Resizing rows and columns

You can adjust the height of rows and the width of columns in a table in several ways.

- Move the mouse next to the edge of the cell and when a double-headed arrow appears, click and hold the left mouse button, drag the border to the desired position, and release the mouse button.

- On the horizontal ruler, column dividers are marked by a pair of thin gray lines; the vertical ruler indicates row dividers in the same way. You can resize a row or column by holding the mouse button down on the appropriate divider and dragging it to the desired location.

- Use the keyboard as described below.

Selecting **Table > Size** on the Menu bar also offers some resizing options:

- Select *Column Width* or *Row Height* to enter a dimension into the size box for each selectable column or row of the table.

- The *Minimize Column Width* or *Minimize Row Height* options make the selected columns or rows as narrow as possible while still fitting their contents. The rows or columns may not all be the same height or width.

- The *Optimal Column Width* or *Optimal Row Height* options make the selected columns or rows fit the largest character in any row or the longest entry in any column.

- Use *Distribute Columns/Rows Evenly* to quickly bring them back to all being the same width or height.

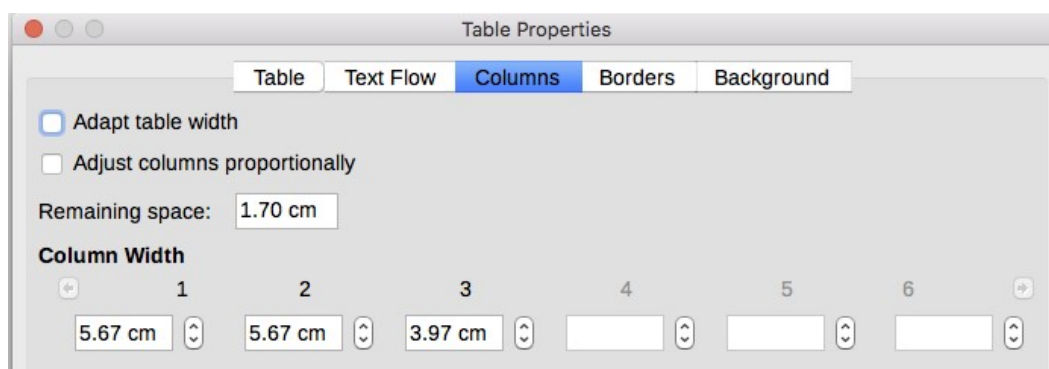For greater control over the width of each column, use the *Columns* page of the Table Properties dialog.

Figure 302: Table Properties dialog: Columns page

Right-click the table and choose **Table Properties** in the context menu, or choose **Table > Properties** on the Menu bar, or click the **More Options** icon in the Table panel of the Properties deck on the Sidebar. On the Table Properties dialog, select the *Columns* tab.

- **Adapt table width:** If a table already stretches to the page margins, it cannot stretch any wider and the *Adapt table width* option can only be used to reduce the column width. If the table is narrower, increasing the width of a column will increase the width of the whole table. This option is not available if *Automatic* has been selected in the *Alignment* area of the Table tab.

  If the table width already extends past the margins, with the *Adapt table width* option checked, attempting to change a column width will automatically decrease that column's size so that the table will now shrink to the page margins while keeping the size of any other column intact.