Tables:

To create a table, click the insert table button in the body editor. A new window will pop up with the general properties for the table. Here you can set how many rows and columns the table has.

![Insert/Modify table dialog box]

- **Cellpadding** – to allow space between the content and the cell borders.
- **Cellspacing** – to create space between the cells.
- **Alignment** – aligns text in cells to either center, left, or right (default is center).
- **Border** – sets the thickness of the black line that surrounds the cells and table.
- **Table caption** – add text above table for description.
- **First row/column header** – shades the cells and makes the text bold.

After setting the settings click insert. You can always view and modify these settings by right clicking inside the table and click on table properties.

The table will appear where the cursor was. There will be some new buttons that can now be used with modifying the table.

![New table editing buttons]

The new buttons allow you to insert new rows/columns along with removing them. If you want to combine cells together you can highlight the cells and then click on the button to the far right to merge the cells. The second to last button will allow you to split merged cells.
Modify Cell/Row Properties:

To view and modify row or cell properties click on the their respective buttons.

Alignment - This option allows you to align the content of all the cells in that row to left, center, or right.
Vertical Alignment – This option allows you to align the content in the rows top, center, or bottom.
Height – The height field allows the row to have a fixed height instead of the contents height.
Alignment - This option allows you to align the content of all the cells in that row to left, center, or right.

Cell Type – Data is the normal cell type. The header option shades the cell and makes the text bold.

Vertical Alignment – This option allows you to align the content in the rows top, center, or bottom.

Width – The width field allows the cell to have a fixed width instead of the contents width. Note that a cells width will expand all other cells in the same column if it has the greatest width.

Height – The height field allows the row to have a fixed height instead of the contents height.