# Fitting Cell Contents

If you have text that is too large for your cell you have four options:

- Alter the cell width (see 'How do I change the column width?' section).
- Reduce the font size in order for it to fit the current cell width.
- Wrap the text. The height of the cell will be increased in order to accomodate the text.
- Merge cells together to create one larger cell.

How do I shrink the contents to fit a cell?

1. Select the cells you wish to alter.
2. In the 'Home' ribbon, click the show 'Format Cells: Alignment' button. The 'Format Cells' dialogue box will be displayed.
3. Click the 'Alignment' tab if its not displayed.
4. Click the 'Shrink to Fit' checkbox in the 'Text Control' section of this box.
5. Click 'OK'.
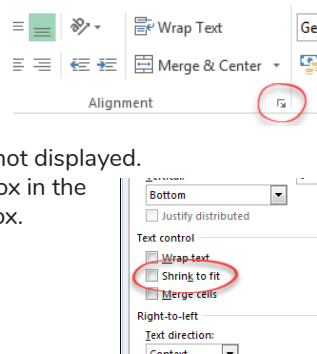
The illustrations below show the text before and after the 'shrink to fit' option has been used to reduce the text size.
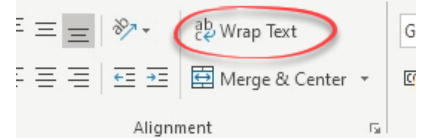
You should note that using this option can sometimes result in text to small to read.

How do I use the 'Wrap Text' option?

1. Select the cells you wish to alter.
2. In the 'Home' ribbon, click the 'Wrap Text' button in the 'Alignment' section.
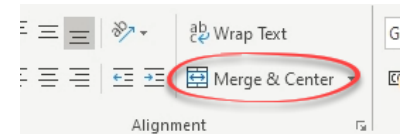
The illustrations below show the text before and after the 'wrap text' option has been used. (The height of the rows have been increased to accommodate the extra line of text.)

How do I merge cells?

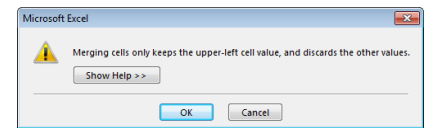1. Select the cells to be merged. Cells can be merged both vertically and horizontally.

2. In the 'Home' ribbon, click the 'Merge and Center' button in the toolbar.

3. If more than one cell contains data you will be prompted that the selection contains multiple data. Click 'OK' if you are happy to keep only the data within the top left cell.

The illustrations opposite show the cells I&J before and after merging.

For help and assistance, call the ICT Helpdesk
0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.

Part of the 'How do I...' series of helpsheets. For more, visit ictsupport.key.org.uk