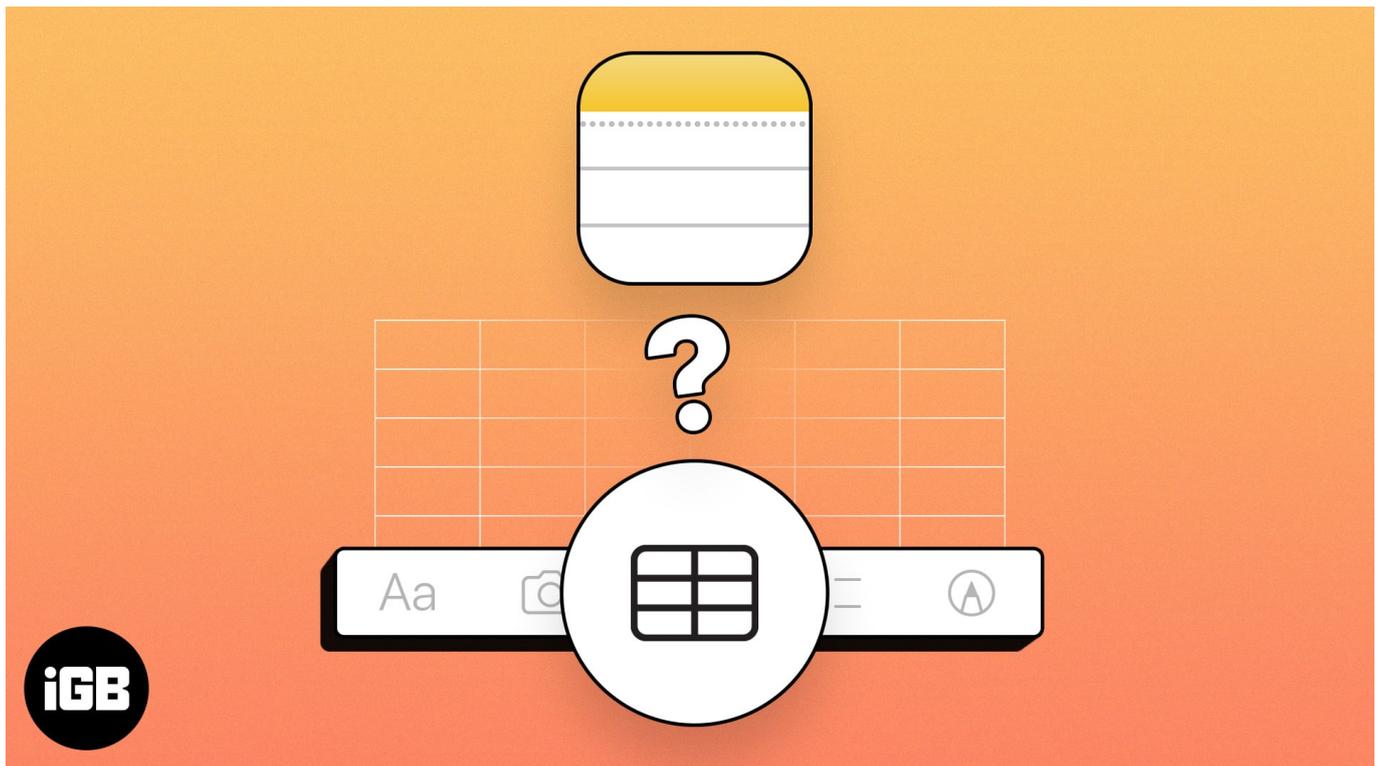


From creating grocery lists to brainstorming creative ideas, Apple's native Notes app can be helpful in several situations. However, did you know that you can also create tables in the Notes app to organize the things you've written?

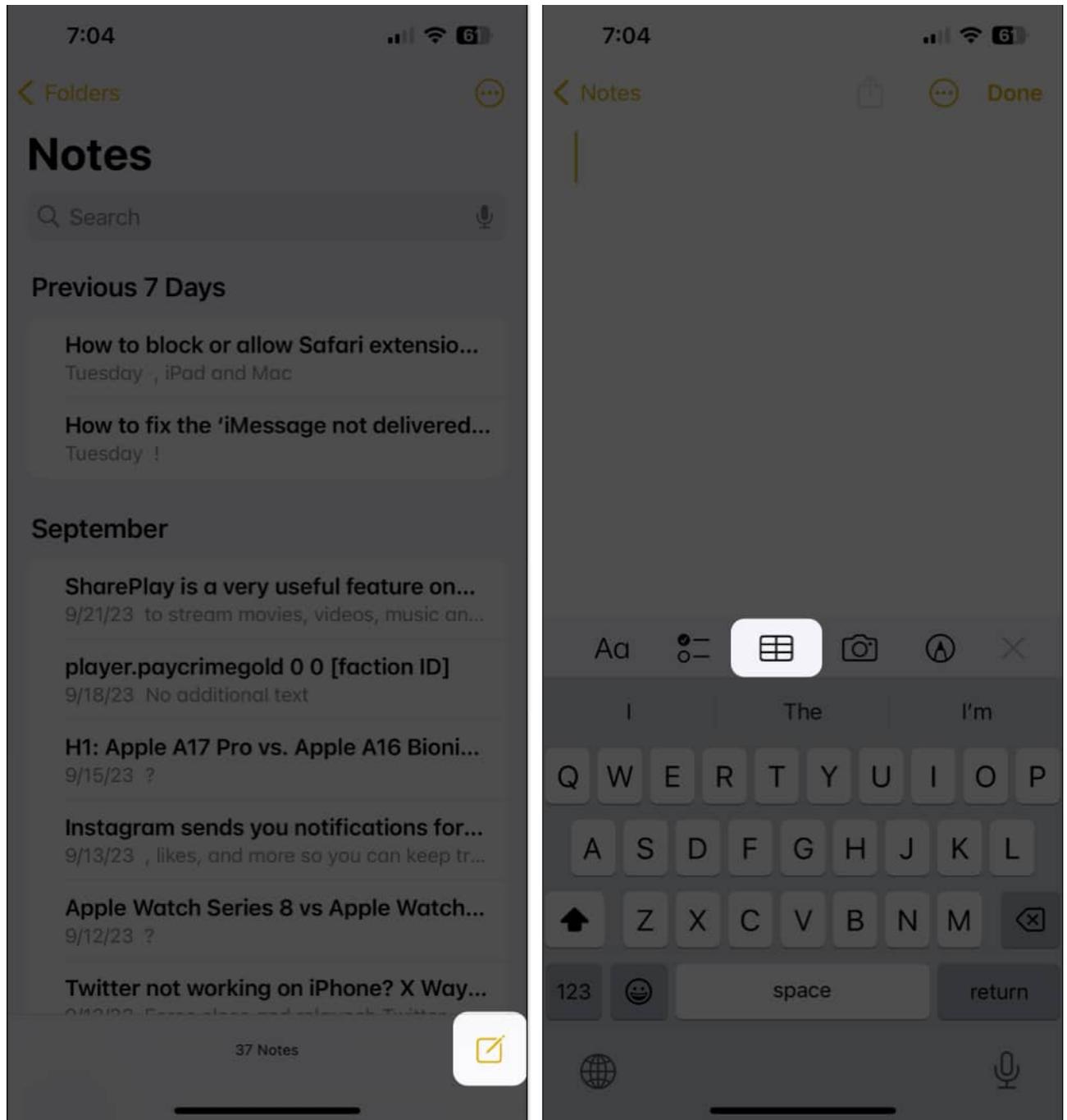


Here's a step-by-step guide explaining how to create, use, and modify tables in the Notes app on your iPhone, iPad, and Mac.

## How to add table in Notes app

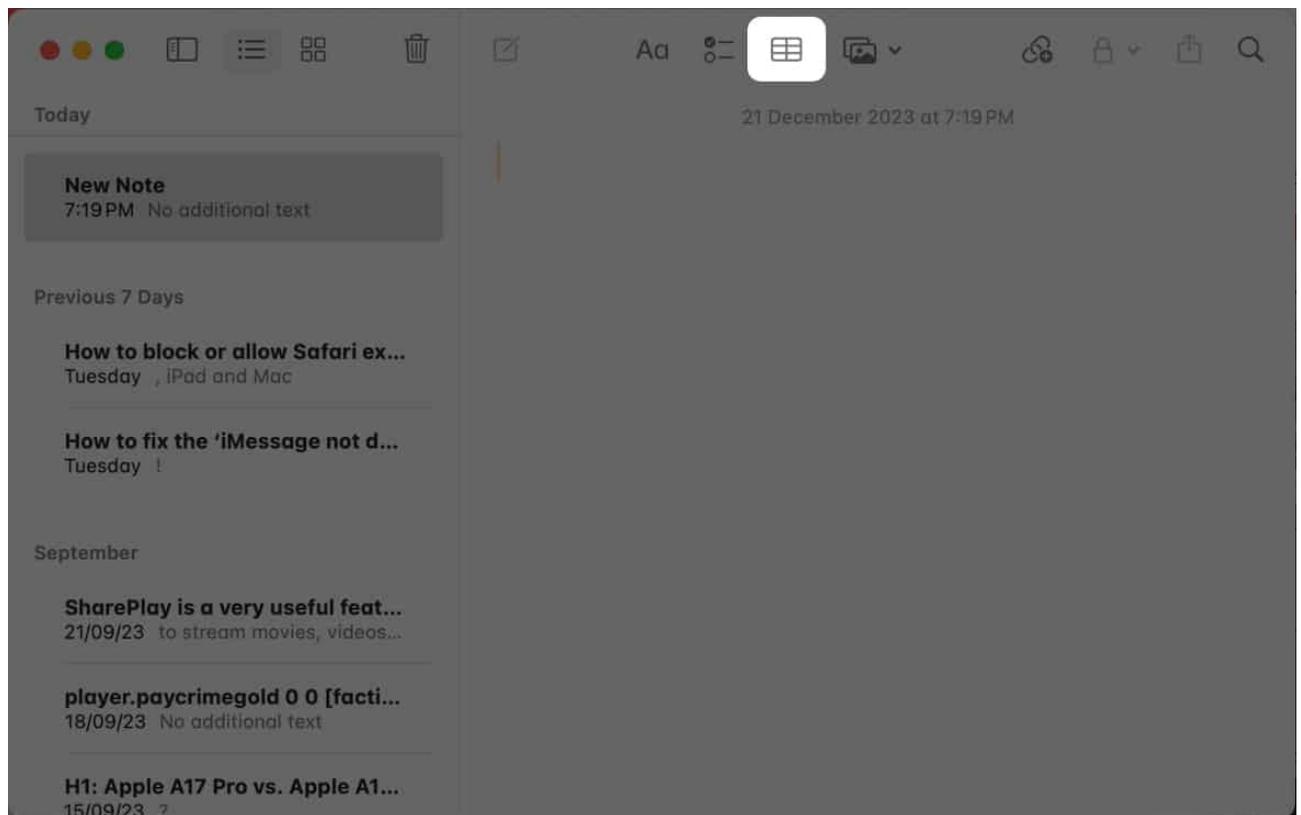
### For iPhone and iPad

1. Launch the **Notes app** → Open an **existing note** or tap the **Create Note** button to create a new one.
2. Select the **table button**.



## For Mac

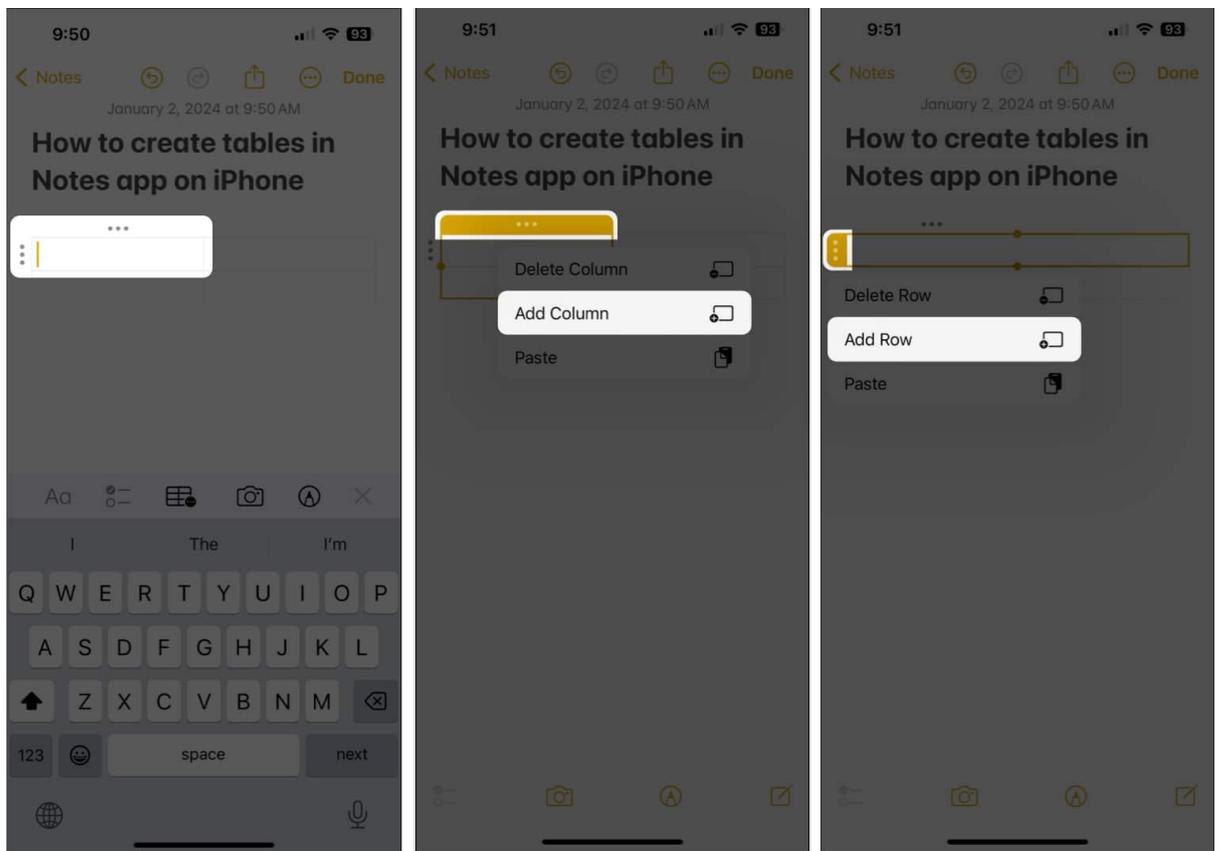
1. Open the **Notes app** → Select an **existing note** or click the **Create note button** to start a new one.
2. Click the **table button** from the toolbar.



