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

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



- 1. Open the **Notes app** \rightarrow 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

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



- 1. Go to the **Notes app** \rightarrow 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.

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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

- 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.



- 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

- 1. Tap a **cell** in the rows or columns that you want to delete.
 - \circ To delete a column from table: Tap the three-dot icon above the column \rightarrow 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** \rightarrow 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

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



For Mac

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

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How to convert text into table in Notes app

For iPhone and iPad

- 1. Open a **note with text** \rightarrow select the **text** you want to make the table from.
- 2. Tap the **table button**.

Each sentence will become a cell.



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



How to convert table into text in Notes app

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



For Mac

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

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

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How to select multiple cells inside table in Notes app

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



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

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

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

- 1. Access a **note with text** \rightarrow 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** \rightarrow Follow steps 1 to 4 again and tap **Paste**.



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

- 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.

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

How to share created table in Notes app

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



- 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**.

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How to delete tables in Notes app

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



For Mac

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

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

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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