

Glenville State University – Drupal Tutorials

How to Manage Tables

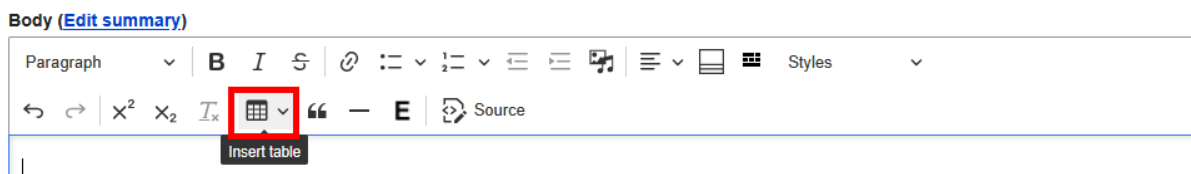
Last Updated: July 10, 2026 (By: Josh Chambers)

Tables can be difficult to use and manage effectively and have generally fallen out of use. Tables should never be used for purely layout purposes. If you wish to add columns for layout purposes, see the tutorial on How to Use Bootstrap Grids.

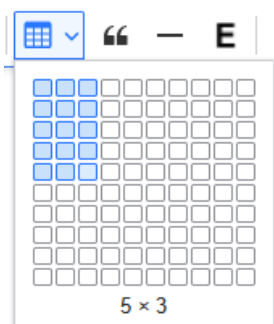


However, tables are still used for displaying tabular data. Even so, careful consideration needs to be made when creating a table to make sure it displays correctly.

To insert a table onto a page, edit the page and click the Insert Table button in the toolbar:



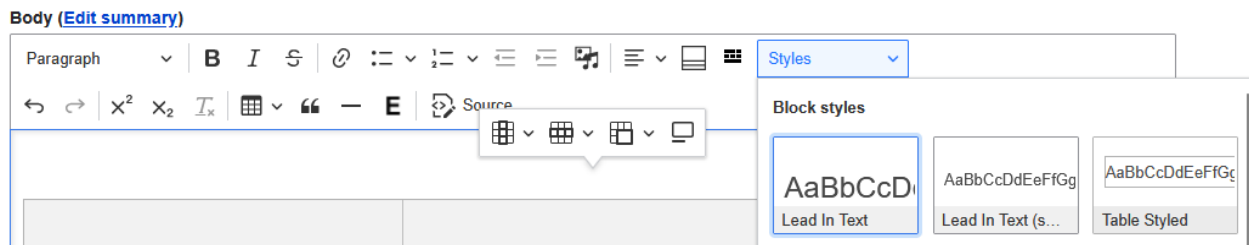
This will display a grid that allows you to insert a table with up to 10 rows and/or columns each. If you need additional rows, they can be added later. It is inadvisable to add additional columns unless you can ensure the table can properly display on the page.



In this example, I will insert a table with 3 columns and 5 rows to begin with. It will insert a blank table like the following:

Adding Table Styles

The first thing you should do is give the table the proper display styling. To do that, click on the table (this will show a yellow border around it). Then select the Style menu and click “Table Styled:”