## How to add columns or rows to table in Notes app

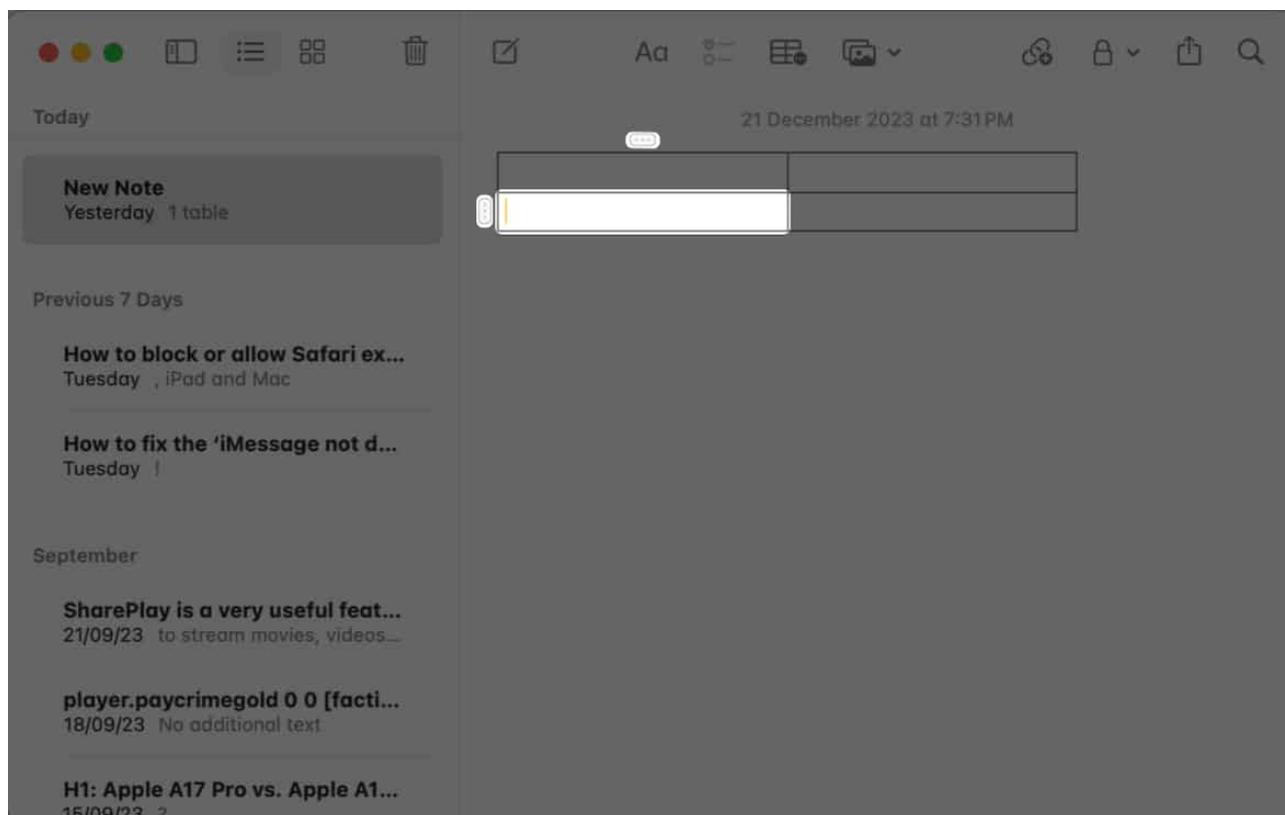
### For iPhone and iPad

1. Launch the **Notes app** → Open an existing **note with a table** or create a new one.
2. Tap a **cell** in the table to edit it.
  - **To add a new column:** Tap the **three-dot icon above a column** → **Add column.**
  - **To add a new row:** Tap the **three-dot icon next to a row** → **Add row.**

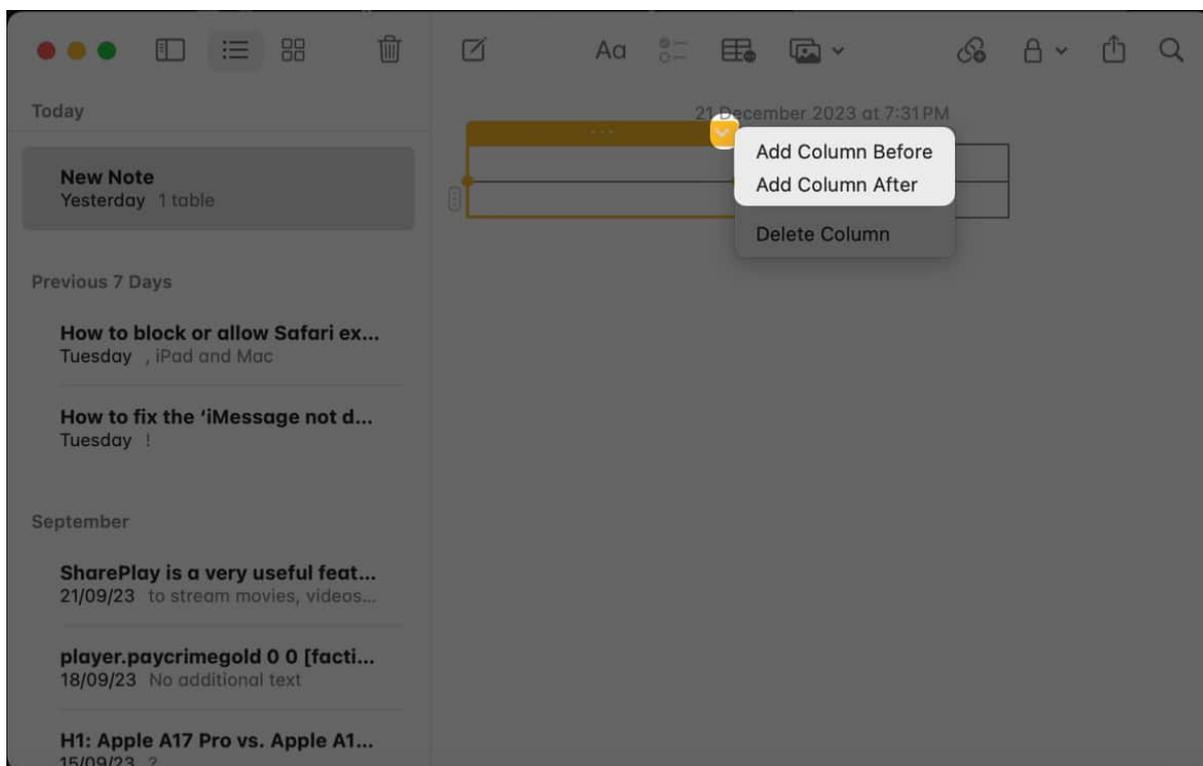


## For Mac

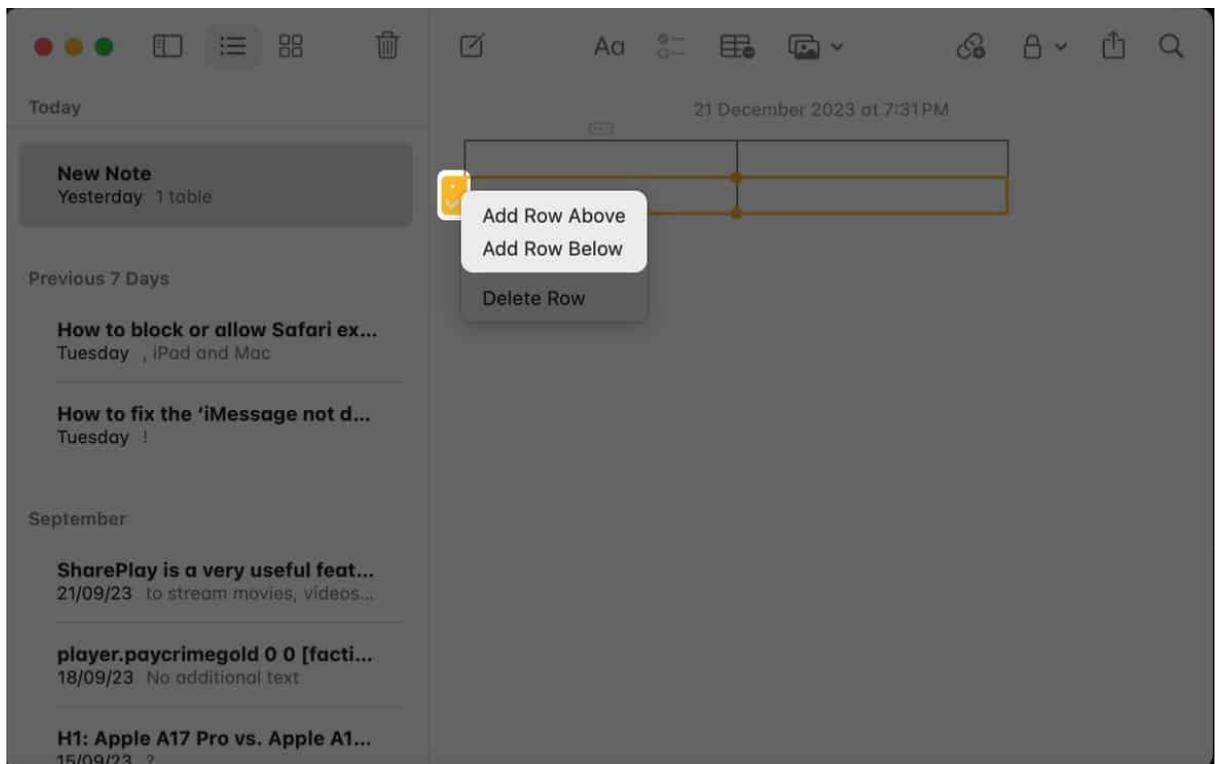
1. Go to the **Notes app** → Open an existing **note with a table** or create a new one.
2. Click a **cell** in the table you want to edit.



- **To add a column:** Click the **three-dot icon** above the column → Hit the **dropdown** → Select **Add column before/after**.



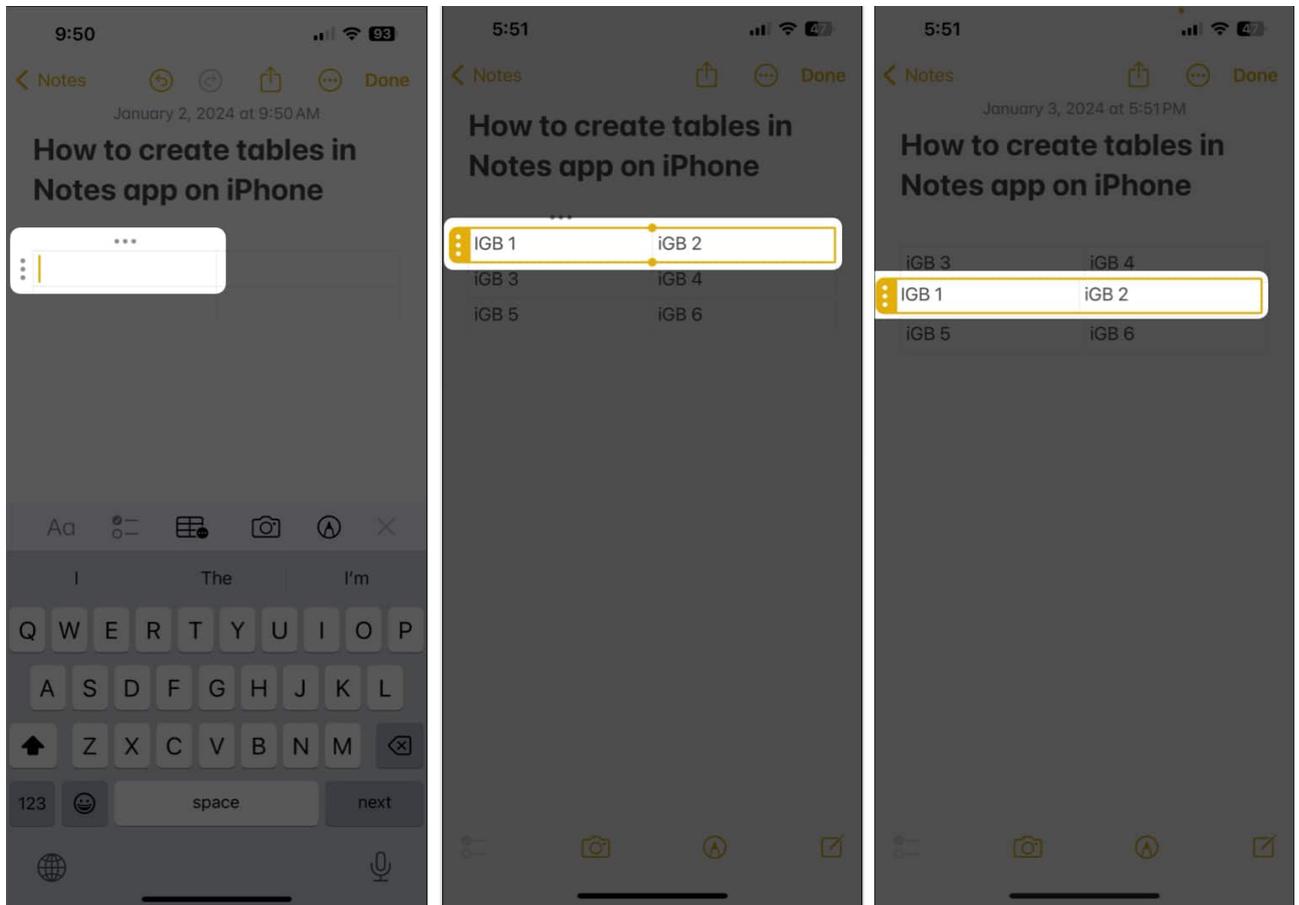
- **To add a new row:** Click the **three-dot icon** beside a row → Select the **dropdown menu** → Choose **Add row below/above**.



