4.4. Editing Content – Inserting Tables

Note: Tables should only be used for data, not as a way of laying out the page.

1. Place your mouse in the position on the page where you want the table to be.

2. Click on the Table menu:
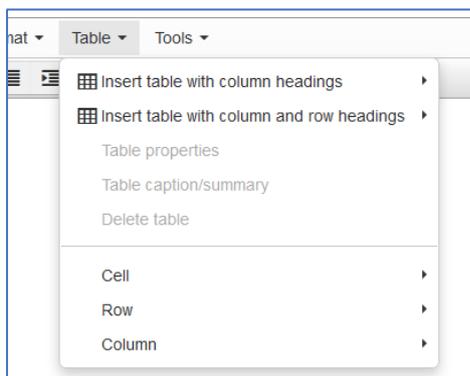
3. Choose which kind of table you want to use:

   a. **Insert table with column headings**

   This will create a new table with a header row across the top. Choose the number of rows and columns by selecting squares in the grid - move your mouse across the grid until it is the correct size, then click to insert the table.
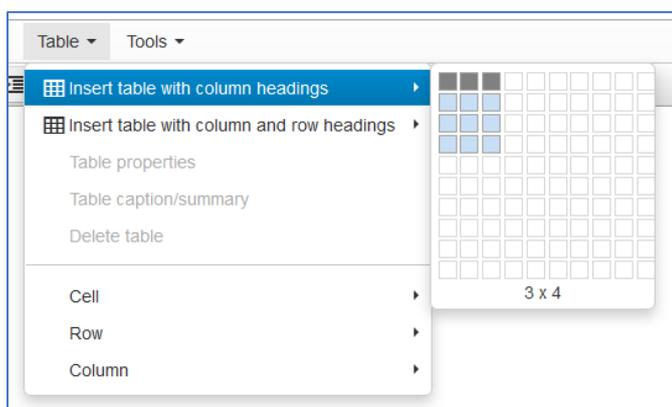
   b. **Insert table with column and row headings**

   This will create a new table with a header row across the top and a

Reviewed: April 2023

header column on the left. Choose the number of rows and columns by selecting squares in the grid - move your mouse across the grid until it is the correct size, then click to insert the table.
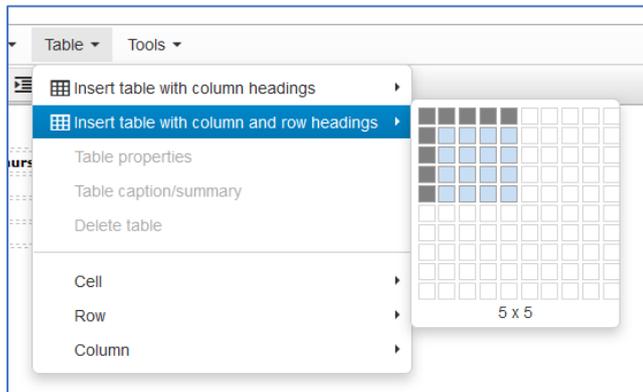
4. The table will now appear in the editor, with holding text in the header row/column:
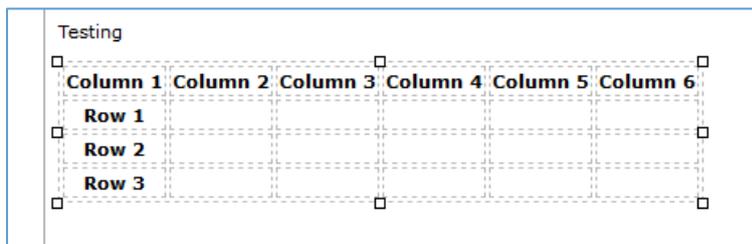
5. Click on the cells in the header row/column to replace the holding text with your chosen header text.

6. Click into the empty cells to add your data

7. When the table is selected, additional options are available from the Table menu. These options are also available in a menu that can be accessed by right clicking in the table.

a. **Table properties** - access the properties of the table:
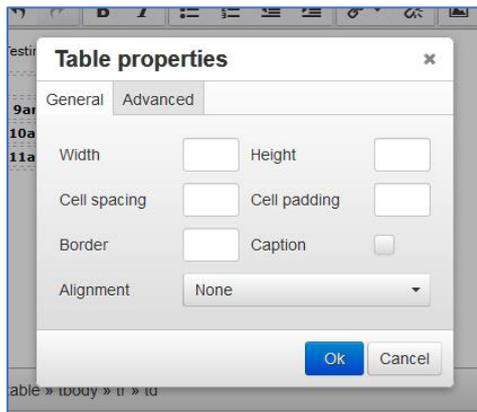
Note: please **do not** make any changes here, other than Alignment.

