

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.

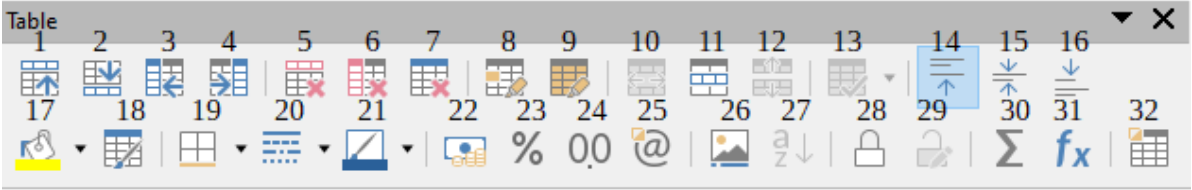


Figure 295: The Table toolbar

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.

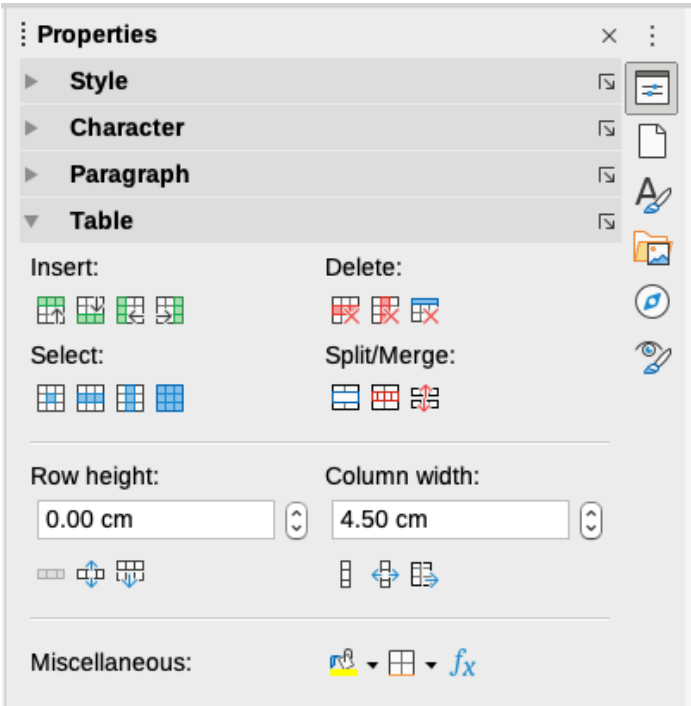


Figure 296: Table properties in Sidebar