# **Supported tables**

Here are the characteristics of the table:

* The table is surrounded by a border.
* Headers, rows, and cells in the row are separated by lines.
* The header is the first line of the table.
* The header can span multiple lines. Example: **ITEM DESCRIPTION**.
* The cell can span multiple lines. Example: HARD BOUND NOTEBOOK.
* Some of the cells can be empty. Example: For the WRITING PAD row, the 2nd and 4th cells are empty.

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM**  **DESCRIPTION** | **UNIT PRICE** | **QUANTITY** | **TOTAL PRICE** |
| PEN | 300 | 2 | 600 |
| HARD BOUND NOTEBOOK | 800 | 1 | 800 |
| WRITING PAD |  | 2 |  |

## The header with a different background color

* The header row has a different background color than that of the cells.

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM DESCRIPTION** | **UNIT PRICE** | **QUANTITY** | **TOTAL PRICE** |
| PEN | 300 | 2 | 600 |
| HARD BOUND NOTEBOOK | 800 | 1 | 800 |
| WRITING PAD |  | 2 |  |
|  |  |  |  |

## Table Tables with summary data defined as cells in table with blank cells to the left

Here are the characteristics of the table.

* The table is surrounded by a border.
* Headers, rows, and cells in the row are separated by lines.
* The summary data is present as cells to the end of the table.
* The summary data is an L-shaped extension with the cells on the left of the summary seen as white space without any borders.

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM DESCRIPTION** | **UNIT PRICE** | **QUANTITY** | **TOTAL PRICE** |
| PEN | 300 | 2 | 600 |
| NOTEBOOK | 800 | 1 | 800 |
|  |  |  |  |
|  |  |  |  |
|  |  | SUBTOTAL | 1400 |
|  |  | TAX | 10% |
|  |  | GRAND TOTAL | 1540 |

# **Unsupported Tables**

## **Tables with summary data defined as cells in table**

Here are the characteristics of the table.

* The table is surrounded by a border.
* Headers, rows, and cells in the row are separated by lines.
* The summary data is present as cells to the end of the table with the cells to the left of summary seen as empty cells with borders.

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM DESCRIPTION** | **UNIT PRICE** | **QUANTITY** | **TOTAL PRICE** |
| PEN | 300 | 2 | 600 |
| NOTEBOOK | 800 | 1 | 800 |
|  |  |  |  |
|  |  |  |  |
|  |  | SUBTOTAL | 1400 |
|  |  | TAX | 10% |
|  |  | GRAND TOTAL | 1540 |

## **Tables with summary data defined partially with cell borders**

Here are the characteristics of the table.

* The table is surrounded by a border.
* Headers, rows, and cells in the row are separated by lines.
* The summary data is present as cells to the end of the table.
* The summary data does not have the borders defined, but its values are defined inside borders.

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM DESCRIPTION** | **UNIT PRICE** | **QUANTITY** | **TOTAL PRICE** |
| PEN | 300 | 2 | 600 |
| NOTEBOOK | 800 | 1 | 800 |
|  |  |  |  |
|  |  |  |  |
|  |  | SUBTOTAL | 1400 |
|  |  | TAX | 10% |
|  |  | GRAND TOTAL | 1540 |

## **Tables with summary data define outside the table**

Here are the characteristics of the table.

* The table is surrounded by a border.
* Headers, rows, and cells in the row are separated by lines.
* The summary data is present outside the table bounding box.

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM DESCRIPTION** | **UNIT PRICE** | **QUANTITY** | **TOTAL PRICE** |
| PEN | 300 | 2 | 600 |
| NOTEBOOK | 800 | 1 | 800 |
|  |  |  |  |
|  |  |  |  |
|  |  | SUBTOTAL | 1400 |
|  |  | TAX | 10% |
|  |  | GRAND TOTAL | 1540 |

## 

## **Tables with additional properties defined beside summary data**

Here are the characteristics of the table.

* The table is surrounded by a border.
* Headers, rows, and cells in the row are separated by lines.
* Summary can be any of the above formats.
* Additional properties of the table. Example: Account No, Payment Terms) are present.

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM DESCRIPTION** | **UNIT PRICE** | **QUANTITY** | **TOTAL PRICE** |
| PEN | 300 | 2 | 600 |
| NOTEBOOK | 800 | 1 | 800 |
|  |  |  |  |
|  |  |  |  |
| Account No: 12345678 | | SUBTOTAL | 1400 |
| Payment Terms: Payment within 30 days | | TAX | 10% |
|  |  | GRAND TOTAL | 1540 |

## **Tables with additional properties defined as a row**

Here are the characteristics of the table.

* The table is surrounded by a border.
* Headers, rows, and cells in the row are separated by lines.
* Additional properties of the table span as a row in the table. Example: Customer No.

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM DESCRIPTION** | **UNIT PRICE** | **QUANTITY** | **TOTAL PRICE** |
| Customer No: 123456789 | | | |
| PEN | 300 | 2 | 600 |
| NOTEBOOK | 800 | 1 | 800 |
|  |  |  |  |

## **Tables with additional properties defined for a cell**

Here are the characteristics of the table.

* The table is surrounded by a border.
* Headers, rows, and cells in the row are separated by lines.
* Additional properties exist for specific cells in the table. Example: TYPE: field.

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM DESCRIPTION** | **UNIT PRICE** | **QUANTITY** | **TOTAL PRICE** |
| PEN | 300 | 2 | 600 |
| NOTEBOOK  TYPE: HARD BOUND | 800 | 1 | 800 |
|  |  |  |  |

## **Tables without borders**

Here are the characteristics of the table.

* The table is not surrounded by any kind of border.
* Headers, rows, and cells in the row are not separated by lines.
* The format of the header (background, font size, etc.) distinguishes it from the values of the table.

Header has a bold font

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM DESCRIPTION** | **UNIT PRICE** | **QUANTITY** | **TOTAL PRICE** |
| PEN | 300 | 2 | 600 |
| NOTEBOOK | 800 | 1 | 800 |
|  |  |  |  |

Header (same font style as cell) but has a different background color.

|  |  |  |  |
| --- | --- | --- | --- |
| ITEM DESCRIPTION | UNIT PRICE | QUANTITY | TOTAL PRICE |
| PEN | 300 | 2 | 600 |
| NOTEBOOK | 800 | 1 | 800 |