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).

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).

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.
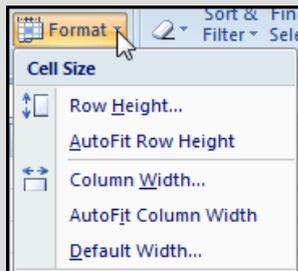
First Quarter Sales and Profit-4

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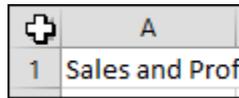
2. Hover over the intersection of any two columns until you see the re-size cursor shape and then double-click.

    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.

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.

    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.

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.