How to Modify Column Width in Excel

Step 1: Position the mouse over the column line that needs to be widened. The white cross ⊕ becomes a double arrow ↔

Step 2: Double-click on the column line and the column will widened automatically. This is the AutoFit Column Width option in Excel.

Hint: To Autofit the width of columns in Excel, go to the **Home** tab in the **Cells** group, select **Format > Autofit Column Width**. Make sure the columns you wish to increase or decrease are selected first.