## Rearrange rows or columns of table in Notes app

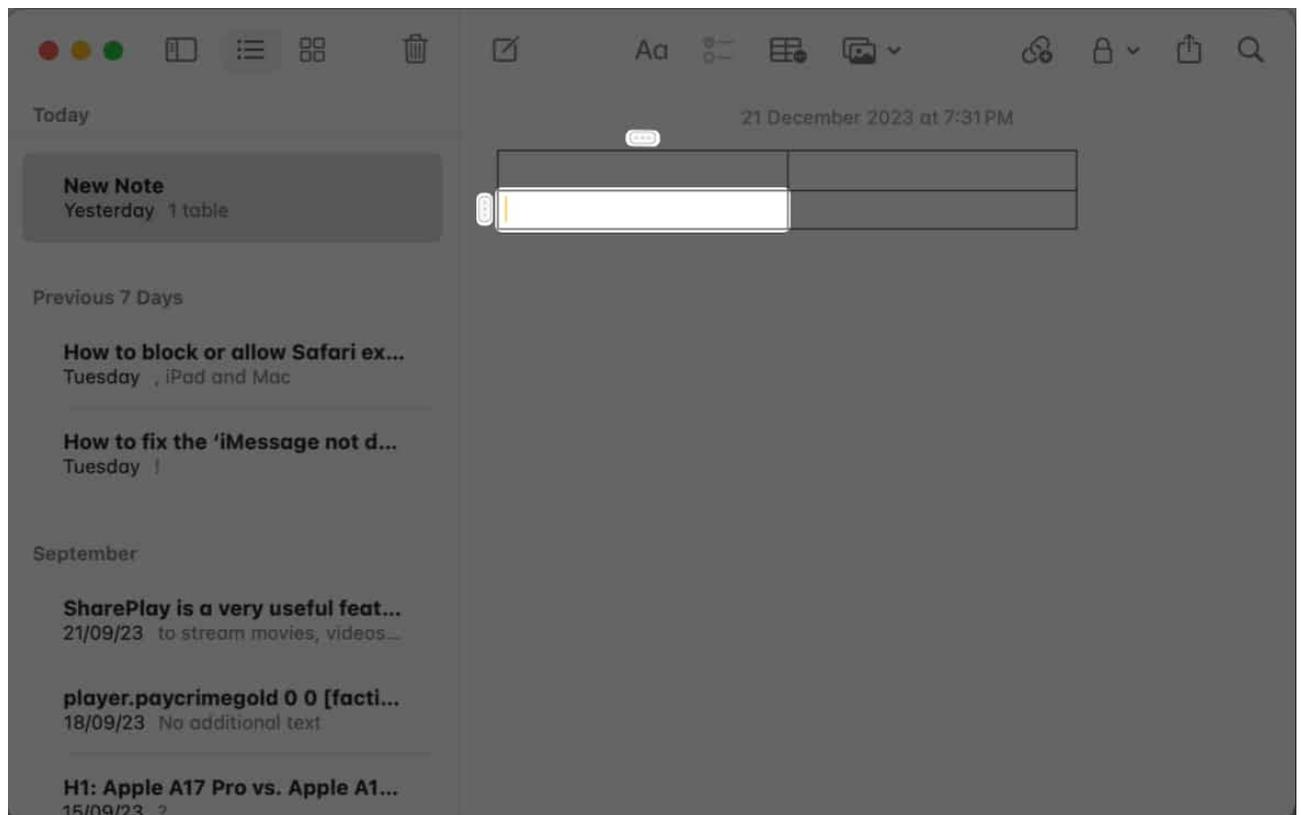
### For iPhone and iPad

1. Tap a **cell** in the column or row to rearrange it.
2. Tap the **three-dot icon** located above the column or beside a row.  
*Now, the corresponding column or row will turn yellow.*
3. Drag and drop the **column** or **row** wherever you want it in the table.



## For Mac

1. Click a **cell** in the column or row that you want to rearrange.
2. Click the **three-dot icon** located above the column or beside a row.  
*Once you do this, the corresponding cell or row will turn yellow.*

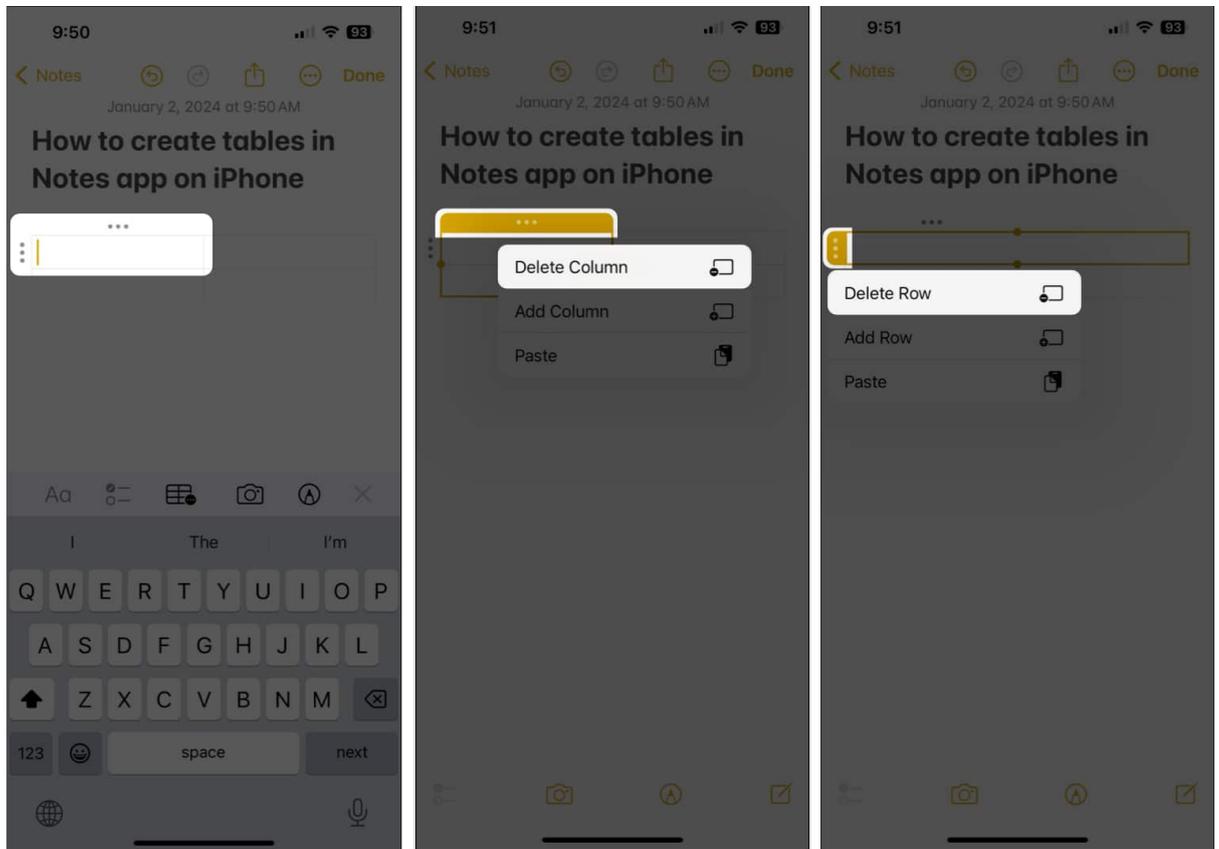


3. Click and drag the **column** or **row** wherever you want to rearrange it.

## How to delete rows or columns from table in Notes app

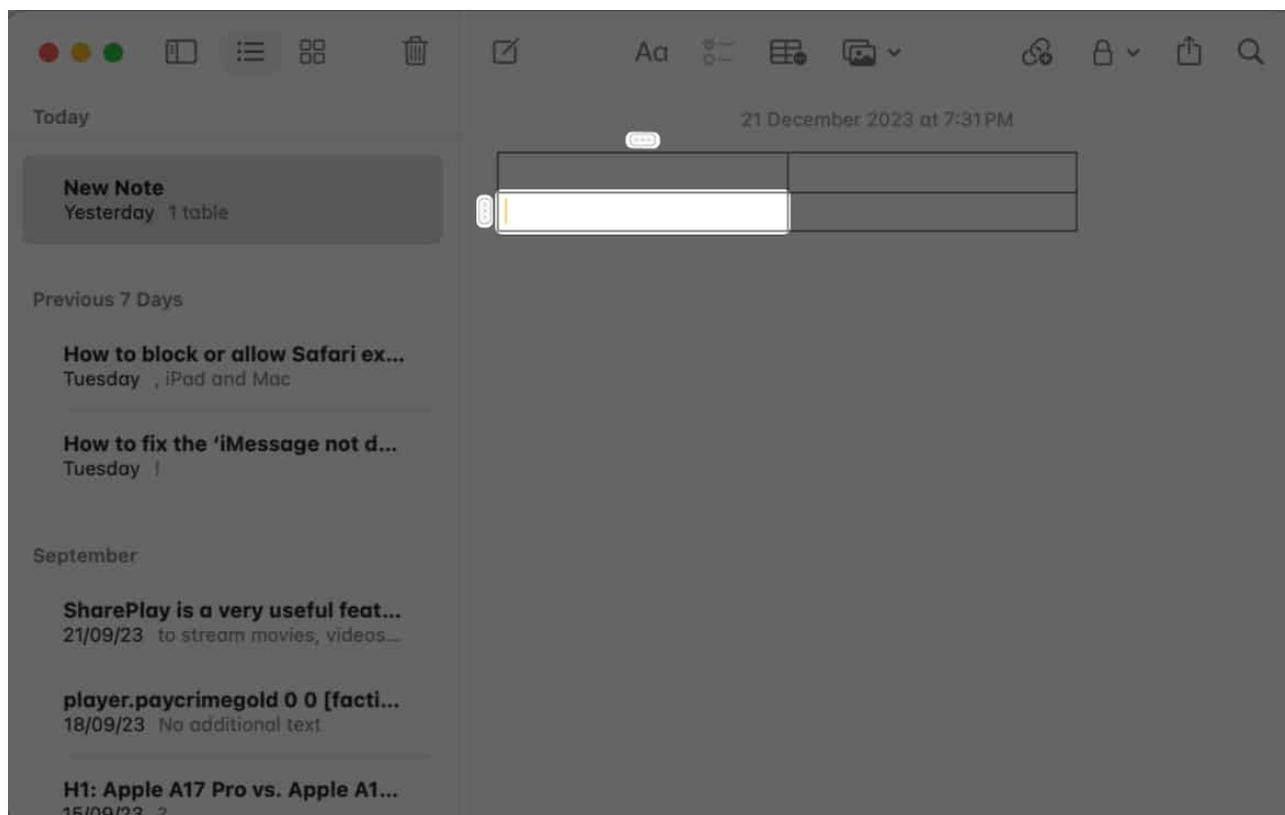
### For iPhone and iPad

1. Tap a **cell** in the rows or columns that you want to delete.
  - **To delete a column from table:** Tap the **three-dot icon** above the column → Select **Delete column**.
  - **To delete a row from table:** Tap the **three-dot icon** next to a row → Select **Delete row**.

