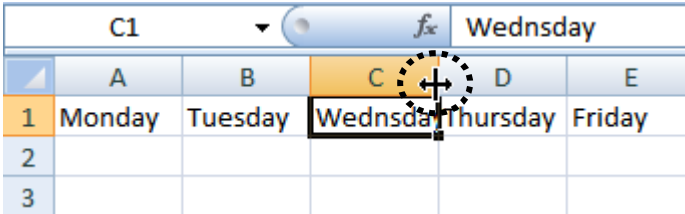# Adjusting the row / column width and height

Microsoft Excel

Resizing a single column width

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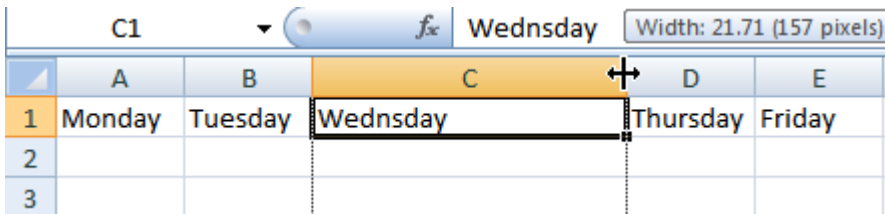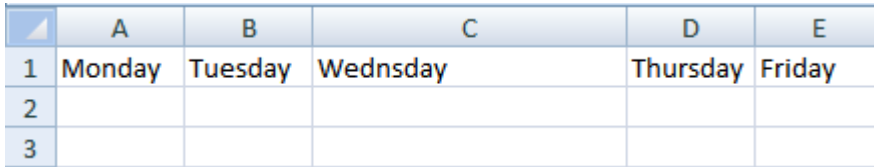

> **Tip**
>
> Your mouse pointer should become ✛ (**Resize Column shape**).

2. Click and drag the dividing line.

3. Release your mouse
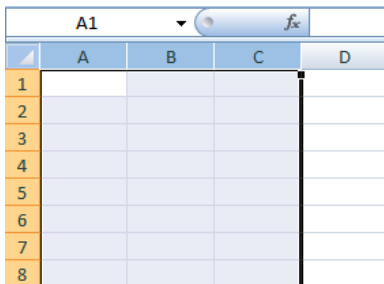
> **Tip**
> When you **double click** in the same spot (the right edge of the column), it will fit to the **longest** text in any cell in the column.
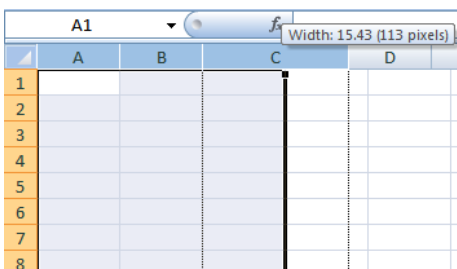
Resizing multiple columns simultaneously

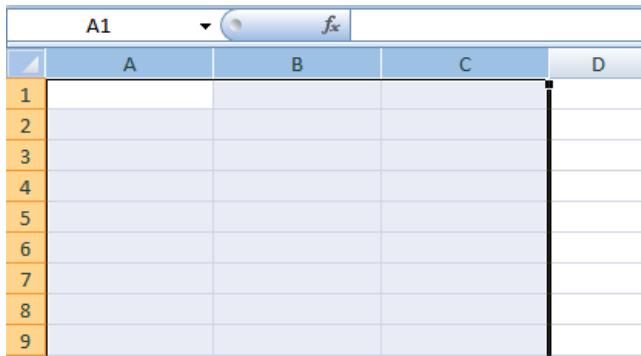1. Select columns that you wish to alter (click on the column header)

