

## Resizing Table Elements

As you create your table, Word will assign it default dimensions that may not suit your purposes. This document explains how to modify and resize various table elements.

## Adding and Deleting Rows and Columns

When working with tables, adding or deleting rows and columns is one of the most common tasks you will need to perform.

### Adding Rows

**To add a row at the bottom of a table:**

1. Place your insertion point in the last cell (i.e., in the last row and last column)
2. Press [**Tab**]  
a new row is inserted at the bottom of your table.

**To add a row within the table:**

1. Place your insertion point in a row directly above or below where you want to add a row
2. From the *Ribbon*, select the **Layout** command tab

3. In the *Rows & Columns* group, click either **INSERT ABOVE**  or **INSERT**



**BELOW**

A new row is inserted above or below your insertion point.

### Deleting Rows

1. Place your insertion point in the row to be deleted
2. From the *Ribbon*, select the **Layout** command tab



Delete

3. In the *Rows & Columns* group, click **DELETE** » select *Delete Rows* the row and all of its contents are deleted.

## Adding Columns

### To add a column at the end of the table:

1. Place your insertion point in the last column
2. From the *Ribbon*, select the *Layout* command tab



Insert  
Right

3. In the *Rows & Columns* group, click **INSERT RIGHT**  
A new column is inserted at the end of your table.

### To add a column within the table:

1. Place your insertion point in a column directly to the left or right of where you want to add a column
2. From the *Ribbon*, select the *Layout* command tab



Insert  
Left



Insert  
Right

3. In the *Rows & Columns* group, click **INSERT LEFT** or **INSERT RIGHT**  
A new column is inserted in your table.

## Deleting Columns

1. Place your insertion point in the column to be deleted
2. From the *Ribbon*, select the *Layout* command tab



Delete

3. In the *Rows & Columns* group, click **DELETE** » select *Delete Columns* the column and all of its contents are deleted.


HINT: After deleting a column, you may want to resize your table to fit better within the document.

## Adjusting Column and Row Sizes

When a table is first created, all columns have equal widths. If you need to adjust column widths, you can do so using the Ruler or the Ribbon.

## Adjusting Column and Row Sizes: Ruler Option

### To adjust column width:

1. Place your insertion point in the table you want to adjust
2. Above the scroll bar, click **VIEW RULER** 


#### OR

From the *View* command tab, in the *Show/Hide* group, select **Ruler** a horizontal ruler, with MOVE TABLE COLUMN handles for each column divider, appears under the *Ribbon*.



3. On the horizontal ruler, click and hold the **MOVE TABLE COLUMN** handle of the column you want to adjust
4. Drag the MOVE TABLE COLUMN handle to the appropriate position  
NOTE: Each MOVE TABLE COLUMN handle adjusts only the column to its left, leaving the size of the other columns unaffected.
5. Release the mouse button
6. OPTIONAL: To simply move the divider within a table between adjoining columns (i.e., to make one column wider and the other narrower)
  - a. Within your table, click and hold the divider between the columns you want to adjust
  - b. Drag the divider to the appropriate position

### To adjust row height:

1. Place the insertion point in the table you want to adjust
2. Above the scroll bar, click **VIEW RULER** 

#### OR

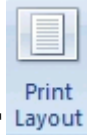
From the *View* command tab, in the *Show/Hide* group, select **Ruler** a vertical ruler, with MOVE TABLE ROW handles for each row divider, appears to the left of your document.



#### NOTES:

To view and use the vertical ruler, you must be in *Print Layout* document view.

To access the *Print Layout* view, from the *View* command tab, in the *Document Views*



group, click **PRINT LAYOUT**

3. Place the insertion point within the table
4. On the vertical ruler, click and hold the **MOVE TABLE ROW** handle at the bottom of the row you want to adjust

**OR**



Within your table, click and hold the row divider at the bottom of the row you want to adjust

5. Drag the **MOVE TABLE ROW** handle or the table border to the desired location
6. Release the mouse button

## Adjusting Column and Row Sizes: Ribbon Option


### To adjust column width:

1. Place the insertion point within the column you want to adjust
2. From the *Ribbon*, select the **Layout** command tab
3. In the *Cell Size* group, type or use the *Width* nudge buttons to select the appropriate

column width  Width 0.67" 



4. OPTIONAL: To evenly distribute column width, in the *Cell Size* section, click

**DISTRIBUTE COLUMNS**  Distribute Columns

5. OPTIONAL: To access advanced column-adjustment features
  - a. In the bottom right corner of the *Cell Size* group, click **TABLE PROPERTIES** 
  - the *Table Properties* dialog box appears.
  - b. Select the **Column** tab
  - c. Make the desired adjustments
  - d. Click **OK**

### To adjust row height:


1. Place the insertion point within the row you want to adjust
2. From the *Ribbon*, select the **Layout** command tab
3. In the *Cell Size* group, type or use the *Height* nudge buttons to select the appropriate row height

 Height 0.19" 

4. OPTIONAL: To evenly distribute row width, in the *Cell Size* section, click

**DISTRIBUTE ROWS**  Distribute Rows

5. OPTIONAL: To access advanced row-adjustment features

- a. In the bottom right corner of the *Cell Size* group, click **TABLE PROPERTIES**  
  
The *Table Properties* dialog box appears
- b. Select the **Row** tab
- c. Make desired adjustments
- d. Click **OK**

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