

THE INCREDIBLE SHRINKING EXCEL TEXT

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by <http://www.pcmag.com/article2/0,2704,2250633,00.asp> - #Neil J. Rubenking

Q: Neil—great column! Very helpful in my daily work. I am using Microsoft Excel 2003 with text in the cells, and the General format applied. Problem is, when I change the format of a portion of the text, that part of the text's font size is reduced, and usually not easily readable. I manually fix the font size, but I use Excel frequently and this is quite an annoyance.—*Steven Oxenberg*

Here's what happened. Without realizing it you selected an unusual setting, one that's more suited to [presentations](#) than to ordinary spreadsheets. Assuming you want this behavior removed from all cells in the worksheet, press Ctrl-A to select all. Right-click anywhere in the selection and choose Format Cells. Click the Alignment tab. See the box labeled Shrink to fit? That's the culprit. Uncheck that box and click OK. If all the text is supposed to be the same size, click the Font tab and set the desired size before clicking OK. Done!

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