



## What is 'Autofit'?

The 'autofit' function allows you to adjust the column width and/or row height so that they best fit the text within them.

## How do I use autofit?

1. Position the cursor between one of the column/row headers. The cursor will change in appearance to that illustrated opposite.
2. Double click the left mouse button WITHOUT moving the mouse.



You can autofit more than one row/column at a time by selecting the rows/columns then double clicking the mouse button over any line separating the columns.



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.