

Add rows and columns - Delete rows and columns - Align rows and columns evenly in the Word table

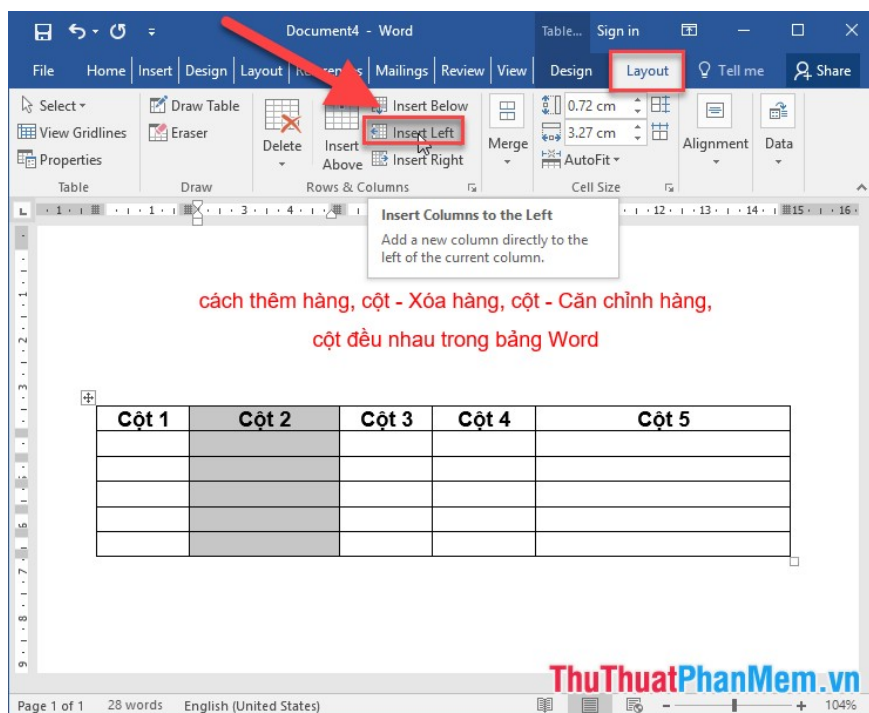
The following article details how to Add rows and columns - Delete rows and columns - Align rows and columns equally in Word table

You often have to work with tables in Word. You are annoyed that the column and row widths in the table do not align equally easily as in Excel. The following article details how to Add rows and columns - Delete rows and columns - Align rows and columns equally in Word table

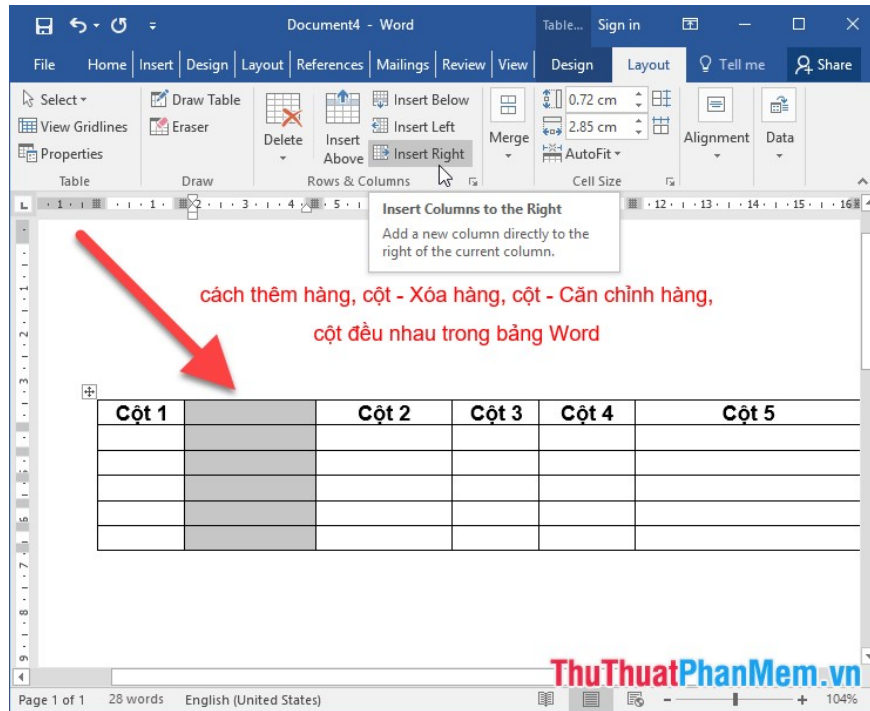
1. Add rows and columns in the Word table

