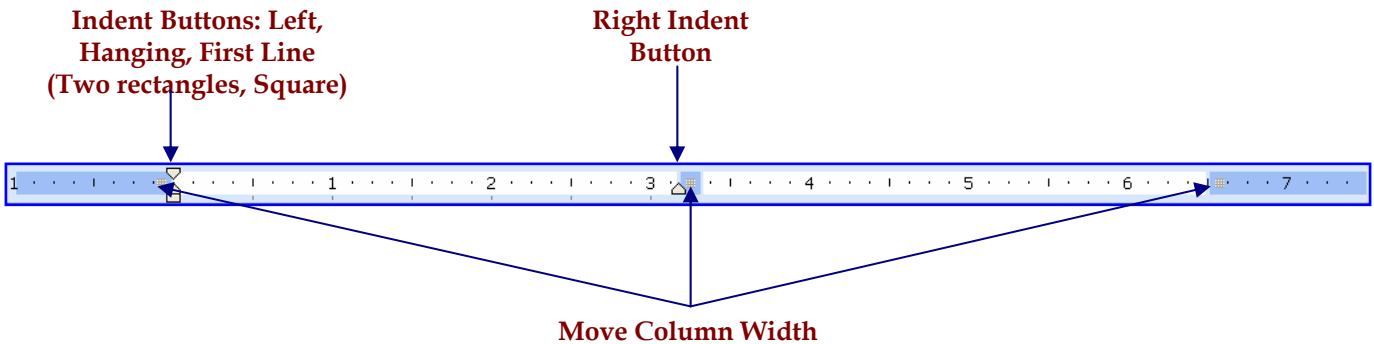



## USING THE RULER BAR AND BORDER LINES TO RESIZE COLUMNS AND ROWS.

- ❖ Ruler Bars adjust one column without adjusting the column next to it.
  - The illustration below shows the Ruler Bar.



- The areas at the end and in the middle are used to adjust the width of a column.
- The white **Indent** buttons at both ends of the cell markers are used to indent information within a cell.
- ❖ Border Lines are used to widen the column or to narrow the column while readjusting the column next to it.
  - When you move the mouse pointer over a column, the pointer will change to the shapes as shown in the illustrations below.
    - The mouse pointer changes to the top shape when the border between columns is chosen. 
    - The mouse pointer changes to the bottom shape when the border between rows is chosen. 