	This option is used to apply a different formatting to the odd and even columns in the table.
Table Styles Group	
Table Styles Gallery	This gallery is used to apply a style to a table. To view additional styles, click the More button. This is the arrow shaped bottom button that appears at the end of the gallery. Click the two top arrows at the end of the gallery to view one row of the gallery at a time.
Shading	To apply different shading to a cell or a group of cells, click this arrow. A gallery of different colors will appear. Click the color that is to be applied.
Borders	To change the location of the border for a cell or a group of cells in the table, click this button. A list of different border options will appear. It is also possible to access the Borders and Shading dialog box where different color borders and styles can be accessed.

Button	Description
Effects	This button is used to add visual effects to the table, such as shadows, reflections, and bevels.
WordArt Styles Group	
Quick Styles	To display a gallery of different WordArt styles, click this button. To apply the styles to the WordArt, click on the style.
Text Fill	This button is used to change the fill color for the selected WordArt style. A gallery of different styles, plus other options, will appear in the window.
Text Outline	Click this button to change the outline (border) for the WordArt image. A gallery of different styles, plus other options, will appear in the window.
Text Effects	To apply a shadow or other text effect to a WordArt image, click this button. A list of different effects will be displayed.
Format Text Effects: Text Box	This button is used to launch the Format Shape Task Pane. It is located in the lower right corner of the WordArt Styles Group. This Task Pane can be used to add additional effects to the WordArt.
Draw Borders Group	
Pen Style	When drawing a table, click this button to determine the style for the border. A gallery of different border styles will appear. Click one of the styles to select it.
Pen Weight	To change the weight of the border in the table, click this button. A list of different weights for the border will appear. Click one of the weights to select it.
Pen Color	To change the color of the border, click this button. The color gallery will appear. Click one of the color options to select it.
Draw Table	Click this option to draw cells within the table or to draw a new table. Cells can be drawn diagonally as well as vertically and horizontally.
Eraser	This button is used to remove a border from a cell. Click the button and then click any of the cell borders to remove it.