

Inserting rows and columns

To quickly insert one row or column, place the cursor in the row or column before or after which you want to add new rows or columns, and then do one of the following:

- Click the **Rows Above** or **Rows Below** icons on the Table toolbar or the Table panel of the Properties deck on the Sidebar to insert one row above or below the selected one.
- Click the **Columns Before** or **Columns After** icons on the Table toolbar or the Table panel of the Properties deck on the Sidebar to insert one column before or after the selected one.
- Choose **Table > Insert > Rows Above/Below** or **Table > Insert > Columns Before/After** on the Menu bar.
- Right-click and choose **Insert > Rows Above/Below** or **Insert > Columns Before/After** on the context menu.

To insert any number of rows or columns:

- 1) Place the cursor in the row or column where you want to add new rows or columns.
- 2) Choose **Table > Insert > Rows** or **Table > Insert > Columns** on the Menu bar, or right-click and choose **Insert > Rows** or **Insert > Columns** in the context menu.
- 3) In the small dialog that opens, select the number of rows or columns to add, and whether they appear before or after the one selected. Set **Number** to the number of rows or columns to insert, and **Position** to *Before* or *After*.
- 4) Click **OK** to close the dialog.



Note

Regardless of how they are inserted, new rows or columns have the same formatting as the row or column where the cursor was located.

Deleting rows and columns

To quickly delete one or more rows or columns, select the rows or columns you want to delete and do one of the following:

- Click the **Delete selected rows** or **Delete selected columns** icons on the Table toolbar or the Table panel of the Properties deck on the Sidebar.
- Right-click and choose **Delete > Rows** or **Delete > Columns**.
- Choose **Table > Delete > Rows** or **Table > Delete > Columns** on the Menu bar.

Merging and splitting cells

A common use for merging cells is to make a heading row that takes up the entire width of the table, or a subheading row over more than one column.

To merge a cell or group of cells into one cell:

- 1) Select the cells to merge.
- 2) Right-click and choose **Merge Cells** in the context menu, or choose **Table > Merge Cells** from the Menu bar, or click the **Merge Cells** icon on the Table toolbar or the Table panel of the Properties deck on the Sidebar. Any content of the cells appears in the merged cell.