- Add columns in Word:

+ To add a column to the table, select the column next to the position of the column to be inserted -> on the **layout** tab -> **Insert Left** (insert the column to the left), if you want to choose to insert the column to the right of the selected column, click **Left Right**. For example, here I choose the left of the selected column:

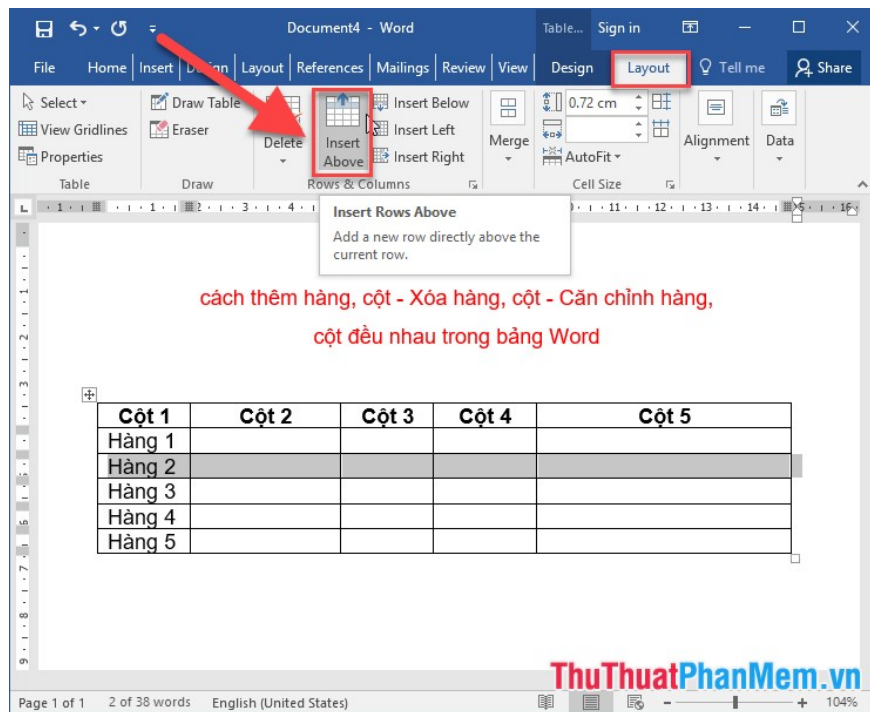


+ Results of inserting the column to the left of the selected column:

