

Get serious with a table (step 5 of 9)

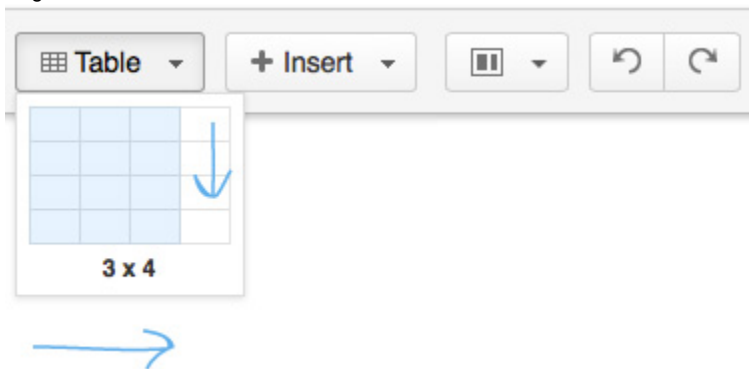
Insert new tables with drag and drop simplicity.

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 **Table** in the editor toolbar. It looks like this:



4. Using the table dropdown, select a table size by moving your mouse over the table diagram.



5. Upon inserting the table on to the page, you will see a contextual table toolbar.



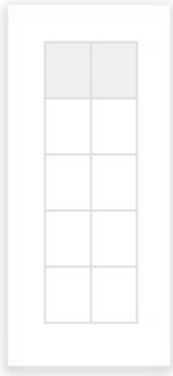
6. Place your cursor in the first cell of the table and add a row below it.



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



8. Your table should look like this:



9. Click **Save**.

