

How to create cell spacing in a Word table

Adding space between cells in a table will make the table easier to see and not stick together. The following article will guide you on how to create space between cells in a Word table.

Formatting tables in Word with available options will help the table interface look much more beautiful and professional. However, not all settings are displayed for you to use, such as creating cell spacing in Word, when we create a table in Word. When adding cell spacing in the table, it will make the table easier to see, not sticking together. The following article will guide you to create cell spacing in a Word table.

Instructions for creating cell spacing in Word tables

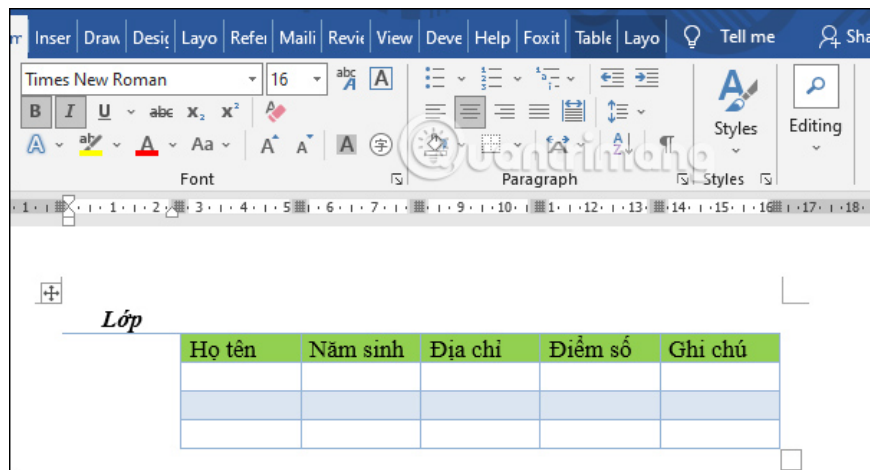
Quick Guide

Create a table in Word > Select Table Properties > Select Options > Adjust cell spacing in the table.

Detailed instructions

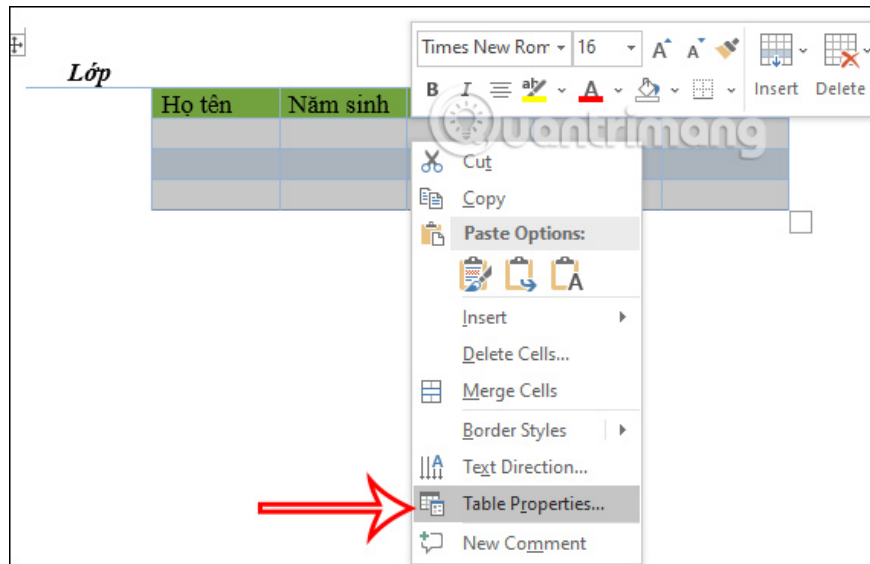
Step 1:

First, we create a table in Word as usual and then enter the content for the table.



