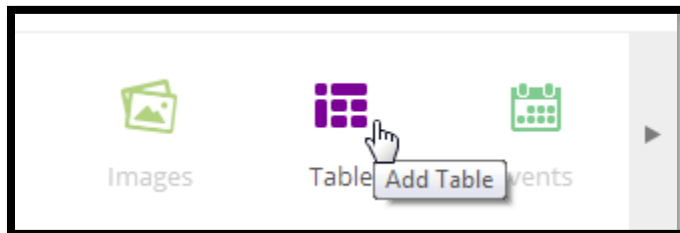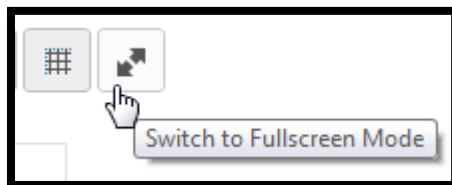# Working with tables

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.**
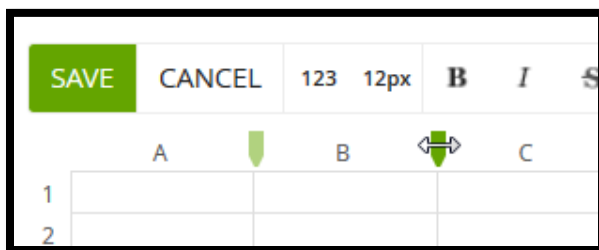
If the cells include text, they are sorted alphabetically. If the cells include numbers, they are sorted from the lowest or highest number.
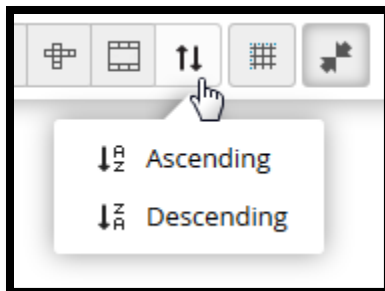
Tip: Click **Ctrl+A** to select all cells in a table.

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)
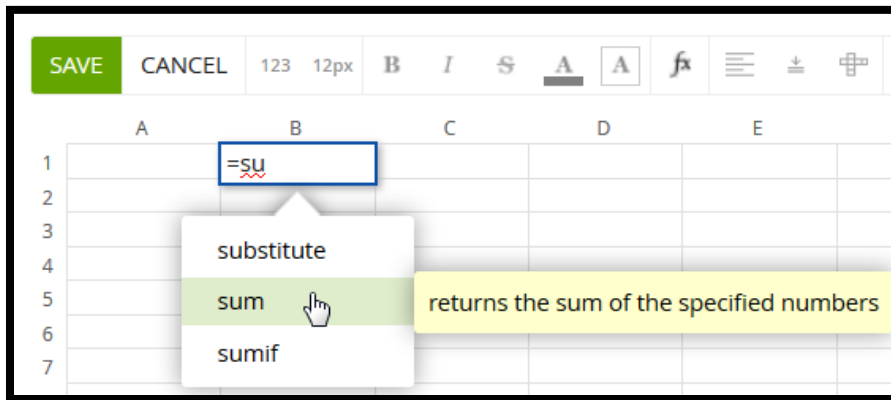
Example 1: adding or subtracting values

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.

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).