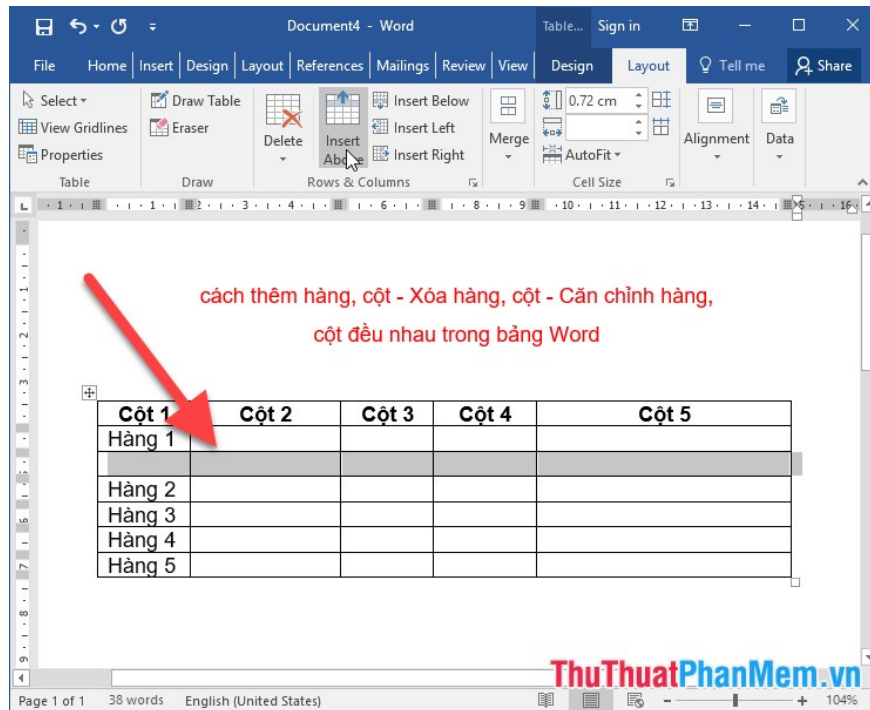


- Add rows to a table in Word:

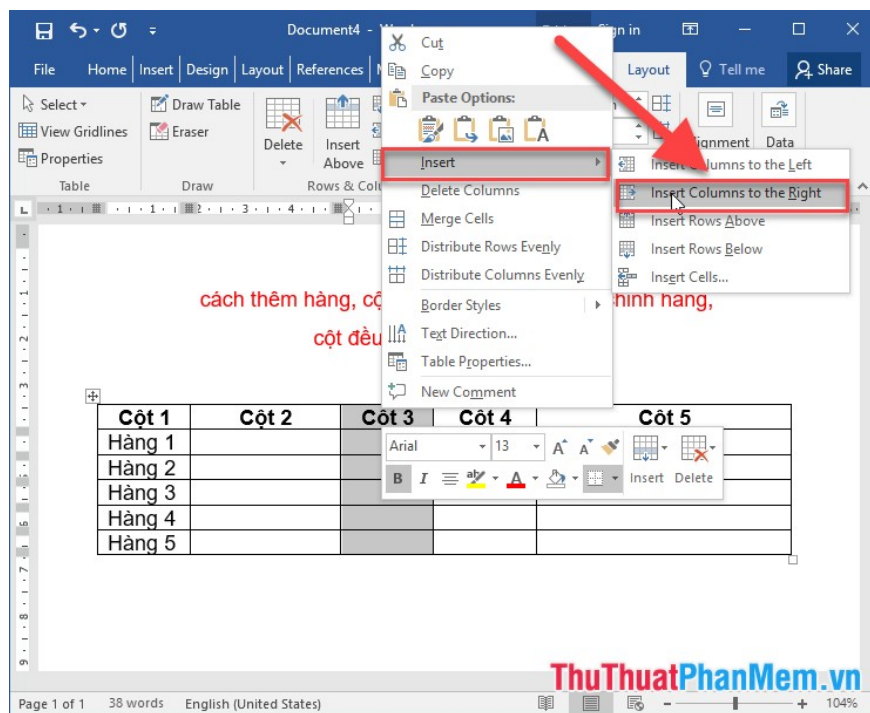
+ Select row position next to row position to insert -> **Layout** -> **Insert Above** (insert above selected row) or select **Insert Below** (insert position below selected row) for example here choose insert above selected row:



+ Result of inserting the row above the selected row:



