

TechTip: Line Breaks in Excel

THE SITUATION: You're typing data into Excel and realize that you have a formatting problem. The title of one column is too big to fit. If you make the column wider, your spreadsheet will print on two pages instead of one. But as it stands, half the title is hidden. What to do? One possibility is to insert a line break into the cell. This will put the title onto two lines, making it narrower. Here's how...

WHAT TO DO:

For example, let's say you want the column heading "Keyboard Shortcuts" to take up two lines in Excel. You would need to insert a line-break between the two words.



With Line Break

To insert a line-break, place the cursor between the words and hit the ALT+ENTER keys on the keyboard. (For Macintosh users, hit CONTROL+OPTION+ENTER on the keyboard.)



Hot Tip! For Lengthy Entries

To enter lengthy pieces of information so they wrap across the page rather than inside a single cell:

1. Type all the information into a single cell.
2. Select that cell plus the adjoining cells until you've reached the width where the text should appear.
3. Go to the **Format** menu and choose **C**ells.
4. Select the *Alignment* tab.
5. Put checkmarks next to "*Merge Cells*" and "*Wrap Text*". Click **OK**.
6. Adjust the line height so all the text is visible. (This can be done from the **Format** menu by selecting **R**ow and **H**eight.)

After wrapping:

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|----|--|--|--|--|--|
| 24 | | | | | |
| 25 | Please note that pay periods and timesheet due dates occur on alternating weeks. Timesheets must also be signed in order to be processed. No exceptions! | | | | |
| 26 | | | | | |

Enjoy!