

Sheet1

To set Column Width for line 1
Press Command key (/) to get Control Panel
Press W (Worksheet), C (for column)
Press S (for Set-Width)
Move right arrow to highlight Widths (column 21)
Set number of characters 9

Column-Width

t arrow
r of columns to 21

Setting Column-Widths
h for heading

to the right
mns to 21

Another example of setting Column-Widths
You will set the Column-Width for name on line 12

Column-Widths dth

Patrick V. Ferro
Place cursor over your first name
Press / W C S use right arrow to extend column

cursor over Patrick Patrick

Press / to return to Menu

Do not save

^9/5/91

Place cursor over Setting
(Menu)

Press Enter

mn 16 Press Enter