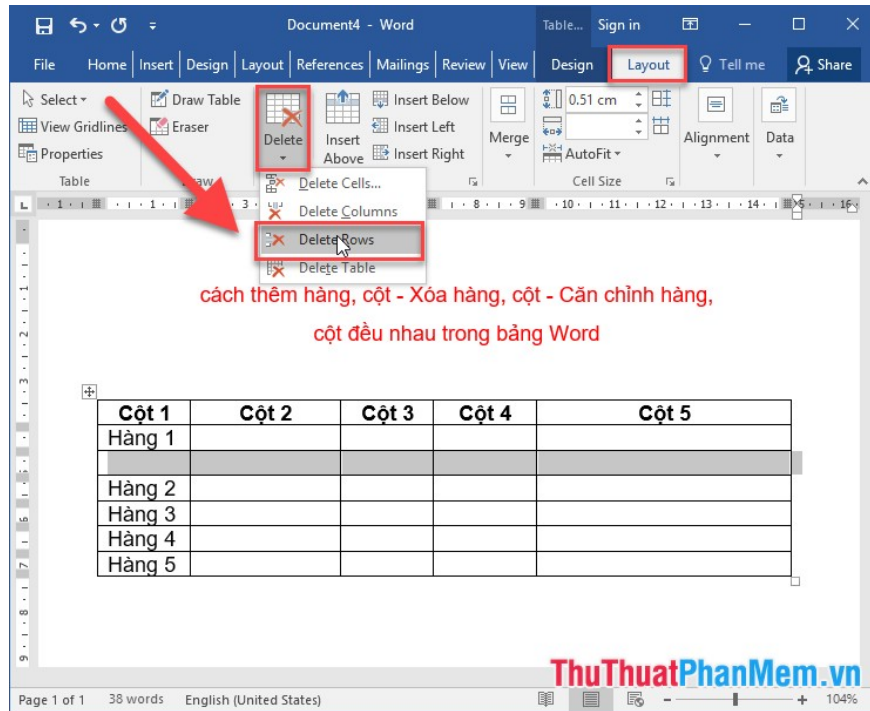
- Alternatively, you can choose to insert rows and columns by right-clicking the position next to the column (row) you want to insert -> select **Insert** -> **Insert Column to the Left / Right** (or insert rows select **Insert Rows Above** or **Below**) depending on where you want to insert:



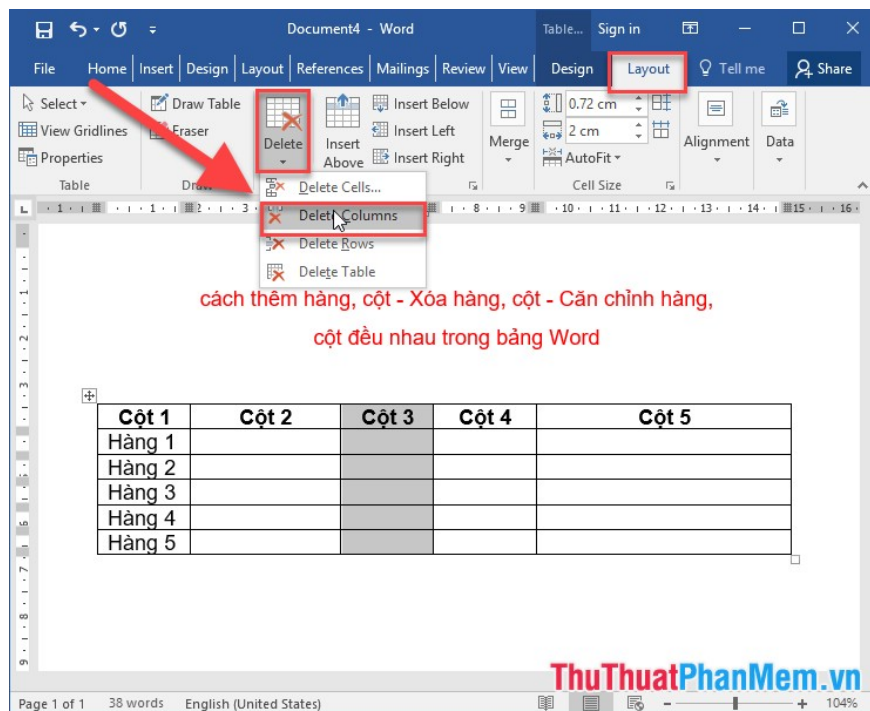
2. Delete rows and columns in the Word table

- To delete a row, do the following:

