



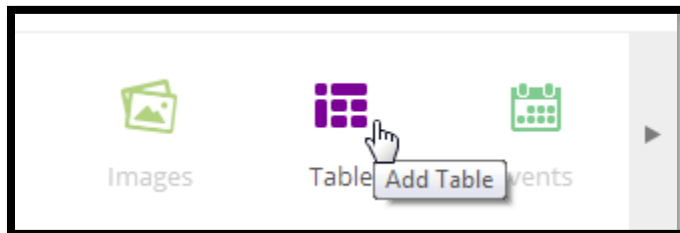
## Working with tables

### Overview

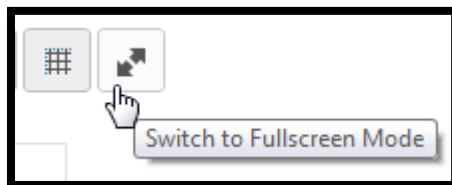
You can add tables to your pages and take advantage of all the usual features tables offer.

### Creating tables

To create a table click **Table** (or Click the **plus sign** and select **Table**).



**Tip:** You can switch a table to the **Fullscreen Mode** by clicking on the fullscreen icon



### Editing tables

To edit the table component, click on the **Actions menu** → **Edit** or hover the mouse over the table a click **Edit Table** displayed below.

Right-click a cell and you can:

- insert rows and columns
- delete rows and columns
- clear formatting

All your edits are automatically saved, or you can save them with the **Save** button.



To revert your changes, click **Cancel**.

**Tip:** All links within text are automatically converted into functional links.

## Changing the table appearance

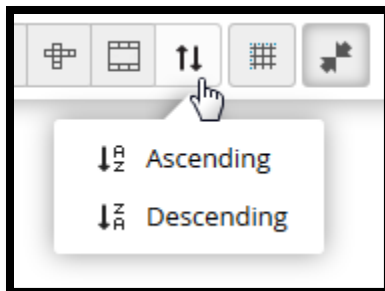
You can:

- change the text and background color of each cell
- align texts horizontally and vertically
- merge cells
- hide/display column and row headers
- hide/display the grid

## Sorting table cells

Select any number of cells in different rows and click **Sort > Ascending/Descending**.

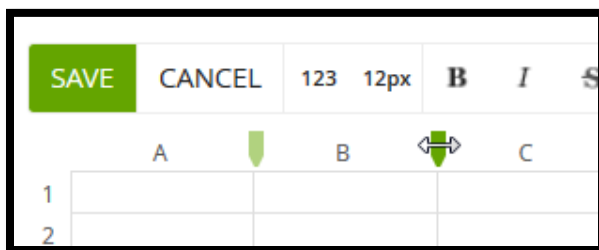
If the cells include text, they are sorted alphabetically. If the cells include numbers, they are sorted from the lowest or highest number.



**Tip:** Click **Ctrl+A** to select all cells in a table.

## Resizing table columns

To resize a table column, point your mouse between two column headings:

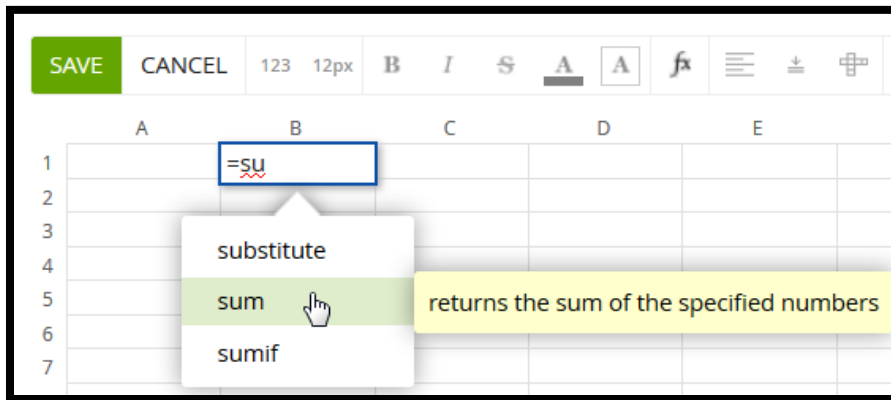




## Working with table functions

Tables in Samepage support the usual table functions.

- click the **fx** icon on the table edit bar and select a function, or
- select a cell, type the **equals sign (=)** and the function name. Samepage offers you a list of available functions as you type (including a short description)



### Example 1: adding or subtracting values

In the following example, calculate profit by using the **sum** function:

1. Select cell **B4**.
2. Click **fx** and select **sum**.
3. Select cell **B1** and press the plus key on your keyboard.
4. Select cell **B2** and press the minus key on your keyboard.
5. Select cell **B3** and press **Enter**.

Value 10,000 is displayed in cell B4.



A screenshot of a spreadsheet interface. The top toolbar includes a green 'SAVE' button, font size '123', font size '12px', and text formatting icons for Bold (B), Italic (I), Strikethrough (S), and Underline (A). The spreadsheet grid shows columns A, B, and C, and rows 1 through 5. Row 1: A1 contains 'Sales Q1', B1 contains '7,000'. Row 2: A2 contains 'Sales Q2', B2 contains '9,000'. Row 3: A3 contains 'Expenses', B3 contains '6,000'. Row 4: A4 contains 'Profit', B4 contains the formula '=sum(B1+B2-B3)'. Row 5 is empty.

## Example 2: adding or subtracting values

In the following example, add values in cells A1-A4 by using the **sum** function:

1. Select cells **A1 - A4**.
2. Click **fx** and select **sum**.

The sum is displayed in cell A5 (the cell below the selected cells).

A screenshot of a spreadsheet interface. The top toolbar includes a green 'SAVE' button, a 'CANCEL' button, font size '123', font size '12px', and text formatting icons for Bold (B), Italic (I), Strikethrough (S), Underline (A), and a function button (fx). The spreadsheet grid shows columns A, B, and C, and rows 1 through 5. Column A contains the values 1, 2, 4, 7, and 14 in rows 1 through 5 respectively. A blue selection box highlights cells A1 through A4. A dropdown menu is open over the function button (fx), showing options: Sum, Average, Median, and Count. A mouse cursor is pointing at the 'Sum' option.