

Adjusting row / column width and height

Microsoft Excel 2003

Resizing a single column width

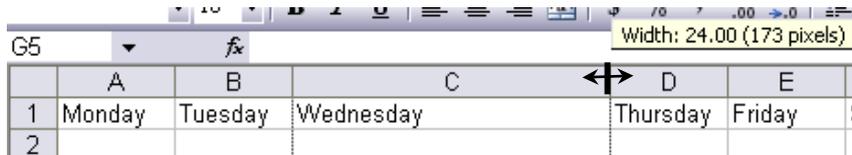
1. Place your cursor over the dividing line, i.e., between column headers

	A	B	C	D
1	Monday	Tuesday	Wednesday	Thursday
2				

Tip

Your mouse pointer should become  (Resize Column shape).

2. Click and drag the dividing line.



	A	B	C	D	E
1	Monday	Tuesday	Wednesday	Thursday	Friday
2					

3. Release your mouse

	A	B	C	D
1	Monday	Tuesday	Wednesday	Thursday
2				

Tip

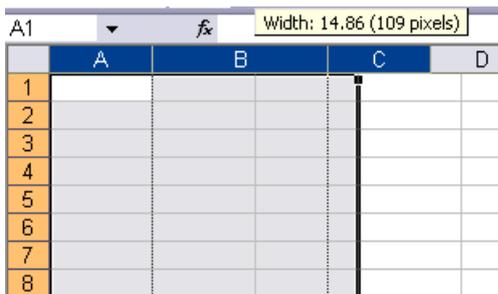
When you **double click** in the same spot (the right edge of the column), it will fit to the **longest** text in any cell in the column.

Resizing multiple columns simultaneously

1. Select columns that you wish to alter

	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7					
8					

2. Click and drag one of the selected columns' header



	A	B	C	D
1				
2				
3				
4				
5				
6				
7				
8				

- Release your mouse when you reach the desired column width.

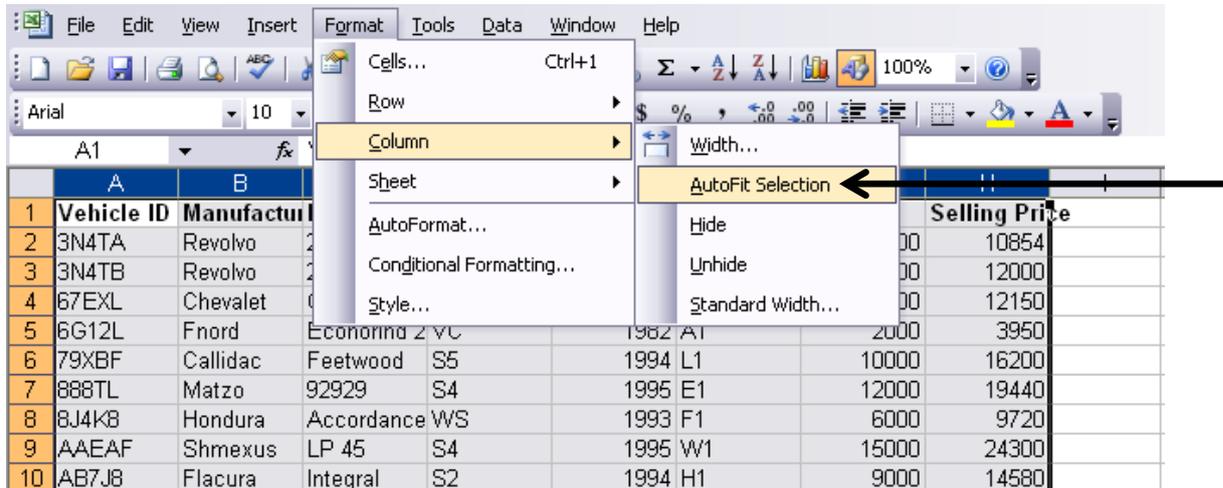
	A	B	C	D
1				
2				
3				
4				
5				
6				
7				
8				

Resizing multiple columns to fit individual cell contents - *AutoFit Selection*

- Select columns that you wish to fit the column size according to the cell contents

	A	B	C	D	E	F	G	H	I
1	Vehicle ID	Manufactu	Model	Class Type	Year	Location C	Cost	Selling Price	
2	3N4TA	Revolvo	240 XXL	S3	1990	W1	6700	10854	
3	3N4TB	Revolvo	240 XXL	S3	1994	P1	9000	12000	
4	67EXL	Chevalet	Cameo	S2	1996	S1	7500	12150	
5	6G12L	Fnord	Econorind 2	VC	1982	A1	2000	3950	
6	79XBF	Callidac	Feetwood	S5	1994	L1	10000	16200	
7	888TL	Matzo	92929	S4	1995	E1	12000	19440	
8	8J4K8	Hondura	Accordance	WS	1993	F1	6000	9720	
9	AAEAF	Shmexus	LP 45	S4	1995	W1	15000	24300	
10	AB7J8	Flacura	Integral	S2	1994	H1	9000	14580	

- Format > Column > AutoFit Selection**



- Done!

Note: Column width fit to the longest text in the column

	A	B	C	D	E	F	G	H	I
1	Vehicle ID	Manufacturer	Model	Class Type	Year	Location Code	Cost	Selling Price	
2	3N4TA	Revolvo	240 XXL	S3	1990	W1	6700	10854	
3	3N4TB	Revolvo	240 XXL	S3	1994	P1	9000	12000	
4	67EXL	Chevalet	Cameo	S2	1996	S1	7500	12150	
5	6G12L	Fnord	Econorind 250	VC	1982	A1	2000	3950	
6	79XBF	Callidac	Feetwood	S5	1994	L1	10000	16200	
7	888TL	Matzo	92929	S4	1995	E1	12000	19440	
8	8J4K8	Hondura	Accordance	WS	1993	F1	6000	9720	
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