

- **Adjust columns proportionally** results in all columns changing their widths by the same percentage when one is changed. For example, if you reduce by half the size of a column, the sizes of all the other columns will be halved. This option is not available if *Automatic* has been selected in the *Alignment* area of the *Table* tab.
- **Remaining space** shows how much further the table can expand before hitting the limit of the margins. This value cannot be edited and will not be negative in the event that the table width is already larger than the space between the left and right margins.
- Under **Column width**, each individual column can be adjusted. If you have more than six columns, use the arrows at the right and left to view them all. With no options selected, the column to the right of the one being adjusted will automatically change to keep the table width constant. Adjusting the most right hand column causes the first column to change.

Tip

Rather than start from the Table Properties dialog, it is often more efficient to make rough adjustments to a new table using the mouse, and then fine tune the layout using the *Columns* tab and the *Table* tab of the Table Properties dialog.

You can also resize a table using the keyboard. This is sometimes easier than using the mouse.

- 1) Place the cursor in the cell where you want to make changes.
- 2) Press and hold the *Alt* key while using the arrow keys.
 - The left and right arrow keys adjust the column width by moving the border on the right edge of the cell, but not past the margin.
 - The up and down arrows adjust the row height (when possible) by moving the border on the lower edge of the cell.

To adjust the resizing parameters and behavior for keyboard handling, choose **Tools > Options > LibreOffice Writer > Table** (Figure 303).

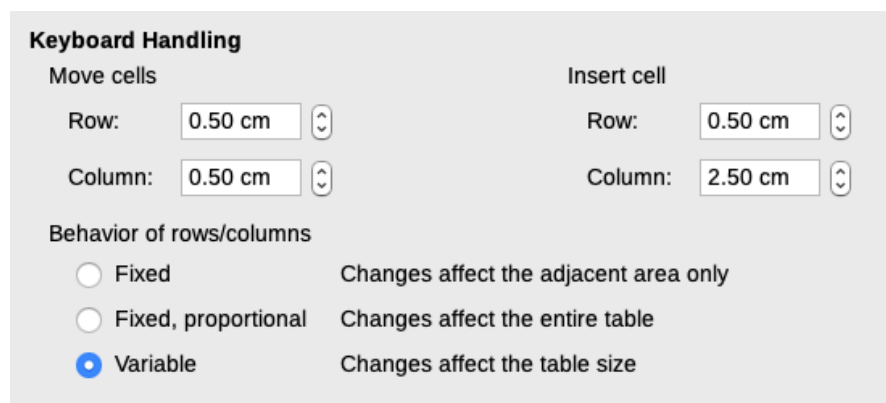


Figure 303: Choosing keyboard handling of table columns and rows

Use the *Row* and *Column* values in the *Move cells* section to determine the amount of change produced by a single keystroke while resizing. In the *Behavior of rows/columns* section you can choose one of three strategies when resizing:

- **Fixed:** the resizing will affect only the adjacent cell and not the entire table. The width of the table does not change when resizing its cells.
- **Fixed, proportional:** when resizing a cell, all the other cells are also resized proportionally, but in the opposite direction so as to maintain the width of the table.
- **Variable:** resizing a cell affects the table size. For example, when you widen a cell, the width of the table increases. This is the default option.