

Creating a table style

Although the Table Styles tab of the Sidebar's Styles deck includes a quick way to apply table styles, they are created by using the AutoFormat feature. Follow these steps:

- 1) Create a table. Format it as you wish: font, alignment, borders, background, number format.
- 2) Put the cursor anywhere in the table. Select **Table > AutoFormat Styles** on the Menu bar, or click the **AutoFormat Styles** icon on the Table toolbar.
- 3) On the AutoFormat dialog (Figure 307), choose which features you wish to include in the new table style, and then click **Add**.
- 4) In the pop-up dialog, type a name for the new style and click **OK**. The new style is added to the list of formats in the AutoFormat dialog and to the list of table styles in the Styles deck in the sidebar.

Table styles also include the following table-level properties:

- Break
- Keep with next paragraph
- Repeat heading
- Allow table to split across pages
- Allow rows to break across pages
- Merge adjacent line styles
- Table shadow

Tip

These styles do not include table and column widths in the table format. To insert a table with predefined full formatting, save it as AutoText. See "Using AutoText" in Chapter 2, *Working with Text: Basics*, for instructions.

Formatting the table text

Once the table layout is set, you can move on to formatting the text in the individual cells. You can apply manual formatting as with any other paragraph in the text, but it is highly recommended that you use paragraph and character styles, for consistency and ease of maintenance. Other aspects to consider include text flow, alignment, and orientation.

You can format each cell independently of other cells, or you can simultaneously format a group of cells by selecting them before applying the desired formatting.

Tip

You can apply basic table text formatting by choosing a table style and then modify only those cells that you wish to be different.

Vertical alignment

By default, text entered into a table is aligned to the top-left of the cell. You can change the default for the entire table, as described above, or for individually selected cells.

To vertically align the text in specific cells:

- 1) Place the cursor in the cell you wish to change, or select multiple cells.
- 2) Click an icon on the Table toolbar: **Align Top**, **Center Vertically**, or **Align Bottom**.