

Get serious with a table (step 5 of 9)

Insert tables with drag and drop simplicity.

Add, remove, cut, and paste rows and columns – this makes working with tables easy.

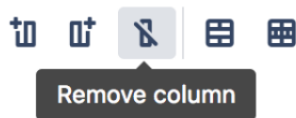
1. **Edit** the page.
2. Click in the right-hand column to position your cursor.
3. Click the **Table** menu on the toolbar and drag to choose the size of your table.



4. The table toolbar appears when there is table on your page.
5. Place your cursor in the first cell of the table and add a row below it.



6. Place your cursor in any cell of the last column of the table and delete the column.



7. Grab one of the column borders and drag to resize the column.
8. Click **Update** to publish your changes to the page.

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