ADJUSTING TABLE CELLS

Many times there is more to modifying a table than adjusting the row height or column width and adding or deleting rows or columns. Many times the text that is to be entered spans across more than one column or it is necessary for the title to spread across all the rows. To accomplish this, a function known as Merge (combine) Cells is used. At other times, it becomes necessary to divide a topic into subtopics. This is accomplished by using the Split (divide) Cells feature. It is also possible to divide a table into more than one table. When a table is split, a different format may be applied to each table.

Merge Cells

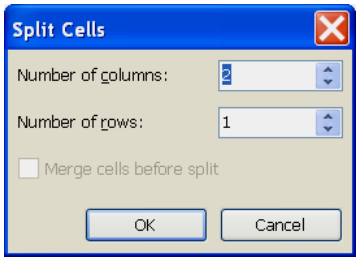
- Select the cells that are to be combined.
- Do one of the following:
  - Click **Table** on the **Menu Bar** and then select **Merge Cells**.
  - Click the right mouse button while the cells are selected and then click **Merge Cells**.
  - Click the **Merge Cells** button on the **Tables and Borders** toolbar (see illustration at right).

- The row will become one cell, instead of separate cells.

Split Cells

- Click the cell to be split (divided).
- Do one of the following:
  - Click **Table** on the **Menu Bar** and the click **Split Cell**.
  - Click the right mouse button while in the cell and then click **Split Cell**.
  - Click the **Split Cells** button on the **Tables and Borders** toolbar (see illustration at right).

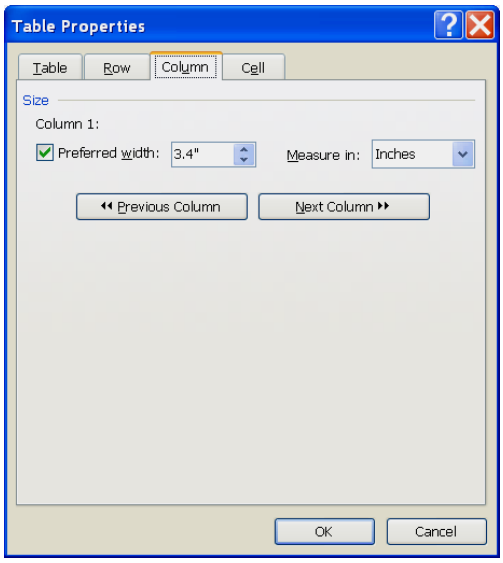
- The **Split Cells** dialog box will appear (see illustration at right).
- Input the number of columns or rows that the cell is to be divided into.
- Click **OK** when all the choices have been made.



Split/Merge Tables

- Click in the row that is to be used as the top row in the second table.
- Click **Table** on the **Menu Bar**.
- Click **Split Table** from the list of options.
- To merge two tables into one, delete the paragraph mark between the tables.

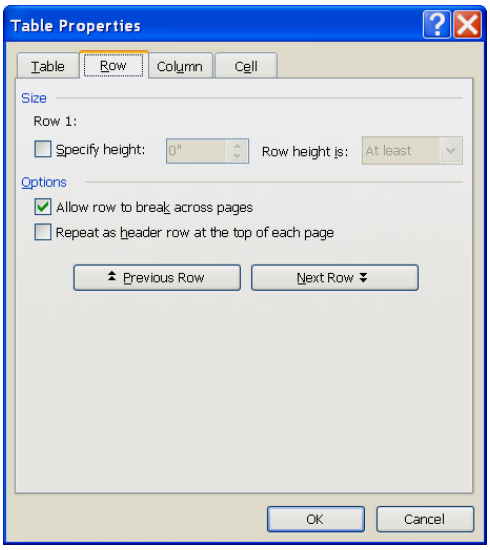
Adjusting Column Widths Using Table Properties



- Select the columns that are to be changed.
- Do one of the following:
  - Click **Table** on the **Menu Bar**.
  - Right-click in the column that is to be adjusted.
- Click **Table Properties** from the list of choices.
- Click the **Column** tab.
- To specify an exact width:
  - Click the **Measure In** drop-down arrow.
  - Click inches and type an inch measurement.
- To adjust additional column widths, click the **Previous Column** or **Next Column** button on the **Column** tab.
- After all the changes are complete, click **OK** to accept the changes and exit from the dialog box.
- To adjust columns quickly:
  - Position the pointer over the boundary of the column to be adjusted.
  - The pointer becomes a resize pointer – a pointer with two straight lines and two arrows pointing left and right (see illustration at right).