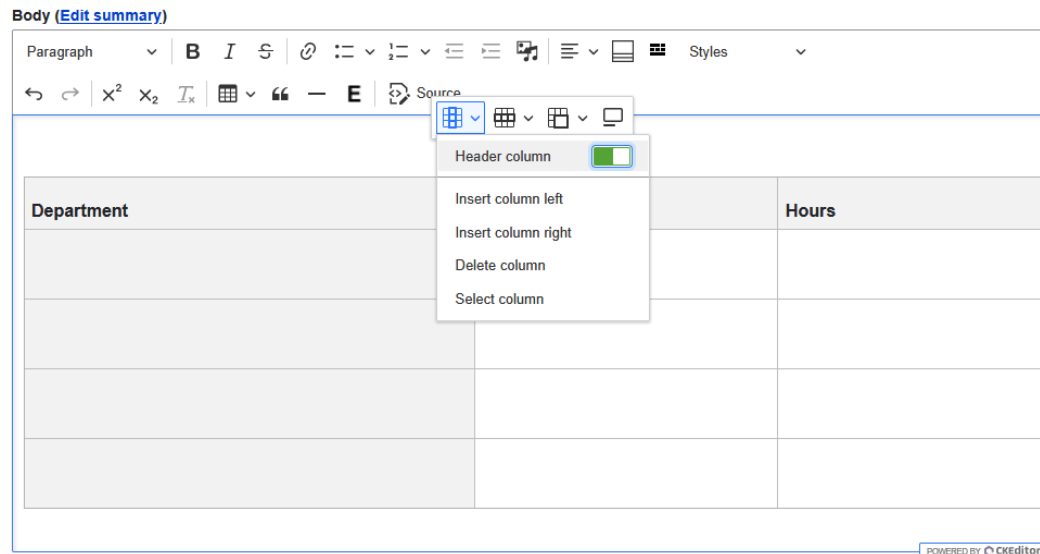


Adding Header Rows and/or Columns

Adding header rows and/or columns to tables is required for accessibility. These are the row and/or column that acts as the title for that row or column. By default, a header row is included in the table, marked by the light grey cells. The text within these cells will also be bolded by default:

Department	Credits	Hours

A header column is not created by default but is sometimes needed if the columns need their own titles as well. To add a column header, put your cursor into one of the cells in the first column, click the column icon in the toolbar that displays, and click the header column toggle:



From there you can fill out the table as you desire:

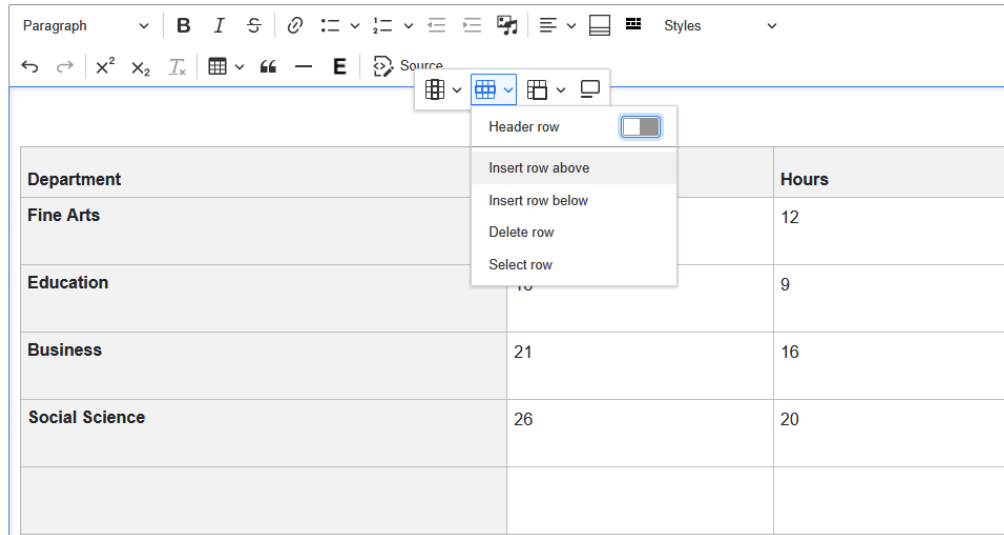
Department	Credits	Hours
Fine Arts	15	12
Education	18	9
Business	21	16
Social Science	26	20

