

## Copying a table

To copy a table from one part of the document and paste it into another part:

- 1) Select the table.
- 2) Press *Ctrl+C* or click the **Copy** icon on the Standard toolbar.
- 3) Click where you want the table to be copied.
- 4) Press *Ctrl+V* or click the **Paste** icon on the Standard toolbar.

## Moving a table

To move a table from one part of a document to another part:

- 1) Select the table.
- 2) Press *Ctrl+X* or click the **Cut** icon on the Standard toolbar.
- 3) Click where you want the table to be moved.
- 4) Press *Ctrl+V* or click the **Paste** icon on the Standard toolbar. This pastes the cells and their contents and formatting.

## Inserting a paragraph before or after a table

To insert a paragraph before a table, position the cursor *before* any text or other contents in the first (upper left-hand) cell and press *Alt+Enter*. To insert a paragraph after a table, position the cursor *after* any text in the last (lower right-hand) cell and press *Alt+Enter*.

## Using tables as a page layout tool

Tables may be used as a page layout tool to position text in a document instead of using tabs or spaces. For more information and tips about using tables in page layout, see Chapter 6, *Formatting Pages: Advanced*.



### Tip

When inserting a table used for layout, you may wish to deselect the **Heading** and **Border** options (see “Creating a new table” on page 277).