

# How to adjust the size of Word table cells equally

When entering content, the column length and width in the table will automatically change, leading to an uneven table layout. However, we can manually resize the columns in the Word table.

Creating tables on Word is a basic and simple operation for users. By default, when we create a table, the columns will be resized long and wide in equal cells. However, this size will change as you enter content into the table, edit columns or add lines or columns to the created tables. This results in a full-table layout that will change, not as standard as it was created.

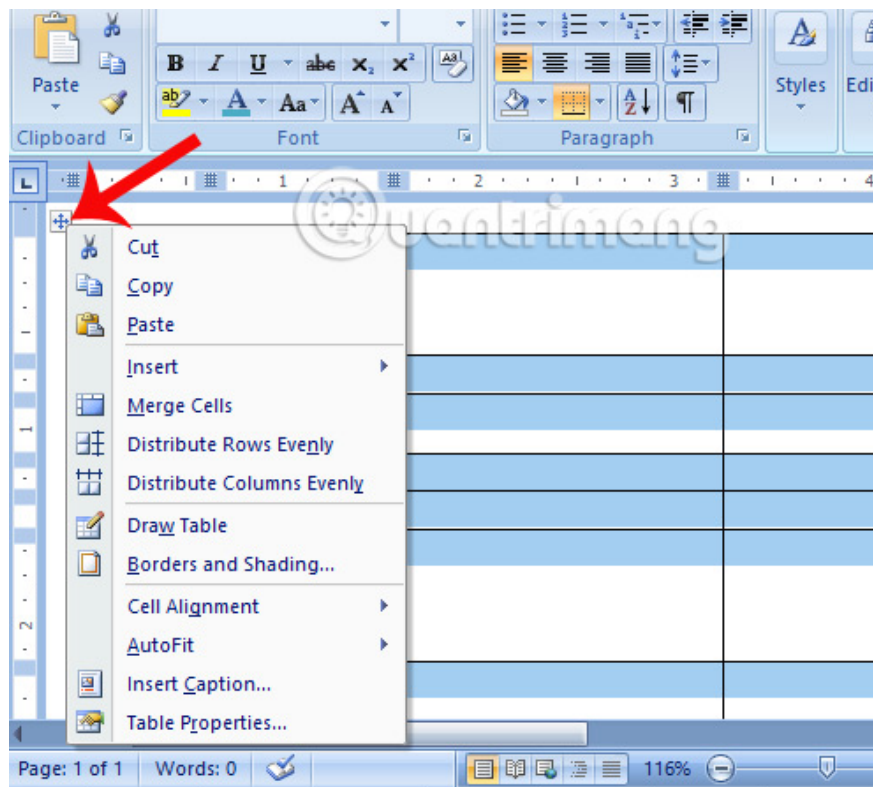
Before saving the table content, users need to adjust the column column size, with the ability to build equal column rows available on Word. The following article will help readers to resize tables.

## Step 1:

At the table to resize, click on **the 4-arrow icon** on the upper left of the table, to select the entire table. Then right-click to bring up options for the table.