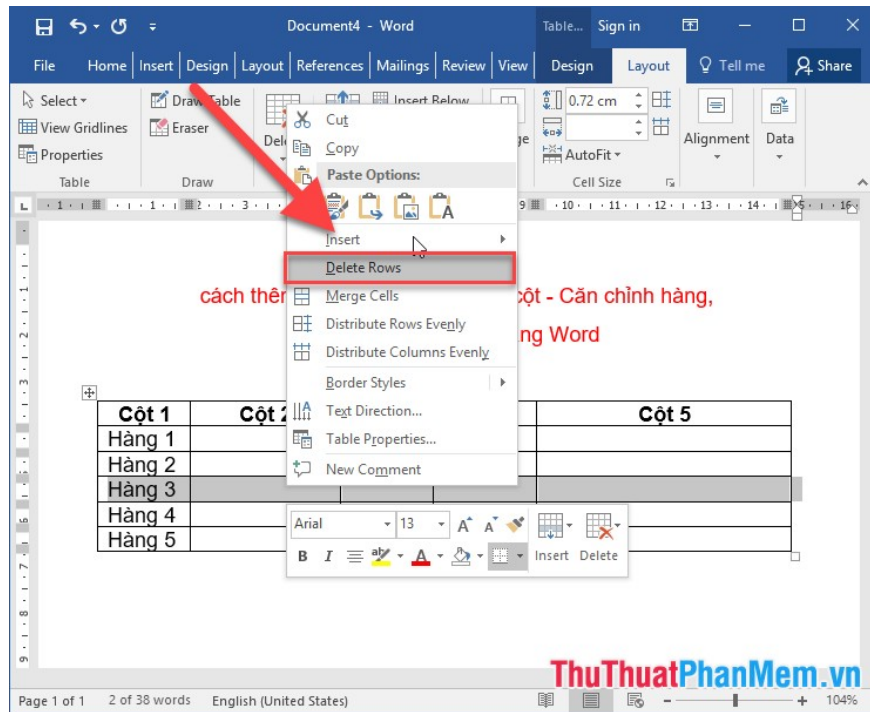
+ Select the row you want to delete -> **Layout** -> **Delete** -> **Delete Rows**:



- To delete a column, do the same thing:

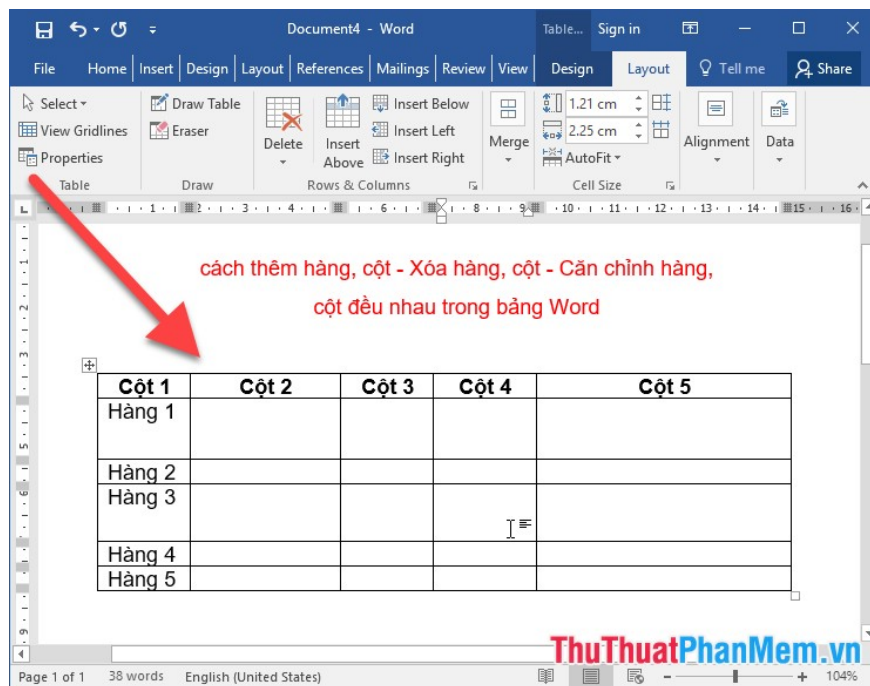


- In addition, to quickly delete, you right-click on the position of the column or row you want to delete -> **Delete Rows** or **Delete Columns** (delete columns):



