PRODUCTIV

Balance Table Rows and Column Sizes in Two Clicks

Working with tables can mean a lot of adjustment on the look and fit of the rows and columns. Rows and columns may sometimes look "out of balance" that affects the entire table appearance.

<u>Click here</u> to view how you can balance rows and columns in just 2 clicks.

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.

Word

Balance Table Rows and Column Sizes

Select the rows and columns of your table that you want to adjust.

CustomerName	Customer Address	Customer	Remarks
		Number	
Juan Dela Cruz	123 Los <u>Baños</u> , Laguna	123456789012	Valid
William Tan	ABC Sample San Juan,	012345678910	Valid
	Batangas		
Dominador Batumbakal	999 Parang, Marikina City	963852741012	Valid
Feliciano Reyes	14344 Sampaguita	741025896301	Valid
	Makati City		
Soledad De Mesa	987-A Cavite	852963741032	Valid

Then perform the two simple clicks:

(1) Right-click on the table

(2) Choose Distribute Rows Evenly or Distribute Columns Evenly

Customer Name	Customer Address	Customer	Remarks			
		Number		*	Cu <u>t</u>	
Juan Dela Cruz	123 Los <u>Baños</u> , Laguna	123456789012	Valid		Сору	
William Tan	ABC Sample San Juan,	012345678910	Valid		Paste	
	Batangas				Laste	
Dominador Batumbakal	999 Parang, Marikina City	963852741012	Valid		Insert >	
Feliciano Reyes	14344 Sampaguita	741025896301	Valid		Merge Cells	
	Makati City			BŦ	Distribute Rows Evenly	
Soledad De Mesa	987-A Cavite	852963741032	Valid	H	Distribute Columns Evenly	
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					Borders and Shading	
					Cell Alignment	
					AutoFit >	
				2	Insert <u>C</u> aption	
					Table Properties	

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		Number				
uan Dela Cruz	123 Los <u>Baños</u> , Laguna	123456789012	Valid			
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	Batangas				<u>С</u> ору	
Dominador Batumbakal	999 Parang, Marikina City	963852741012	Valid	- B	<u>P</u> aste	
Feliciano Reyes	14344 Sampaguita	741025896301	Valid		Insert	•
	Makati City			-	insert	
Soledad De Mesa	987-A Cavite	852963741032	Valid		Merge Cells	
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					Borders and Shading	
					Cell Alignment	÷
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				2	Insert <u>C</u> aption	

Notice that these commands uniformly distribute the sizes of the selected rows and columns without affecting the size of the whole table.

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