

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

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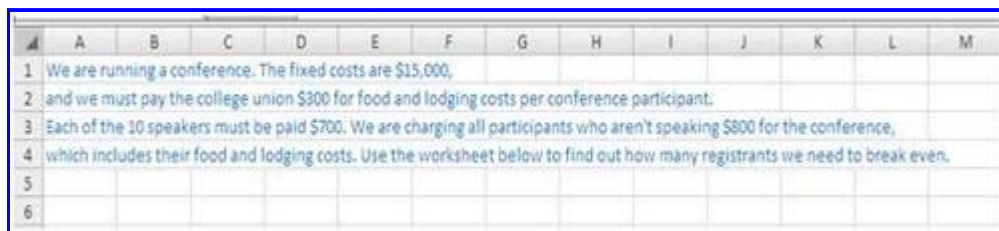
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When you need to add instructions to an Excel 2007 worksheet, they usually look something like **Figure A**.

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

	A	B	C	D	E	F	G
1	We are running a conference. The fixed costs are \$15,000, and we must						
2	pay the college union \$300 for food and lodging costs per conference						
3	participant. Each of the 10 speakers must be paid \$700. We are charging						
4	all participants who aren't speaking \$800 for the conference, which						
5	includes their food and lodging costs. Use the worksheet below to find						
6	out how many registrants we need to break even.						
7							
8							
9							

You can now select and format the text as desired.

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