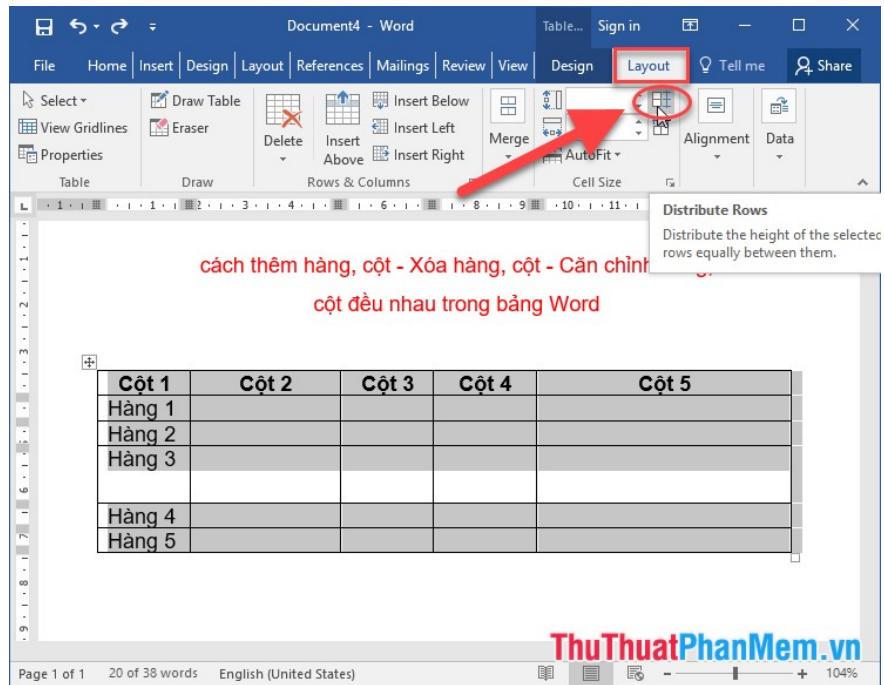
3. Line up the columns evenly in the Word table

- For example, a data table with uneven rows and columns:

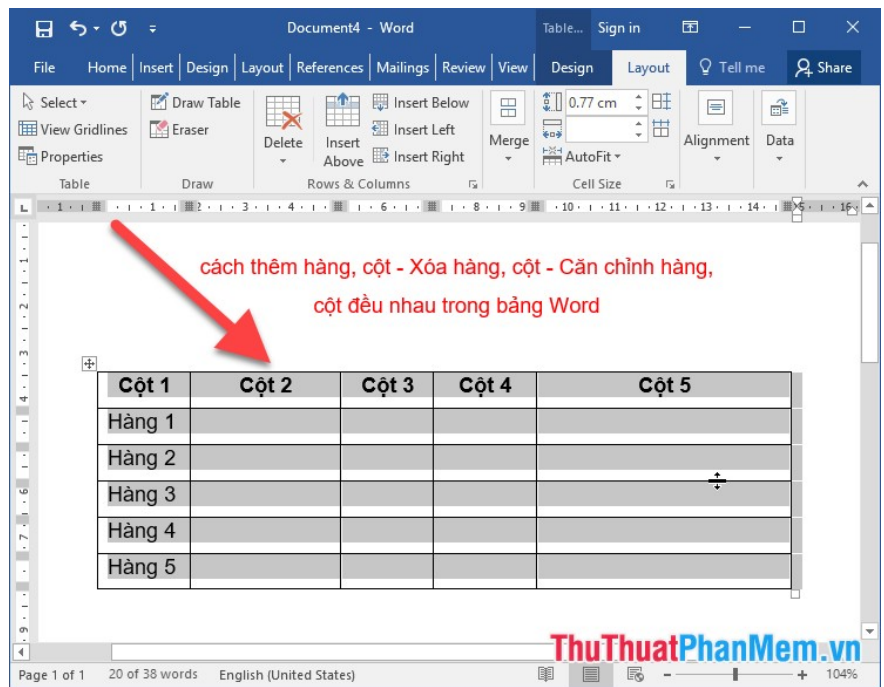


- Make aligning rows in the table evenly by:

