Changing height /width of Row and Column

After creating a table, all the rows and columns are of the same size. When entering information in a table, then some rows and columns are not large enough to properly display the information they contain, then it is necessary to change the width and height of table.
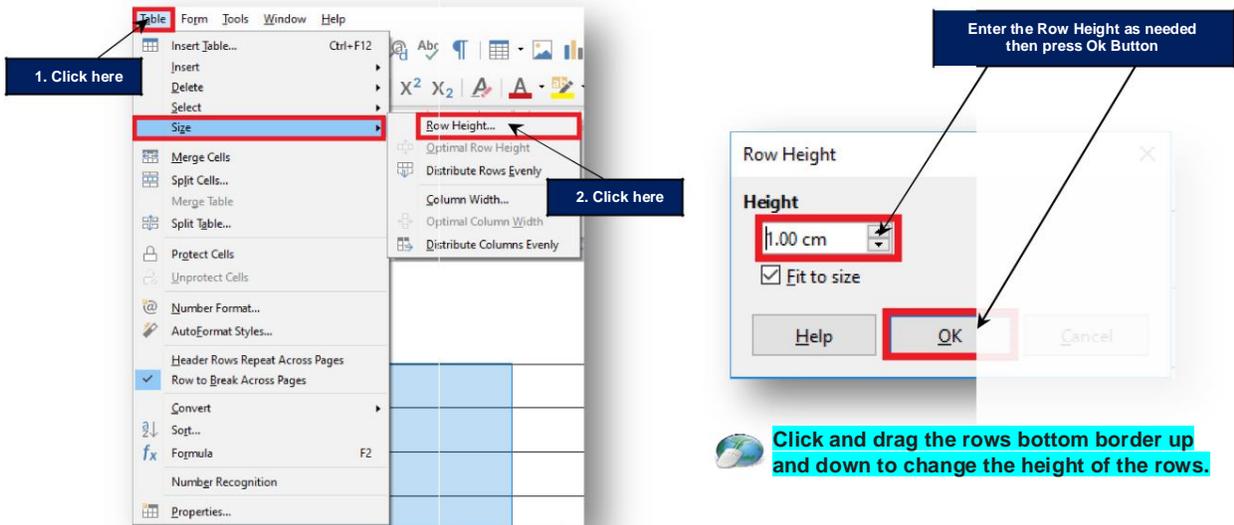
Changing the height of Rows

Select the row(s)

Click the Size option under the Table menu

Click the Row Height a dialog box will appear.

Enter the row height then press Ok button

Click and drag the rows bottom border up and down to change the height of the rows.
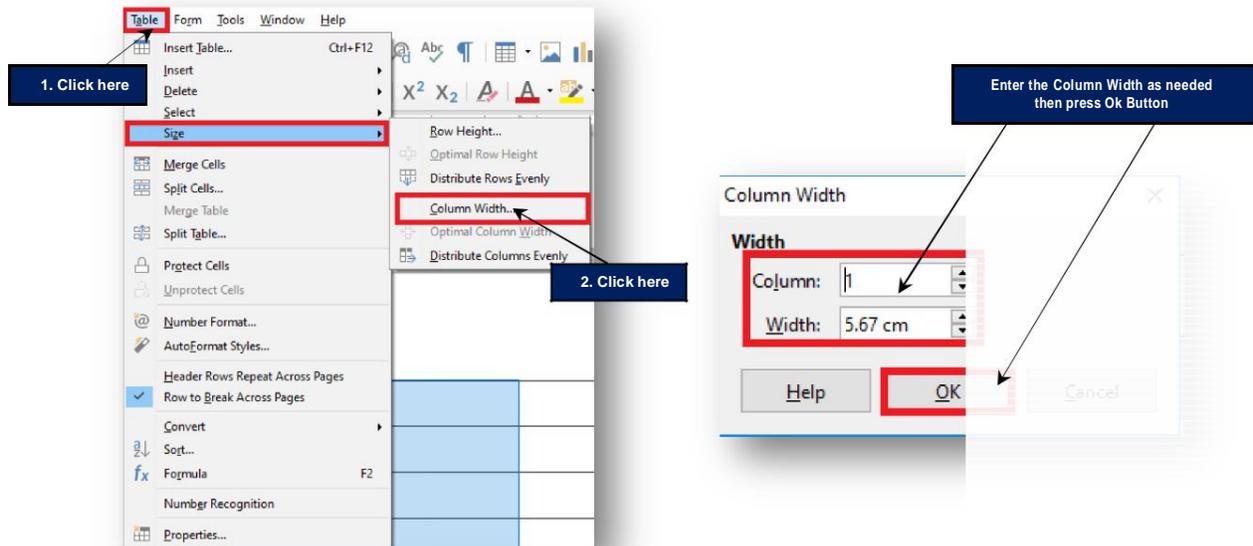
Changing the Width of Columns

Select the column(s)

Click the Size option under the Table menu

Click the Column Width a dialog box will appear.