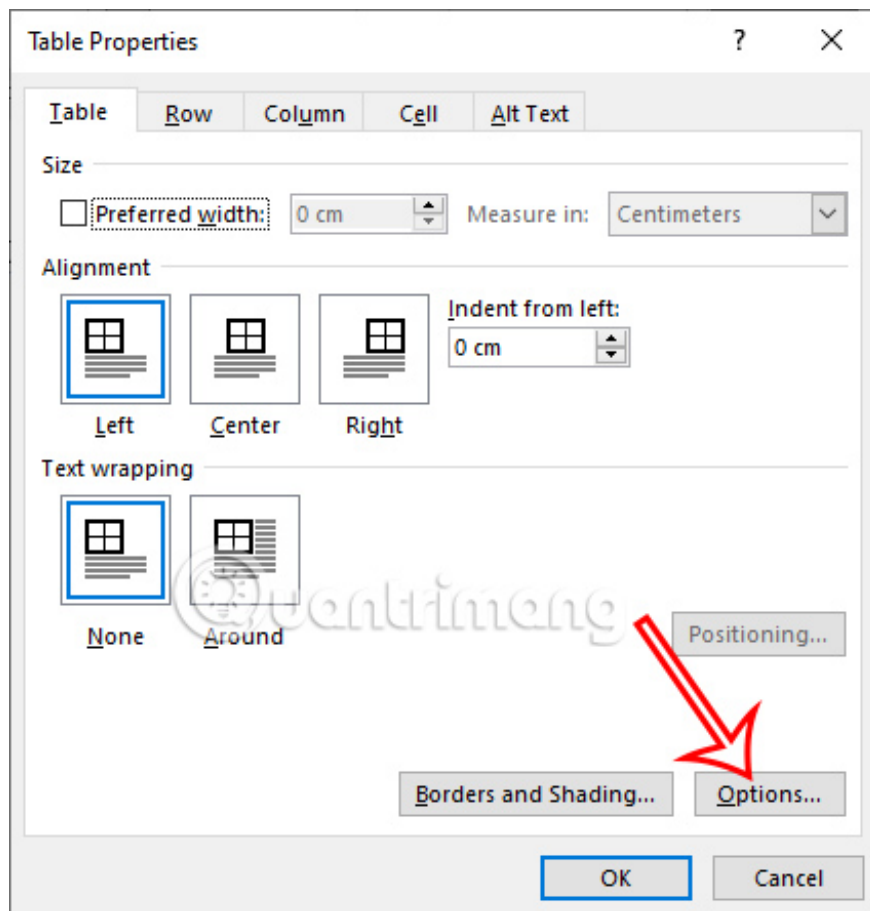
Step 2:

Then highlight the entire table content and **right-click and select Table Properties** from the displayed list.



Step 3:

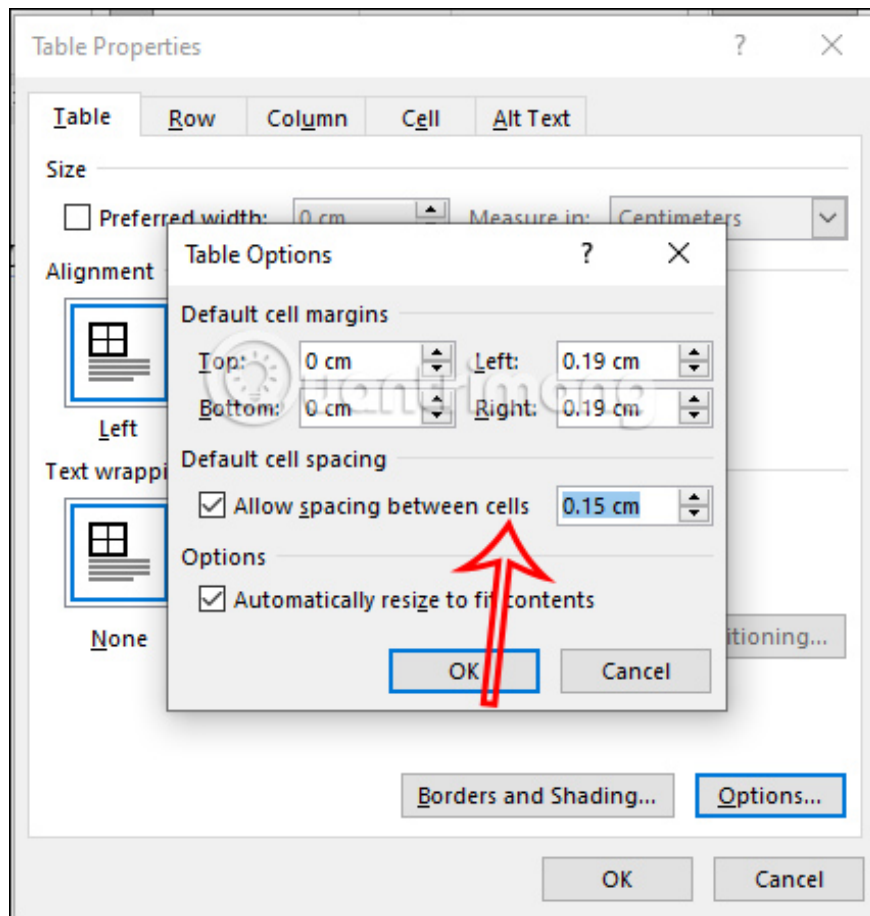
Display the table adjustment interface, click **the Options button** to add more settings for the table.



Step 4:

Now the new interface appears. You look down at **the Default Cell Spacing setting** , then **check Allow Spacing Between Cells** and **enter the size** we want to create space between cells in the Word table.

Finally click OK to save this new setting.



Immediately after that you will see the cells in the Word table have spacing as shown below.

The image shows a Microsoft Word document with a table. The table has a header row with green cells and three data rows with blue cells. The word 'Lớp' is written in the first cell of the first row. The table structure is as follows:

Lớp				
Họ tên	Năm sinh	Địa chỉ	Điểm số	Ghi chú

After creating cell spacing in a Word table, you can continue to edit the table by adding background color or creating table borders if desired.

Video tutorial on creating spaces between cells in a Word table

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