

Lesson 2-9: Re-size rows and columns

- 1 Open *First Quarter Sales and Profit-4* from your sample files folder (if it isn't already open).

Notice that columns B, C, D and E are far too wide for their contents. It would be useful to make them narrower to keep the worksheet compact.

- 2 Re-size column B so that it is just wide enough to contain the January sales figures.

Hover over the line separating the letters B and C until you see the *re-size* cursor shape:



When you see this shape, keep the mouse still and then click and drag to the left. Column B will re-size as you drag. Make it narrower so that the values just fit in the column. Notice that the column width in points and pixels are displayed as you drag (one point = 1/72 inch).

	A	B	C	D
1	Sales and Profit Report - First Quarter 2008			
2				
3		Jan	Feb	Mar
4	New York	22,000	29,000	19,000

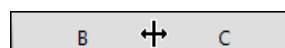
- 3 Re-size column B so that it is too narrow to contain the January sales figures.

Notice that when the column isn't wide enough to contain the contents, hash signs are shown instead of values (if you're used to hashes being called **pound signs** or **number signs** see the sidebar).

	A	B	C	D
1	Sales and Profit Report - First Quarter 2008			
2				
3		Jan	Feb	Mar
4	New York	#####	29,000	19,000

- 4 Automatically re-size column B so that it is a perfect fit for the widest cell in the column.

1. Hover over the line separating the letters B and C until you see the re-size cursor shape:



2. When you see this shape, double-click to automatically re-size column B.

- 5 Automatically re-size every column in the worksheet in one operation.

note

Why are you calling the pound sign a hash?

In the USA and Canada the hash symbol is called the **pound sign** or the **number sign**.

In different USA/Canada regions the single symbol has different names because it can be used to denote a number (as in contestant #5) or as a weight (as in 3# of butter).

Throughout this book I will refer to the # as a hash because that is the term used in most other English speaking countries.

First Quarter Sales and Profit-4

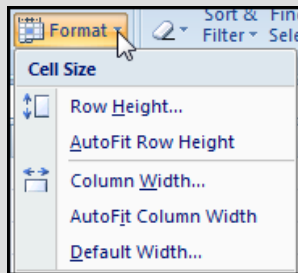
note

Other ways to re-size rows and columns

You can also re-size rows and columns using the Ribbon.

Click: Home→Cells→Format.

A drop-down menu appears.



You can use the *Row Height* and *Column Width* options to set the row or column to a specific number of points (a point is 1/72 of an inch).

You can also use the *AutoFit Row Height* and *AutoFit Column Width* options to automatically size the row or column (you achieved this more efficiently with a double-click in the lesson).

Default Width... often confuses as it doesn't appear to work. This is because it re-sets all columns to default width *except those that have already been re-sized*.

note

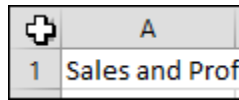
Making several columns or rows the same size

Sometimes you will want to make several columns exactly the same width.

To do this, select the multiple columns and then click and drag the intersection of any of the selected columns.

When the mouse button is released, this will make each of the selected columns exactly the same width.

1. Select every cell in the worksheet by clicking the *select all* button in the top left corner of the worksheet (you can also do this by clicking in any blank cell and then pressing <Ctrl>+<A>).



2. Hover over the intersection of any two columns until you see the re-size cursor shape and then double-click.

Every column is now perfectly sized.

Notice that Auto-resize has done its job rather too well. Column A is now wide enough to accommodate all of the text in cell A1.

	A	B
1	Sales and Profit Report - First Quarter 2008	

- 6 Automatically re-size column A so that it is only wide enough to contain the longest city name (Los Angeles).

1. Select cells A4:A9.
2. Click: Home→Cells→Format→AutoFit Column Width.

This time the column is automatically sized so that it is wide enough to contain all of the text in the selected cells.

	A	B	C	D	E
1	Sales and Profit Report - First Quarter 2008				
2					
3		Jan	Feb	Mar	Total
4	New York	22,000	29,000	19,000	70,000
5	Los Angeles	42,000	39,000	43,000	

Notice that the text has spilled over from cell A1 into the adjoining columns B, C, D and E. This always happens when a cell contains text and the adjacent cells are empty.

- 7 Manually size row 3 so that it is about twice as tall as the other rows.

Do this in exactly the same way you re-sized the column but, this time, hover between the intersection of rows 3 and 4 until you see the re-size cursor shape, and then click and drag downwards.

1	Sales and Profit Report - First Quarter 2008				
2					
3		Jan	Feb	Mar	
4	New York	22,000	29,000	19,000	
5	Los Angeles	42,000	39,000	43,000	

- 8 Auto-resize row 3 so that it is the same size as the other rows again.

1. Hover over the line separating the numbers 3 and 4 until you see the re-size cursor shape.
2. When you see this shape, double-click to automatically re-size row 3.

- 9 Close Excel without saving.