



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.



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

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