

Question: I want to put a lot of information into my spreadsheet, but I don't want it to change the height of the entire row. How can I enter text without changing the underlying cell or cells around it?

Answer: By using a text box.

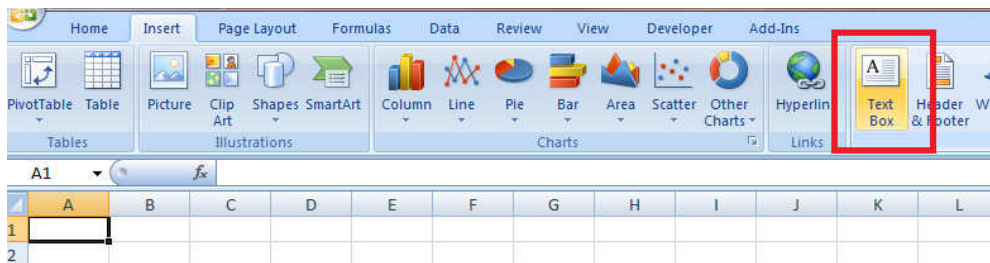
Process (Excel 2003 and 2007):

While you can put a lot of information into one cell in Excel, if you want to see that information all in one view can affect the width of the column and the height of the row; this may not be good as it can alter how the rest of the sheet is shown and make in unmanageable.

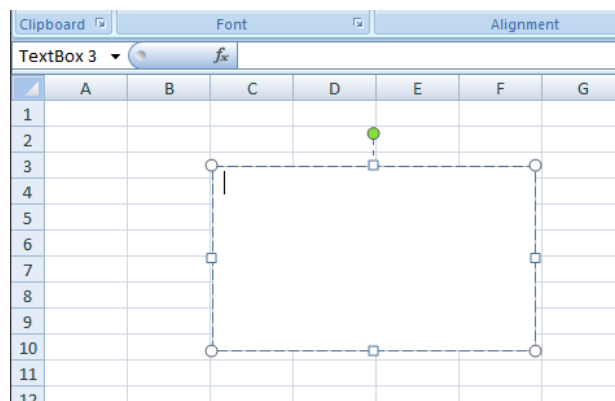
An alternative to typing into a cell is using a **Text Box**. Here are a couple of tricks when using text boxes that can help make them easy to use.

Excel 2007

1. Select the **Insert Tab** and then click on the **Text Box** button.

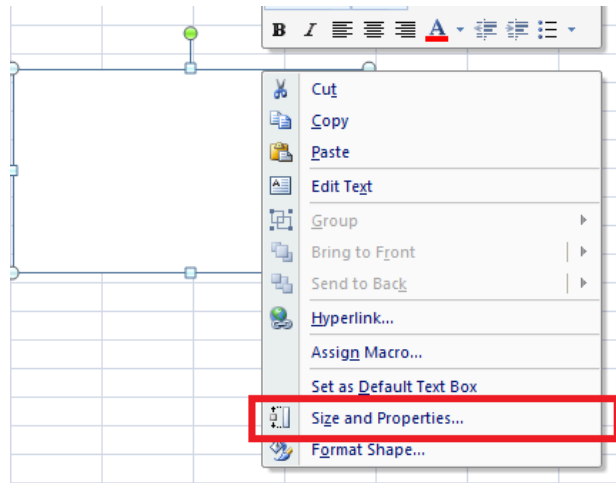


2. Your cursor will now resemble an inverted "t". Click and drag across a range of cells

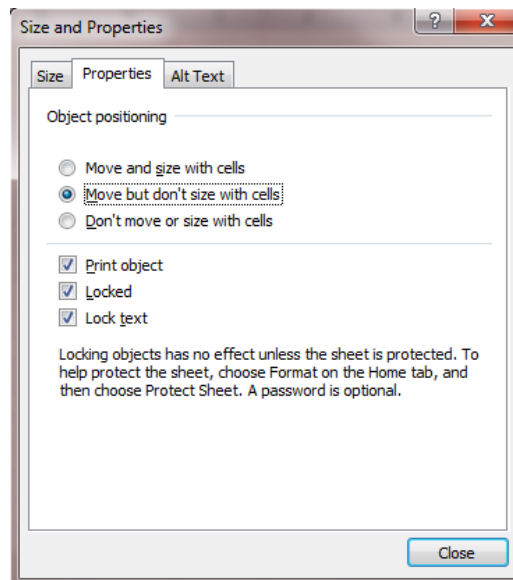


You now have a text box with a flashing cursor in it.

