

Name: _____


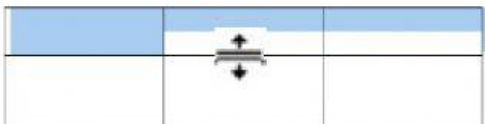

Date: _____

TOPIC: ADJUSTING ROWS AND COLUMNS

a. Fill in the blanks below

Double -click	area	width
Double-sided	Right-clicking	height

1. Row and column can be adjusted by _____ on selected parts of the table.

Step 1	To change the size of the rows and column _____ on the area you want to change.	
Step 2	A _____ arrow will appear	
Step 3	Click and drag the mouse to change the _____ or _____ of the selected _____	

b. Label what the double sided arrow below will adjust

height	width
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