

To split a cell into multiple cells:

- 1) Position the cursor inside the cell.
- 2) Right-click and choose **Split Cells** in the context menu, or choose **Table > Split Cells** on the Menu bar, or click the **Split Cells** icon on the Table toolbar or the Table panel of the Properties deck on the Sidebar.
- 3) On the Split Cells dialog, select how to split the cell and how many cells to create. A cell can be split either horizontally (create more rows) or vertically (create more columns).

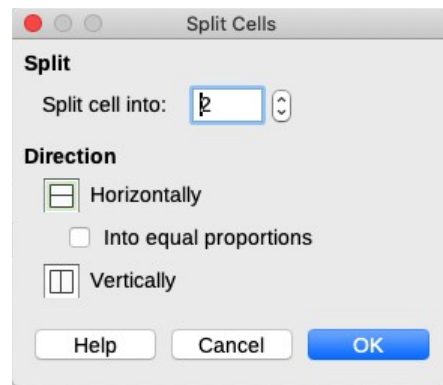


Figure 304: Split Cells dialog

It is generally best to merge and split cells after completing other layout formatting. This is because some operations such as deleting a column or a row may produce a result difficult to predict when applied to a table with merged or split cells.

Specifying table borders

You can quickly apply some table borders using the palette of options on the **Borders**, **Border Style**, and **Border color** icons in the Table toolbar or the Table panel of the Properties deck on the Sidebar. For more control, use the *Borders* tab of the Table Properties dialog (Figure 305).

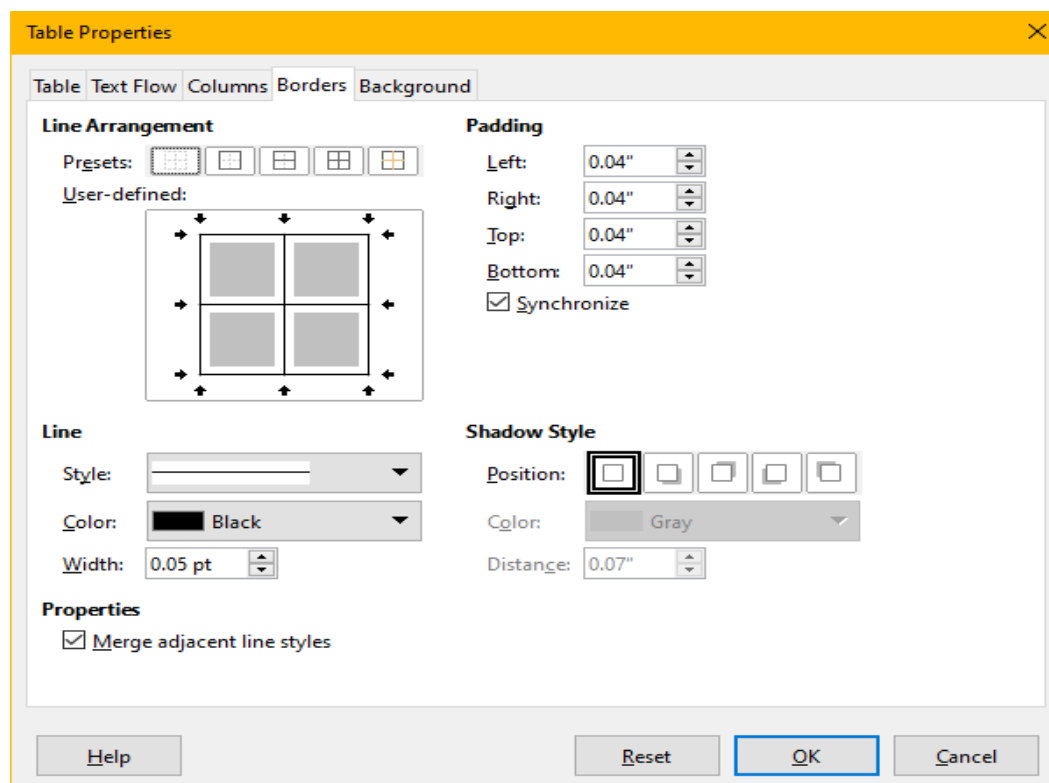


Figure 305: Table Properties dialog: Borders page