

## How to maximize table cell space use

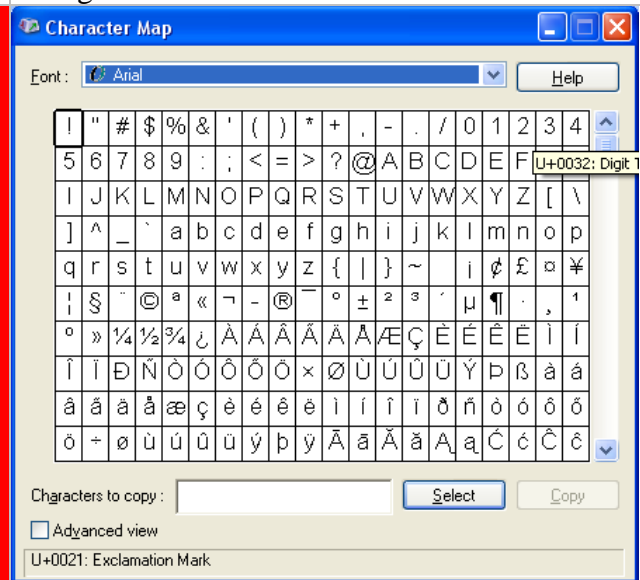
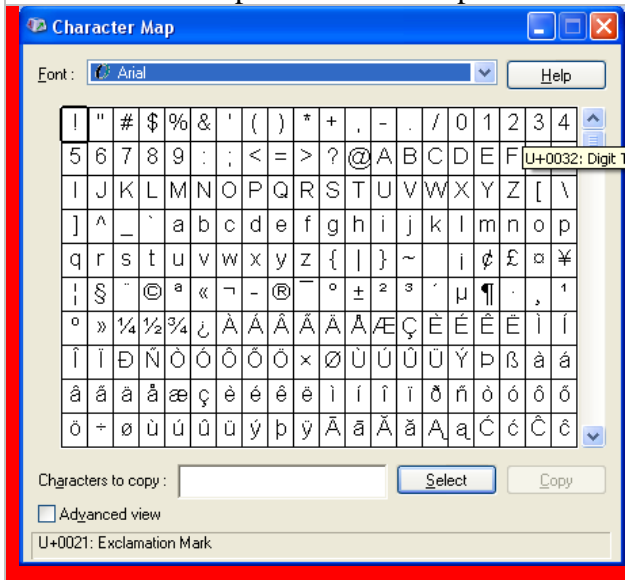
Often, when working in tables, the author doesn't want the standard 8/100<sup>ths</sup> of an inch space between the cell lines and whatever he or she is inserting into the individual cells.

For example, the space preceding the "F" in this sentence is 8/100<sup>ths</sup> of an inch.

But, something less than 8/100ths would be just as suitable.

This is even truer when inserting a graphic into a cell. The red represents wasted space:

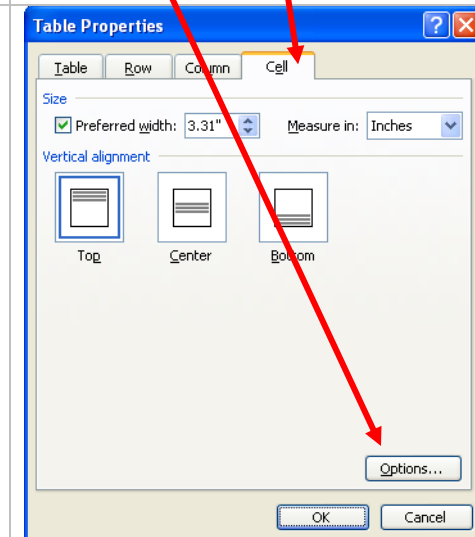
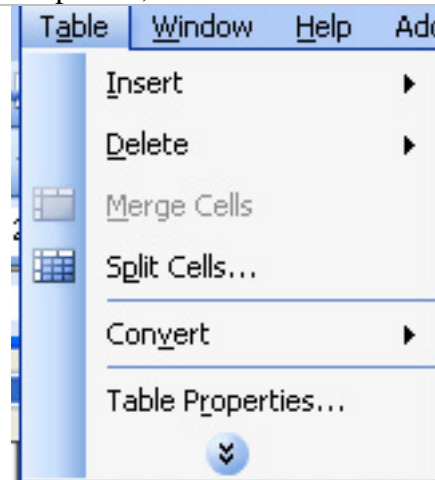
This shows the same graphic with the Cell Margins removed:



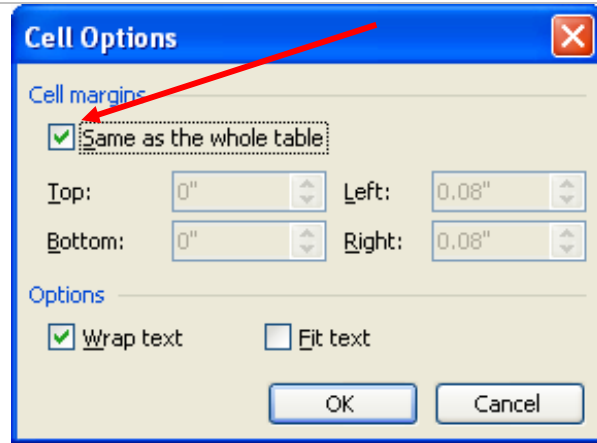
This is how to do it:

Put the cursor in the desired cell, row, column, or table. Click on "Table" & "Table Properties,"

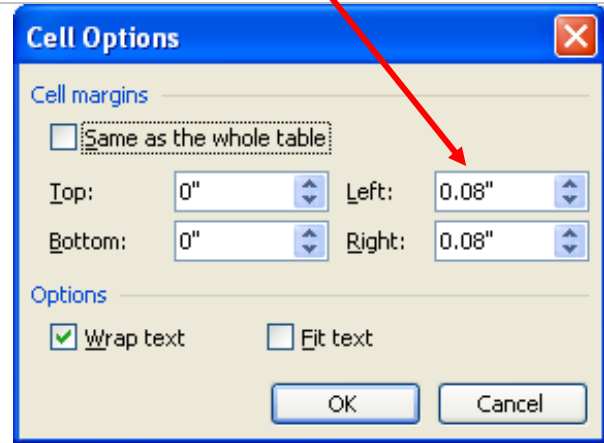
Click on the "Cell" tab. Then click on "Options..."



This screen appears. Click on the checkmark in "Same for the whole table" to remove it.



This screen allows you to adjust the "Cell margins." Reduce the Left and Right margins down to so low as zero. Then click on "OK."



Now, I have only 1/100<sup>th</sup> of an inch margin in this and the cells following this:

