Use Editing, Fill, Justify to add instructions to your Excel 2007 worksheets

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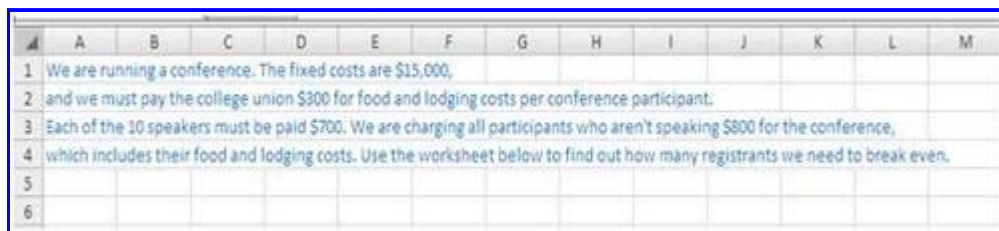**Author**: Mary Ann Richardson
Category: Microsoft Office, Excel, Tips
Tags: Microsoft Excel, Microsoft Excel 2007, Mary Ann Richardson, Mary Ann Richardson

When you need to add instructions to an Excel 2007 worksheet, they usually look something like **Figure A**.

Figure A

Each line has a separate cell and overflows onto the neighboring cells. In this case, each of the four lines was entered in cells A1 through A4, respectively. In earlier Excel releases, it was challenging to arrange these lines in a readable layout, but Excel 2007's new Editing, Fill, Justify feature makes it easier. To arrange the text above to make it more readable, follow these steps:

> Select A1:G9.
> Click the Home tab, and then in the Editing group, click the Fill command drop-down arrow.
> Click Justify at the bottom of the list.

Excel wraps the text so that each line is shorter than the selection range (**Figure B**).

Figure B

You can now select and format the text as desired.

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