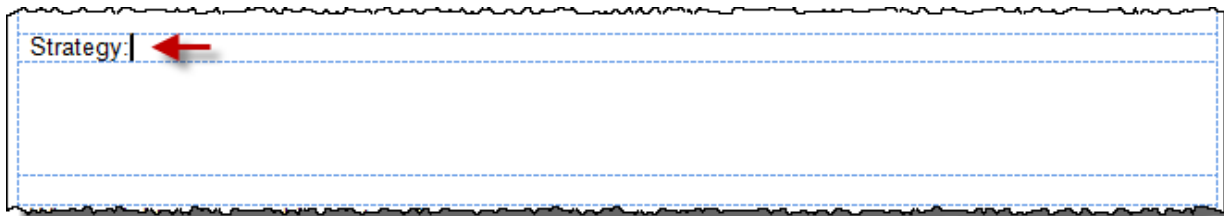


## Add Cells in an Existing Row

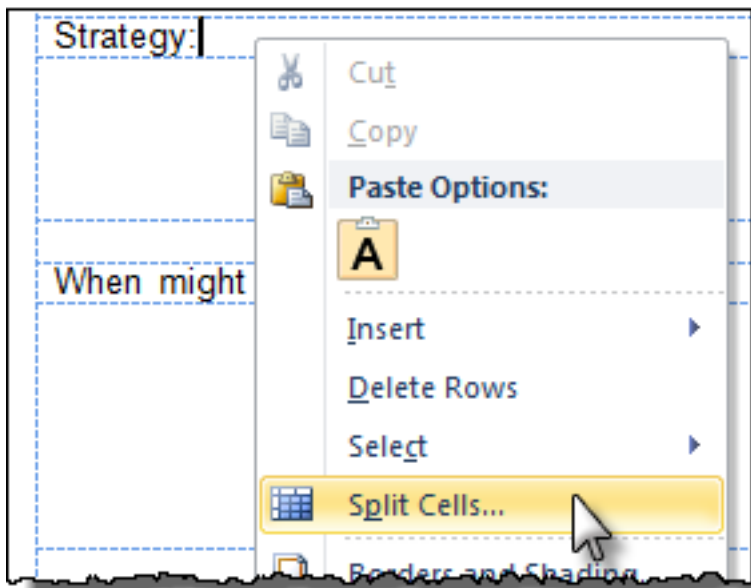
A cell is a unit of space with dimensions of one row by one column. (A row in an Everything DiSC handout is actually the cell of a one-column table.)

The easiest way to position pictures and text side by side in a table is to place them in separate cells. You can add cells to a row by splitting an existing cell.

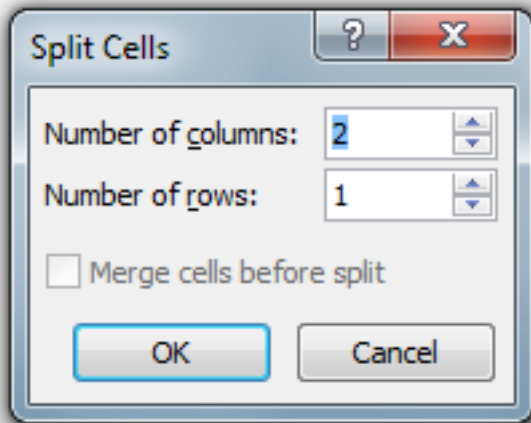
Click your mouse in the cell you want to split.



Right-click to reveal a drop-down menu of options. Select **Split Cells**.



Select how to split the cell by determining the number of columns and rows you want this cell to become. Click **OK** to apply your changes.



The cell will now be a multicolumn row that still conforms to the dimensions of the entire table. You may enter text or insert pictures.

