There are times when it might be necessary for a table not to contain the same number of cells in each row or column. The Draw Table feature allows for the customization of a table by drawing cells exactly where the user wants them. Vertical, horizontal, and diagonal lines can be drawn. After the table has been drawn, it is possible to use the same formatting features as are used when creating a table using the Insert Table feature which is discussed in the Insert Table link. To draw a table, complete the steps below.

Create Table

 País Click where the table is to be created.
 País Click the Insert Tab.
 País In the Tables Group, click the Tables button (see illustration below left).

 País Click the Draw Table button in the list that appears (see illustration above right).
 País The pointer will change to a pencil shape (see illustration at right).
 País To define the outer table boundaries, draw a rectangle.
 País The Table Tools Contextual Tab will display, with the Design Tab selected.
 País To create columns and rows, draw the column and row lines inside the rectangle.
 País A rectangle creates individual cells for the table boundaries.
 País Horizontal lines create rows.
 País Vertical lines create columns.
 País Diagonal lines split cells diagonally.

Erasing Lines

 País Click the Table Tools Layout Tab.
 País Click the Eraser button in the Draw Group (see illustration at right).
 País Click any of the lines in the table.
 País The line will be removed from the table.
Apply Design

✦ Click the Table Tools Design Tab.
✦ In the Table Styles Group (see illustration below), click any of the designs.

✦ To select from a larger gallery of designs, click the More button.
✦ To scroll through the gallery one row at a time, click the up and down arrows on the right side of the gallery.
✦ When the table is finished, click a cell and start typing or insert a graphic.
✦ To apply shading to individual cells, click the Shading button, in the Table Styles Group.
✦ To change the appearance of borders in the table, click the Borders button in the Borders Group.

✦ To change the color of the pen that is being used to create the lines, click the Pen Color button in the Borders Group.
✦ To change the style and weight of the lines, click the appropriate buttons above the Pen Color button in the Borders Group.

Tip:
✦ More than one formatting option can be applied to a line at a time while the table is being drawn. For instance, it is possible to change the Line Style, Line Weight, and Pen Color all at the same time by clicking on each of the options before drawing the table or a column or row in the table.
✦ To change the format of lines that are already in the table, select the options and then click the line.
✦ Hold down the CTRL key to automatically apply text wrapping while the table is being drawn.