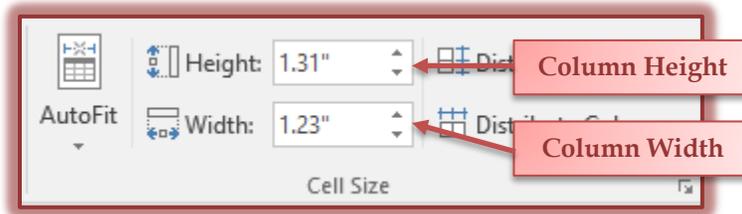


## ADJUST TABLE CELLS-ADJUST COLUMN AND ROW WIDTHS

There are different options that may be used to adjust columns and rows in a table.

### Adjust Column Widths

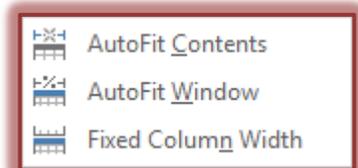
- ✦ Select the column(s) that is to be changed.
- ✦ The **Table Tools Contextual Tab** will display at the top of the ribbon (see illustration below left).
- ✦ Click the **Layout Tab**.
- ✦ In the **Cell Size** group, click the **Width** spinner arrow until the desired column width is displayed.
- ✦ The size of the column will display in the Word window as the adjustments are being made.



### Auto Fit

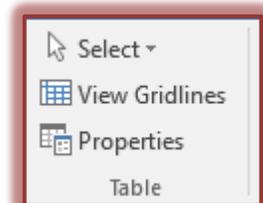
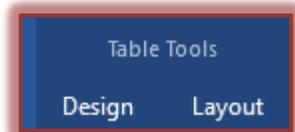
This feature is used to automatically adjust column widths depending on the contents of the cells.

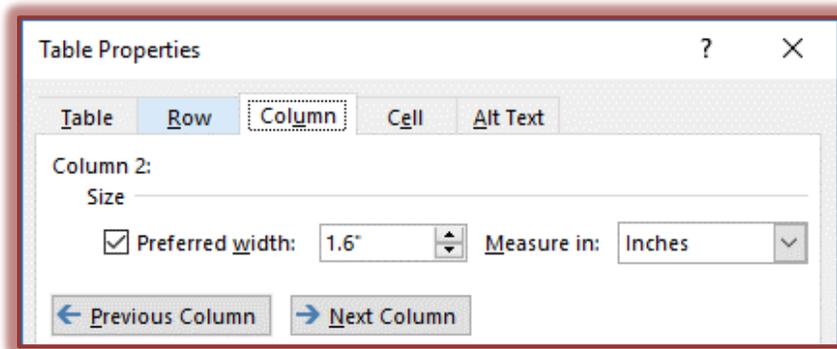
- ✦ Select the table or columns that the formatting is to be applied to.
- ✦ The **Table Tools Contextual Tab** will display at the top of the ribbon.
- ✦ Click the **Layout Tab**.
- ✦ In the **Cell Size Group**, click the **AutoFit** list arrow.
- ✦ The following options are available:
  - ★ **AutoFit Contents** – When this option is chosen, the width of a column is fit to the longest entry in the column.
  - ★ **AutoFit Window** – This option will set the width of the column to match the width of the window in which the document is displayed. This is a good feature to use when a document is going to be converted to a Web page.
  - ★ **Fixed Column Width** – Use this option when the width of a column has to be a particular size.



### Adjust Column Widths Using Table Properties

- ✦ Select the column(s) that are to be changed.
- ✦ The **Table Tools Contextual Tab** will display at the top of the ribbon.
- ✦ Click the **Layout Tab**.
- ✦ In the **Tables Group**, click the **Properties Button**.
- ✦ The **Table Properties** dialog box will display.
- ✦ Click the **Column** tab (see illustration below).
- ✦ To specify an exact width:
  - ★ Click the **Measure In** drop-down arrow.
  - ★ Click inches and type an inch measurement.



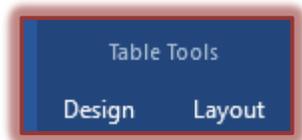
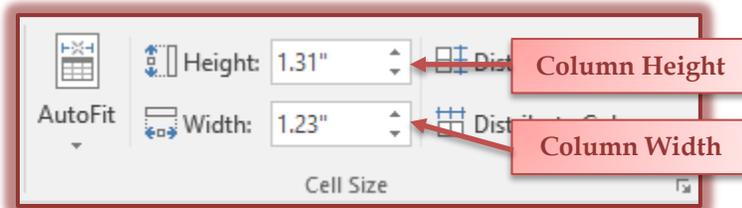


- ✦ To adjust additional column widths, click the **Previous Column** or **Next Column** button on the **Column** tab.
- ✦ After all the changes are complete, click **OK** to accept the changes and exit from the dialog box.
- ✦ To adjust columns quickly:
  - ★ Position the pointer over the boundary of the column to be adjusted.
  - ★ The pointer becomes a resize pointer – a pointer with two straight lines and two arrows pointing left and right (see illustration at right).
- ✦ Drag the boundary to a new location.
- ✦ When the columns are adjusted in this manner, the columns on either side of the selected column will adjust to either larger or smaller depending on the selected columns adjustment.



