


# How-to Create and Edit Tables

## Purpose:

This will guide will show you how to create and edit tables using the **Insert Table**  feature on the Rich Text Editor toolbar. It will also provide tips on setting table properties and options.

## Creating Tables:

You can insert a table by clicking the **Insert Table** on the toolbar. This will open a new window and allow you to choose the following table properties:

- Size properties:
  - **Rows** Use this property to choose the number of rows.
  - **Columns** Use this property to choose the number of columns.
- Specify dimensions:
  - Select this check box in order to change the width and height of the table in the **Width** and **Height** boxes. Clear this check box if you want the table dimensions to be managed by the server.
- Width and Height:
  - Select the **Specify dimensions** check box if you want to control the dimensions of the table (optional). Type a number in the **Width** or **Height** box, and then click the arrow to select either **pixel** or **percent**. For example, to specify that the table should be half as wide as the page, type **50** in the **Width** box, and then click the **percent** option.
- Format properties:
  - Use Predefined Table Format – Select this check box to choose from a number of SharePoint’s predefined table formats.  
  
When you choose a table format from the list, a preview of that format is shown in the **Preview** box.  
  
Uncheck the **Use Predefined Table Format** options to remove the formatting from the table.
  - Apply Special Formats To – Each predefined table format can contain formatting that applies to the heading row, the last row, the first column, and the last column. Use these four options to specify whether the particular

row or column formatting is applied. For example, clear the **Heading Row** check box if you do not want that predefined format applied to your table.

*NOTE: These options are available only if the **Use Predefined Table Format** check box is selected.*

- **Editing and Modifying Tables:**

You can also edit a table to change its size, formatting, and other properties. The best way to edit a table is by using the **Cell Menu**.

Click the arrow at the right edge of the table cell to open the **Cell Menu** and access the following commands:

- **Insert Row Above** – Inserts a new row directly above the selected cell
  - **Insert Row Below** – Inserts a new row directly below the selected cell
  - **Insert Column Left** – Inserts a new column to the left of the selected cell
  - **Insert Column Right** – Inserts a column to the right of the selected cell
  - **Delete Row** – Deletes the row containing the selected cell
  - **Delete Column** – Deletes the column containing the selected cell
  - **Merge Cell** – Merges with the cell to the right or merges selected cells
  - **Split Cell** – Splits the current cell and places the cursor in left-most cell
  - **Height and Width** – Opens a dialog box that allows you to change the height/width of the row or column that contains the selected cell
  - **Edit Table** – Opens a dialog box that allows you to change any of the properties of the selected table
- You can also perform all of the **Cell Menu** actions by using the toolbar buttons. For more information on using the **HTML Editor** see the How-to Use the Content Editor Web Part.