

## Tip

You can also perform the opposite operation, to transform a table into plain text. This may be useful when you want to export the table contents into a different program.

To transform a table into text, place the cursor anywhere in the table, choose **Table > Convert > Table to Text** on the Menu bar, pick the preferred row separator, and click **OK** to finish.

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## Inserting a portion of a spreadsheet

To copy a spreadsheet area into a Writer document as a Writer table:

- 1) Open both the Writer document and the spreadsheet.
- 2) Select the sheet area (cells) that you want to copy.
- 3) Right-click and choose **Copy** in the context menu, or press *Ctrl+C*; then click in the Writer document and choose **Paste** in the context menu or press *Ctrl+V*. Or, drag the area into the Writer document.

See also Chapter 19, Spreadsheets, Charts, Other Objects, for other methods of inserting spreadsheets into Writer documents.

## Formatting the table layout

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Formatting a table is a two-step process: formatting the table layout (the subject of this section) and formatting the table text (the subject of the next section).

## Tip

If you apply similar formatting of table layout and table text to multiple tables, using table styles can speed up your work and provide consistency. See “Creating and applying table styles” on page 289.

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Formatting the layout normally involves one or more of the following operations: adjusting the size of the table and its position on the page, adjusting sizes of rows and columns, adding or removing rows or columns, merging and splitting individual cells, changing borders and background.

## Default parameters

If you create a table using the Insert Table dialog or the Insert Table icon on the Standard toolbar, the following defaults are set:

- The cells use the Table Contents paragraph style. In the default template, this style is identical to the Default Paragraph Style.
- The default table occupies all the space from margin to margin (text area).
- The default table has thin black borders around each cell (grid).
- If you activate the Heading option, the cells in the heading row (or rows) use the Table Heading paragraph style.