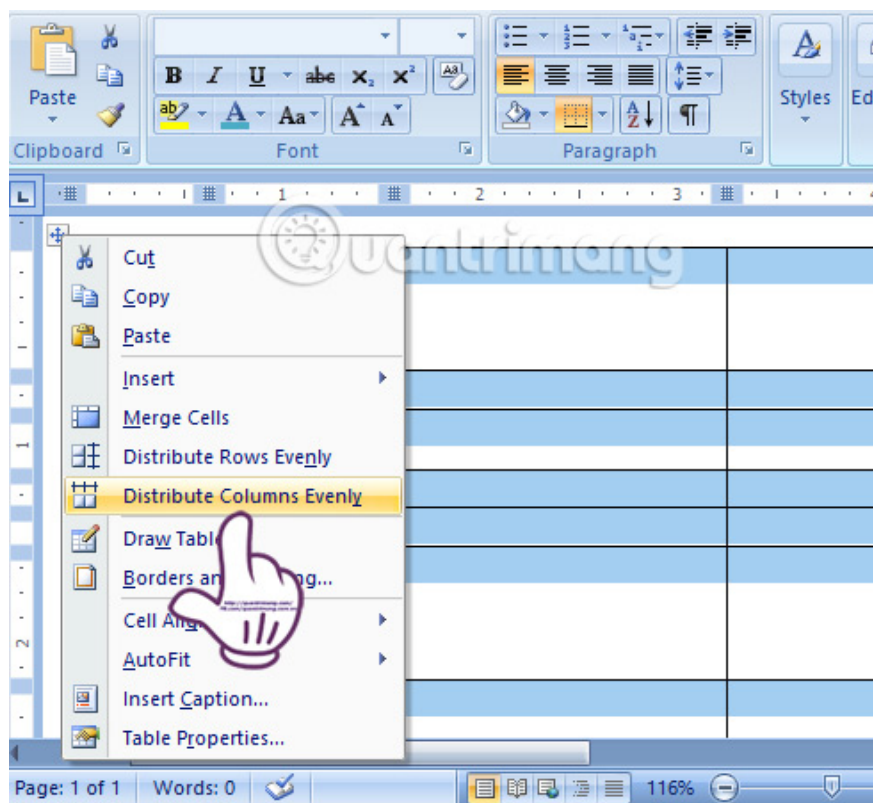
Here adjust the table size will include 2 options:

1. Distribute Rows Evenly: Adjust the height of the lines equally
2. Distribute Columns Evenly: Adjust the width of columns equally

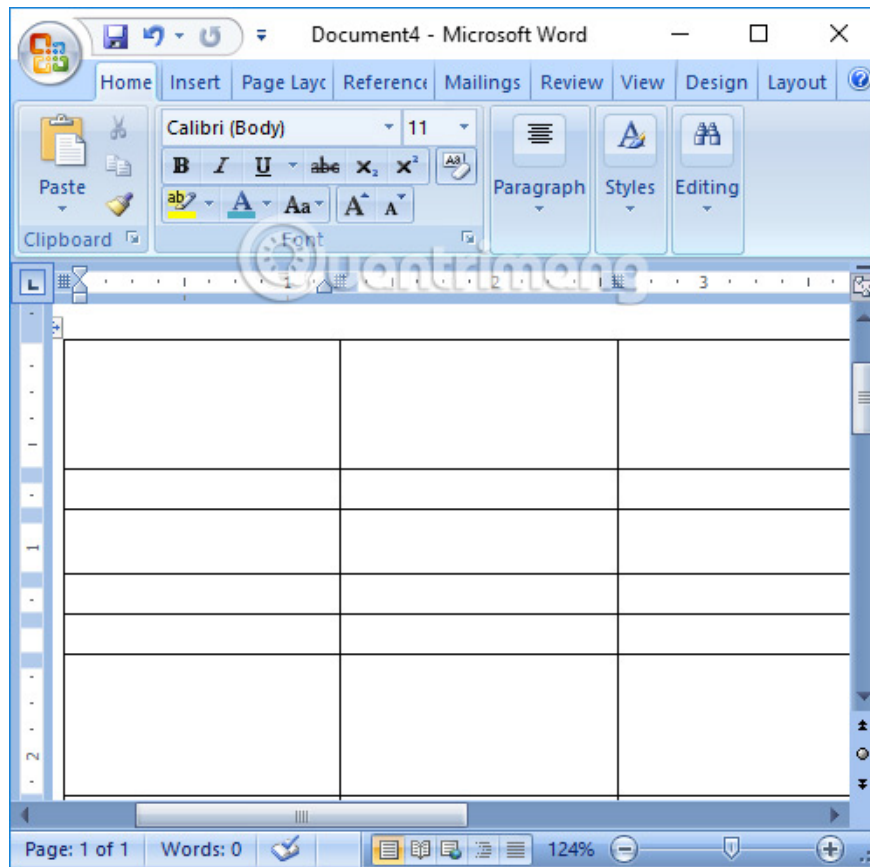


## Step 2:

For example, we will adjust the width of the columns equally so we will select **Distribute Columns Evenly** .

