Adjusting Column Widths

Sometimes a column in a table might not be wide enough to display its contents. To accommodate long strings of data or to make your table easier to read, you can adjust column widths. The most common method to adjust column width is to double-click the right border of the column heading. This automatically adjusts the column width to the width of the longest entry in the column. You can also adjust the column width manually. When you do, a width indicator appears on the status bar indicating the column width in number of characters as you drag the column border.

Method

To adjust column width (To fit the widest entry)
1. Double-click the right border of the column heading.

To adjust column width (To adjust column width manually)
1. Drag the right border of the column heading to the desired width.

Exercise

In the following exercise, you will adjust column widths.

1. On the View bar, click the Gantt Chart icon

2. Double-click the right border of the Task Name column

The column adjusts to accommodate the long text.

3. In the Gantt Chart view, apply the Entry table

4. Drag the right border of the Start column heading to make it approximately 12 characters in width

5. Double-click the right border of the Finish column