

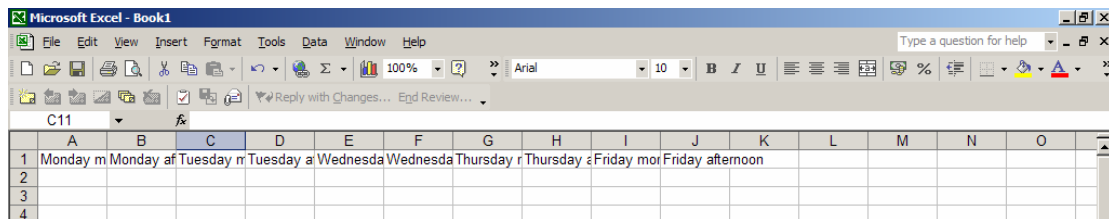


IT Support User Guides

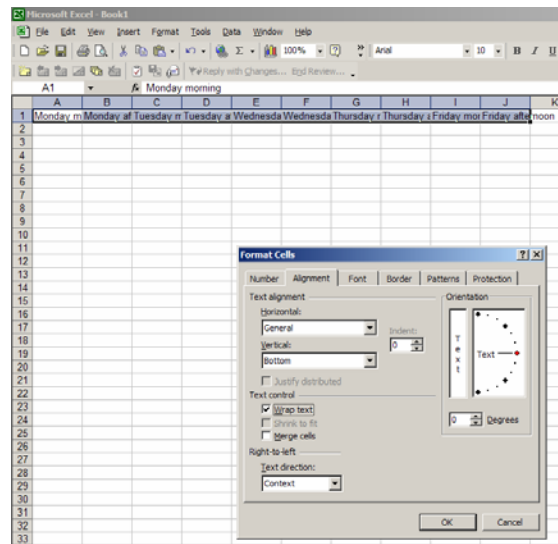
Help and advice with using computers and our network

Excel: Text wrapping

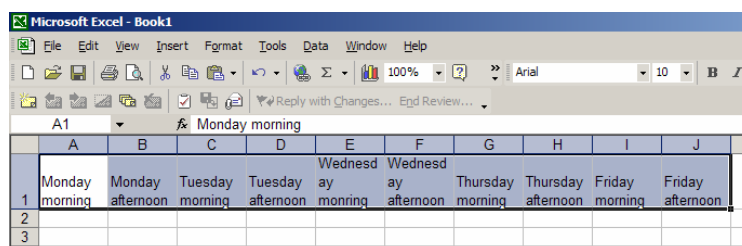
- Open an Excel workbook and enter your text in the appropriate rows:



- Highlight cells A1 to J1
- Click on **Format, Cells, Alignment**
- Click in the **Wrap Text** box (a tick will appear)
- Click **OK** and your text will appear on two lines and the row will expand downwards



All the text will now be visible.



- Drag Columns E and F to make Wednesday appear as one word.