

### Setting Column-Widths

To set Column-Width h for heading  
Press Command key (/) to get Control Panel  
Press W (Worksheet), C (for column)  
Press S (for Set-Width)  
Move right arrow to the right  
Set number of columns to 21

Place cursor over Setting  
(Menu)

Press Enter

Another example of setting Column-Width  
You will set the Column-Width for name on line 12

Patrick V. Ferro

Place cursor over Patrick

Press / W C S use right arrow to extend column

mn 16

Press / to return to Menu

Do not save

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Press Enter