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

Massey University

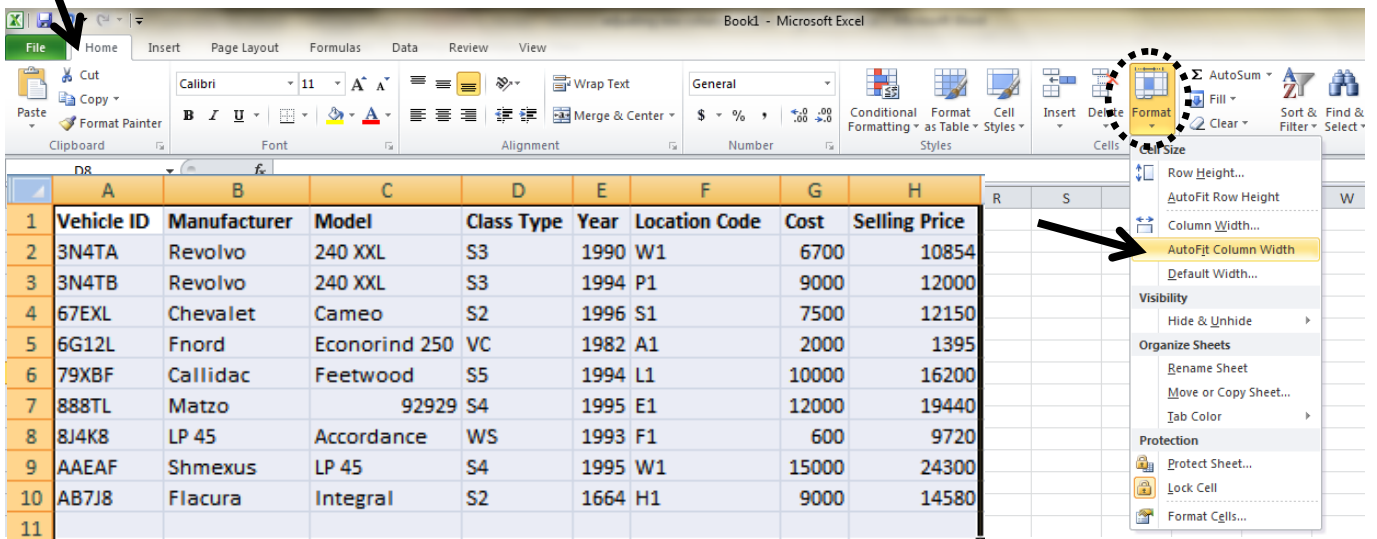3. Release your mouse when you reach the desired column width.

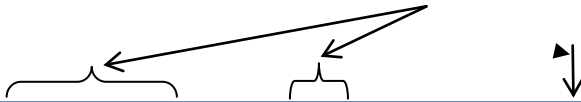## Resizing multiple columns to fit individual cell contents - *AutoFit Selection*

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

	A	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	Econorinc	VC	1982	A1	2000	1395	
6	79XBF	Callidac	Feetwooc	S5	1994	L1	10000	16200	
7	888TL	Matzo	92929	S4	1995	E1	12000	19440	
8	8J4K8	LP 45	Accordanc	WS	1993	F1	600	9720	
9	AAEAF	Shmexus	LP 45	S4	1995	W1	15000	24300	
10	AB7J8	Flacura	Integral	S2	1664	H1	9000	14580	

2. **Home > Format**

	A	B	C	D	E	F	G	H
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	1395
6	79XBF	Callidac	Feetwood	S5	1994	L1	10000	16200
7	888TL	Matzo	92929	S4	1995	E1	12000	19440
8	8J4K8	LP 45	Accordance	WS	1993	F1	600	9720
9	AAEAF	Shmexus	LP 45	S4	1995	W1	15000	24300
10	AB7J8	Flacura	Integral	S2	1664	H1	9000	14580
11								

Done!

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

Resizing Row or Columns Numerically

To adjust the size of Rows or Columns numerically right click on the row or column and select **Row Height** or **Column Width,** enter desired value in window. You can also select multiple Rows or Columns to adjust multiple cells height or width at once.

Note: if the Row Height or Column Width box is empty the current selection contains different values, enter a value to make the cell sizes uniform.