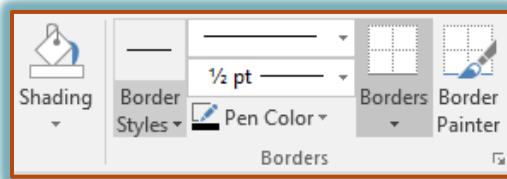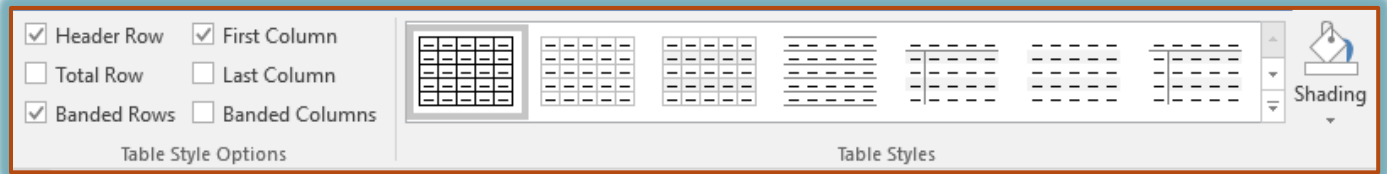# TABLE TOOLS CONTEXTUAL TAB-DESIGN

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 on the Design Tab.

The Design Tab is used to apply different styles to a table. It is also used 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 will be selected depending 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 will be selected automatically depending on the style applied.
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. To view one row of the gallery at a time, click the two top arrows at the end of the gallery.

Button	Description
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 Group	
Border Styles	This button is used to format specific borders in a table using a common style or a recently applied style. The Border Sampler can be used to copy the formatting of an existing border.
Line 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.
Line 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.
Borders	To add or remove borders from selected cells, rows, or columns, click this button. A gallery of different borders will appear. To apply additional border options to a table, click the Borders and Shading link. This will open the Borders and Shading dialog box.
Border Painter	Use this button to apply different formatting to specific borders in the table.
Borders and Shading Dialog Box Launcher	This button is used to launch the Borders and Shading dialog box. It is located in the lower right corner of the Draw Borders Group.