

Parts of a Table

Several parts of a table provide options for formatting and moving a Word table. These different parts make it easy to manipulate and work with the table. The information below describes the different parts of a table and the purpose for each of these parts.

Feature	Description
Borders and Gridlines	By default, tables have a black ½-pt, single-line, solid-line border that will be printed. If this border is removed, the gridlines that form the cell boundaries will still be displayed in the document. These gridlines will not be printed.
End Marks	End-of-cell and end-of-row marks are nonprinting characters that, like gridlines, appear only on the screen. These characters will only show when the Show/Hide feature is activated.
Cells	Cells are used to enter data into a table. They are created when a row and column intersect.
Cell Spacing and Margins	If a table is being used to arrange text and graphics – for example, on a Web page – spacing can be added between table cells. It is also possible to add cell "padding" (spacing between the boundary of the cell and the text inside the cell) by changing the cell margin.
Columns	Columns are the vertical area of a table. They are used to help organize the data within a table.
Nested Tables	If a table is to be used to layout a page, and another table is to be used to present information, it is possible to insert a nested table – a table within a table.
Resize Handle	Use the table resize handle (see illustration below) to change the size of a table. This handle appears in the bottom right corner of the table. To resize the table, click the handle. When the mouse pointer is moved over the resize handle, a resizing arrow will appear. 
Rows	Rows are the horizontal area of a table. They are used to help organize the data within a table.
Table Move Handle	Use the table move handle (see illustration below) to <u>move</u> the table to another place on a page. This handle appears in the upper left corner of the table. It appears when the insertion point is inside the table. 