

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** dropdown on the toolbar and drag to choose the size of your table.

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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.

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

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7. Click **Save**.

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