Library and Information Services

How to wrap text in Microsoft Word tables

- On the Microsoft Word ribbon, click the **Insert tab**
- Click on **Table** and move the cursor over the squares to select the number of rows and columns you need

- Click on the table and the **Table Tools** tab will appear
- Under **Table Tools** tab click on the **Layout tab**
- On the very left hand side of the ribbon click on **Select** and click on **Select Table**

The table should now be selected and filled in blue

- Under Table Tools > Layout tab click on **Properties** (located on the left of the ribbon)

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The **Table Properties** box will appear

- Click on **Table** tab
- Under **Text wrapping** click on the box **Around**
- Click on the **Options** button

- Under **Table Options** UNTICK **Automatically resize to fit contents**
- Click the **OK** button

The text will now wrap in the column