- Drag the boundary to a new location.
- When the columns are adjusted in this manner, the columns on either side of the selected column will adjust to either larger or smaller depending on the selected columns adjustment.

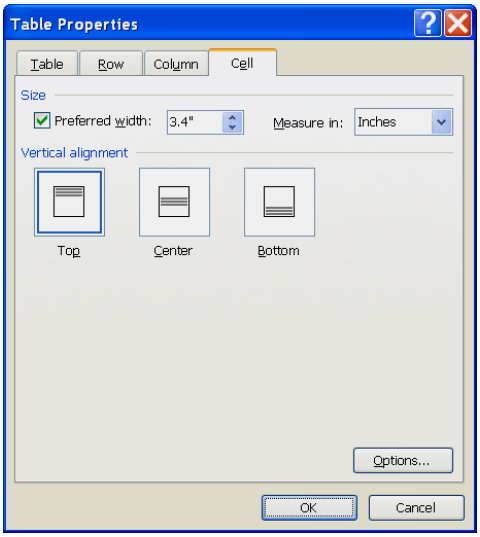
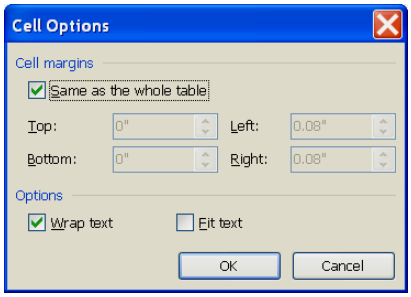
Adjusting Row Heights



- Select the row that is to be changed.
- Click **Table** on the **Menu Bar**.
- Click **Table Properties** from the list of choices.
- Click the **Row** tab.
- Click the **Specify height** check box.
- Click the **Row height is** drop-down arrow.
- Click **Exactly** or **At least**.
- Type in a measurement.
- Click **OK** to accept the changes and exit from the dialog box.
- To adjust additional column widths, click the **Previous Row** or **Next Row** button on the **Row** tab.
- After all the changes are complete, click **OK** to accept the changes and exit from the dialog box.
- To adjust columns quickly:
  - Position the pointer over the boundary of the column to be adjusted.
  - The pointer becomes a resize pointer – a pointer with two straight lines and two arrows pointing up and down (see illustration at right).

  - Drag the boundary to a new location.

Adjusting Cells



- Click **Table** on the **Menu Bar**.
- Select **Table Properties** from the list of choices.
- Click the **Cell** tab.
- To adjust the size of the cell, click the **Preferred width** spinner arrow.
- In the **Measure in** drop down list, choose either **Inches** or **Percent**.
- To adjust the text vertically in the cell, choose one of the options under **Vertical alignment**.
- Click the **Options** button.
- In the **Cell Options** dialog box, select the **Cell margins** option.
  - **Same as the whole table** – Preserves the margins from the rest of the table.
  - It is possible to adjust the margins for a particular cell by deselecting this option and specifying the margins.
- Under **Options** select from the following:
  - **Wrap text** – Automatically wraps the text in the cell to the next row when the end of the cell is reached. This is the default.
  - **Fit text** – Fits the text to the end of the row. When the end of the row is reached, the size of the text will become smaller as additional text is input.
- When all the changes have been made, click **OK** to exit the **Cell Options** dialog box.
- Click **OK** again to exit the **Table Properties** dialog box.