



December 15, 2011

Volume 7

**Excel - Setting
Column/Row
Widths/Heights**

**Using
LinkedIn - Part7**

**You Have
To Laugh**

2 people
recommend
this. Be the first
of your friends.

Excel - Setting Column/Row Widths/Heights

Make your spreadsheets look neater and easier to read by adjusting the column width and row heights to accommodate your entries. Here are a few ways to make these adjustments.

First, highlight the column(s) or row(s) to adjust. Then move your cursor to the right (for columns) and bottom (for rows) until you see a line with two arrows (illustrated in red on the sample to the right - note you will see these arrows in black on your screen). Now do one of the following:

	A	B
1	Name	Address
2	Vinny Lambiase	325 New Haven Ave, Macon, AL 78435
3	June Benton	56 South Broad Street, Stafford, MS 23415
4	John Cody	107 Broad Street, Milford, NY 11220
5	Rob Cassic	333 Lordship Blvd, Stratford, CT 06615
6	Adam Smith	1718 Boston Post Road, San Diego, CA 98760
7	Steve Courtnees	767 Bndgeport Avenue, Battlefield, VA 57836
8	Dan Perkins	734 Bridgeport Ave, Omada, NY 13445
9	Dee Delifi	365 New Haven Ave, Milford, CT 06460

Change the width of columns

Use your mouse to drag the boundary on the right side of the column heading until the column is the width you want.

Change the height of rows

use your mouse to drag the boundary on the bottom of the row heading until the row is the height you need.

To change multiple columns or rows

use your mouse to highlight the columns or rows in the heading area and then use your mouse to drag the boundary.

Set a column or row to a specific width or height

Highlight the columns or rows in the heading area and choose Format, Column (or Row), Width (or Height) and type in the exact size you'd like in the box provided. Or with the columns/rows highlighted – use your right mouse button and choose Column Width or Row Height to enter the size desired.

Make your columns (or rows) fit exactly to the content (Autofit)

Highlight the Column (or Row) choose Format, Column, and Autofit.

Change the default width for all columns or rows on a worksheet or workbook

While in the spreadsheet go to the Format menu, click and point to Column (or Row), and then click Standard Width (or Height). In the Standard column width box, type a new measurement.

Bonus Tip: View the width or height of your column or row

Put your cursor at the boundary of the row or column and click your left mouse button once – a yellow text area will appear showing the size (such as “Width 8.43 (64 pixels)”)

If you need help with this tip or other Excel issues contact us at info@aapk.com we can help you through almost any project.

Amy's Biz Tips are brought
to you by AAPK
who can also help
you with:

- [Excel, Word and PowerPoint](#)
- Web Design
- Content Management Web Sites
- Graphic Design
- Print Design
- Social Media Marketing
- Creative Marketing Ideas

Using LinkedIn - Part 7 of a Series. [Click here for Part 6](#)

LinkedIn - Finding Jobs

If you are looking for a job or just curious what's available in the marketplace LinkedIn is a great resource for finding a job and being found for one. It a logical place; you have established connections and by joining Groups within your industry their members could be a potential employer or connection to one.

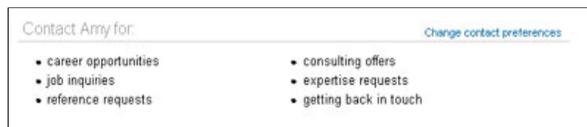
Note before you continue, if you are currently employed and looking, I offer the following tips, so not to let your employer or colleagues know that you are looking (remember it's called social media for a reason):

- Do not put in your "Professional Headline" that you are seeking a job!
- Do not "Share an Update" to your account saying you are looking for a job.
- If telling anyone else on LinkedIn you are looking be sure it's through a private message.
- Do use the contact preferences to indicate you are open to job ideas.

Most Important Step – Update Your Profile

In part 3 of this series I talked about updating your profile and getting recommendations. If you didn't read this or take my advice then – now's the time to do it. You need your profile to really hum to show your talents, experience and knowledge. More and more employers and headhunters use LinkedIn to learn about prospective job applicants or to find someone with specific talents to fit a position.

Towards the bottom of your profile page (within edit) you can change your contact preferences (see picture below) to list "career opportunities", "job inquiries", or other options. These let people know that you are open to talk. If you are currently employed and looking you may want to think twice about using them, but then again, so many LinkedIn users have these on that it's almost common now (but use your discretion).



Search Job Section

Use the Jobs tab to reach the Jobs search section. From here you can do a general search (just enter job title, company and/or key words into the search box provided) or be more specific in your search. Click Advanced below the Search button to refine your search by geographic location, functions, experience, industries and date posted.

Depending on what you choose, a page or more of job listings will appear (some times you might not get any). You can tag specific jobs to be saved for later reviewing (click Save Job when your cursor scrolls over the job), seek similar jobs (click Similar Jobs when your cursor scrolls over the job), or define your search further (using the advanced search criteria on the left side of the page).

You can also save the searches you are conducting (this makes it easy to do the same search each week or month). On the top bar of your search (where it lists number of jobs) there is a green plus sign, click that and name your search for next time.

Searching Within Groups

Generally the groups you belong to are within your industry or interests and naturally make a great place to look for jobs. Most Groups have a job board listing openings that have been posted by Group members. To reach, go to the Group and click the Job tab above the Group listing.

Additionally, these jobs and others are usually listed in the email summary you receive (if you choose to receive them within preferences for the Group).

Make a comment out to the Group asking for assistance with finding a job (but be careful, if you are currently employed - you never know who will see this message).

Using Your Connections

The whole premise to LinkedIn is relationships and when looking for a job this comes in very handy. Contact your connections (old colleagues, old college or school friends, family, etc) and let them know you are looking. Caution though, be sure to do this with a private message, if you are still employed.

If you don't have a lot of contacts yet, then read part 4 of this series (for an introduction about connections) or the next issue when we talk about finding contacts to increase your list.

Amy's Biz Tips are brought to you by AAPK who can also help you with:

- [Excel, Word and PowerPoint](#)
- Web Design
- Content Management Web Sites
- Graphic Design
- Print Design
- Social Media Marketing
- Creative Marketing Ideas

If you'd like to know more about this topic, please contact us directly at info@aapk.com

You Have To Laugh

Video: St Bernard Balancing Objects (I am sucker : <http://www.youtube.com/watch?v=r2WvKTBg5ME>)

[Unsubscribe](#) from Amy's Biz Tips e-newsletter.

[Home](#) [Web Design](#) [Social Media](#) [Print Media](#) [Consulting](#) [About AAPK](#)

Contact us - 203-305-3124 or at info@aapk.com

AAPK - 45 Shadyside Lane, Milford, CT 06460

AAPK © 2015