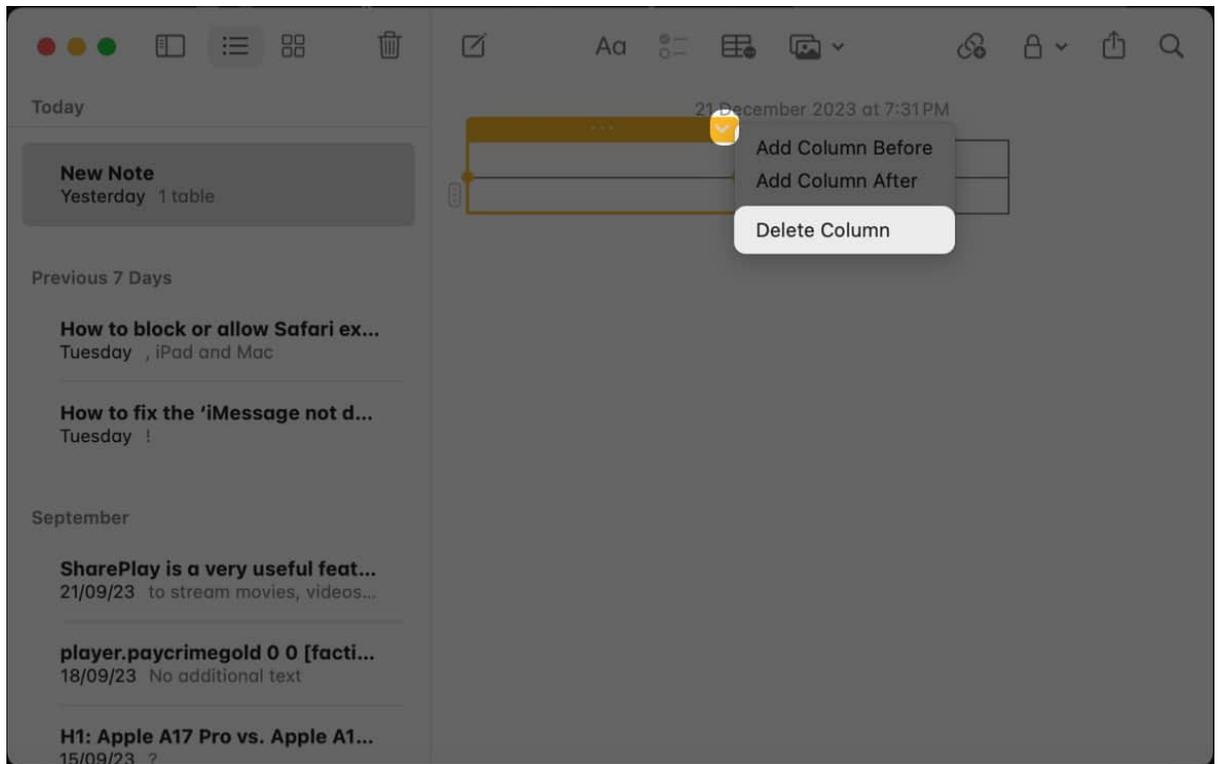


## For Mac

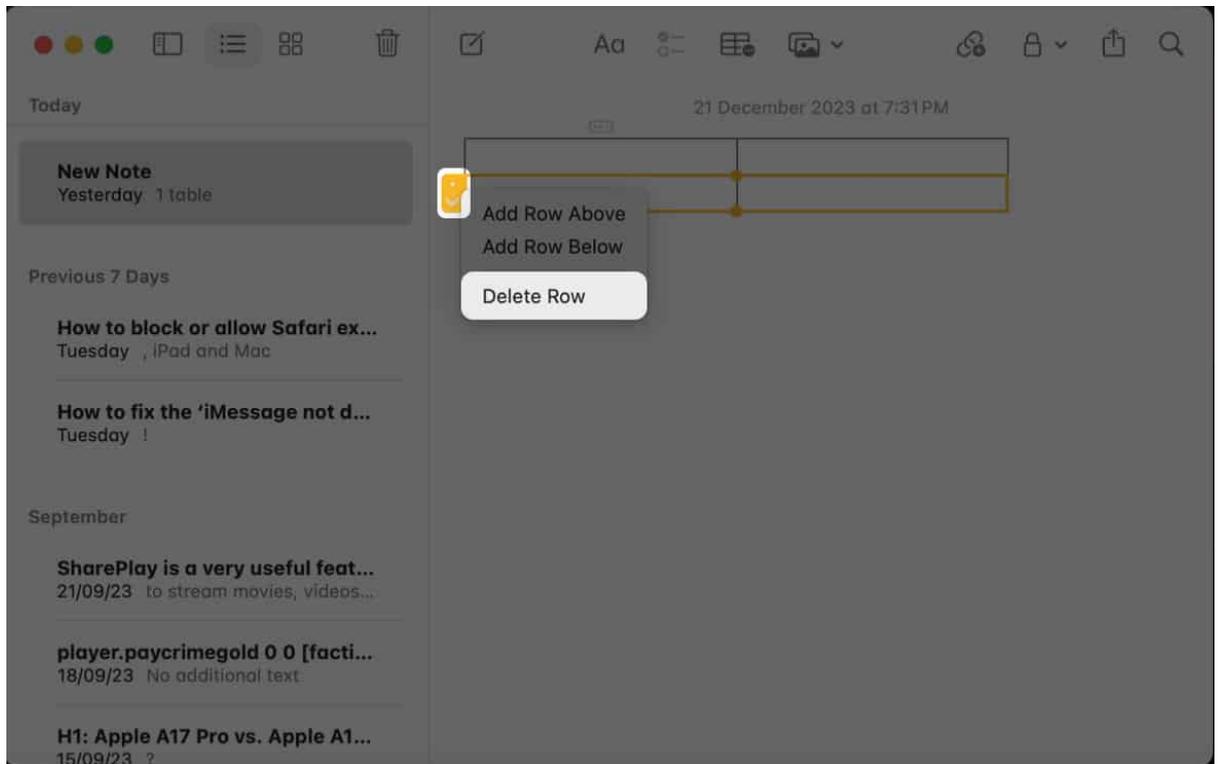
1. Open an existing **note with a table** → Click a **cell** of the row or column you want to delete.



- **To delete a column:** Click the **three-dot icon** above the column → Select the **dropdown menu** → Click **Delete column**.



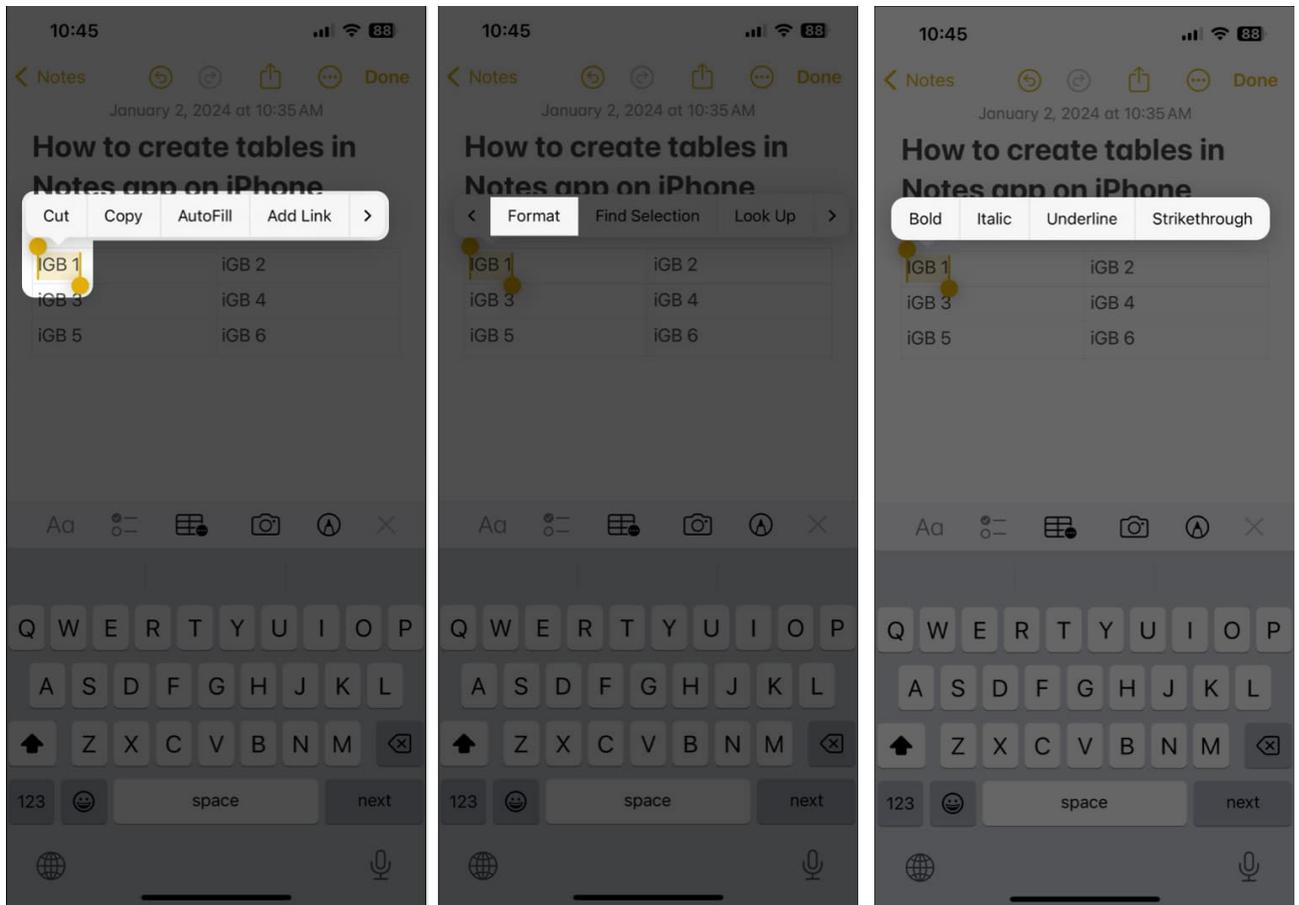
- **To delete a row:** Click the **three-dot icon** next to a row → Select the **dropdown menu** → Select **Delete row**.



## Format text inside table cell in Notes app

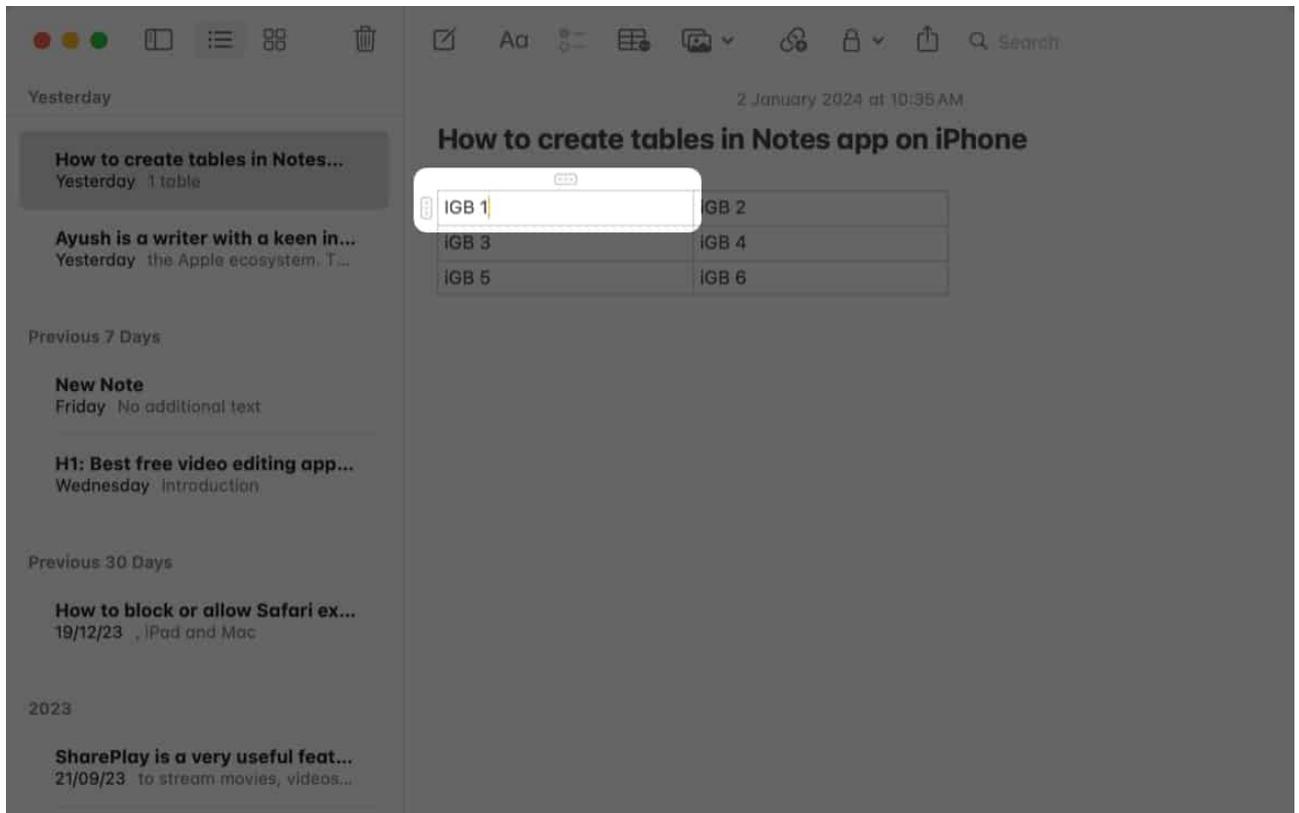
### For iPhone and iPad

1. Double-tap a **cell with text** in it to select the text.
2. **Swipe right to left** through the menu → Tap **Format**.
3. Select **bold**, **italics**, **underline**, or the **Strikethrough** option.

