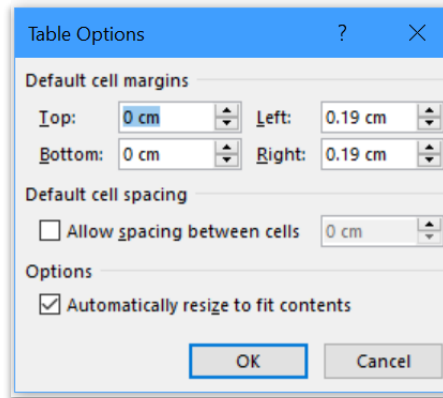


Application: Word - Table Cell Margins

Sometimes you need to increase or decrease the space between the internal margin of the table and the text in the cell. There is no need to change the style as this will affect all the text in the table. In this case you can use the Cell Margin options to do this.

1. Place the cursor in the table.
2. Select **Layout** (from the Tables Contextual Tab) > **Cell Margins**.

- The **Table Options** dialog box is displayed.



3. Adjust the measurements in the **Top**, **Bottom**, **Left** and **Right** fields as required.
4. The default setting for cell spacing is **0**. You may increase this if you want spacing between the cells by selecting the **Default cell spacing** check box and entering the required measurement.

This is a table with	spacing between the cells
This is	The second row

5. The **Automatically resize to fit contents** option is turned on by default so table cells will automatically resize to fit the contents that are entered into them. Turn this option off if you want to ensure that a fixed width / height is maintained.

Tip: Remember you can save specific tables in the **Building Blocks Tables Gallery** (or a **Custom Gallery**) which makes it available at any time you need it.

The Building Blocks can contain text and formatting including **Table Styles**.