Adding or Removing rows or columns

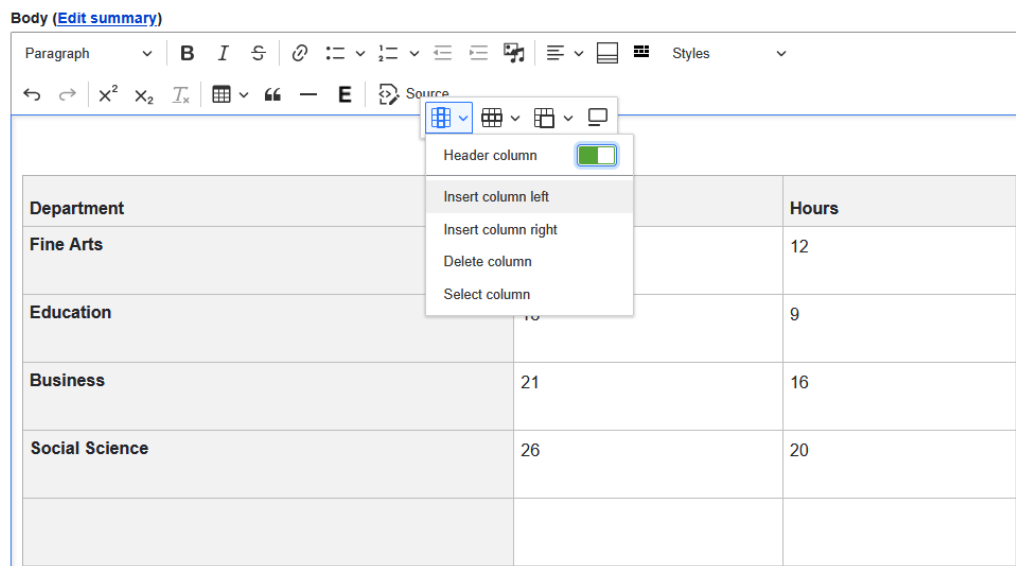
Sometimes it is necessary to add or remove rows or columns from what you initially inserted into the page.

Adding an additional row to the end of the table can simply be done by putting your cursor into the lower right cell and pressing tab. This will create a new row at the bottom of the table.

If you wish to insert a row between existing rows, put your cursor into the row you wish to add a row above or below. Click the Row icon in the table toolbar and click Insert row above or Insert row below, depending on where you wish to put it:



To add a new column, you can similarly select the column, click the Column icon in the table toolbar, and select either Insert column left or Insert column right:

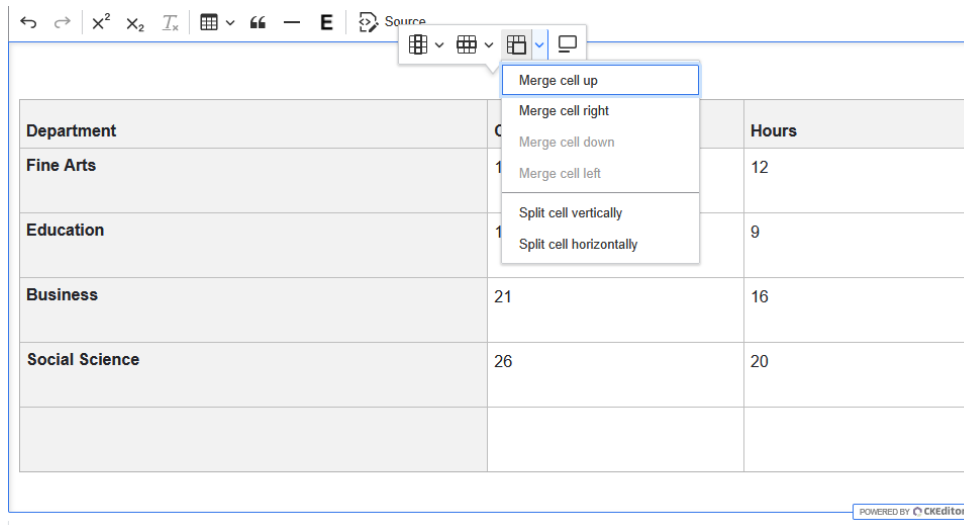


If you wish to delete a row or column, you can also do that from this menu by selecting either Delete row or Delete column.

Merging Cells

Sometimes a single cell will be the same for adjoining rows or columns. In this case, you can merge the cells together.

