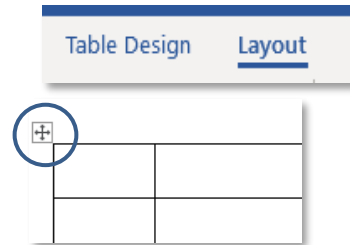


Application: Word – Distribute table rows and columns

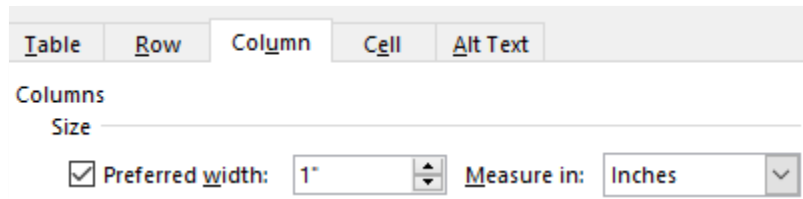
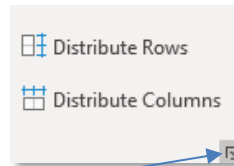
Rows and columns will be evenly spaced in a table when you create it, but adding or deleting rows and columns may result in uneven cell sizes.

1. Click on your table in Word and two contextual ribbon tabs open on the right side of the ribbon.
2. Hover over the top left of your table and click on the **Select Table** icon to select the whole table.



Tip: Take care to only *click* the icon, and not drag the table.

3. Select **Layout** from the contextual ribbon tab.
4. To allow Word to decide your column width, select **Distribute Columns** from the **Cell Size** group.
5. To set your own column width, select the **Dialog Box launcher** on the **Cell Size** group.
6. Select **Column** tab and insert the **Preferred width** and **OK**.



7. Unlike columns, rows will insert in even height size. You can set a different row height for selected rows by clicking the **Row** tab and change height as per step 6.

Tip: If you insert another row underneath, it will be the same size as the *adjusted* row height.

8. The height and width of rows and are shown in the **Cell Size** group.