### Adjust Heights

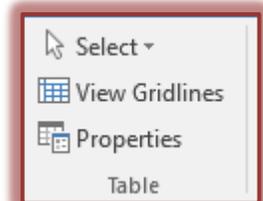
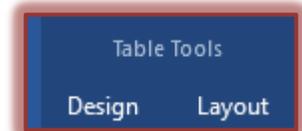
- ✦ Select the row(s) that is to be changed.
- ✦ The **Table Tools Contextual Tab** will display at the top of the ribbon.
- ✦ Click the **Labels Tab**.
- ✦ In the **Cell Size** group, click the **Height** spinner arrow until the desired height is displayed.

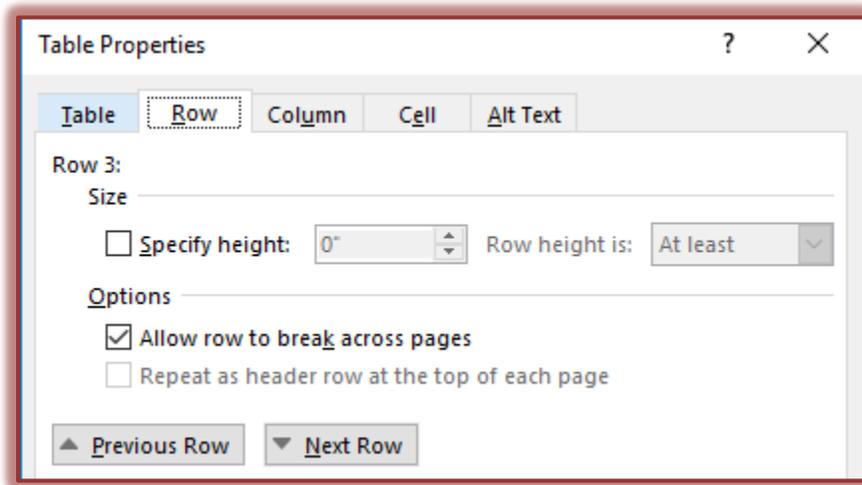


- ✦ The size will display in the Word window as the adjustments are being made.

### Adjust Row Heights Using Table Properties

- ✦ Select the row that is to be changed.
- ✦ The **Table Tools Contextual Tab** will display at the top of the ribbon.
- ✦ Click the **Layout Tab**.
- ✦ In the **Tables Group**, click the **Properties Button**.
- ✦ The **Table Properties** dialog box will display.
- ✦ Click the **Row** tab.
- ✦ Click the **Specify height** check box.
- ✦ Click the **Row height is** drop-down arrow.



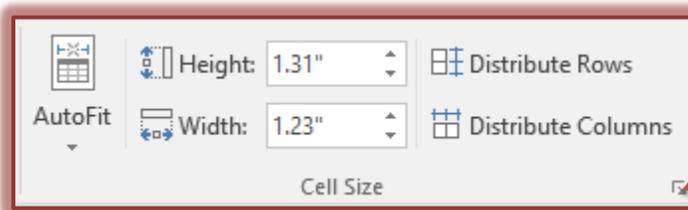
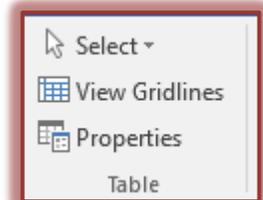
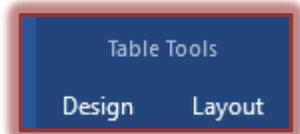


- ✦ Select from one of the following options:
  - ★ **Exactly** – When this option is chosen, the height of the row will remain exactly the specified height even if the font size is changed.
  - ★ **At least** – Choose this option when the height of the row has to be at least the specified height. The height might increase if a larger font is used.
- ✦ Type in a measurement.
- ✦ Click **OK** to accept the changes and exit from the dialog box.
- ✦ To adjust additional column widths, click the **Previous Row** or **Next Row** button on the **Row** tab.
- ✦ After all the changes are complete, click **OK** to accept the changes and exit from the dialog box.
- ✦ To adjust rows quickly:
  - ★ Position the pointer over the boundary of the row to be adjusted.
  - ★ The pointer becomes a resize pointer – a pointer with two straight lines and two arrows pointing up and down (see illustration at right).
  - ★ Drag the boundary to a new location.