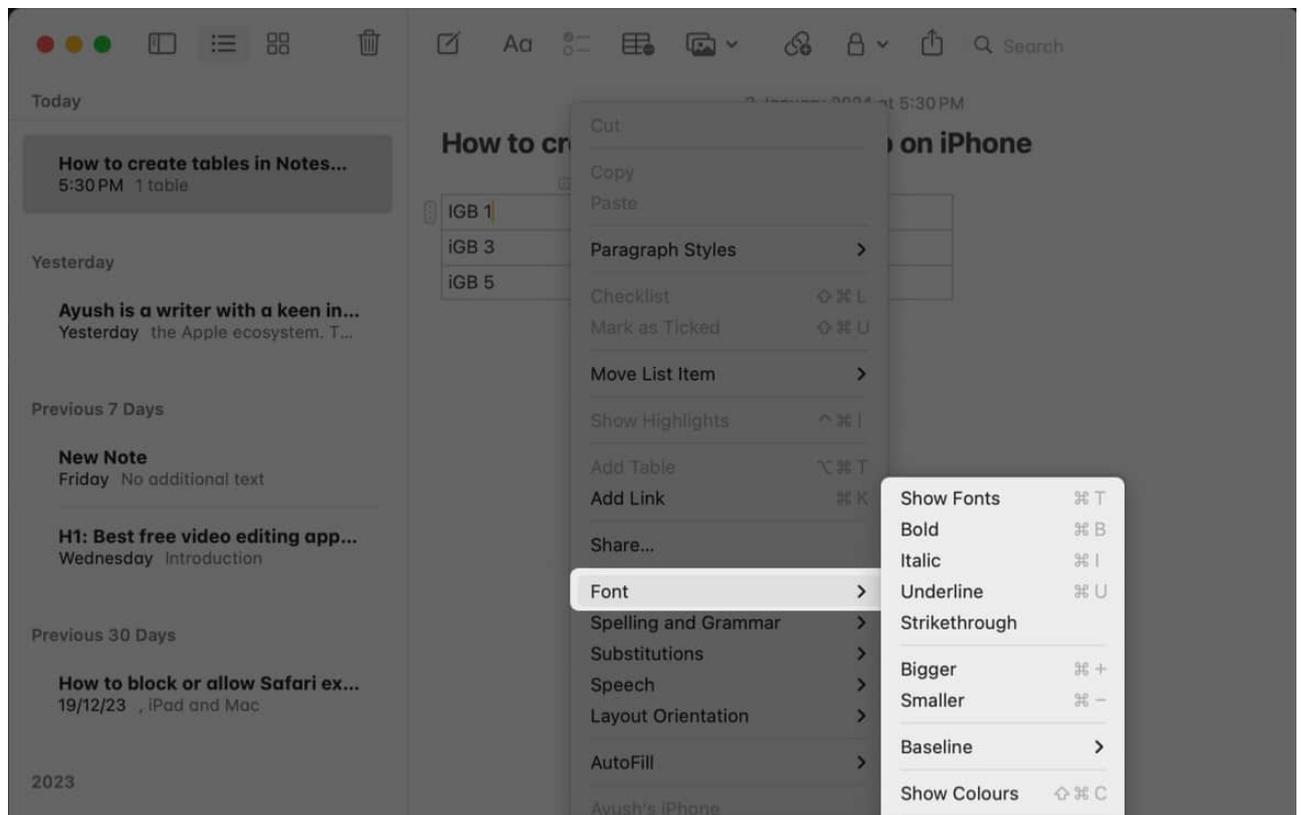


## For Mac

1. Click a **cell** to place the cursor in it → Then, right-click the **cell**.



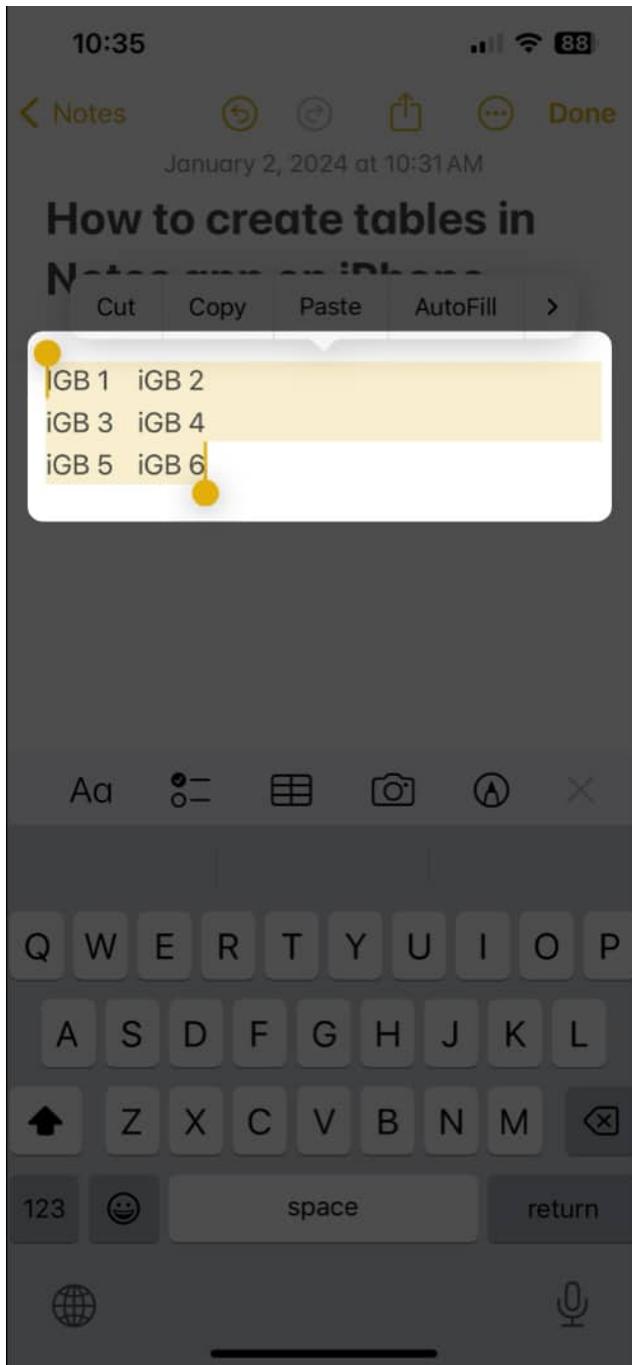
2. Click **Font** → Select any **format** option.  
*You may change the font style and add font color.*



## How to convert text into table in Notes app

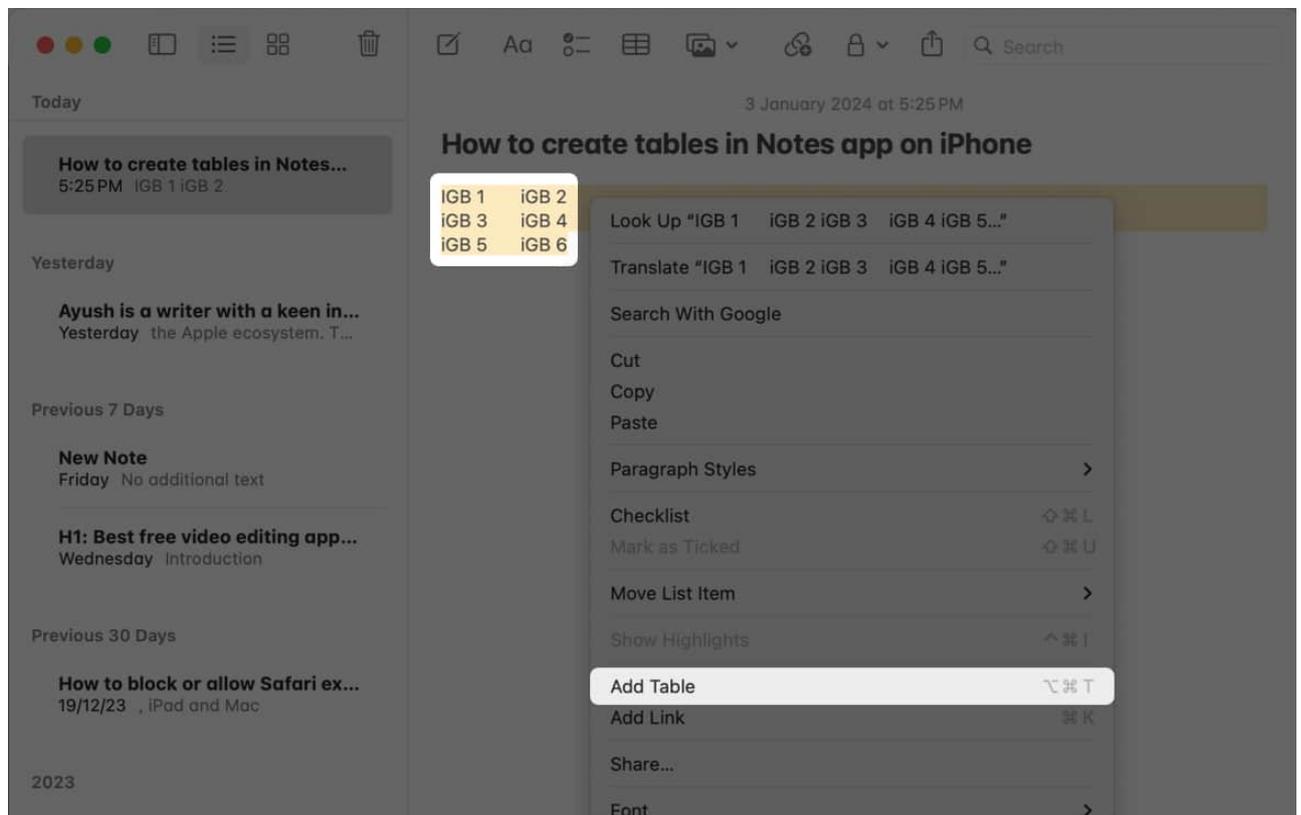
### For iPhone and iPad

1. Open a **note with text** → select the **text** you want to make the table from.
2. Tap the **table button**.  
*Each sentence will become a cell.*



## For Mac

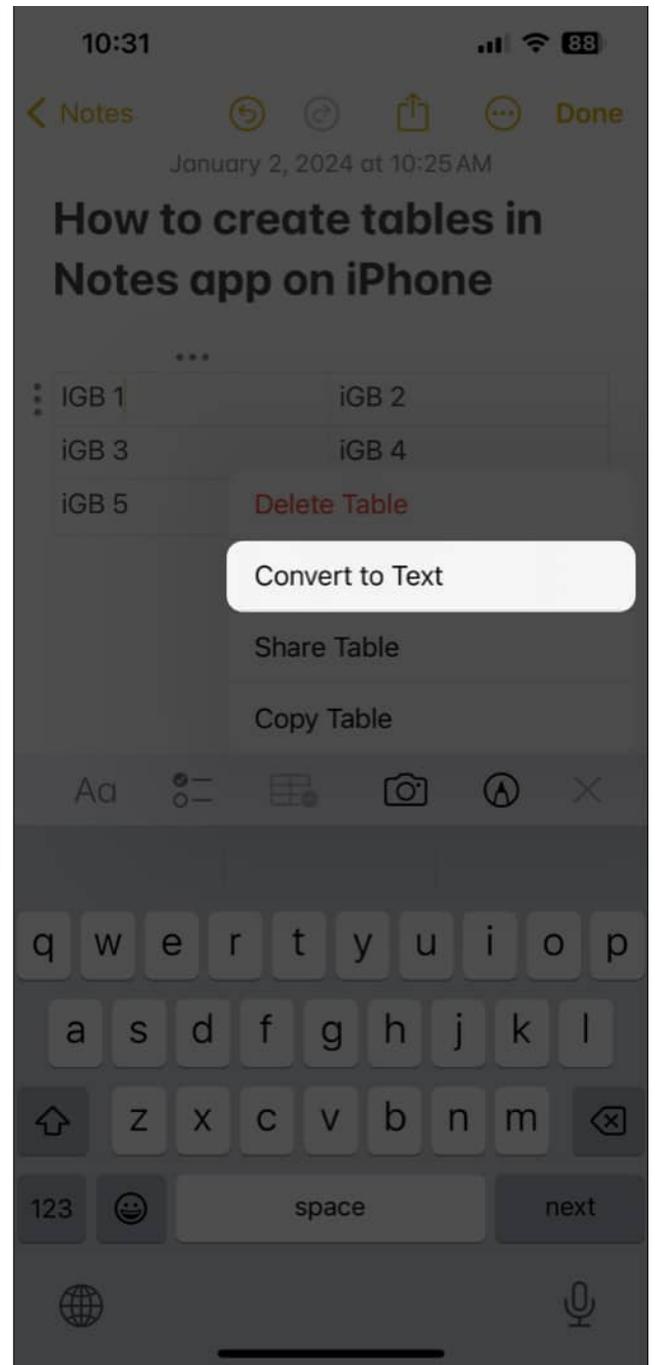
1. Select the **text** you want to create the table from.
2. Right-click the **text** → Select **Add table**.



