Splitting a Table

- In this tutorial, you will learn how to split a table in your Microsoft Word 2010 document.
- The split table button may be used to split a table into two tables.

Example of Table split into two tables:
Locating the Split Table Button

The **SPLIT TABLE** button is located on a contextual tab or a hidden tab that is only visible when an object such as a table is selected. To locate the SPLIT TABLE button you must first select the table by clicking anywhere inside the table. Then click the **TABLE TOOLS LAYOUT** tab of the ribbon. The **SPLIT TABLE** button is found on the **MERGE** group.

Using the SPLIT TABLE Button to Split a Table

**Step 1:** Open your Microsoft Word document and locate the table you would like to split. In this example, we will assume you would like to split a table by separating the last row into a new separate table. Select the last row of the table.
Step 2: Click the **LAYOUT TAB** to display the **MERGE** group on the tab.

Step 3: Click the **SPLIT TABLE** button in the **MERGE** group to split the table into two separate tables.
Finish: By following the steps above, you can split a table within your document.