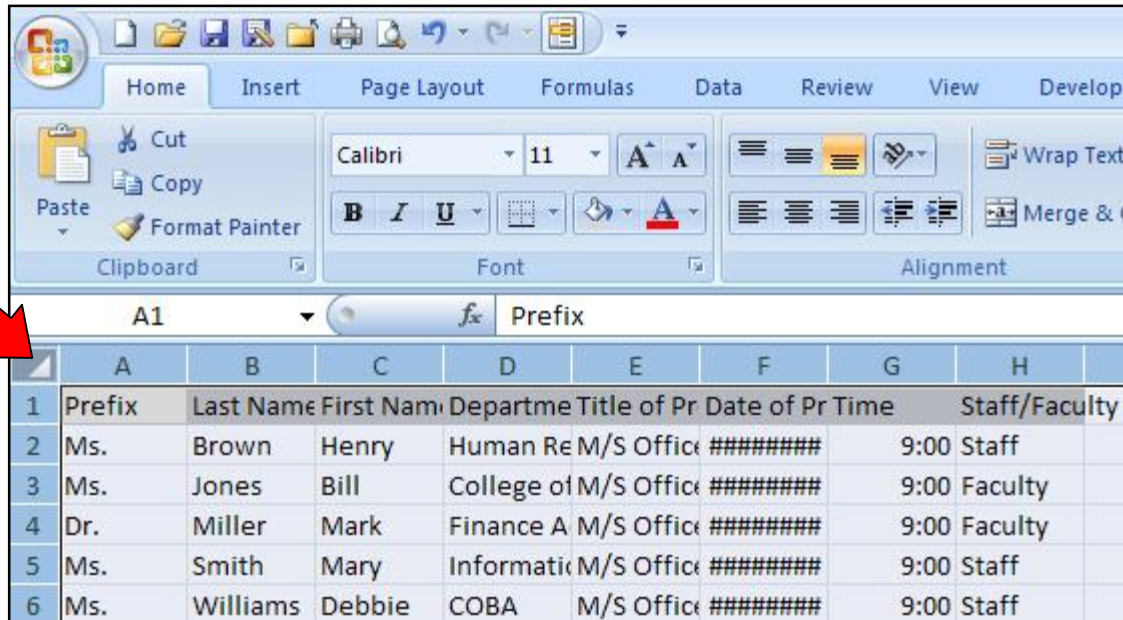


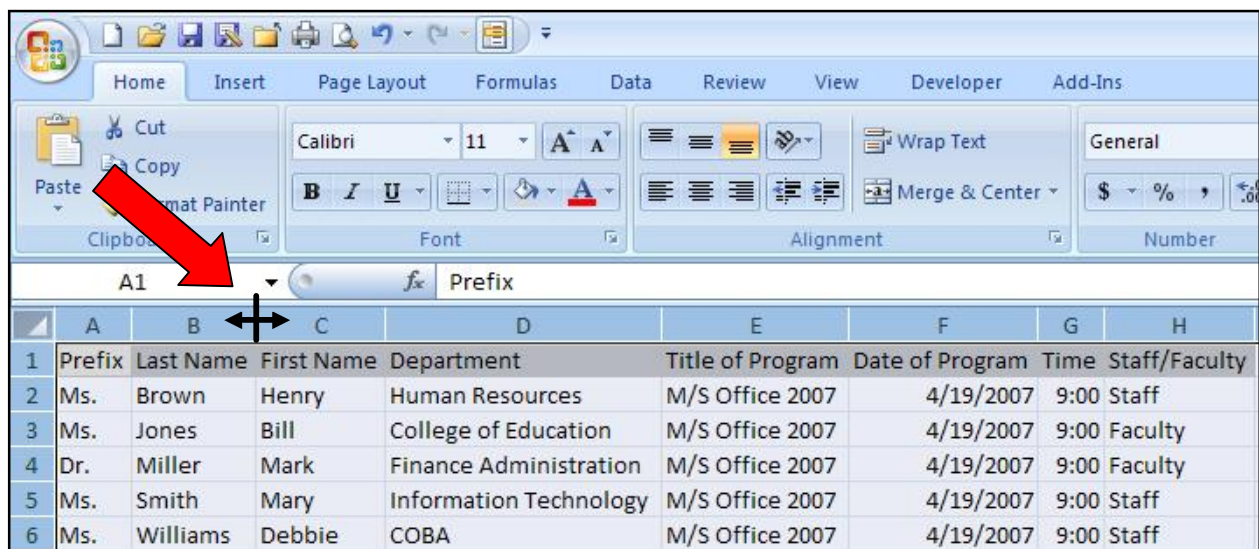
## Office Tip #2: Increasing Column Widths in Excel