## How to convert table into text in Notes app

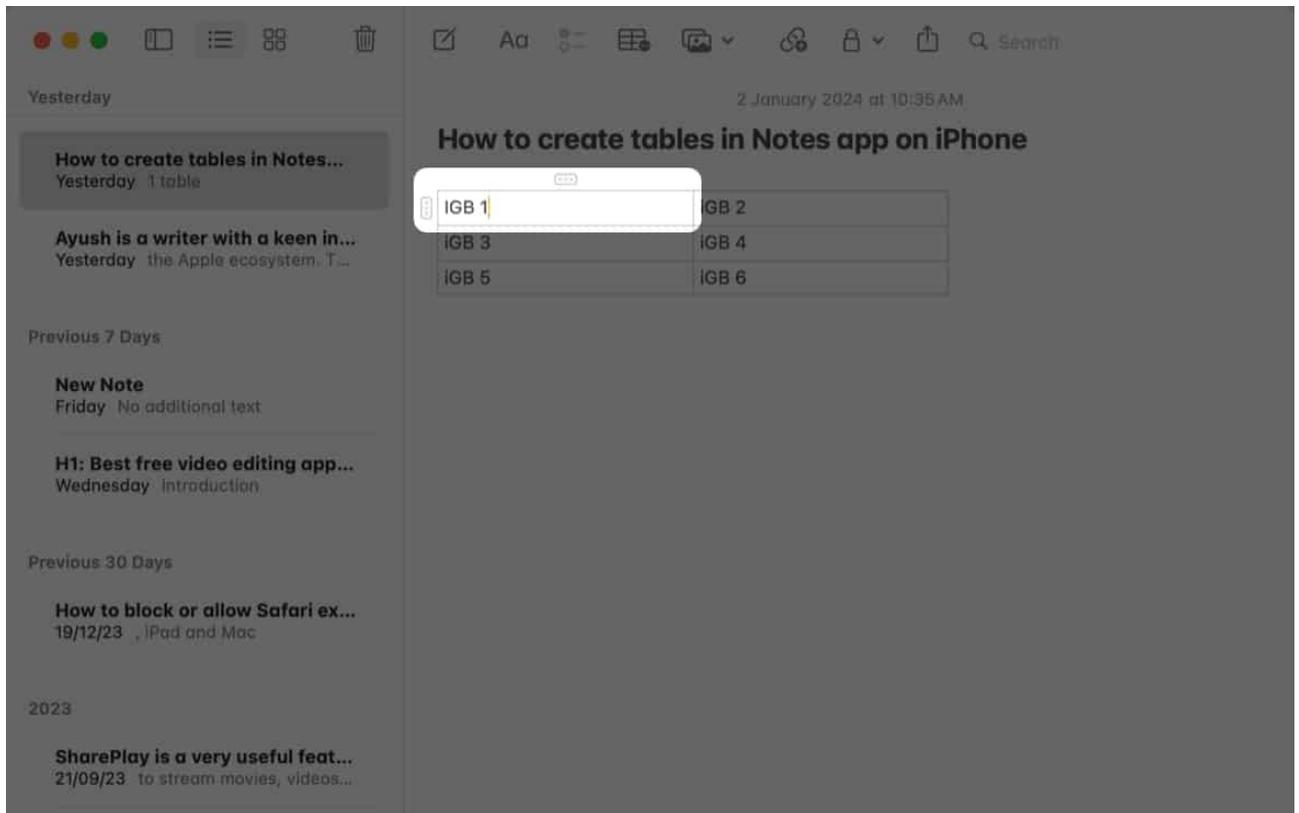
### For iPhone and iPad

1. Open a **note with table** → Tap any **cell**.
2. Tap the **table menu** in the toolbar → Select **Convert to text**.

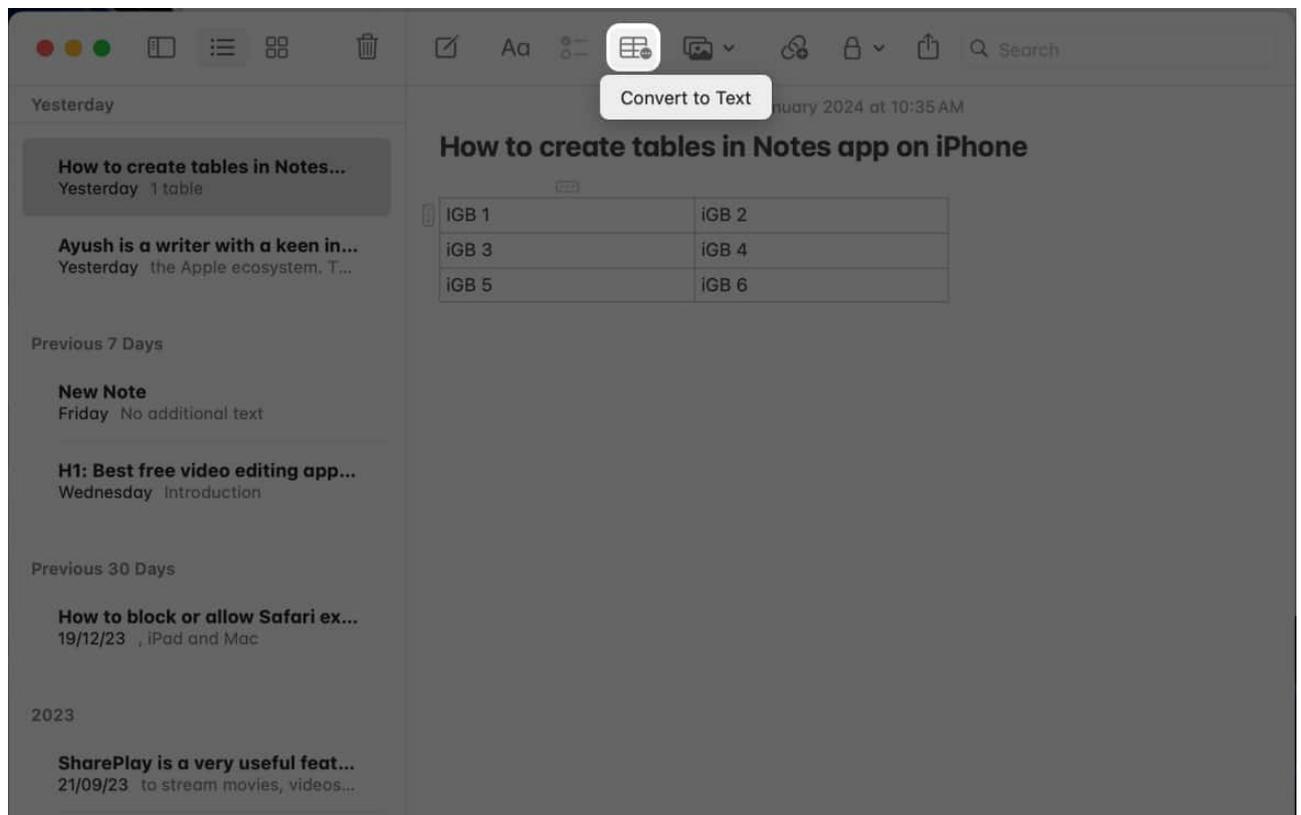


## For Mac

1. Open a **note with a table** → Click a **cell** inside the table.



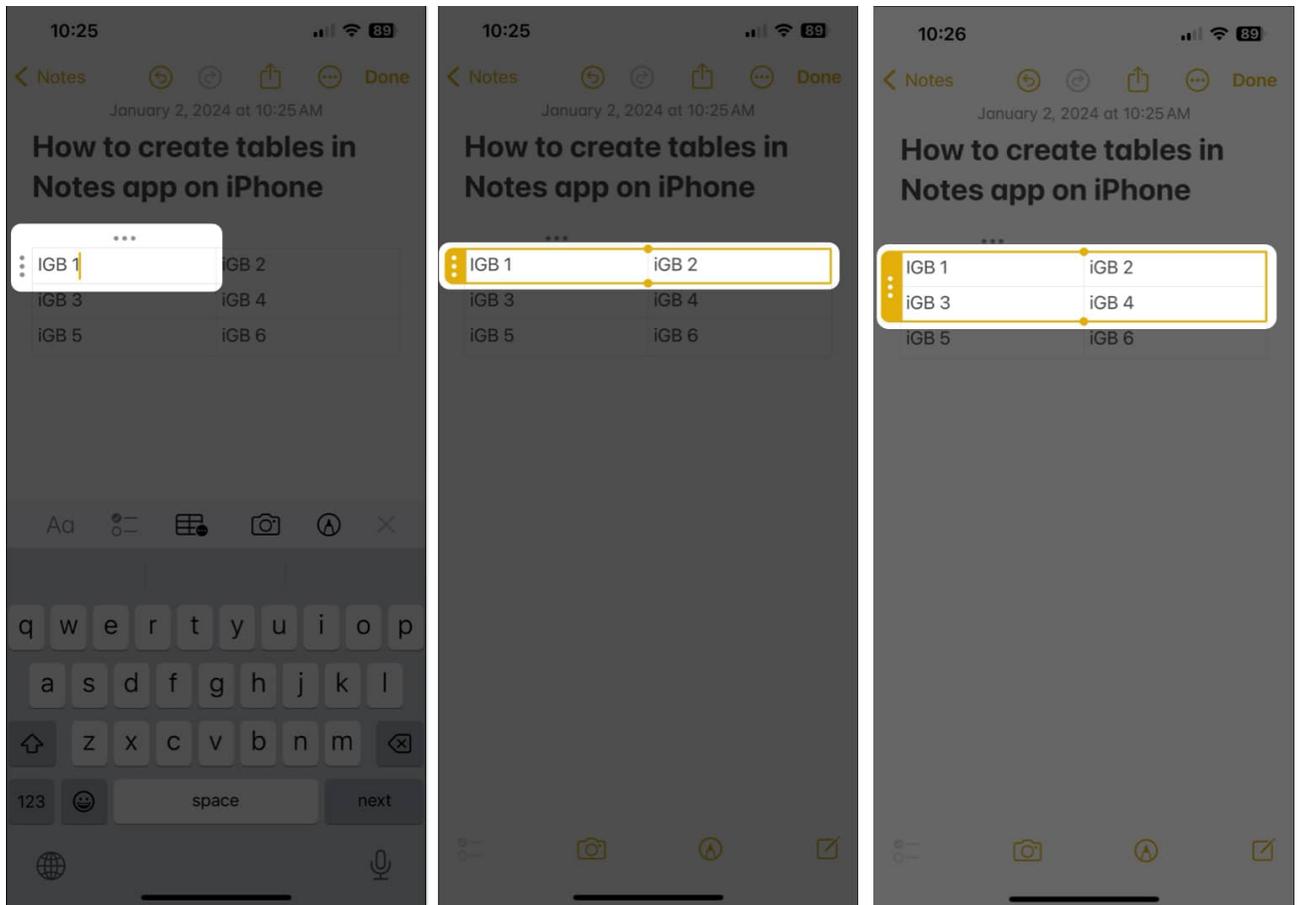
2. Click the **table button** in the toolbar → Select **Convert to text**.



## How to select multiple cells inside table in Notes app

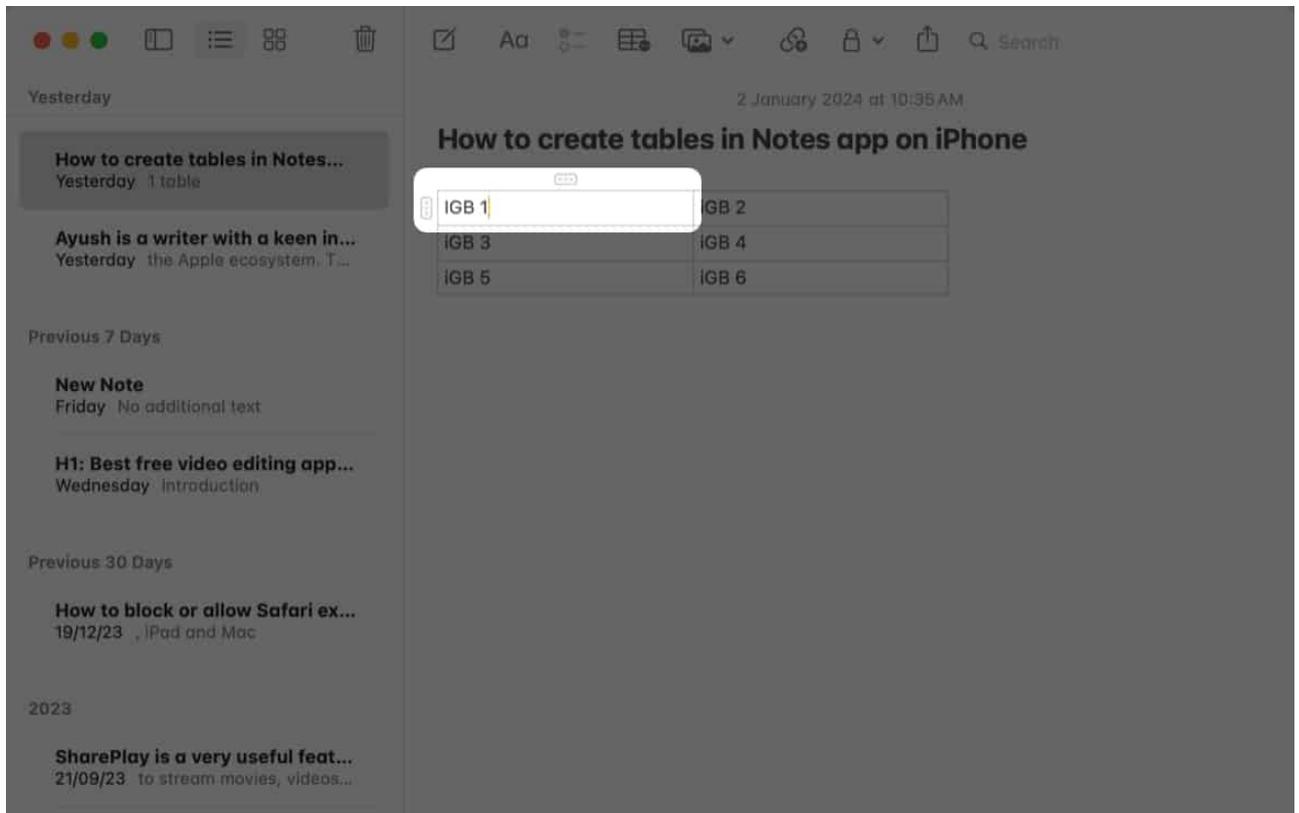
### For iPhone and iPad

1. Tap the **cell** you want to select → Tap the **three-dot icon**.
2. Tap the **little yellow dot** and drag it to select rows and columns.

