

## 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 A and B until you see the re-size cursor shape:



When you see this shape, keep the mouse still and 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.

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



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

### note

#### Why are you calling the pound sign a hash?

*You like potato and I like potahto,  
You like tomato and I like tomahto;  
Potato, potahto, tomato, tomahto!  
Let's call the whole thing off!*

*Song lyric by George Gershwin,  
American Composer (1898-1937)*

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**

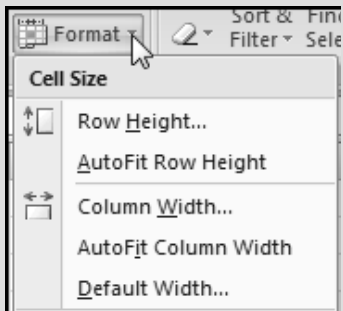
## note

### 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* settings 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. This will make each of the columns exactly the same width.

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

1. Select every cell in the workbook by clicking the *select all* button in the top left corner of the worksheet (you can also select all by 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	C
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).

	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	

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 adjoining 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 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	

Height: 30.00 (40 pixels)

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