b. **Table caption/summary** - add a caption and/or summary to the table:
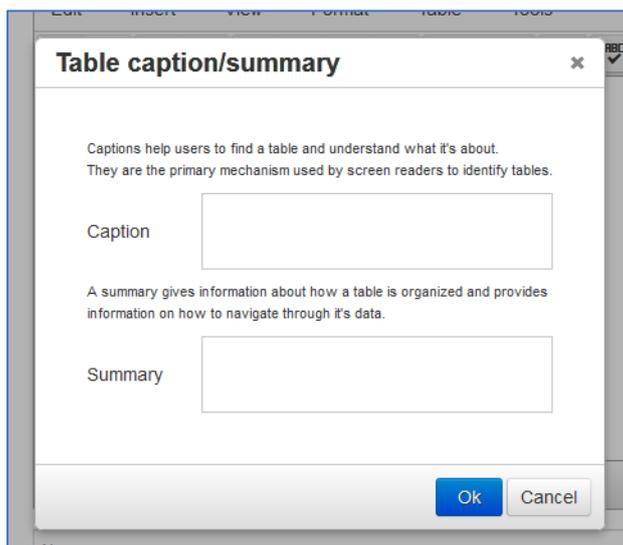
The **caption** can be used to help users to understand what the table is about. The caption is displayed in a full-width row at the top of your table, above the header row.

The **summary** can be used to give information about how a table is organized and how to navigate through its data. The summary is displayed along with the caption, in a full-width row at the top of your table, above the header row.

Timetable of Drinks
Information on what drinks are to be drunk at which days and times.

	Monday	Tuesday	Wednesday	Thursday	Friday
9am	Cup of tea				
10am	Cup of coffee				
11am	Hot Chocolate				

c. **Delete table** - remove the table.

d. **Cell** - access cell options:

    i. **Cell properties** - please **do not** make any changes here, unless you are adding a header row to a table that doesn't have one.
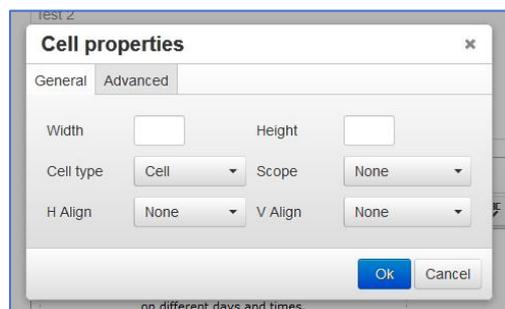
    ii. **Merge cells** - if you select multiple cells before clicking on this, it will merge the cells together to make a single large cell.

    iii. **Split cells** - if your mouse is in a cell that has been created by merging cells, this will allow you to put it back how it was previously, by splitting the cells back up.

e. **Row** - access row options:

    i. **Insert row before** - inserts a new row above the row where your mouse is currently located.

    ii. **Insert row after** - inserts a new row below the row where your mouse is currently located.

Reviewed: April 2023

iii. **Delete row** - deletes the row that your mouse is currently located in.

iv. **Row properties** - please **do not** make any changes here, other than Alignment
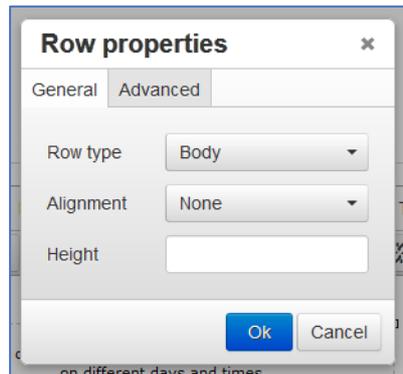
v. **Cut row** - deletes the row that your mouse is currently located in and puts it in the clipboard so that you can paste it elsewhere.

vi. **Copy row** - copies the row that your mouse is currently located in and puts it in the clipboard so that you can paste a copy of it elsewhere.

vii. **Paste row before** - allows you to paste a cut or copied row above the row where your mouse is currently located.

viii. **Paste row after** - allows you to paste a cut or copied row below the row where your mouse is currently located.

f. **Column** - access column options:

i. **Insert column before** - inserts a new column to the left of the column where your mouse is currently located.

ii. **Insert column after** - inserts a new column to the right of the column where your mouse is currently located.

iii. **Delete column** - deletes the column that your mouse is currently located in.

Reviewed: April 2023

iv. **Cut column** - deletes the column that your mouse is currently located in and puts it in the clipboard so that you can paste it elsewhere.

v. **Copy column** - copies the column that your mouse is currently located in and puts it in the clipboard so that you can paste a copy of it elsewhere.

vi. **Paste column before** - allows you to paste a cut or copied column to the left of where your mouse is currently located.

vii. **Paste column after** - allows you to paste a cut or copied column to the right of where your mouse is currently located.

Reviewed: April 2023