Auto Fit in Excel

Auto Fit will stretch the row/column so that all needed data will fit into one cell.

Prerequisites: Knowing how to open Excel. Knowing when auto fit is needed.

Uses: All data will be in a continuous line/list, and if more data needs to be put into that column then it can be done more easily than if you just continuously typed and the data was stretched across more than one row. This would come in handy when data is being put into the excel table. It makes the ending presentation more professional looking. It also makes the data easier to read and understand.

1.) Open Excel.

2.) Type in the necessary data. The data put into the spread sheet takes up more than one column.
3.) To use AutoFit, click off of the date and then click back onto the first column of the data.

4.) To use auto fit click on Format and scroll down to column. Once at Column scroll over to AutoFit Selection.
5.) Click on AutoFit Selection and it will widen the column so all of the data will fit into one column.

Skills: also instead of going to column and auto fit selection, you can go to row and auto fit.