3. Right click on the border of the text box and select **Size And Properties**.

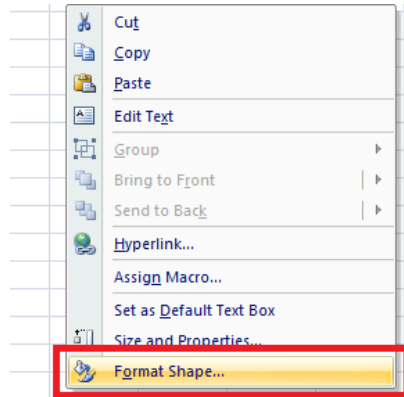


4. Select the **Properties** tab, then select **Move but don't size with cells**, then click **Close**.

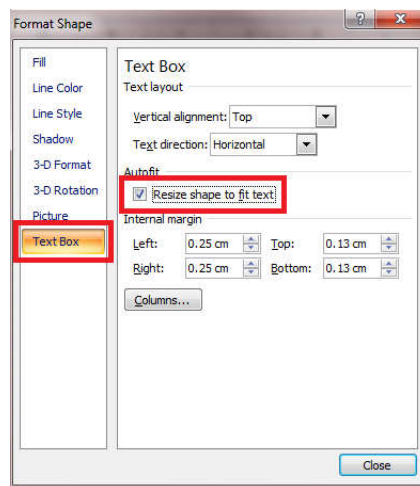


This means that your text box will remain the same size and won't expand when more rows are added underneath the box.

5. Right click on the text box border and select **Format Shape ...**



6. In the left hand menu, select **Text Box**, place a tick in the **Resize shape to fit text** field and then click **Close**.

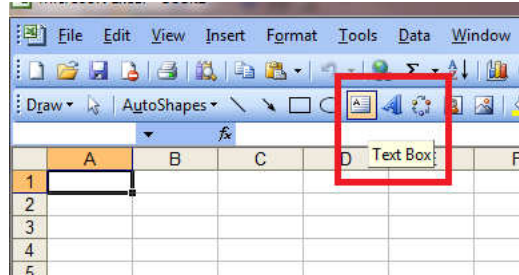


When these two options are set, your text box will expand depend on the amount of text you put in, but will not shift based on other cells being inserted or changing in size.

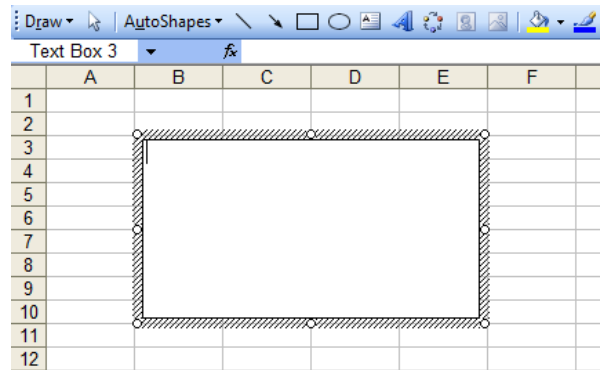
Excel 2003

In order to draw a text box in Excel 2003, you must have the **Drawing** toolbar available. To see it, select **View ... Toolbars ... Drawing** from the **Menu** bar.

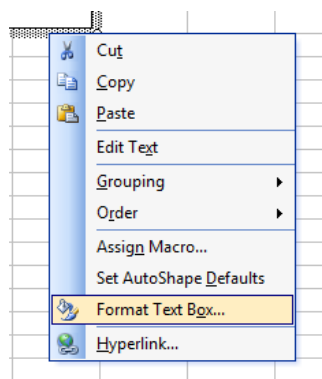
1. From the **Drawing** toolbar, click the **Text Box** button.



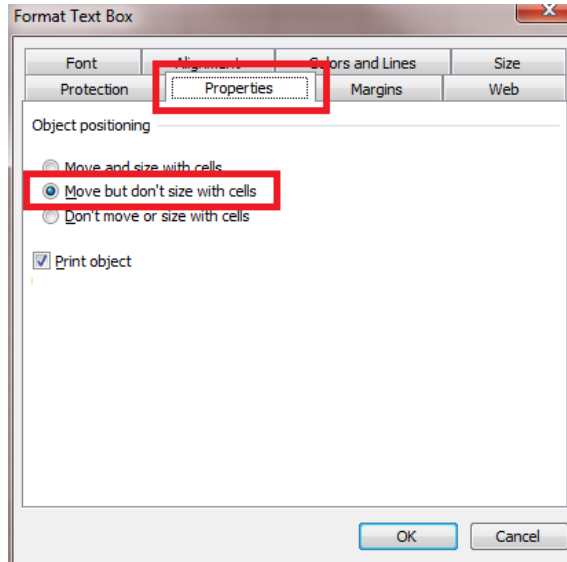
2. Your cursor will now resemble an inverted “t”. Click and drag across a range of cells



3. Right click on the Format Text Box



4. Select the **Properties** tab and select the **Move but don't size with cells** radio button



5. Select the **Alignment** tab, place a tick the **Automatic size** box, then click **OK**.

When these two options are set, your text box will expand depend on the amount of text you put in, but will not shift based on other cells being inserted or changing in size.

If you have any suggestions for an Excel Tips & Tricks topic, or you would like help with a particular function, please email enablement@alchemex.com and yours could be the next Tip Of The Week.

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