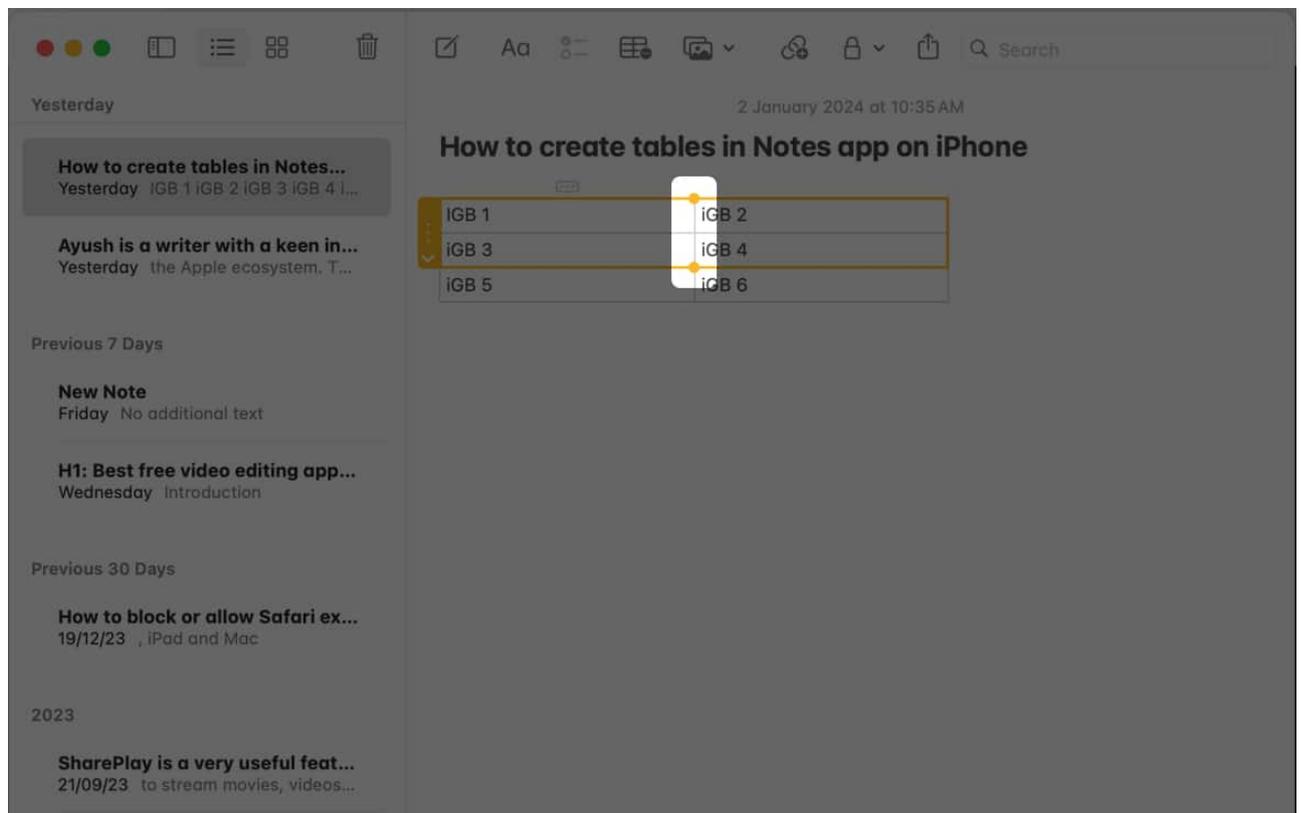


## For Mac

1. Head to an existing **note with a table**.
2. Click any **cell** you want to select → Select the **three-dot icon**.



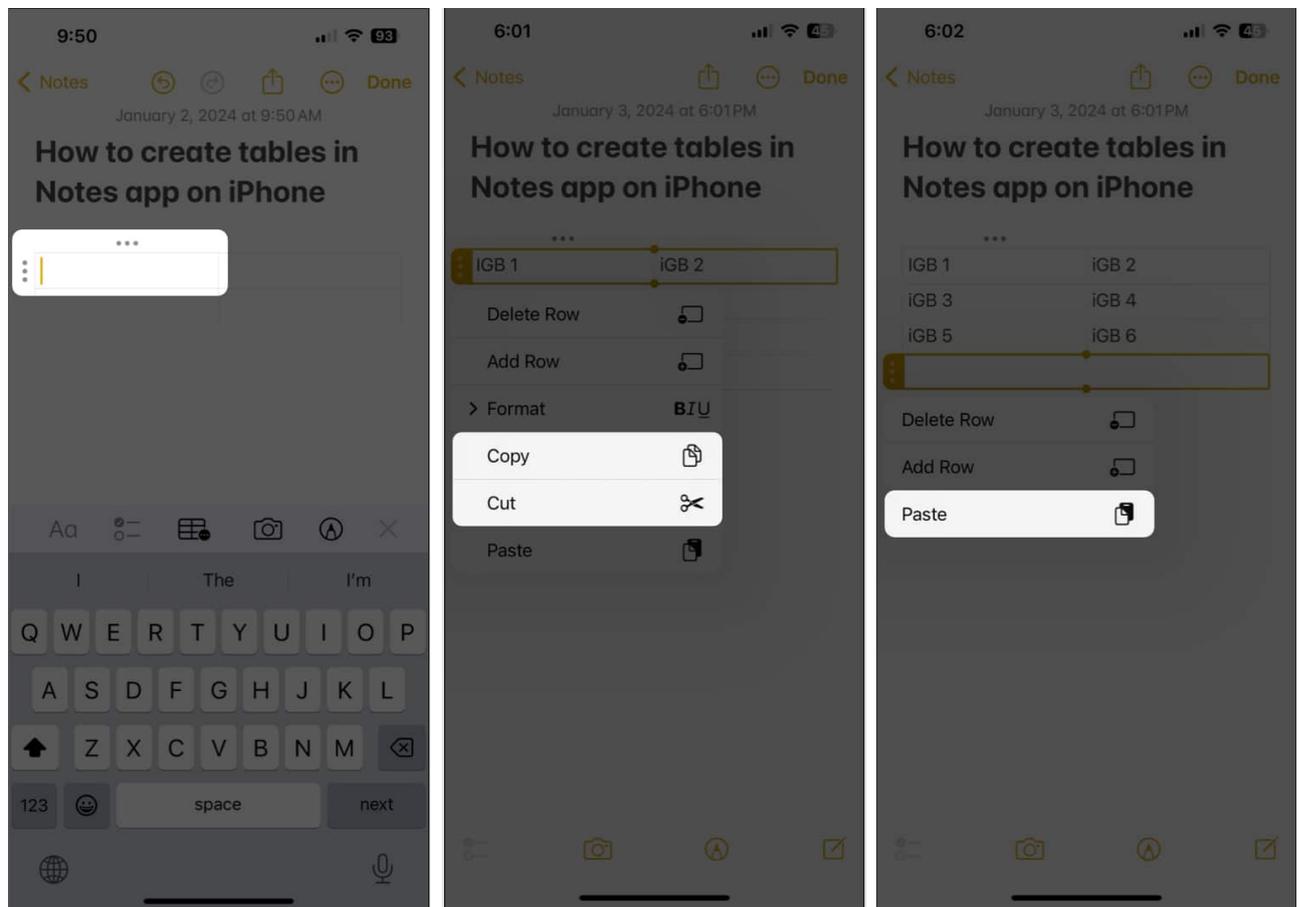
3. Place your cursor on the **little yellow dot** and drag it to select cells.



## How to cut, copy, and paste table rows or columns in Notes app

### For iPhone and iPad

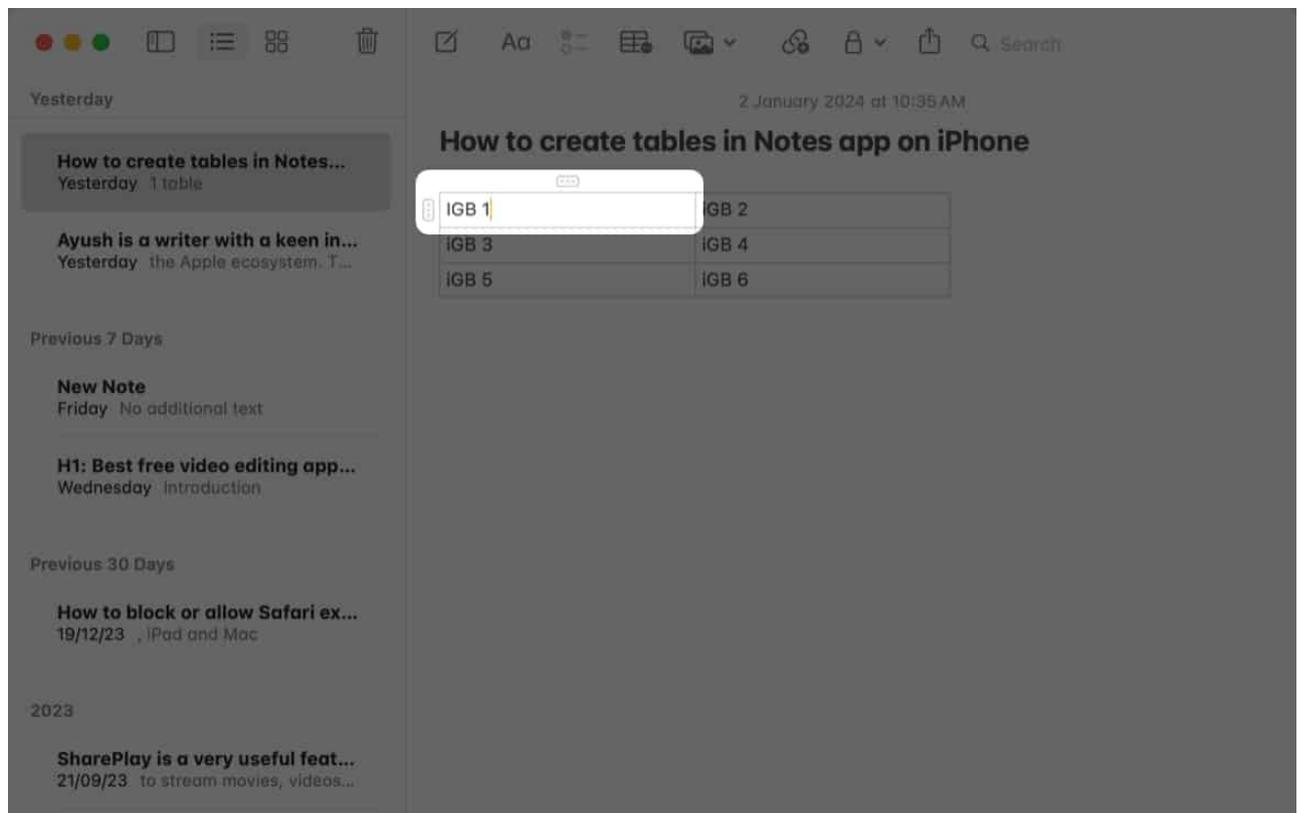
1. Access a **note with text** → Tap a **cell** from the row or column you want to copy or cut.
2. Double-tap the **three-dot icon** next to a row or above a column.
3. Select **Copy** or **Cut** → Follow steps 1 to 4 again and tap **Paste**.



**Tip:** To copy the entire table, tap any **cell** → Select the **table menu icon** → Tap **Copy Table**. Now tap an **empty space** in the note → Tap the **cursor** → Select **Paste**.

## For Mac

1. Click a **cell** from the row or column that you want to copy/cut.
2. Click the **three-dot icon** next to a row or above a column to select it.

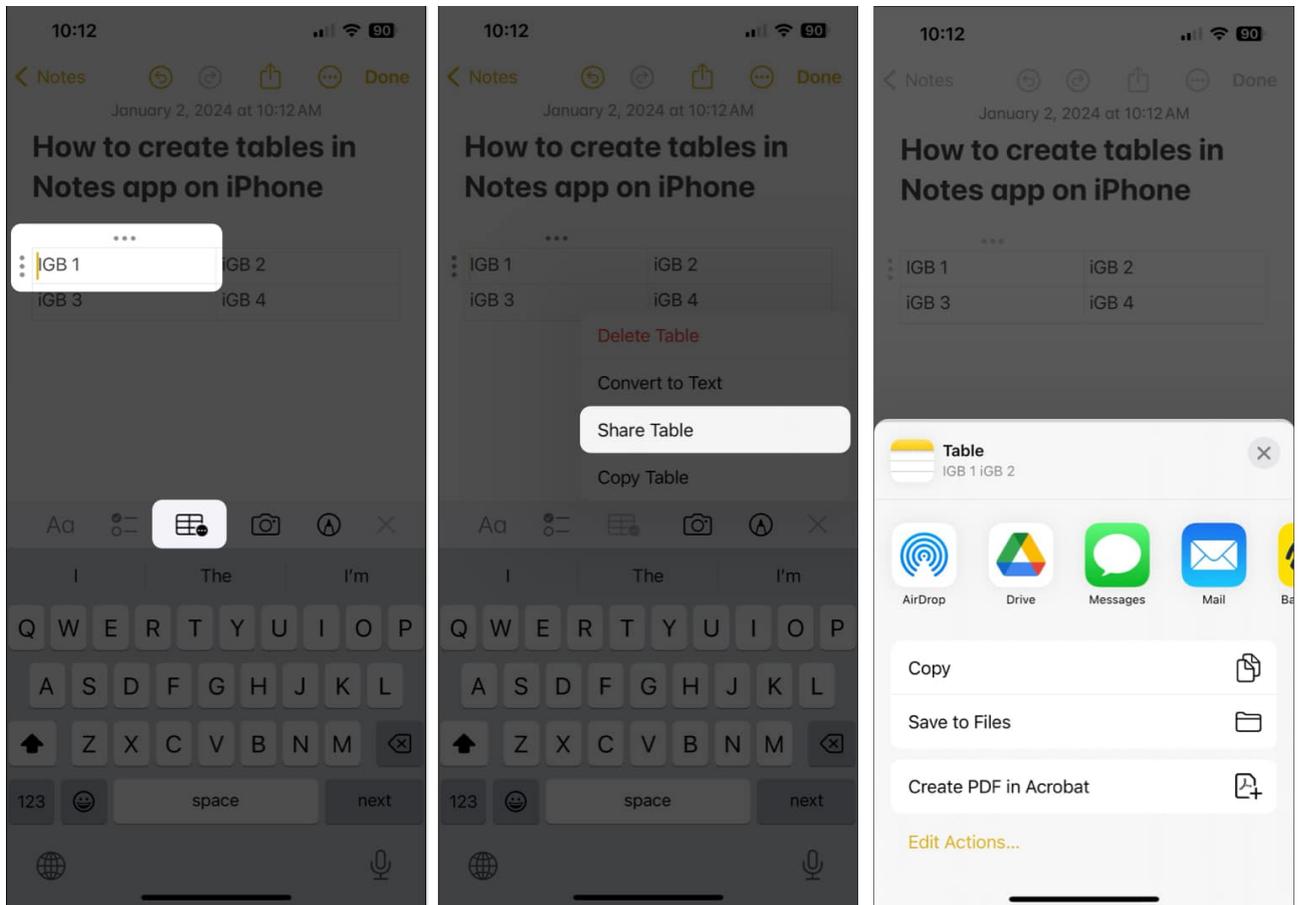


3. Press the **Command + C** key to copy or press the **Command + X** key to cut.
4. Select any **empty row** or **column** → Press the **Command + V** key to paste.

