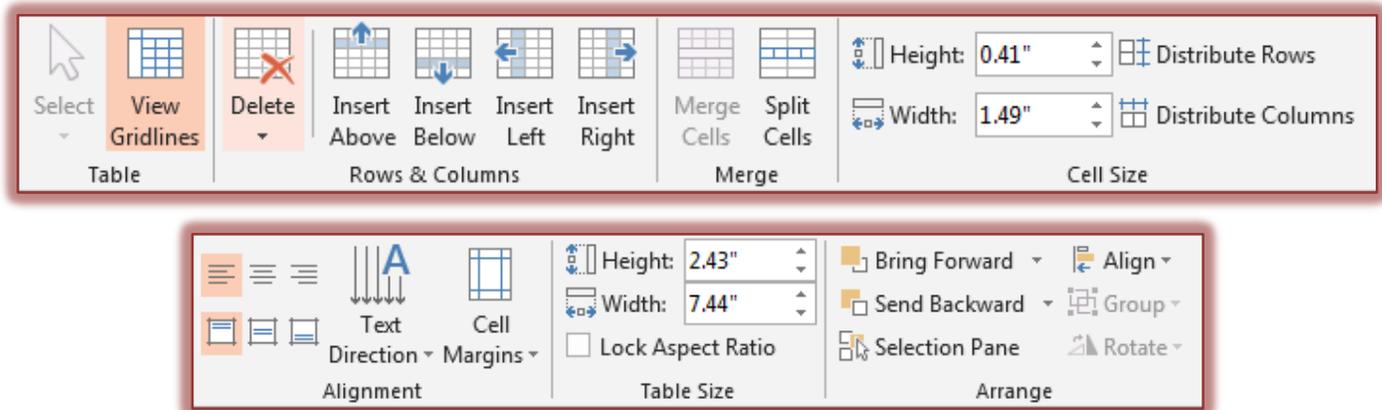


Table Tools Layout Tab

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 Layout Contextual Tab.

LAYOUT TAB

This tab is used to apply different formatting features to a table. The table below describes each of the groups and buttons available in this tab.



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 selected, a list of options will display. To delete a column, row, or table select the appropriate option.
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. When this option is selected, the Split Cells dialog box will display. In this area, it is possible to specify the number of columns and rows the cell is to be split into.

Button	Description
Cell Size Group	
Height	To change the height of a row in a table, click this button. Click the spinner arrows to increase or decrease the height of the row. A Live Preview of the change in height will be displayed as the height is being changed.
Width	Click the spinner arrows for this option to change the width of a column. A Live Preview of the change will appear while the height is being changed.
Distribute Rows	This option is used to make a group of selected rows all the same height. Select the rows and then click this button.
Distribute Columns	To make a group of selected columns all the same width, select the cells and then click this button.
Alignment Group	
Align Left	Click this button to horizontally align the text to the left in a cell.
Center	To horizontally align the text in a cell in the center, select this option.
Align Right	This button is used to horizontally align the text in a cell on the right side of the cell.
Align Top	Click this button to vertically align the text at the top of a cell.
Center Vertically	To vertically align the text in a cell to the middle select this option.
Align Bottom	This button is used to vertically align the text in a cell to the bottom of the cell.
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. When this option is selected a list of directions will display. Click the More Options link to apply additional directions.
Cell Margins	To change the margins in a cell, click this button. A list of options will display. To make additional changes, click the Custom Margins option to display the Cell Text Layout dialog box.
Table Size Group	
Height	This option is used to set the height of the table. To set the height, click the spinner arrows in the Height box or input the desired height.
Width	To set the width of the table, select this option. To set the width, click the spinner arrows or input the width in the Width box.
Lock Aspect Ratio	This button is used to set the aspect ratio so that the height and width of the table change in proportion to each other.
Arrange Group	
Bring to Front	To bring an object that is behind another object to the front, click this button. Click the arrow to select from Bring Forward or Bring to Front
Send to Back	Use this button to send an item that is in front of another item to the back of all other items. Click the arrow to select from Send Backward or Send to Back.

Button	Description
Selection Pane	When this button is clicked, the Selection Task Pane will display. In this task pane it is possible to change the way images are displayed on the slide.
Align	To select the alignment for the table or other object, click this button. A list of alignment options will display.
Group	Click this button when two or more objects need to be formatted as one object. This will keep the objects as one, instead of two or more.
Rotate	This button is used to change the orientation of a selected object. This feature is not available when working with tables.