Enter the Column Width then press Ok button

Alignment of Text in a cell

Aligning text in a cell is a matter of choosing how the text to line up vertically and how it to line up horizontally in a table.

There are four basic alignments (Left, Right, Center and Justified) in LibreOffice Writer instead of this three (Top, Centered and Bottom) vertical alignment of text in a cell.

Select the cells (or select entire table).

Click the Properties under Table Menu

Select the Vertical Alignment (as needed) then click on OK button .
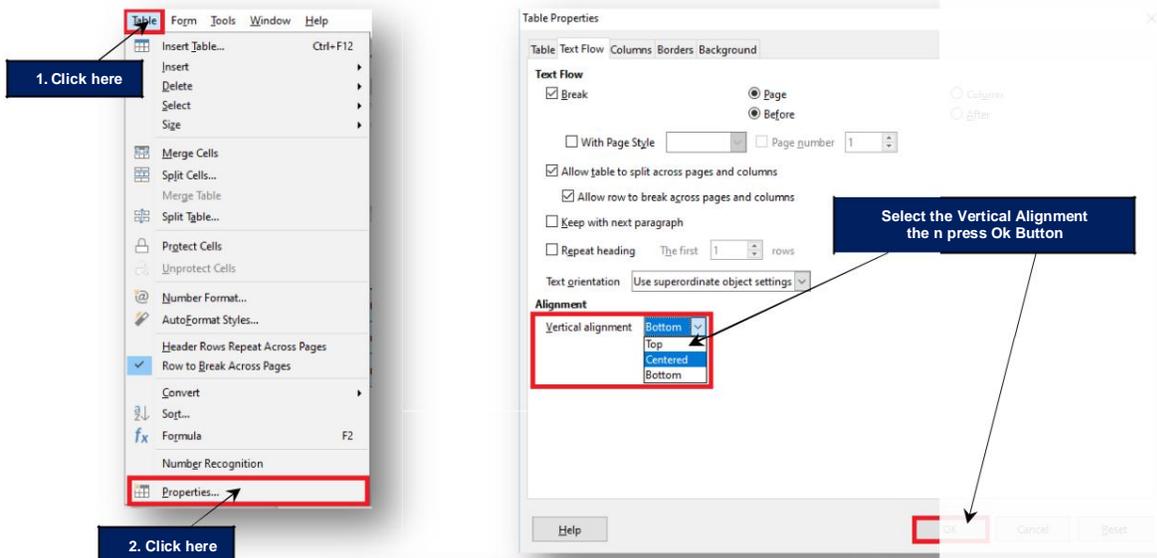
Align Top Left	Align Top Center	Align Top right
Align Center Left	Align Center	Align Center Right
Align Bottom Left	Align Bottom Center	Align Bottom Right

Merging of Rows, Column, Cell and Cell Splitting

Delete/Insertion/Merging of Rows, Column, Cell and Cell Splitting Deletion of Row or Column in a table

User can delete the row or column, which are not of any use to save the document space. The Row and Column hence can be deleted by Select the column or row (or columns/rows) Under TABLE Menu, Click the Delete option, Select Rows or Columns from the List (as needed)
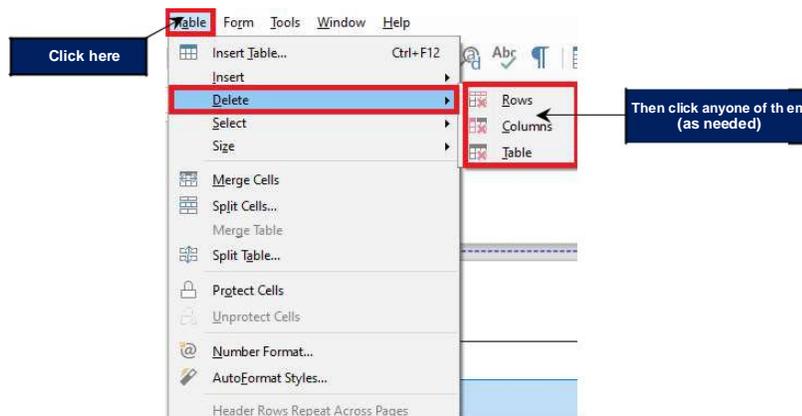

After Selection o f Rows and Columns, right-click and select Delete.

