Resizing Rows, Columns, and Tables

- In this tutorial, you will learn how to resize rows, columns, and tables in your Microsoft Word 2010 document.
- The Table Properties button on the Table Tools Layout Tab may be used to modify a table.

Locating the Table Properties Button

The TABLE PROPERTIES button is located on a contextual tab or a hidden tab that is only visible when an object such as a table is selected. To locate the TABLE PROPERTIES button you must first select the table by clicking anywhere inside the table. Then click the TABLE TOOLS LAYOUT tab of the ribbon. The TABLE PROPERTIES button is found on the TABLE group.

Using the Table Properties Button to Resize Rows, Columns, and Tables

Step 1: Open your Microsoft Word document and locate the table you would like to resize. In this example, we will assume you would like to resize the columns in a table. Click the TABLE MOVE HANDLE to select the entire table.
Step 2: Click the **LAYOUT TAB** to display the **TABLE** group on the tab.

![Table Group Displayed](image)

Step 3: Click the **PROPERTIES** button in the **TABLE** group to open the **TABLE PROPERTIES** dialog box.
Step 4: Click the **COLUMNS** tab in the **TABLE PROPERTIES** Dialog Box to display the column properties and settings.
Step 5: Activate the size settings by clicking the **PREFERRED WIDTH** checkbox. A checkmark will appear in the checkbox when the setting is active.
Step 6: Click the **INCREASE** arrow to increase the column width to 1.50 inches. Make sure the **MEASURE IN:** option is set to INCHES. (If not, click the drop arrow and select Inches).
Step 7: Click the OK button to save the changes.
Finish: By following the steps above, you can resize rows, columns, and tables in your document.