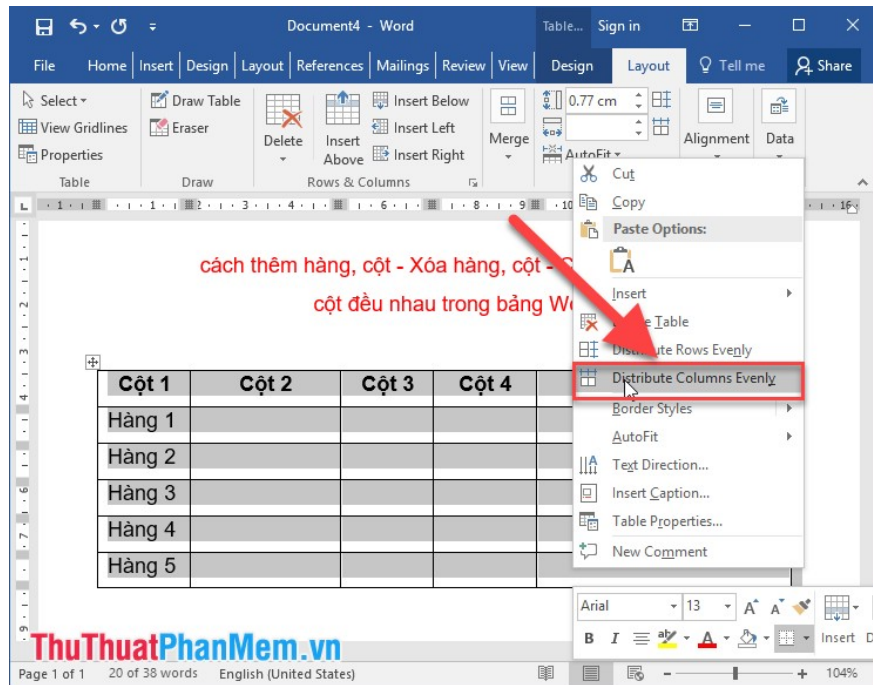
+ Select the entire data table to align the rows -> on the **Layout** tab -> **Distribute Rows**:



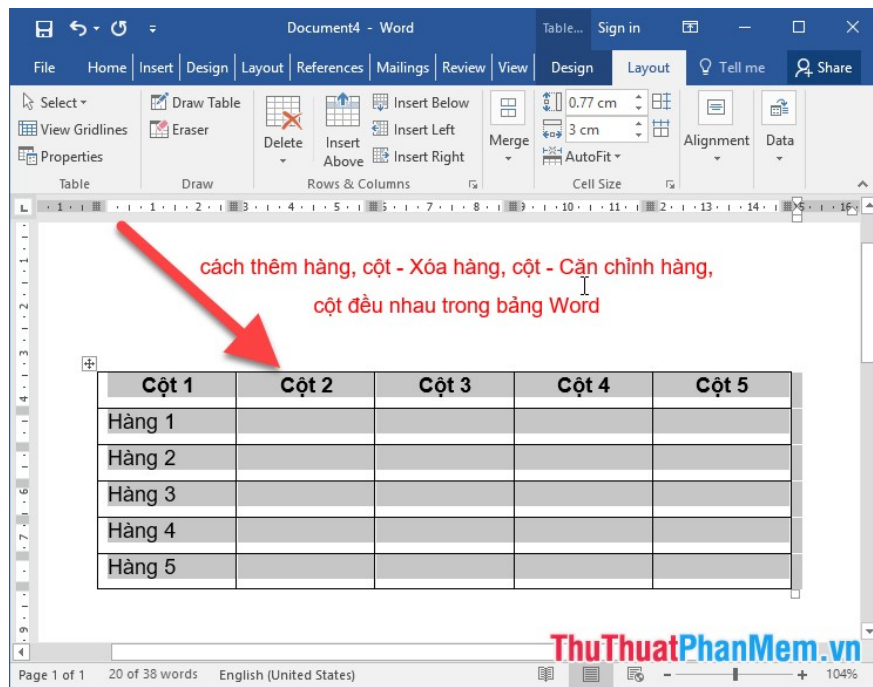
+ Results of the rows in the table are evenly aligned:



- Also you can align rows in the table evenly by right-clicking the table -> select **Distribute Rows Evenly**:



- Result of the columns are aligned evenly in the table:



Above is a detailed guide on how to add rows and columns - Delete rows and columns - Align rows and columns evenly in Word version 2016. Wish you success!

You finished reading the article "**Add rows and columns - Delete rows and columns - Align rows and columns evenly in the Word table**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.

