Cross-referencing to a table

You can insert a cross-reference to a captioned table. Clicking on the cross-reference takes the reader directly to the table. For details, see Chapter 17, Fields.

Splitting a table

One table can be split into two tables, and two tables can be merged into a single table. Tables are split horizontally: the rows above the split point are put into one table, and the rows below into another.

To split a table:

1) Place the cursor in a cell that will be in the top row of the second table after the split (the table splits immediately above the cursor).

2) Choose **Table > Split Table** on the Menu bar or click the **Split Table** icon on the Table toolbar.

3) A Split Table dialog opens, where you can choose how to handle heading rows.

4) Click **OK**. The table is then split into two tables separated by a blank paragraph.

> ✅ **Note**
>
> If cells in one table include formulas using data from the other table, those cells will contain an error message: **Expression is faulty**.

Merging tables

To merge two tables:

1) Delete the blank paragraph between the tables. You must use the *Delete* key (not the *Backspace* key) to do this.

2) Select any cell in one of the tables.

3) Choose **Table > Merge Table** from the Menu bar.

> ℹ️ **Tip**
>
> To see clearly where the paragraphs are and to delete them easily, choose **View > Formatting Marks** (*Ctrl+F10*) or click the ¶ icon in the Standard toolbar.

Deleting a table

To delete a table, do any of the following:

- Right-click anywhere in the table and choose **Delete > Table** in the context menu.
- Click anywhere in the table and choose **Table > Delete > Table** on the Menu bar.
- Select from the end of the paragraph before the table to the start of the paragraph after the table, and then press the *Delete* key or the *Backspace* key.

> ✅ **Note**
>
> The third method also merges the paragraph after the table with the paragraph before the table, which may not be what you want.