

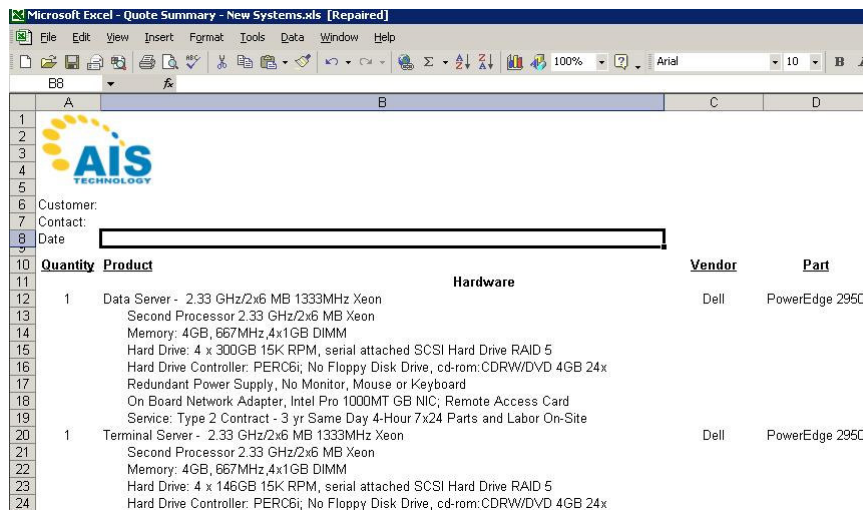
AIS Technology's Give It A Try! Tip

Excel – Automatically Adjust Your Column Widths

Do you spend a lot of time beautifying Excel spreadsheets after you have entered your data into them? There is a quick and easy way to automatically have Excel adjust the width of all the columns that contain data in them and it takes only three mouse clicks to do it!

The secret to this tip is to enter all your data first or at least get your column headings in place and formatted. After you have that completed, highlight the entire spreadsheet by clicking one time on the square in the upper left hand corner of your spreadsheet – above row 1 and to the left of column A. Then place your mouse cursor between any two columns – it doesn't matter which two. Your mouse cursor will change its appearance something that looks like a single bar in between to outward pointing arrows – when that happens you are in the correct place. When you see that cursor, simply double-click your mouse. Any columns containing data will automatically be widened to the first the longest piece of data in that column.

You can repeat the steps above any time you would like to readjust your column widths!



Microsoft Excel - Quote Summary - New Systems.xls [Repaired]

File Edit View Insert Format Tools Data Window Help

BB

	A	B	C	D
1				
2				
3				
4				
5				
6	Customer:			
7	Contact:			
8	Date			
9				
10	Quantity	Product	Vendor	Part
11		Hardware		
12	1	Data Server - 2.33 GHz/2x6 MB 1333MHz Xeon	Dell	PowerEdge 2950
13		Second Processor 2.33 GHz/2x6 MB Xeon		
14		Memory: 4GB, 667MHz, 4x1GB DIMM		
15		Hard Drive: 4 x 300GB 15K RPM, serial attached SCSI Hard Drive RAID 5		
16		Hard Drive Controller: PERC6i; No Floppy Disk Drive, cd-rom: CDRW/DVD 4GB 24x		
17		Redundant Power Supply, No Monitor, Mouse or Keyboard		
18		On Board Network Adapter, Intel Pro 1000MT GB NIC; Remote Access Card		
19		Service: Type 2 Contract - 3 yr. Same Day 4-Hour 7x24 Parts and Labor On-Site		
20	1	Terminal Server - 2.33 GHz/2x6 MB 1333MHz Xeon	Dell	PowerEdge 2950
21		Second Processor 2.33 GHz/2x6 MB Xeon		
22		Memory: 4GB, 667MHz, 4x1GB DIMM		
23		Hard Drive: 4 x 146GB 15K RPM, serial attached SCSI Hard Drive RAID 5		
24		Hard Drive Controller: PERC6i; No Floppy Disk Drive, cd-rom: CDRW/DVD 4GB 24x		

And that's a quick and simply way to adjusting your column widths, so...

Give It A Try!