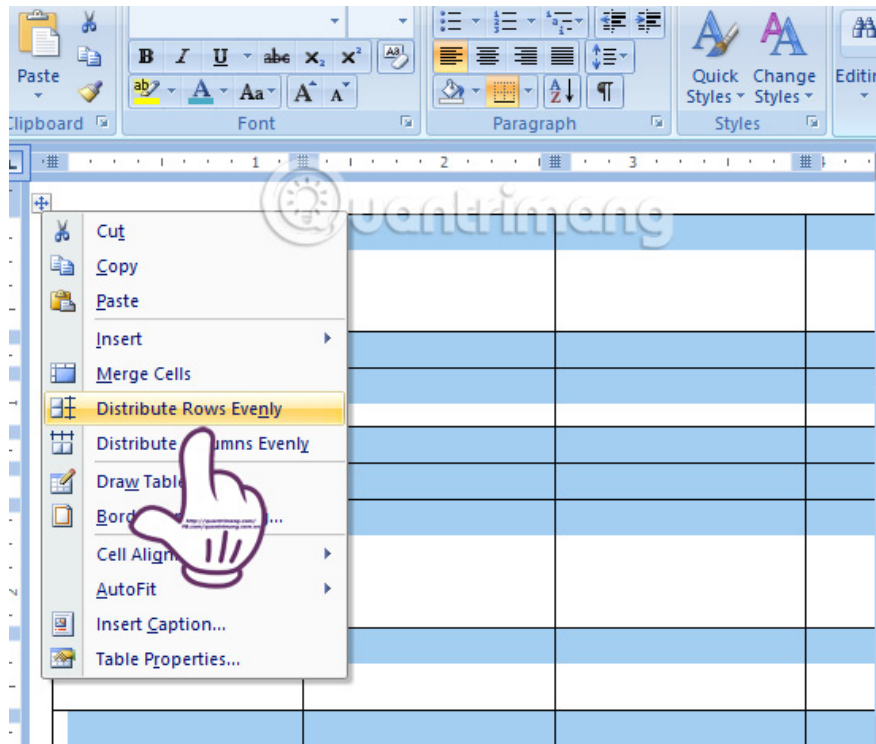


The results show that the widths in the columns have been adjusted equally, but the height of the rows is still skewed.

