**Why using tables in MS Word for page layout may be your best word processor option**

Using tables in Microsoft Word can help you layout visual and textual elements on a page if you are having difficulty with other methods. Word’s tables features more controls and modification than other word processors (i.e., Google Docs, Pages).

# **Splitting cells.**

You may have graphical elements that simply won’t line up with other word processors.

Example: Forthcoming

Some of this difficulty can be overcome with the cells splitting feature of Word:

|  |  |
| --- | --- |
| In most cases, right-clicking a cell will bring up options, including the **Split Cell** feature |  |
| The **Split Cell** feature allows you to divide that cell into more rows and columns without disturbing the other cells in your table. |  |
| Here, 2 rows have been specified. |  |
| Here is the result. | A screenshot of a computer  Description automatically generated |
| As you can see, the height of the individual cells can be modified. Here, only the bottom of the lower cell has been dragged down to add more space to it. | A screenshot of a computer  Description automatically generated  Smaller top cell |
| Here, the bottom cell was dragged down first and then the top cell was dragged down to take up some of the space. | A screenshot of a computer  Description automatically generated  Larger top cell |