

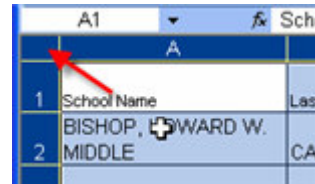
AUTOMATICALLY ADJUSTING COLUMN WIDTHS AND ROW HEIGHTS

Upon opening your report data in Excel, the first step you might want to take immediately is to make the worksheets more readable by adjusting column widths or row heights. The adjustment can be done in one step on the whole worksheet, or for individual columns or rows. There are many ways to accomplish this task. Two are below:

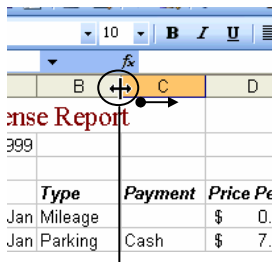
1. Select all rows and columns of data in one step by clicking on the box in the upper left corner between the 1 (row) and the A (column).
2. On the menu bar, go to Format... Column... AutoFit Selection

Excel automatically adjusts the width of the columns so that each column will be wide enough to display the widest cell entry in that column. This neat feature is called AutoFit. You can also use AutoFit by selecting Format → Column (or Row) → AutoFit from the menu.

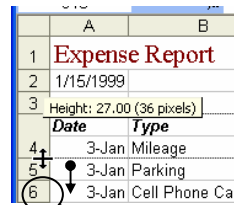
3. Changing the height of a row works in the same way. On the menu bar, go to Format... Row... AutoFit Selection



4. To automatically adjust the width of an individual column or row, double click the right border of the column or the bottom border of a row. You can also click and drag the same border to customize it to your specifications.



Either double-click or click and drag the line that separates column headers to change the width of a column



Either double-click or click and drag the line that separates row headers to change the height of a row.