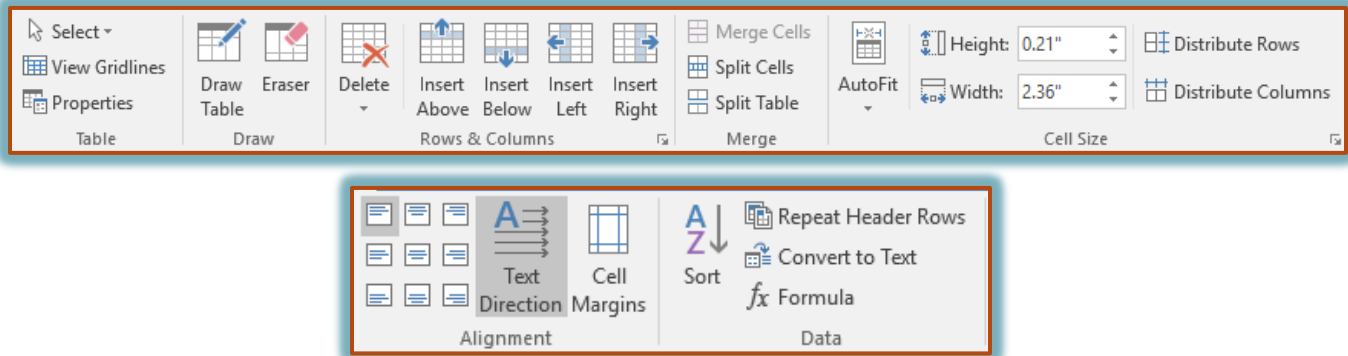


TABLE TOOLS CONTEXTUAL TAB-LAYOUT

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 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 cell, column, row, or table.
View Gridlines	This button is used to view gridlines in a table. These lines are used as a guide when working with a table.
Properties	To open the Table Properties dialog box, click this button. This dialog box is used to change attributes for a table, row, column, or cell.
Draw Group	
Draw Table	Click this option to draw cells within the table or to draw a new table. Information on how to draw a table can be found in the Draw Custom Table link on the Word Web page.
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.
Rows and Columns Group	
Delete	When this button is clicked, an entire table will be deleted. Click the arrow at the bottom of the button to delete a column, row, or cell.
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.

Button	Description
Table Insert Cells Dialog Box Launcher	This button is used to open the Insert Cells dialog box. This button is located in the lower right corner of the Rows and Columns Group.
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.
Split Table	To split a table at the location of the insertion point, click this button.
Cell Size Group	
AutoFit	When this option is used, the column width will be changed to reflect the length of the longest entry in a column.
Table Row 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.
Table Column 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.
Table Properties Dialog Box Launcher	To open the Table Properties dialog box, click this button. It is located in the lower right corner of the Cell Size Group.
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 Bottom Left	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 Bottom Center	This button is used to center text horizontally in a cell and align it to the bottom of the cell.
Align Top Right	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.
Align Center Right	To align the text in a cell to the bottom of the cell vertically and centered horizontally, click this button.

Button	Description
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.
Cell Margins	To change the margins in a cell, click this button. The Table Options dialog box will display.
Data Group	
Sort	To sort the records (rows) in a table, click this button. The sort dialog box will display where criteria for the sort can be chosen.
Repeat Header Rows	When a table is longer than one page, select the row or rows that are to be repeated at the top of each page and then click this button. The selected row(s) will repeat at the top of each page of a multiple page table.
Convert to Text	To convert the current table to text, click this button. The Convert Table to Text dialog box will display. This dialog box is used to specify what kind of separator should be used to separate the entries when the information is converted to text.
Formula	To insert a formula to perform calculations in a table, click this button. The Formula dialog box will display. This dialog box is used to specify the criteria for the formula.