Tables should be avoided when possible and should only be used to arrange complex tabular data that needs to be presented on your web page.

How to create tables:

Important note: When creating tables, always create a header row for your table content. This helps to keep your table content web accessible and more understandable/organized. Learn how to add a header row below.

1. While editing your web page in WordPress, place your cursor where you would like your table to appear.
2. Choose the Table button and place your cursor over Table.
3. Choose the number of columns and rows you would like in your table by moving your mouse over the Insert table pop-up and clicking when the correct number is selected. (You can choose up to 10 columns by 10 rows, and add more afterward if needed.) Your table will appear in your web page visual editor area.
4. Enter header content in the first row of your table.
5. Enter the content in each cell of your table. It is best to enter this directly, but you may also copy each cell’s content and paste it in if you’d like.
6. Select the cells in the top row of your table and choose the Table button.
7. Place your mouse over Row and choose Table row properties.
8. Next to Row type, choose Header from the dropdown menu.
9. Choose the OK button.
10. Select all of the cells in the top row and choose the Table button.
11. Place your mouse over Cell and choose Table cell properties.
12. Next to Cell type, choose Header cell from the dropdown menu.
13. You will notice that the header row for your table becomes a different color and contains bolded text. Please do not use this method to add color to other rows on your table. Creating a header row adds code to the background of your web page, causing your table to function a specific way. Adding header rows that are not headers will cause issues with your table.

You will also find several other options for formatting your table when you choose the Table button, including:

- the ability to add or delete columns
- the ability to delete a table (Note: If you’d like to keep the content of a table, be sure to copy the table and paste it elsewhere before deleting a table and updating your page.)