Word 365 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 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 in the column you want to adjust.

2. Press **ALT and Q**. Upon doing this, focus will move to the Search edit box on the Office Ribbon. JAWS will say "Type to search and use the up and down arrow keys to navigate, sub-menu".

3. Type the word "Auto" (without the quotes). Upon doing this, a list of search results will be displayed beneath the edit field.

4. Press **DOWN ARROW** until the **AutoFit to Window** 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** option from the list of search results 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!