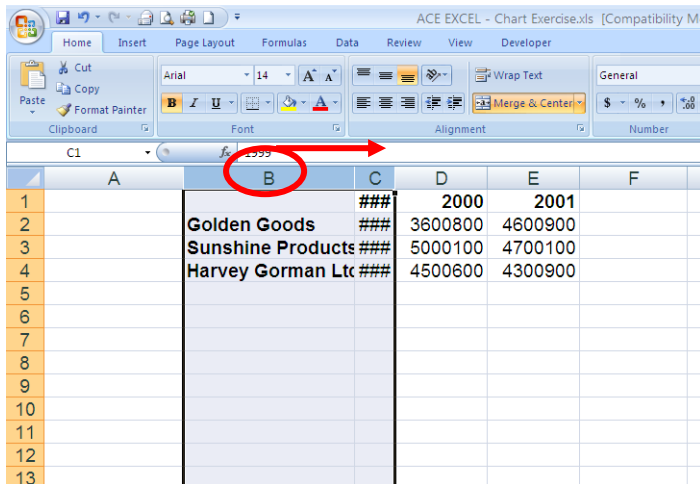


AutoSizing in Excel

Sometimes it is necessary to adjust Excel's columns to ensure all of the information is visible in each cell and column. Excel has a feature which allows the user to 'AutoSize' each column in the active Excel worksheet to exactly the right width so that all text fits in your columns. *(the hash marks indicate data which does not fit)*



In the above spreadsheet example, the data in column B and column C does not fit as the column widths are too narrow.

Instructions:

1. Highlight columns B and C (as shown above) by clicking onto the B in column B's header and drag the mouse across to column C. This will highlight both columns simultaneously.
2. Position your mouse in the column headers between B and C. When you see this symbol appear, Double Click with your mouse (left mouse button).
Your columns will now be automatically resized to allow all data to be visible in these two columns.