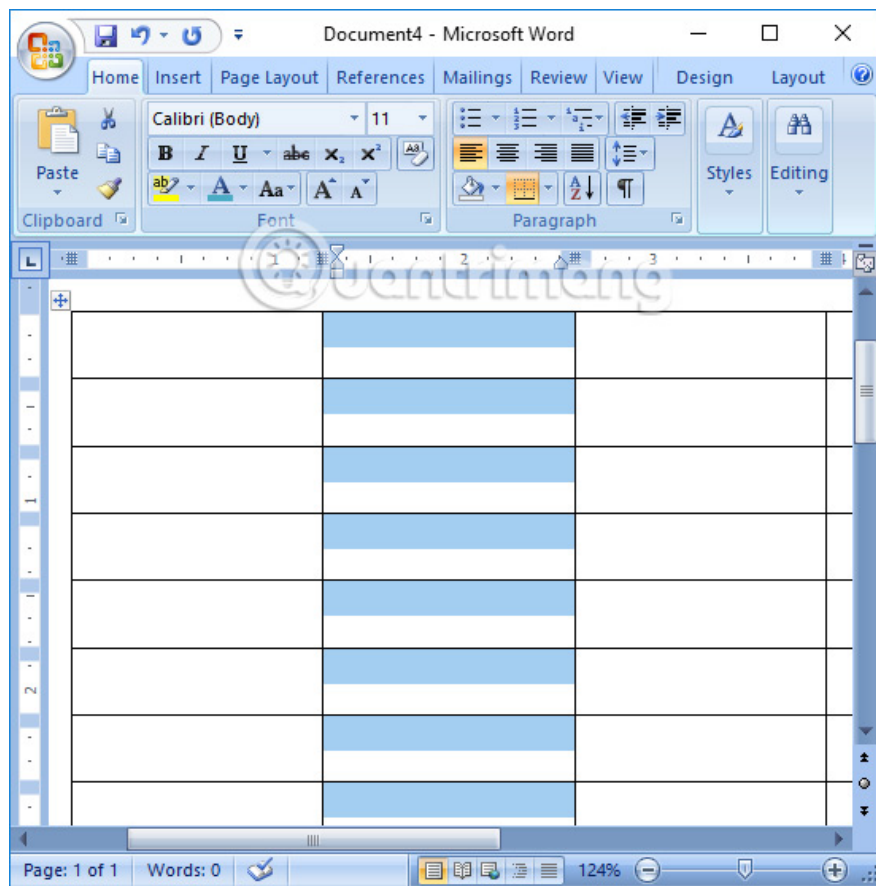


### Step 3:

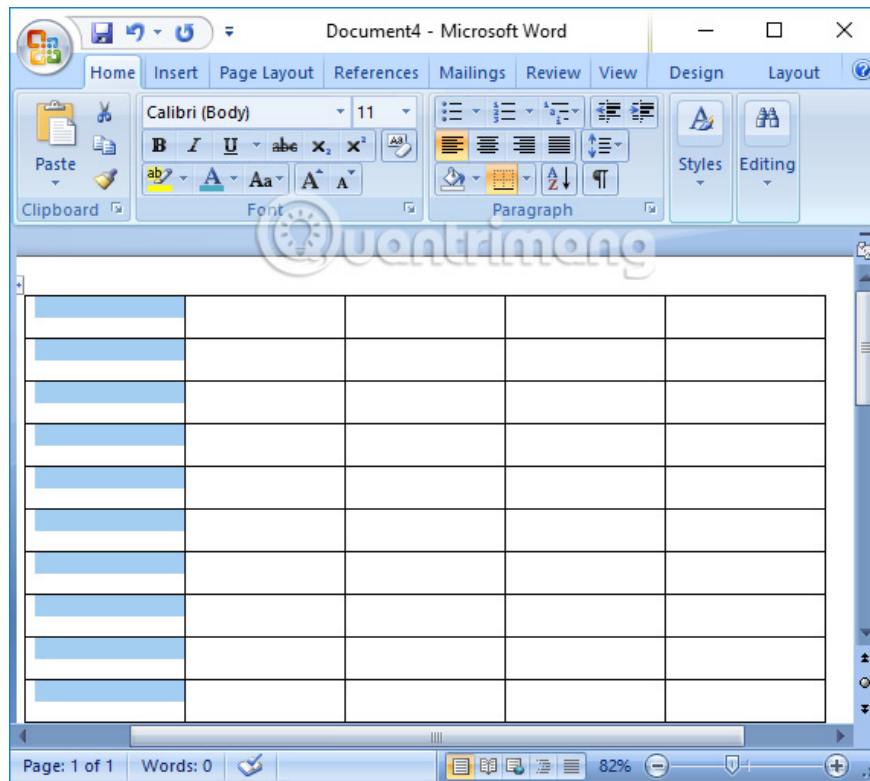
Next, to adjust the height between rows, users also select the 4-way arrow icon to select the entire table, then select **Distribute Rows Evenly** .



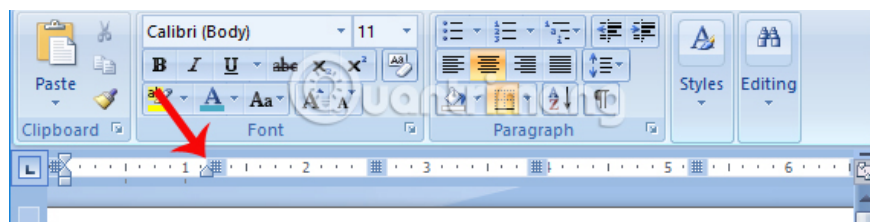
Soon you also see that the height in each line in the table is corrected equally.



Thus we will have a table with the length and width in each cell, each column is equal.



**Note to the user** , when adjusting the column length, it is also recommended to **display the Ruler bar** and notice the size on the Ruler, you can click and drag to get more accurate table parameters.



Resizing tables and columns in tables is necessary to create a complete Word table. Also during the editing process should be to display the Ruler bar, to determine the standard board size.

I wish you all success!

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