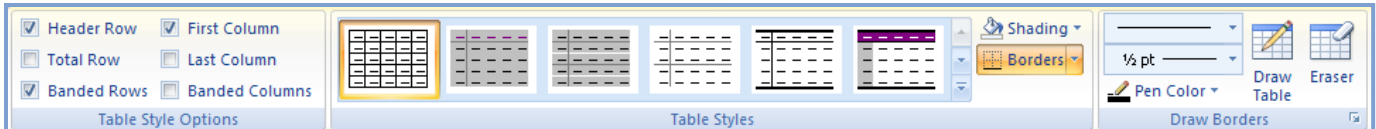


TABLE TOOLS CONTEXTUAL TAB

A Contextual Tab is a tab that displays when certain features are applied to a document. This tab will display when a table has been created in a document. There are two ribbons associated with this tab, the Design Tab and the Layout Tab. This document will describe the tabs, groups and buttons that are available in this contextual tab.

Design Tab

The Design Tab is used to apply different styles to a table. It is also used to draw a table and to apply other attributes to the table. The table below describes each of the buttons on the Design Tab.

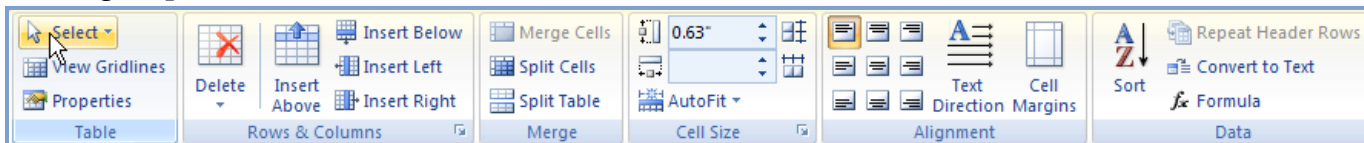


Button	Description
Table Style Options Group	
Header Row	Click this button to apply special formatting to the first row in the table. When a style is selected, this option will be selected depending on the style applied.
Total Row	This button is used to apply special formatting to the last row in the table. When a style is selected, these buttons will be selected automatically depending on the style applied.
Banded Rows	This option will apply different formatting to the even and odd rows in the table. When a style is applied to a table, this option may be selected. To remove the formatting, click the button to remove the check mark.
First Column	To apply special formatting to the first column of a table, click this button. To remove the special formatting for a table style, click the button to remove the check mark.
Last Column	Click this button to apply special formatting to the last column in a table.
Banded Columns	This option is used to apply a different formatting to the odd and even columns in the table.
Table Styles Group	
Styles Gallery	This gallery is used to apply a style to a table. To view additional styles, click the More button. This is the arrow shaped, bottom button that appears at the end of the gallery. To view one row of the gallery at a time, click the two top arrows at the end of the gallery.
Shading	To apply different shading to a cell or a group of cells, click this arrow. A gallery of different colors will appear. Click the color that is to be applied.

Button	Description
Borders	To change the location of a border for a cell or a group of cells in the table, click this button. A list of different border options will appear. It is also possible to access the Borders and Shading dialog box where different colored borders and various styles can be accessed.
Draw Borders Group	
Line Style	When drawing a table, click this button to determine the style for the border. A gallery of different border styles will appear. Click one of the styles to select it.
Line Weight	To change the weight of the border in the table, click this button. A list of different weights for the border will appear. Click one of the weights to select it.
Pen Color	To change the color of the border, click this button. The color gallery will appear. Click one of the color options to select it.
Draw Table	Click this option to draw cells within the table or to draw a new table. Information on how to draw a table can be found in the Draw Table link in the Word 2007 Web page.
Eraser	This button is used to remove a border from a cell. Click the button and then click any of the cell borders to remove it.
Dialog Box Launcher	This button is used to launch the Borders and Shading dialog box. It is located in the lower right corner of the Draw Borders Group.

Layout Tab

This tab is used to apply different formatting features to a table. The table below describes each of the groups and buttons available in this tab.



Button	Description
Table Group	
Select	Click the button to select the current table, cell, column, or row.
View Gridlines	This button is used to view gridlines in a table. These lines are used as a guide when working with a table.
Properties	To open the Table Properties dialog box, click this button. This dialog box is used to change attributes for a table, row, column, or cell.
Rows and Columns Group	
Delete	When this button is clicked, an entire table will be deleted.. Click the arrow at the bottom of the button to delete a column, row, or cell.
Insert Above	Click this button to insert a row above the currently selected row.
Insert Below	To insert a row below the currently selected row, click this button.

Button	Description
Insert Left	To insert a column to the left of the currently selected column, click this button.
Insert Right	Click this button to insert a column to the right of the currently selected column.
Dialog Box Launcher	This button is used to open the Insert Cells dialog box. This button is located in the lower right corner of the Rows and Columns Group.
Merge Group	
Merge Cells	To merge two or more cells into one cell, select the cells that are to be merged, and then click this button.
Split Cells	This button is used to split a cell into two or more cells.
Split Table	To split a table at the location of the insertion point, click this button.
Cell Size Group	
Table Row Height	To change the height of a row in a table, click this button. Click the spinner arrows to increase or decrease the height of the row. A Live Preview of the change in height will be displayed as the height is being changed.
Table Column Width	Click the spinner arrows for this option to change the width of a column. A Live Preview of the change will appear while the height is being changed.
AutoFit	When this option is used, the column width will be changed to reflect the length of the longest entry in a column.
Distribute Rows	This option is used to make a group of selected rows all the same height. Select the rows and then click this button.
Distribute Columns	To make a group of selected columns all the same width, select the cells and then click this button.
Dialog Box Launcher	To open the Table Properties dialog box, click this button. It is located in the lower right corner of the Cell Size Group.
Alignment Group	
Align Top Left	Click this button to align the text in a cell aligned vertically at the top of the cell and horizontally to the left.
Align Top Center	To align the text in a cell to the top of the cell vertically and centered horizontally, click this button.
Align Top Right	This button is used to align the text in a cell to the top of the cell vertically and to the right in the cell horizontally.
Align Center Left	Click this button to align the text in selected cells centered vertically and left aligned horizontally.
Align Center	To align the text in a cell aligned in the center of the cell both vertically and horizontally, click this button.

Button	Description
Align Center Right	This button is used to align the text in a cell centered vertically and right aligned horizontally.
Align Bottom Left	Click this button to align the text in a cell aligned vertically at the bottom of the cell and horizontally to the left.
Align Bottom Center	To align the text in a cell to the bottom of the cell vertically and centered horizontally, click this button.
Align Bottom Right	This button is used to align the text in a cell to the bottom of the cell vertically and to the right in the cell horizontally.
Text Direction	To change the direction of the text in a cell, click this button. The direction will change each time the button is clicked.
Cell Margins	To change the margins in a cell, click this button. The Table Options dialog box will display.
Data Group	
Sort	To sort the records in a table, click this button. The sort dialog box will display where criteria for the sort can be chosen.
Repeat Header Rows	When a table is longer than one page, select the row or rows that are to be repeated at the top of each page and then click this button. The selected row(s) will repeat at the top of each page of a multiple page table.
Convert to Text	To convert the current table to text, click this button. The Convert Table to Text dialog box will display. This dialog box is used to specify what kind of separator should be used to separate the entries when the information is converted to text.
Formula	To insert a formula to perform calculations in a table, click this button. The Formula dialog box will display. This dialog box is used to specify the criteria for the formula.