# Tables

## Tables – Creation & Navigation:
**To create a table:**
A table is always anchored within a text frame. If you would like to create a table make a text box,
Go to > Table > Insert Table (Command + Option + Shift T)

**To navigate from cell to cell:**
The tab key advances to the next cell
Shift + tab key goes back to the previous cell
OR
Use your arrow keys

**To convert text to a table:**
Select imported text  > Table  > Convert Text to Table

**To adjust the width/depth of rows/columns:**
Hover the curser over the column boundary and click and drag (the entire table will get wider)
If you hold the shift key down and drag the column boundary it will adjust only the column selected
OR
You can click on the Table Panel to mathematically adjust the height and width of the rows/columns
OR
You can select the columns you would like to adjust  > Go to Table  >  Distribute columns evenly
OR
You can hold the Shift key down while dragging either the right edge or bottom edge of the table and you will adjust all widths/depths of the rows/columns at once.

## Tables – Adding/Merging & Splitting Cells:
**To add/delete a row:**
Put the curser in the existing table, the last cell, and hit the Tab key (It will add a new row after the last cell)
OR
Go to Table > Insert (Delete)  > Row (or Column as needed)
OR
Go to the Table Panel and add/subtract rows/columns in the Panel
OR
Click + Option Drag the last boundary line of the table (bottom edge or right edge of the table) and it will add/subtract rows/columns as needed.

**To merge/unmerge cells:**
Click and drag (select) over the cells you would like to merge.
Go to Table > Merge Cells
Go to Table > Unmerge Cells

**To split cells:**
Click and drag (select) over the cell you would like to split.
Go to Table > Split Cells (Horizontally or Vertically)

## Tables – Formatting the look of the table:
**To format a table:**
Go to Table > Table Options  > Table Set Up
You can adjust almost anything globally for your table here.

## Tables – Formatting the text of the table:
**To format the text of a table:**
You can easily select entire rows, columns or the entire table by hovering your curser over the left edge (of a row), top edge (of a column) or top left corner (of the table) and clicking then you can apply your style sheets if desired
AND/OR
Go to Table > Cell Options  > Text
You can adjust almost anything globally for your table cells/text here.

You can adjust the text alignment within your selected cells by going to the measurements palette and you can align your text to the top, middle or bottom of the cell, you can rotate the text here too.