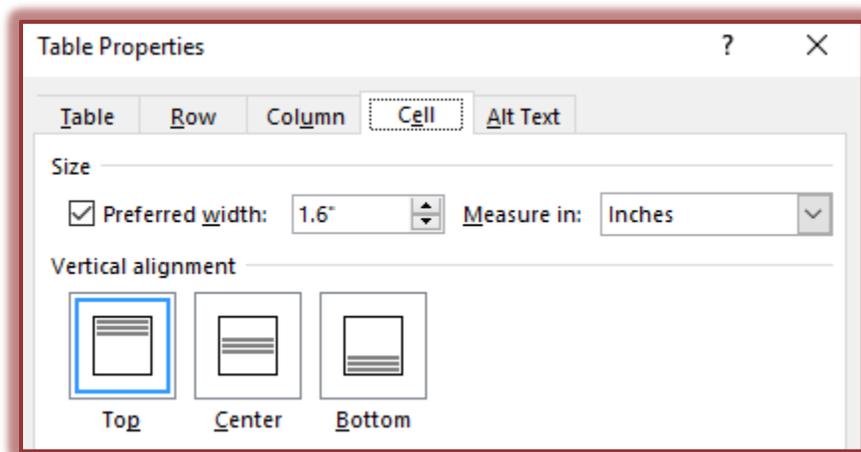
### Adjust Cells

- ✦ Select the cell that is to be changed.
- ✦ The **Table Tools Contextual Tab** will display at the top of the ribbon.
- ✦ Click the **Layout Tab**.
- ✦ In the **Tables Group** click the **Properties Button**.
- or
- ✦ Click the **Dialog Box Launcher** button in the **Cell Size Group**.

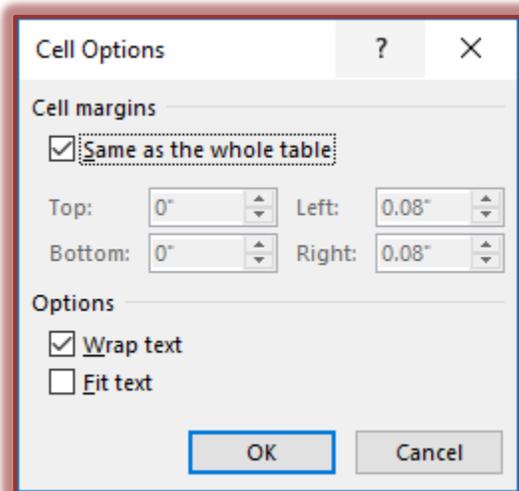


- ✦ The **Table Properties** dialog box will appear.

- ✚ Click the **Cell** tab.



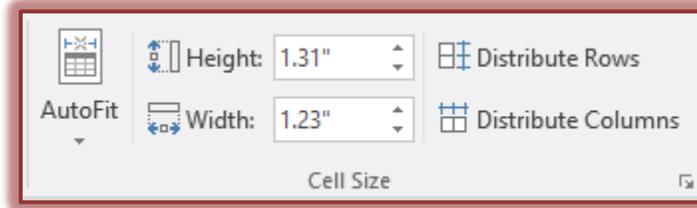
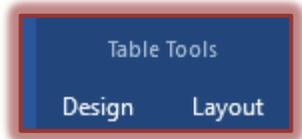
- ✚ To adjust the size of the cell, click the **Preferred width** spinner arrow.
- ✚ In the **Measure in** drop down list, choose either **Inches** or **Percent**.
- ✚ To adjust the text vertically in the cell, choose one of the options under **Vertical alignment**.
- ✚ Click the **Options** button.
- ✚ In the **Cell Options** dialog box, select the **Cell margins** option.



- ★ **Same as the whole table** – When this option is chosen, the margins from the rest of the table will be preserved.
- ★ It is possible to adjust the margins for a particular cell by deselecting this option and specifying the margins.
- ✚ Under **Options**, select from the following:
  - ★ **Wrap Text** – Automatically wraps the text in the cell to the next row when the end of the cell is reached. This is the default.
  - ★ **Fit Text** – Fits the text to the end of the row. When the end of the row is reached, the size of the text will become smaller as additional text is input.
- ✚ When all the changes have been made, click **OK** to exit the **Cell Options** dialog box.
- ✚ Click **OK** again to exit the **Table Properties** dialog box.

### Distribute Rows and/or Columns Evenly

- ✦ Select the rows or columns that are to be distributed evenly.
- ✦ The **Table Tools Contextual Tab** will display at the top of the ribbon.
- ✦ Click the **Layout Tab**.
- ✦ In the **Cell Size Group**, click either the **Distribute Rows** or **Distribute Columns** button.



- ✦ The selected columns or rows will be distributed evenly within the table.