To increase all column widths with data to the largest cell in each column:

Click: “Select all spreadsheet” shortcut (CTRL+A will not work in this situation) – this is the shaded box above the row headers and to the left of the column headers:

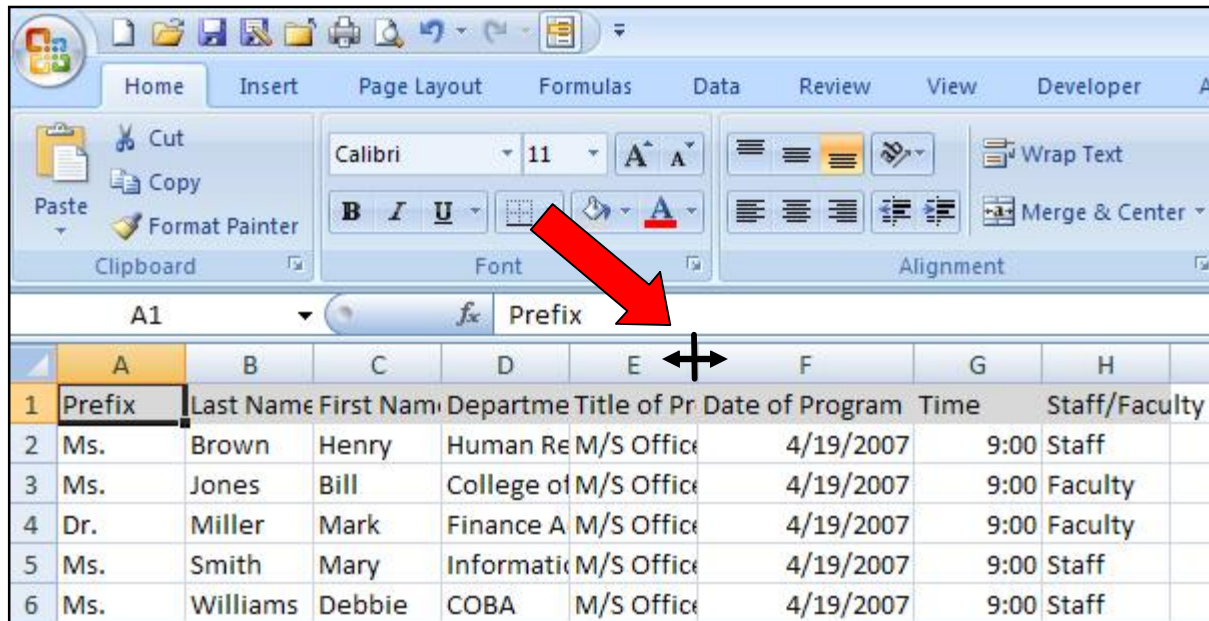


Double-click: In between any of the column headers (make sure your mouse pointer changes to a vertical bar with an arrow pointing to the left and right):



To increase just one column width to the largest cell in the column:

Double-click: In between the column you wish to have widened and the column to the right of that column. For instance if I only want column E to be widened, I would double-click on the column header between columns E & F:



NOTE: for this process you DO NOT select the entire spreadsheet.