

WORD

Table Properties

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Overview

Tables in Word can be frustrating when you're not sure how to control the settings behind the behavior of rows, columns, cells, and the table as a whole. This tutorial is a brief overview of the Table Properties dialog box, and the effects of the most commonly-used settings.

Open Table Properties

Once you've created a table, you can open the Table Properties dialog box by right-clicking anywhere in the table and choosing Table Properties.

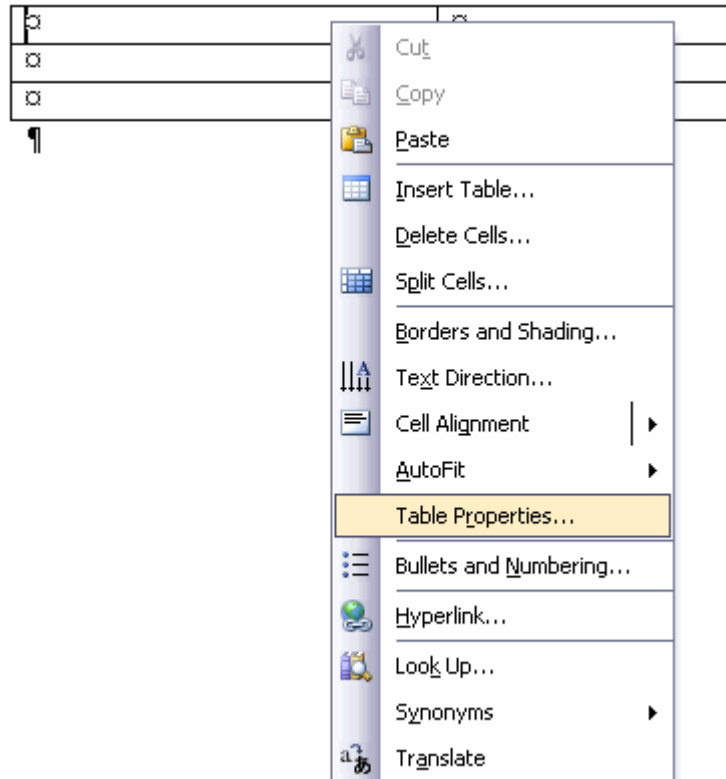
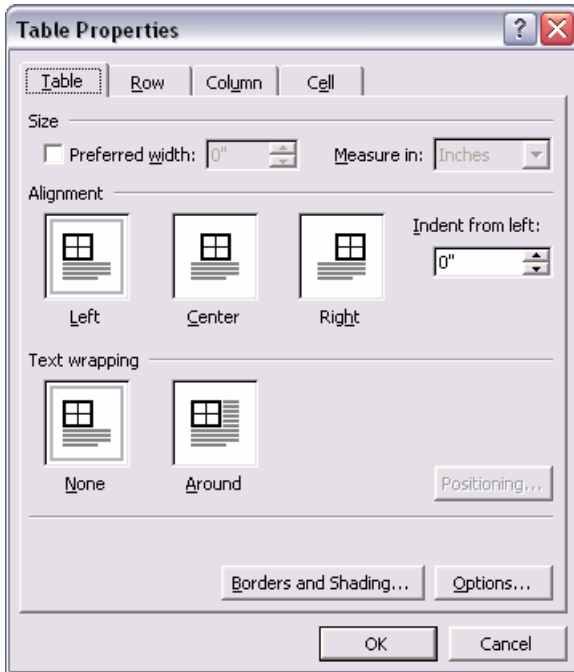


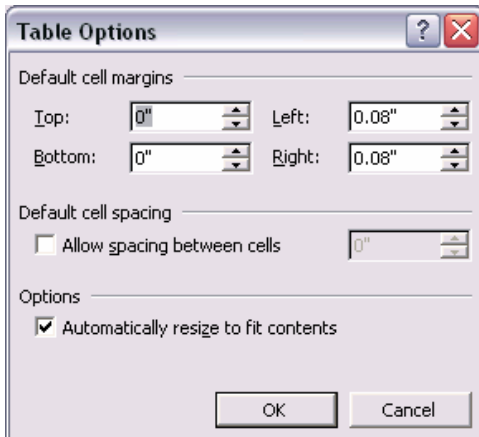
Table Properties

Table Tab Default Settings



- **Size** - Specifies the *preferred* width of the entire table. By default new tables fill up the page from the left to the right margin. (This setting may be overridden by content and other property settings.)
- **Alignment** - Positions the table relative to the margins of the page. This does NOT affect alignment of text within cells.
- **Text Wrapping** - Can allow surrounding text to wrap around the table. (The Positioning button will control position of the table relative to the text.)
- **Borders and Shading** - Performs the same function as the Borders and Shading command in the Format menu.
- **Options** - Controls some text options for the entire table (see below).

