

# Word 2019 with JAWS

## Automatically Fitting Data in a Table



Sometimes, the data you enter into a table will not fit correctly inside a column. For example, if you type more characters than the column can hold, the data will wrap onto a new line inside the cell, thus doubling the height of the row. Whilst this is not a major problem, it might not suit your requirements. Therefore, it might be worth trying a couple of Microsoft word's **Auto-Fit** options. Depending on which option you choose, the data could fit very nicely inside the columns!

To adjust the width of columns in a table, using the Auto-Fit options, follow these suggested steps:

1. Ensure that the cursor is positioned inside your table.
2. Press the **Applications Key** (this key is to the left of the **CTRL** key on the right side of the QWERTY part of the keyboard). Upon doing this, a menu will be displayed giving options applicable to working with tables.

**Note:** If your keyboard does not have an Applications Key, then you can press **SHIFT and F10 instead** to display the menu.

3. Press **DOWN ARROW** or **UP ARROW** until the **AutoFit** menu option is selected and then press **ENTER**. Upon doing this, its associated sub-menu will be displayed.
4. Press **DOWN ARROW** or **UP ARROW** until the **AutoFit to Window** menu option is selected and then press **ENTER**. Upon doing this, the table will be adjusted to fit exactly inside the page margins. The left edge of the table will be at the left margin and the right edge of the table will be at the right margin.

If the **AutoFit to Window** option does not give you the desired result, try choosing the **AutoFit to Content** menu option from the **AutoFit** menu instead. This option results in the columns being adjusted to match the longest entry in each column. This will mean that some columns are wider than others!