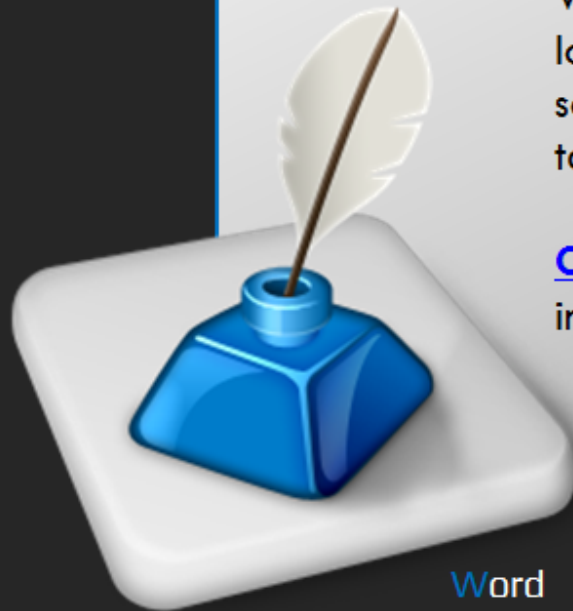


Balance Table Rows and Column Sizes in Two Clicks

Working with tables can mean a lot of adjustment on the look and fit of the rows and columns. Rows and columns may sometimes look “out of balance” that affects the entire table appearance.

[Click here](#) to view how you can balance rows and columns in just 2 clicks.



Word

Prepared by Information Security and IT Governance Division of ICT.
Productiv.T.y showcases tips & tricks on various office and branch applications.

Balance Table Rows and Column Sizes

Select the rows and columns of your table that you want to adjust.

Customer Name	Customer Address	Customer Number	Remarks
Juan Dela Cruz	123 Los Baños, Laguna	123456789012	Valid
William Tan	ABC Sample San Juan, Batangas	012345678910	Valid
Dominador Batumbakal	999 Parang, Marikina City	963852741012	Valid
Feliciano Reyes	14344 Sampaguita Makati City	741025896301	Valid
Soledad De Mesa	987-A Cavite	852963741032	Valid

Then perform the two simple clicks:

- (1) Right-click on the table
- (2) Choose **Distribute Rows Evenly** or **Distribute Columns Evenly**

Customer Name	Customer Address	Customer Number	Remarks
Juan Dela Cruz	123 Los Baños, Laguna	123456789012	Valid
William Tan	ABC Sample San Juan, Batangas	012345678910	Valid
Dominador Batumbakal	999 Parang, Marikina City	963852741012	Valid
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Notice that these commands **uniformly distribute** the sizes of the selected rows and columns without affecting the size of the whole table.

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