Select – it is used to select a cell, row, column, table.

View Gridline - it is used to show or hide the gridlines.

Delete – it is used to delete a cell , row, column, table.

Insert Above – It is used to insert a row above the selected row.

Insert Below – It is used to insert a row below the selected row.

Insert Left – it is used to insert a column in left side of the selected column.

Insert right - it is used to insert a column in right side of the selected column.

Merge Cell – It is used to merge two or more cells.

Split cell – it is used to divide the cell in row or column wise.

Split Table – it is used to divide the table into two parts.

Auto Fit – It is used to fit the column in auto mood.

Height & Width – it is used to set the size of row and column ( height , width )

Distribute Row & Distribute Column – It is used to divide the row and column size in equal parts.

Table Alignment – There are 9 alignment in A table.

Upper 🡺 LEFT CENTER RIGHT

CENTER 🡺 LEFT CENTER RIGHT

BOTTOM 🡺 LEFT CENTER RIGHT

Text Direction - it is used to change the direction of text in three ways.

1 ) Left to right

2) Up to down

3) Down to Up

Cell Margin – it used to set the margin in a cell of table.

Sort – it is used to sort the data in ascending order or descending orders.