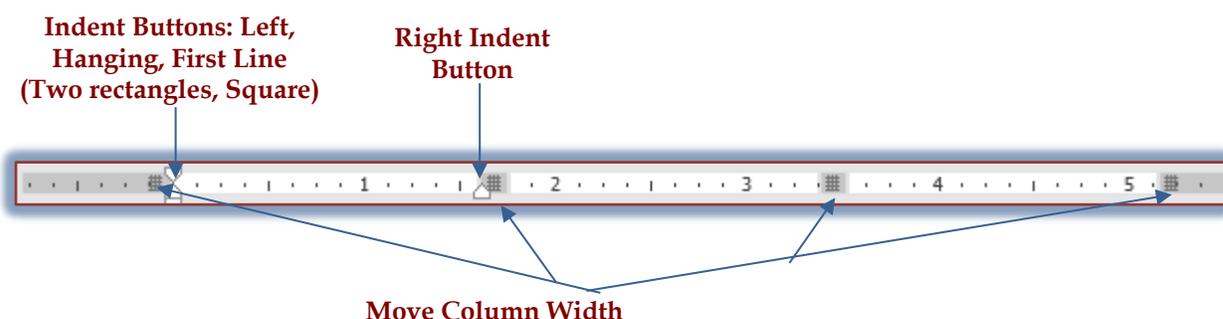# USE THE RULER BAR AND BORDER LINES TO RESIZE COLUMNS AND ROWS

The Ruler Bar can be used to change page margins, to set tabs, and to set indents. If the Ruler Bar is not displayed, complete the steps below to display it.

✠ Click the **View Tab**.
✠ In the **Show Group**, click the **Ruler** check box (see illustration at right).
✠ The **Horizontal Ruler Bar** will display at the top of the window.

Ruler Bars

✠ Adjust one column without adjusting the column next to it.
✠ The width of the whole table is changed, not just the width of a column or row.
✠ The illustration below shows the Ruler Bar.

Indent Buttons: Left, Hanging, First Line (Two rectangles, Square)

Right Indent Button

Move Column Width

✠ The areas at the end and in the middle are used to adjust the width of a column.
✠ The **Indent** buttons at both ends of the cell markers are used to indent information within a cell.

Border Lines

✠ These lines are used to widen the column or to narrow the column while readjusting the column next to it.
✠ When you move the mouse pointer over a column or row border, the pointer will change to the shapes as shown in the illustrations at the right.
  ✶ The mouse pointer changes to the top shape when the border between columns is chosen.
  ✶ The mouse pointer changes to the bottom shape when the border between rows is chosen.
✠ To adjust the width of a column, click the border line when the mouse pointer changes to the appropriate shape and then drag to the right or the left.
  ✶ The width of the column will change.
    ✦ The width of the column adjacent to the selected column will also change.
    ✦ The width of the table will not change, just the column widths.
  ✶ To adjust the height of a row, click the border line when the mouse pointer changes to the appropriate shape and then drag either up or down.