

On this page, you can learn how you can create tables using the [text editor](#).

Adding tables

1. Click where you want to insert the table.
2. In the toolbar, click the **Table** button. A **Table Properties** dialog appears.



3. Fill in the table properties.
4. Click **OK**. The system places the table into the current location of your cursor.
5. **Save** the page.

Monthly savings				
	Fred	Wilma	Pebbles	Dino
January	100\$	25\$	4\$	370\$
February	100\$	25\$	4\$	370\$
March	100\$	25\$	4\$	370\$
April	100\$	25\$	4\$	370\$
May	100\$	25\$	4\$	370\$
June	100\$	25\$	4\$	370\$
July	100\$	25\$	4\$	370\$
August	100\$	25\$	4\$	370\$
September	100\$	25\$	4\$	370\$
October	100\$	25\$	4\$	370\$
November	100\$	25\$	4\$	370\$
December	100\$	25\$	4\$	370\$

Modifying tables

The editor also allows you to extend or otherwise modify existing tables.

Right-click a cell within the table, and select among the available options:

- **Cell** – add, remove, split or merge table cells.
 - **Cell -> Cell Properties** – set detailed properties for individual table cells, such as their *Width* and *Height*. By setting the width or height for a cell, you can also fix the width or height for the entire table column containing the cell.
- **Row** – add or delete rows in the table.
- **Column** – add or delete columns in the table.
- **Delete Table**
- **Table Properties** – allows you to change the table properties that were originally set when creating the table.