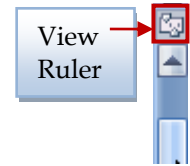


USING THE RULER BAR AND BORDER LINES TO RESIZE COLUMNS AND ROWS.

By default, the Ruler Bar is not displayed in Word 2007. To display the Ruler Bar:

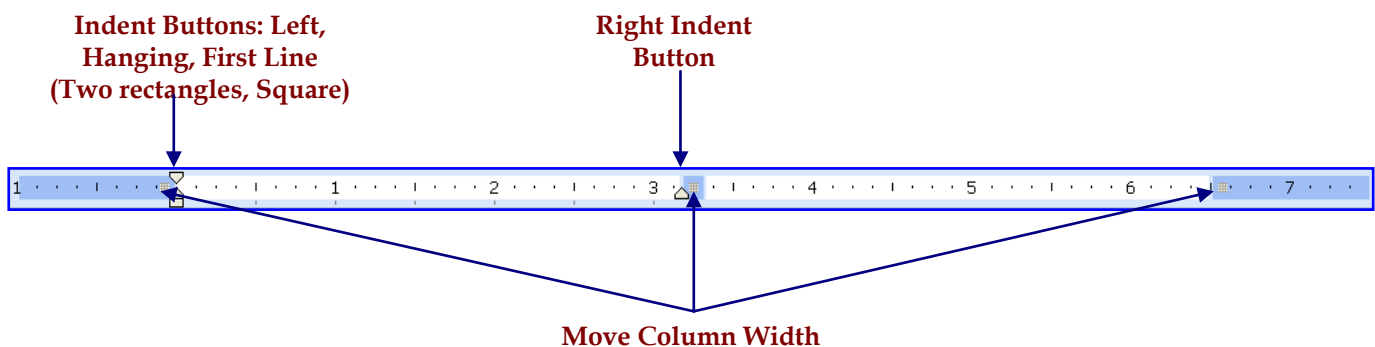
- ❖ Click the **View Tab**.
- ❖ In the **Show/Hide Group**, click the **Ruler** check box.
- ❖ The **Horizontal Ruler Bar** will display at the top of the window.



- or
- ❖ Click the **View Ruler** button at the top of the **Vertical Scroll Bar** (see illustration at right).

❖ Ruler Bars

- Adjust one column without adjusting the column next to it.
- The width of the whole table is changed, not just the width of a column or row.
- 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

- These 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.
- To adjust the width of a column or row, click the border line when the mouse pointer changes to the appropriate shape.
- Draw the row or column to the desired width or height.
 - The width of the column or row will change.
 - The width of the column or row adjacent to the selected row or column will also change.
 - The width of the table will not change, just the column and row widths.

