

---

## Inserting a Table and Formatting Table Cells

---

The table command makes it easy to properly format a table. It places the Table Title, Figure Number, and Action Caption near the table. It also applies an approved company table style to the table. Every table command will work differently with each company, but you can get a good understanding of how the table feature works by clicking the insert Table command.

***NOTE: The Proposal-Wizard places the Figure reference in a hidden last row of your table. To insert a new row, you will need to click the Insert Row command located in the Table Cells group. If you need to insert a new column, you will have to merge the last row back to one row after you insert a column. The insert column command is located on Words Contextual Table Ribbon.***

### Table Cells Group

The Table Cells Group allows the writer to customize tables with bullets inside the cells, change the alignment and insert rows.

These buttons use styles to ensure a consistent look for the entire proposal. The “Table Text” command will apply the default Table Text style to any text selected. By default all the text in the table is set to Table Text. The style might be changed accidentally by pasting other text in the cell or after you have changed some text to bullet text.



The Heading Row uses a different Heading Style. Leave the text as formatted. If this style needs changing, you will need to talk to the Publications Department or the person in your company responsible for setting the Styles for your proposals.

Tables are formatted consistently and professionally throughout the entire proposal by using predetermined table styles specifically designed by your company. Header rows are set to repeat themselves for tables that go to the next page.