

When you create a table or select an existing table, the Table toolbar (Figure 295) is displayed automatically. You can manually display it at any time by clicking **View > Toolbars > Table**. The toolbar can float over the main Writer window, or it can be docked along any edge of the main window. See Chapter 1, *Introducing Writer*, for more about docking and floating toolbars, and how to hide and display specific tools on a toolbar.

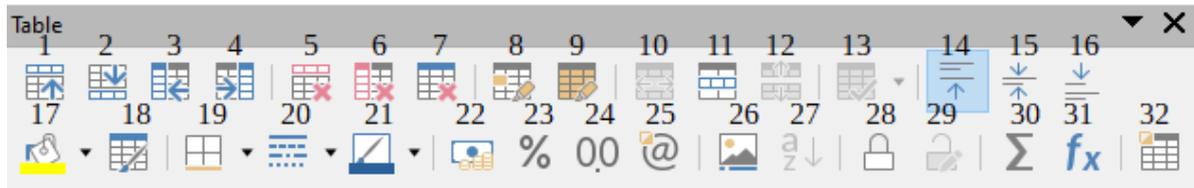


Figure 295: The Table toolbar

1	Rows Above	12	Split Table	23	Number Format: Percent
2	Rows Below	13	Optimize Size	24	Number Format: Decimal
3	Columns Before	14	Align Top	25	Number Format
4	Columns After	15	Center Vertically	26	Insert Caption
5	Delete selected rows	16	Align Bottom	27	Sort
6	Delete selected columns	17	Table Cell Background Color	28	Protect Cells
7	Delete table	18	AutoFormat Styles	29	Unprotect Cells
8	Select Cell	19	Borders	30	Sum
9	Select Table	20	Border Style	31	Formula
10	Merge Cells	21	Border Color	32	Table Properties
11	Split Cells	22	Number Format: Currency		

When the cursor is in a table, the Properties deck in the Sidebar (Figure 296) includes table properties.

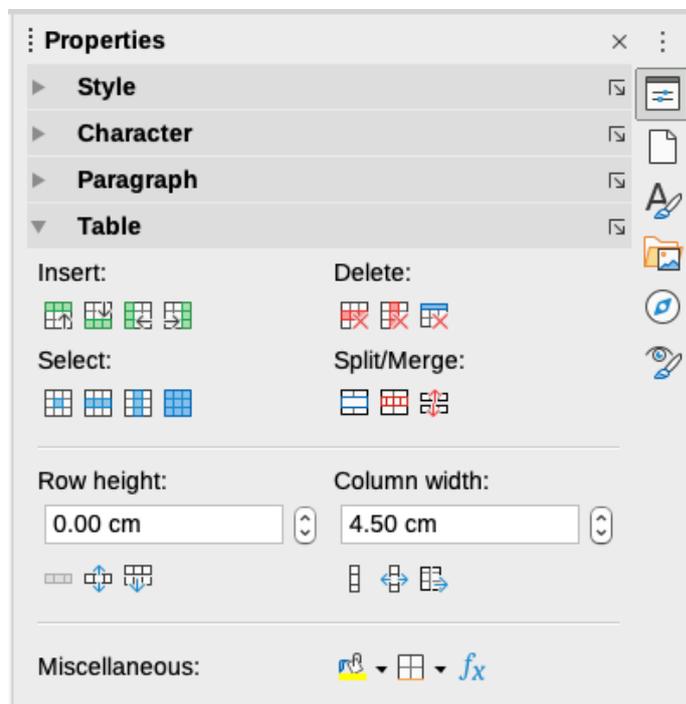


Figure 296: Table properties in Sidebar