

Introduction

Tables are a useful way to organize and present large amounts of information, for example:

- Technical, financial, or statistical reports.
- Catalogs showing descriptions, prices, characteristics, and photographs of products.
- Bills or invoices.
- Lists of names with address, age, profession, and other information.

Tables can often be used as an alternative to spreadsheets to organize materials. A well-designed table can help readers understand better what you are saying. While you would normally use tables for text or numbers, you could put other objects, such as pictures, in cells. Writer's tables provide limited spreadsheet functions; see "Using spreadsheet functions in a table" on page 293.

Tables can also be used as a page-layout tool to position text in areas of a document instead of using several Tab characters. Another example is in headers and footers to support independent positioning of different elements, such as page number, document title, and so on. This use of tables is described in Chapter 6, *Formatting Pages: Advanced*.

Tools for working with tables

All of the table commands described in this chapter are conveniently located under **Table** on the Menu bar (Figure 294) and on the Table toolbar (Figure 295). Some are also found in the context menu for a table or in the Table panel of the Properties deck in the Sidebar (Figure 296).

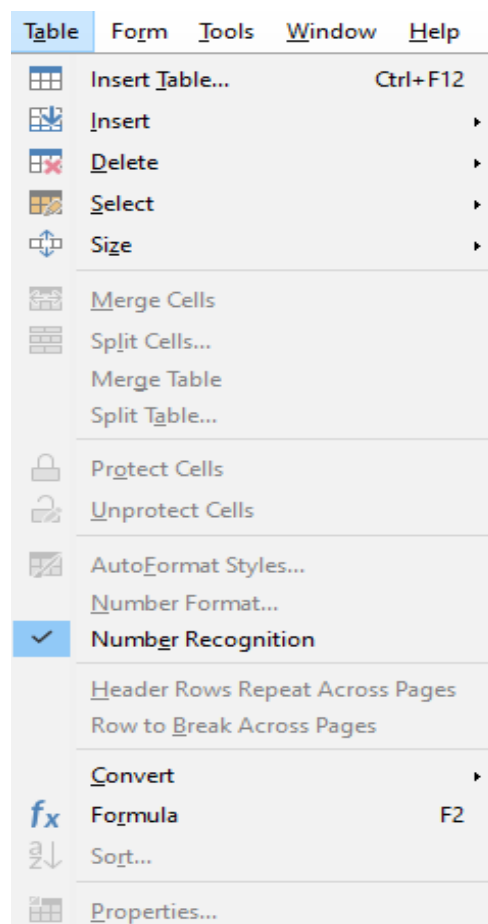


Figure 294: The Table menu