


# Split Cells

---

Splits the cell or group of cells horizontally or vertically into the number of cells that you enter.

**To access this command...**

On the **Table** Bar, click

 Split Cells

## Split cell into

Enter the number of rows or columns that you want to split the selected cell(s) into.

## Direction

### Horizontally

Splits the selected cell(s) into the number of rows that you specify in the **Split cell into** box.

### Into equal proportions

Splits cells into rows of equal height.

### Vertically

Splits the selected cell(s) into the number of columns that you specify in the **Split cell into** box.