

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	В	C: 🗲	→	D
1	Monday	Tuesday	Wednesda	Thu	Jrsday
2					

Tip Your mouse pointer should become (Resize Column shape).

2. Click and drag the dividing line.

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G5	•	fx		Width: 24.0	0 (173 pixels) [
	A	В	с 🗲	≻ D	E
1	Monday	Tuesday	Wednesday	Thursday	Friday S
2					

3. Release your mouse

	A	В	С	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	В	С	D	E
1					
2					
3					
4					
5					
6					
7					
8					

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





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

	A	В	С	D
1				
2				
3				
4				
5				
6				
7				
8				

Resizing multiple columns to fit individual cell contents - AutoFit Selection

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

	A	В	С	D	E	F	G	Н	
1	Vehicle ID	Manufactu	Model	Class Type	Year	Location C	Cost	Selling Pri	ce
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	

2. Format > Column > AutoFit Selection

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1	💕 🔒 i 🖨	1 🛕 🍄	2	C <u>e</u> lls			Ctrl+1	Σ	$ \cdot \stackrel{A}{z} \downarrow \stackrel{Z}{A} \downarrow $	100 📣 🔝)% 🝷 🕜	÷
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	A1		۱ <u> </u>	⊆olumr	n		•	*	<u>W</u> idth			
	A	В		Sheet			+		<u>A</u> utoFit Selec	tion 🗲		
1	Vehicle ID	Manufactu		AutoEr	ormat.				Hide		Selling	Price
2	3N4TA	Revolvo	2	<u></u> acor (<u></u>	þ	0 108	354
3	3N4TB	Revolvo	2	Con <u>d</u> it	ional F	ormatti	ng		<u>U</u> nhide	þ	0 120)00
4	67EXL	Chevalet	(Style					Standard Wid	lth D	0 121	50
5	6G12L	Fnord	Ecor	iorina 2	2 VU			1982	AI	200	0 39	950
6	79XBF	Callidac	Feet	wood	S5			1994	L1	1000	0 162	200
7	888TL	Matzo	9292	9	S4			1995	E1	1200	0 194	40
8	8J4K8	Hondura	Acco	rdance	e WS			1993	F1	600	0 97	20
9	AAEAF	Shmexus	LP 4	5	S4			1995	W1	1500	0 243	300
10	AB7J8	Flacura	Integ	ral	S2			1994	H1	900	0 145	580

3. Done!

	Note: Column width fit to the								
						longest t	ext in t	he column	
			\longrightarrow		Ľ	<u>.</u>			i
	A	В	С	D	E	F	G	Н	
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	
9	AAEAF	Shmexus	LP 45	S4	1995	W1	15000	24300	
10	AB7J8	Flacura	Integral	S2	1994	H1	9000	14580	

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