Insertion of Row or Colum n in a table

When need to add additional data to the table, insert row or column. The Row and Column hence can be added by

Place an insertion point in the row or column (where insert

table/ column) Under TABLE Menu, Click the Insert Option

**Select Insert Above or Insert Below (for row) or Insert left or Insert Right (for column)**

To Insert Row and Colu mn, right-click and select Insert.
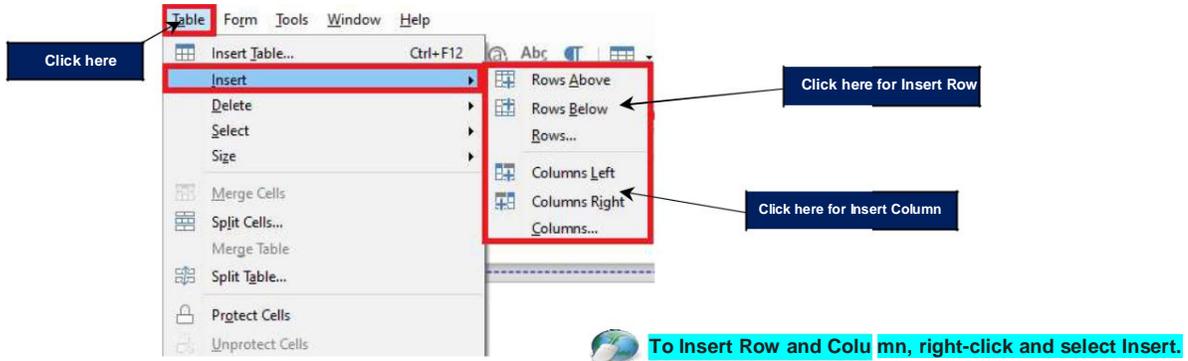
Merging and Splitting of cell in a table

Merge Cell

The merge cells option com bines several cells into a single cell that spans the space that the previous cell occupied

Select the cells to be merged (Horizontally or Vertically)

Under TABLE Menu, Click the Merge Cells Option

After selection, right-click and select Merge Cells from the shortcut me nu.
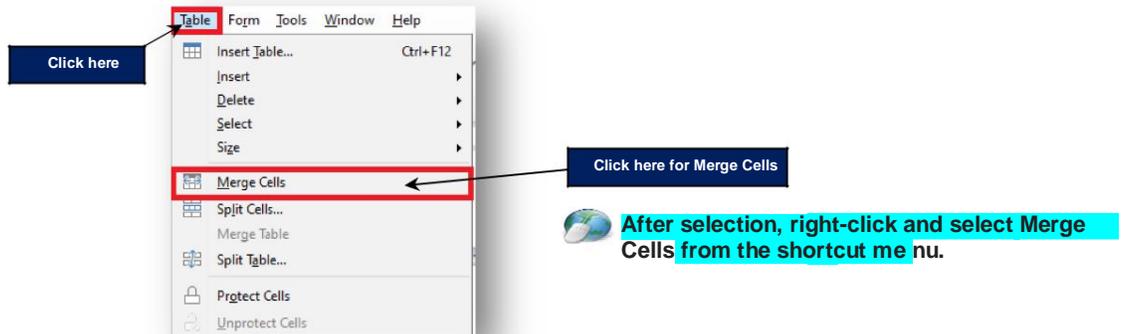
Split Cell

Cells can also be broken up into several smaller cells by using Split cells option

Under TABLE Menu, Click the Split Cells Option

Split Cells Dialog box appear specify the number of Split cell

into. Select Horizontally or Vertically in Direction option.
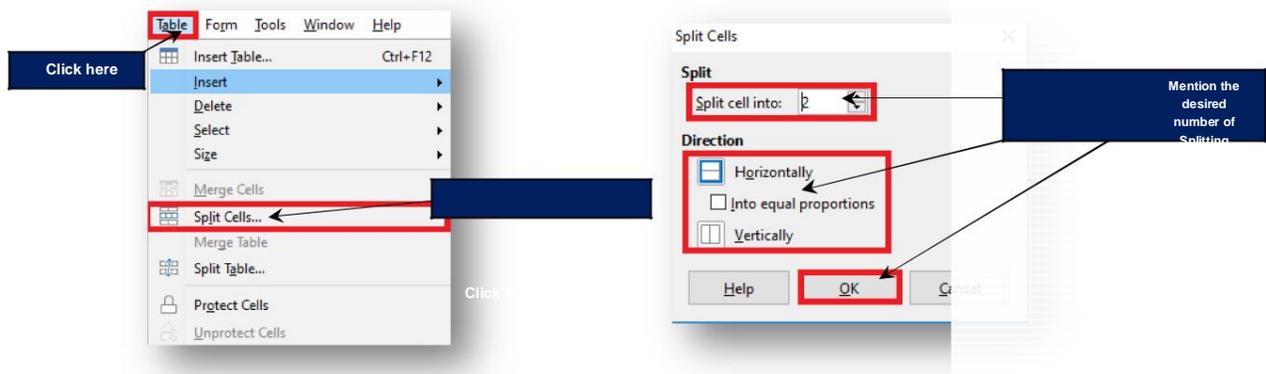
Border and Shading

It is used to improve the table appearance, it make easier to read the information in a table, when creating a table, LibreOffice Writer automatically adds border around every cell in the table, but it is very easy to change, add or remove the table border and shading.

Select the cells (or entire table)
Under TABLE Menu, Click the Properties tab
Select the Predefined style and Line Style, Width or Color under Line Arrangement
Section Select the Shadow Position, Distance and color under Shadow Style
Section.Then click OK button