

Do you find yourself re-setting the width of your spreadsheet columns each time you make an entry that is longer than the column itself? Save time by auto-formatting your column to accommodate the length of any entry:

Go to the top of the column you want to format. Hover your mouse over the vertical, right border of the top cell in the column—the cell that is “pre-lettered.”

When the  appears, double click on it. Your column will be automatically formatted.

To do this for all the columns in your spreadsheet, highlight the entire sheet by clicking in the box on the upper left corner of the sheet. Then follow the directions above for any column. All columns will format automatically.