

Excel Column Width

You can quickly set any column to a specific width and you can leave your pica ruler in your desk.

1. Right-click on the column heading, then choose Column Width.
2. In the Column Width box, type the number of characters you want the column to hold. Excel measures column width based on the number of characters that fit in the column. The default setting is 9.
3. Click OK.

To widen a column, place the mouse pointer at the top of the line between columns, click, hold down and drag to narrow or to widen the specific column.

Same works in a database and in most graphics which exhibit columns.

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