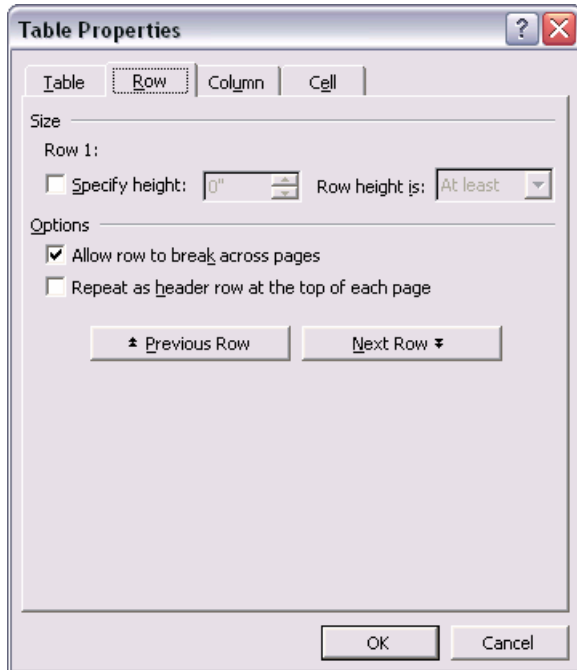
Table Options Default Settings



- **Default Cell Margins** - Amount of space between cell wall and text in each cell.
- **Default Cell Spacing** - Will create additional space between cells if turned on.
- **Options** - Specifies that columns will expand to accommodate unbroken text or a graphic.

Row Properties

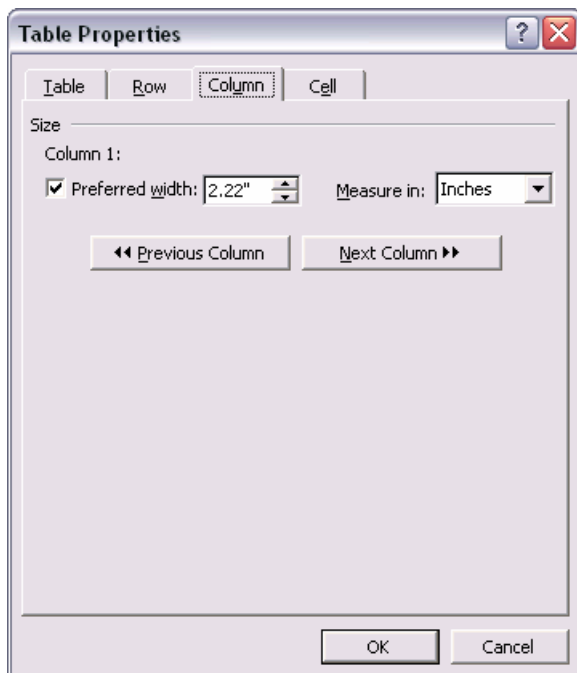
Row Tab Default Settings



- **Size** - Specifies the height for the selected row if checked. Row Height choices are:
 - **At Least** - the minimum size that the row can be.
 - **Exactly** - will not allow the row to expand to accommodate content.
- **Options**
 - **Allow row to break** - If the content in the last row of a page will not fit on that page, the entire row will NOT be forced to the next page.
 - **Repeat as header row** - The selected row will be the first row on each page, if the table goes more than one page.

Column Properties

Column Tab Default Settings

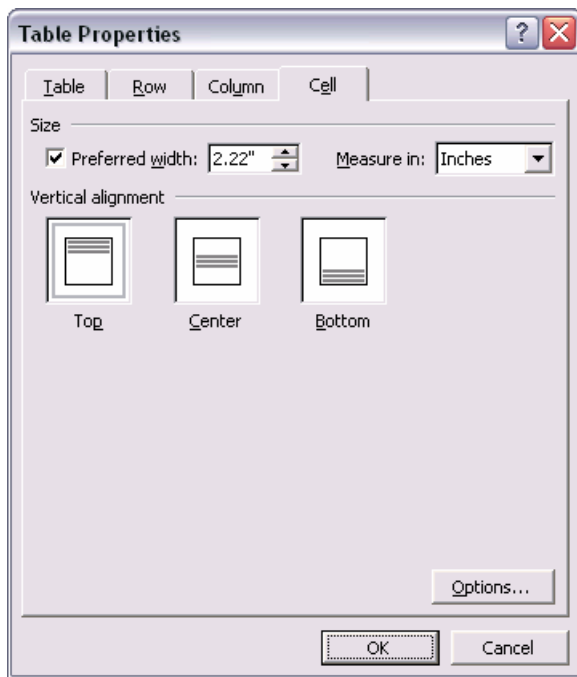


- **Size** - Specifies the *preferred* height for the selected column. (This setting may be overridden if the Automatically Resize checkbox in the Table Options box is checked.)

Measurement choices are in inches or percent (of page within margins).

Cell Properties

Cell Tab Default Settings



- **Size** - Specifies the *preferred* width for the selected cell. (By default this matches the setting for the column in which this cell resides. This setting may be overridden if the Automatically Resize checkbox in the Table Options box is checked.)

Measurement choices are in inches or percent (of page within margins).

- **Vertical Alignment** - Determines the vertical position of the text within the row. This can be important if the row is deeper than necessary for the content.
- **Options** - Controls some text options for the cell (see below).

Cell Options Default Settings



- **Cell Margins** - The space between the cell wall and the text in each cell. Unchecking the box allows you to change the measurements for the selected cell to override the settings for the table as a whole (see above).

- **Options**
 - **Wrap text** -Contents will wrap within the cell.
 - **Fit text** - Width of characters and spaces will be reduced to force the text to fit within the specified cell or column width.