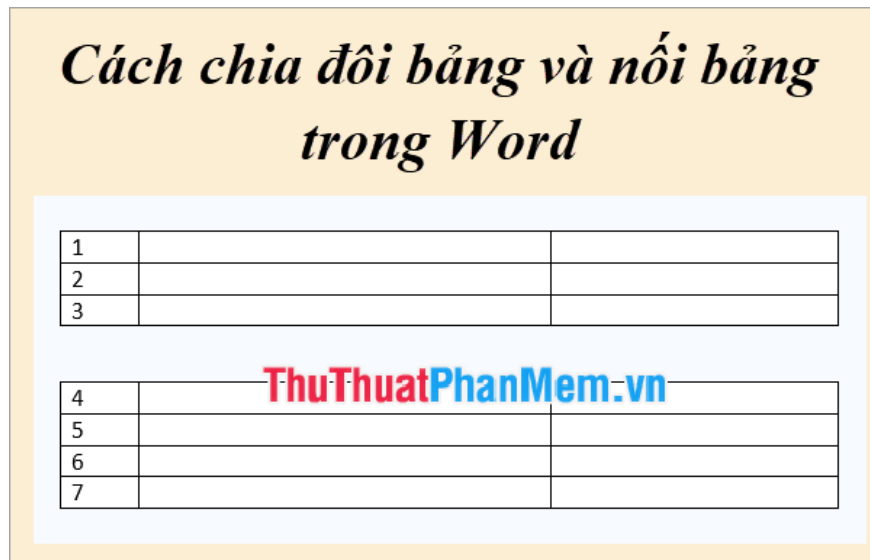


How to split tables and join tables in Word

While working with tables in Word, sometimes you need to split a table into two tables or join two or more tables together. If you do not know how to split tables and join tables in Word, then please refer to the following article.

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Here TipsMake.com will show you how to split tables and join tables in Word, invite you to follow.

Split the board (split table) in Word

If you want to split a table into 2 tables in Word you do the following:

Step 1 : Place the cursor on any cell of the row you want that row to be the first row of the second table after splitting. For example, if you want to separate from row 4 you place the mouse as shown below.

CÁCH CHIA ĐÔI BẢNG TRONG WORD

ThuThuatPhanMem.vn

1		
2		
3		
4		
5		
6		

Step 2 : In the Menu bar, appear **Design** tab and **Layout** tab of **Table Tools** , select **Layout** and select **Split Table** in **Merge** .

The screenshot shows the Microsoft Word interface. The 'Table Tools' ribbon is active, with the 'Layout' tab selected. The 'Split Table' button is highlighted with a red box and a red arrow. Below the ribbon, the document content is shown, including the title 'CÁCH CHIA ĐÔI BẢNG TRONG WORD' and the URL 'ThuThuatPhanMem.vn'. The table is now split into two separate tables, each with 3 rows.

Thus the table will be split into 2 tables as shown below, if you want to divide further, then you do the same.

CÁCH CHIA ĐÔI BẢNG TRONG WORD

ThuThuatPhanMem.vn

1		
2		
3		

4	ThuThuatPhanMem.vn	
5		
6		

How to join a table (join a board) in Word

If you have two tables in Word that want to join the two tables, then you do the following:

Step 1 : Move the mouse cursor to the 2nd panel, there appears a 4-way arrow icon on the upper left of the table.

CÁCH NỐI BẢNG TRONG WORD

ThuThuatPhanMem.vn

1		
2		
3		

4	ThuThuatPhanMem.vn	
5		
6		

Step 2 : Hold down the icon and drag the table 2 to the position of the bottom line of table 1, then release the mouse button.

CÁCH NỐI BẢNG TRONG WORD

ThuThuatPhanMem.vn

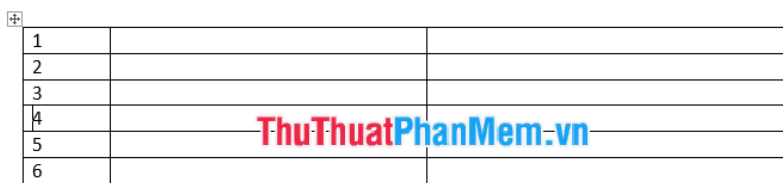


1		
2		
3		
ThuThuatPhanMem.vn		
4		
5		
6		

So you have joined the two tables in Word together.

CÁCH NỐI BẢNG TRONG WORD

ThuThuatPhanMem.vn



1		
2		
3		
ThuThuatPhanMem.vn		
5		
6		

Above TipsMake.com shared with you how to split tables and join tables in Word. Hopefully after this article, you can quickly split tables or join tables in Word when necessary. Good luck!

You finished reading the article "**How to split tables and join tables in Word**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.