To do this, select one of the cells you wish to merge. In the table toolbar menu, the third icon is the Merge cell icon, and it has an arrow next to it for options. Click on the arrow to select in which direction you wish to merge the cell. Unavailable options will be greyed out:



For example, if I want to merge the center cell with the right cell in a row, I can put my cursor into the center row and select Merge cell right. That will cause the cell to span both columns:

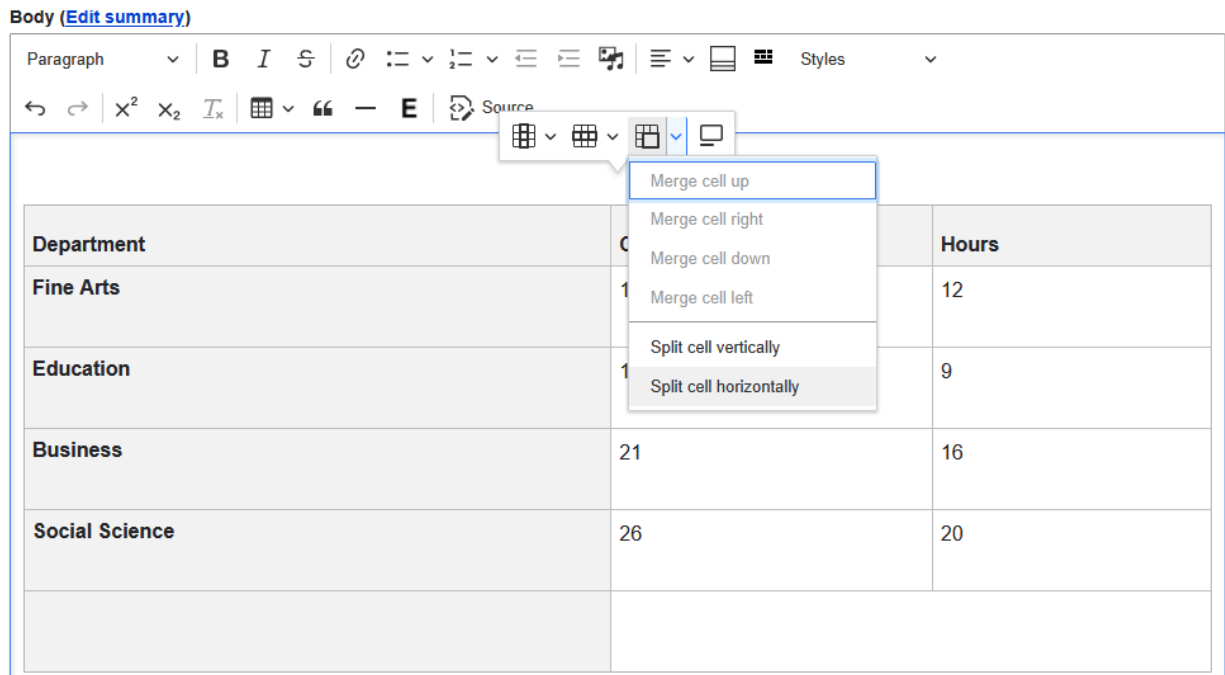
Department	Credits	Hours
Fine Arts	15	12
Education	18	9
Business	21	16
Social Science	26	20

Splitting Cells

It may also be necessary to split cells, usually if you merged a cell and then realized that was a mistake.

To do this, select the cell you wish to split, click the merge cell submenu, and select either Split cell vertically or Split cell horizontally:

Body ([Edit summary](#))



The screenshot shows a table editor interface. At the top is a toolbar with various icons for text formatting and table manipulation. Below the toolbar is a table with the following data:

Department	Credits	Hours
Fine Arts	15	12
Education	18	9
Business	21	16
Social Science	26	20

A context menu is open over the 'Education' row, showing options: Merge cell up, Merge cell right, Merge cell down, Merge cell left, Split cell vertically, and Split cell horizontally. The 'Split cell vertically' option is highlighted.

Use Split cell vertically to divide it into multiple columns and use Split cell horizontally to split it between multiple rows.

Reviewing the Table

When you are finished creating the table, always review it on the page to make sure it displays correctly:

Fine Arts	Department	Credits	Hours
Additional Information	Fine Arts	15	12
Art	Education	18	9
Band	Business	21	16
Brass Studio	Social Science	26	20
Jazz Ensemble			
Permission Ensemble			

In some extreme cases, tables may be so wide that removing the sidebar from the page is desirable. This requires using the Layout Builder to alter the layout of the page. I will cover this in the tutorial for How to Use the Layout Builder.