## How to share created table in Notes app

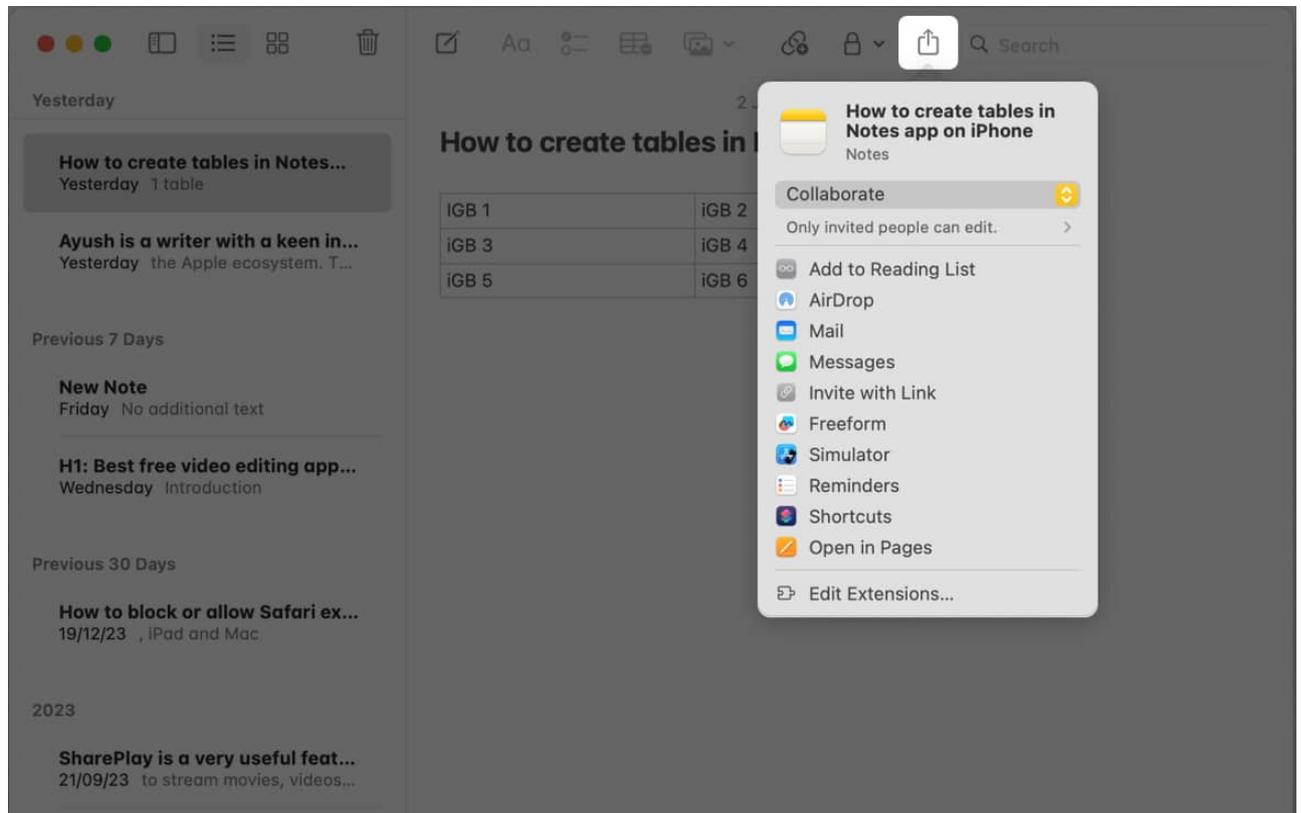
### For iPhone and iPad

1. Access a **note with a table** → Tap any **cell** → Select the **table menu icon**.
2. Tap **Share Table** → Choose how you want to **share the table**.



## For Mac

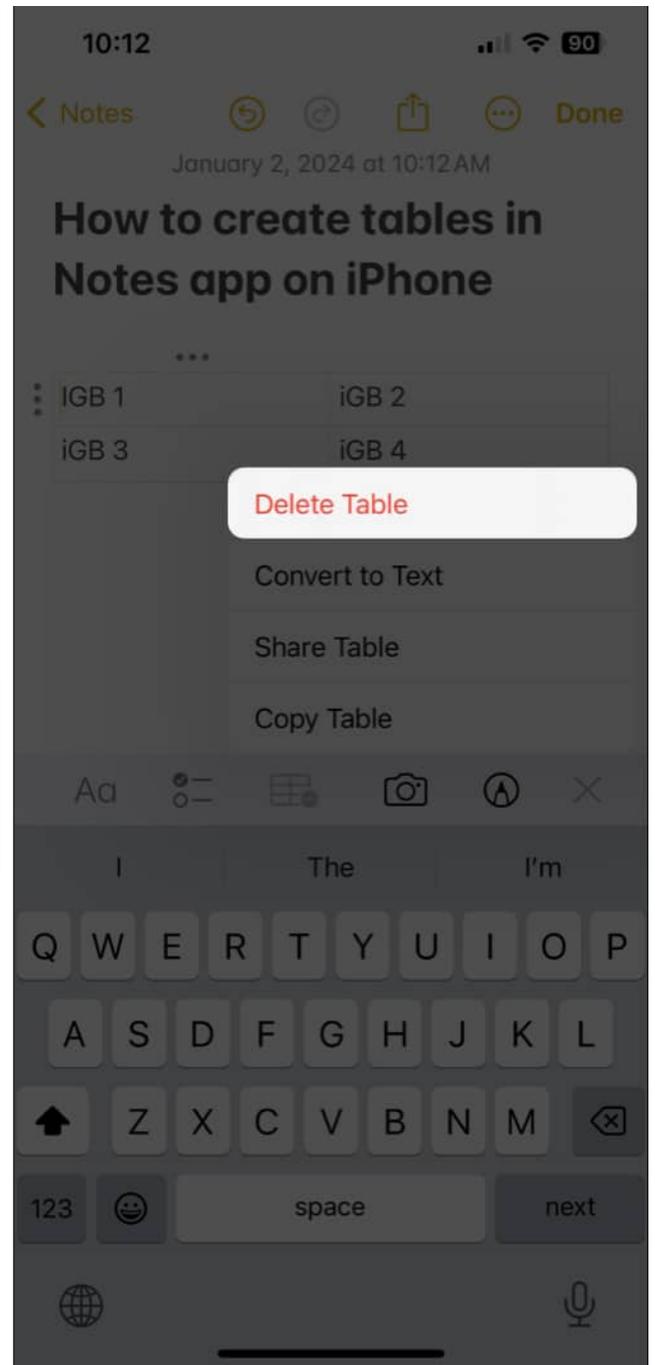
1. Open the **note with a table** you want to share.
2. Click the **Share icon** beside the search bar.
3. Choose how you want to **share the note**.



## How to delete tables in Notes app

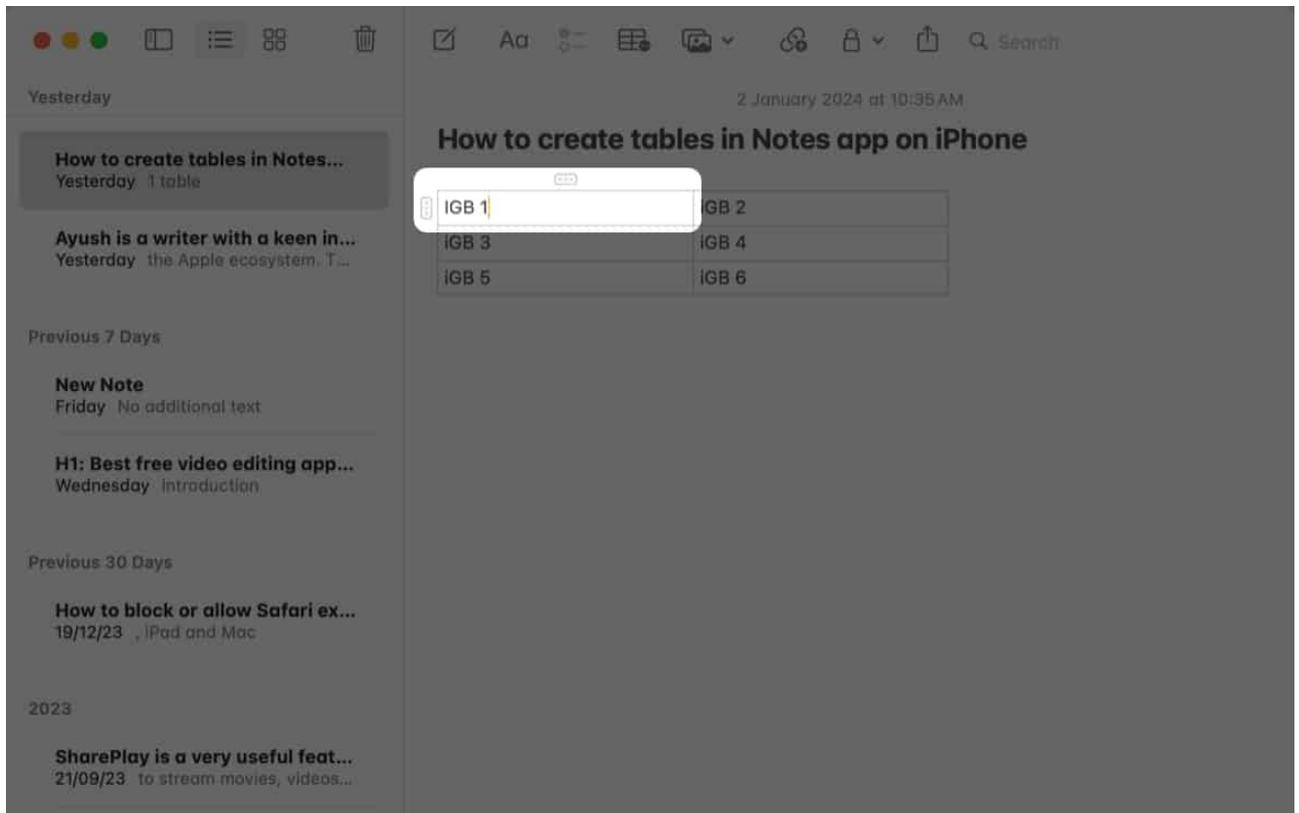
### For iPhone and iPad

1. Open a **note** with a table in it → Select any **cell**.
2. Tap the **table menu icon** → Select **Delete Table**.

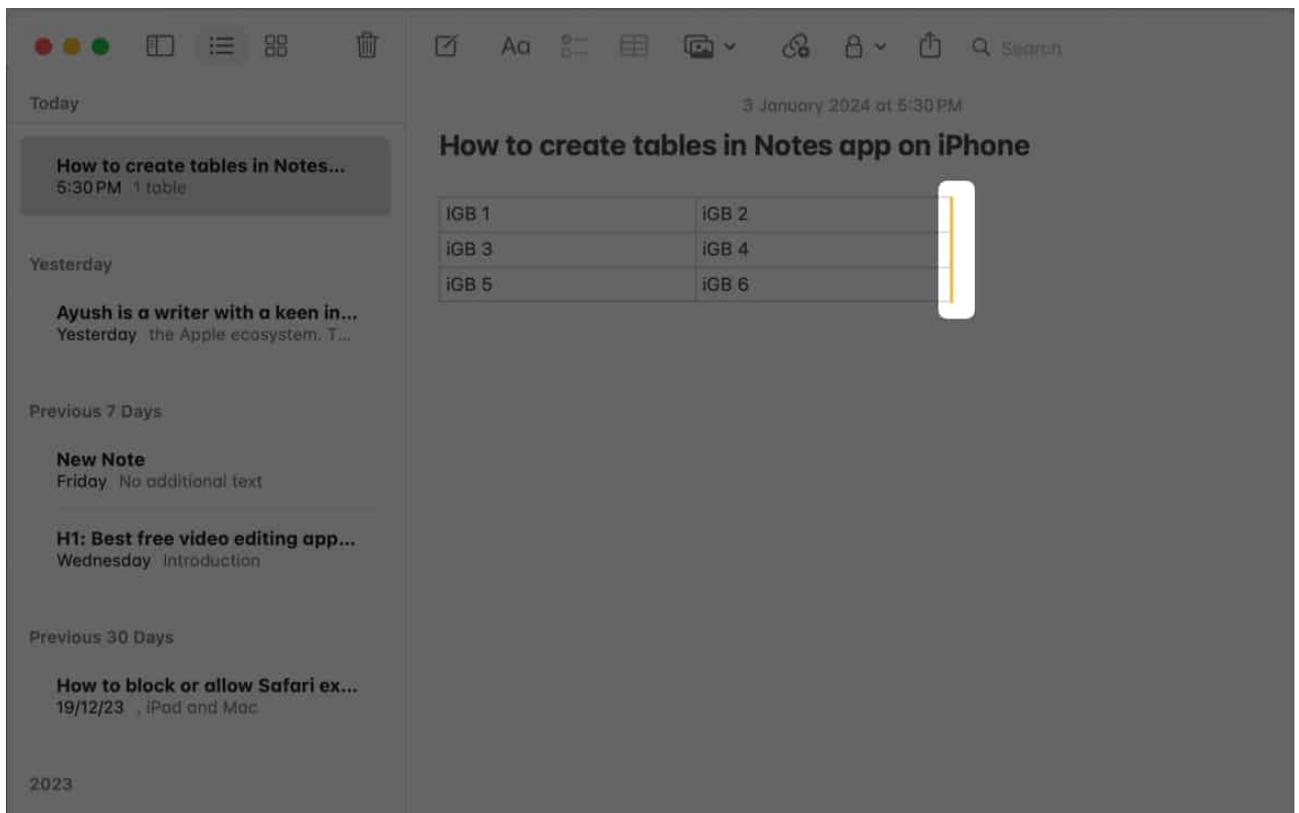


## For Mac

1. Open a **note** with a table in it → Select any **cell**.



2. Place the **cursor** at the outer left of the table.



3. Then, press the **delete key** to remove the table.

## Wrapping up...

What's your take on the Notes app and how much impressed are you with it? Share your feedback in the comments below.

## Also read:

- [How to tag someone in Notes app on iPhone, iPad, and Mac](#)
- [How to change font style in Notes app on iPhone, iPad, and Mac](#)
- [How to change default account for Notes app on iPhone, iPad, and Mac](#)