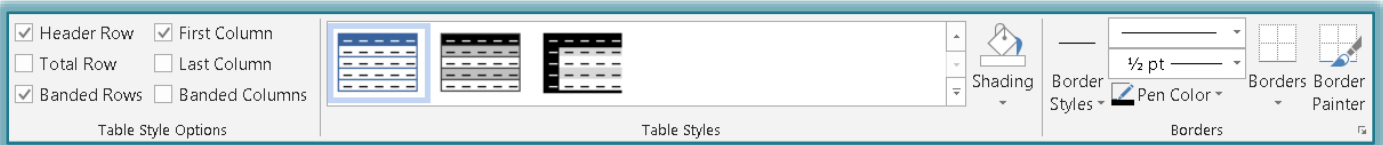



## TABLE TOOLS CONTEXTUAL TAB

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 on these contextual tabs.

### 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.

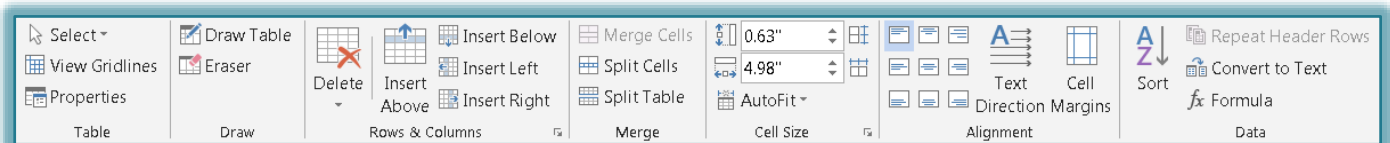


Button	Description
<b>Table Style Options Group</b>	
<b>Header Row</b>	Click this button to apply special formatting to the first row in the table. When a style is selected, this option will be selected depending on the style applied.
<b>Total Row</b>	This button is used to apply special formatting to the last row in the table. When a style is selected, these buttons will be selected automatically depending on the style applied.
<b>Banded Rows</b>	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.
<b>First Column</b>	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.
<b>Last Column</b>	Click this button to apply special formatting to the last column in a table.
<b>Banded Columns</b>	This option is used to apply a different formatting to the odd and even columns in the table.
<b>Table Styles Group</b>	
<b>Table Styles Gallery</b>	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. 
<b>Shading</b>	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.

Button	Description
<b>Borders Group</b>	
<b>Border Styles</b>	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.
<b>Line Style</b>	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.
<b>Line Weight</b>	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.
<b>Pen Color</b>	To change the color of the border, click this button. The color gallery will appear. Click one of the color options to select it.
<b>Borders</b>	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.
<b>Border Painter</b>	Use this button to apply different formatting to specific borders in the table.
<b>Borders and Shading</b>	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.

### 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
<b>Table Group</b>	
<b>Select</b>	Click this button to select the current table, cell, column, or row.
<b>View Gridlines</b>	This button is used to view gridlines in a table. These lines are used as a guide when working with a table.
<b>Properties</b>	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.
<b>Draw Group</b>	
<b>Draw Table</b>	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 2013 Web page.
<b>Eraser</b>	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.

Button	Description
<b>Rows and Columns Group</b>	
<b>Delete</b>	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.
<b>Insert Above</b>	Click this button to insert a row above the currently selected row.
<b>Insert Below</b>	To insert a row below the currently selected row, click this button.
<b>Insert Left</b>	To insert a column to the left of the currently selected column, click this button.
<b>Insert Right</b>	Click this button to insert a column to the right of the currently selected column.
<b>Table Insert Cells</b>	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.
<b>Merge Group</b>	
<b>Merge Cells</b>	To merge two or more cells into one cell, select the cells that are to be merged, and then click this button.
<b>Split Cells</b>	This button is used to split a cell into two or more cells.
<b>Split Table</b>	To split a table at the location of the insertion point, click this button.
<b>Cell Size Group</b>	
<b>Table Row Height</b>	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.
<b>Table Column Width</b>	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.
<b>AutoFit</b>	When this option is used, the column width will be changed to reflect the length of the longest entry in a column.
<b>Distribute Rows</b>	This option is used to make a group of selected rows all the same height. Select the rows and then click this button.
<b>Distribute Columns</b>	To make a group of selected columns all the same width, select the cells and then click this button.
<b>Table Properties</b>	To open the Table Properties dialog box, click this button. It is located in the lower right corner of the Cell Size Group.
<b>Alignment Group</b>	
<b>Align Top Left</b>	Click this button to align the text in a cell vertically at the top of the cell and horizontally to the left.
<b>Align Center Left</b>	Click this button to align the text in selected cells centered vertically and left aligned horizontally.
<b>Align Bottom Left</b>	Click this button to align the text in a cell vertically at the bottom of the cell and horizontally to the left.

Button	Description
<b>Align Top Center</b>	To align the text in a cell to the top of the cell vertically and centered horizontally, click this button.
<b>Align Center</b>	To align the text in a cell in the center of the cell both vertically and horizontally, click this button.
<b>Align Bottom Center</b>	This button is used to center text and align it to the bottom of the cell.
<b>Align Top Right</b>	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.
<b>Align Center Right</b>	To align the text in a cell to the bottom of the cell vertically and centered horizontally, click this button.
<b>Align Bottom Right</b>	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.
<b>Text Direction</b>	To change the direction of the text in a cell, click this button. The direction will change each time the button is clicked.
<b>Cell Margins</b>	To change the margins in a cell, click this button. The Table Options dialog box will display.
<b>Data Group</b>	
<b>Sort</b>	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.
<b>Repeat Header Rows</b>	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.
<b>Convert to Text</b>	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.
<b>Formula</b>	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.