

Technical Institute of Administration

Business Administration

2. Microsoft Excel - Working with Cells and Sheets

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2. Excel 2016 Basics

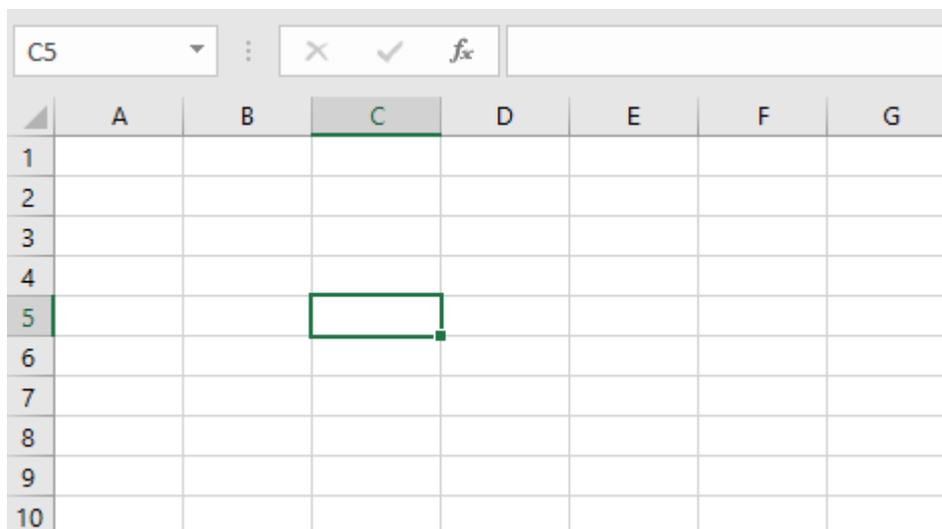
2.1. Introduction

Whenever you work with Excel, you'll enter information—or content—into cells. Cells are the basic building blocks of a worksheet. You'll need to learn the basics of cells and cell content to calculate, analyze, and organize data in Excel.

2.2. Understanding cells

Every worksheet is made up of thousands of rectangles, which are called **cells**. A cell is the **intersection** of a **row** and a **column**—in other words, where a row and column meet.

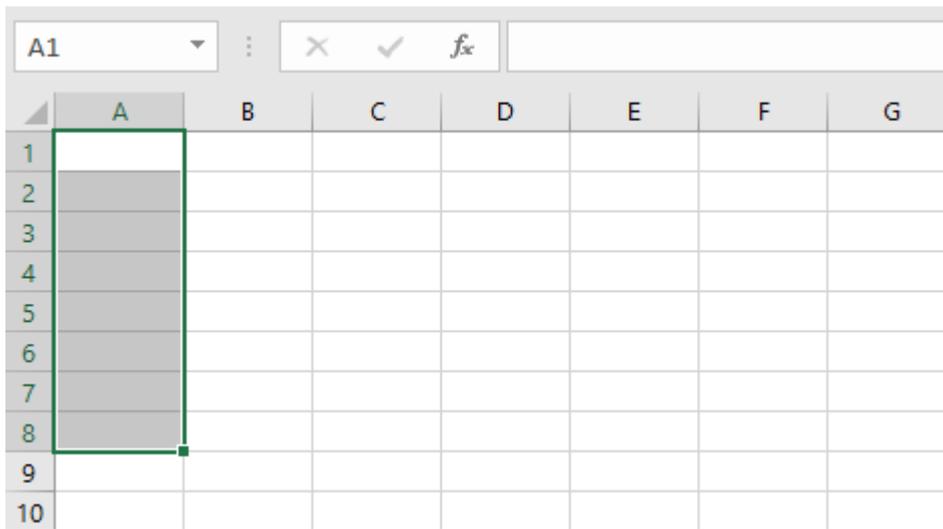
Columns are identified by **letters (A, B, C)**, while rows are identified by **numbers (1, 2, 3)**. Each cell has its own **name**—or **cell address**—based on its column and row. In the example below, the selected cell intersects **column C** and **row 5**, so the cell address is **C5**.



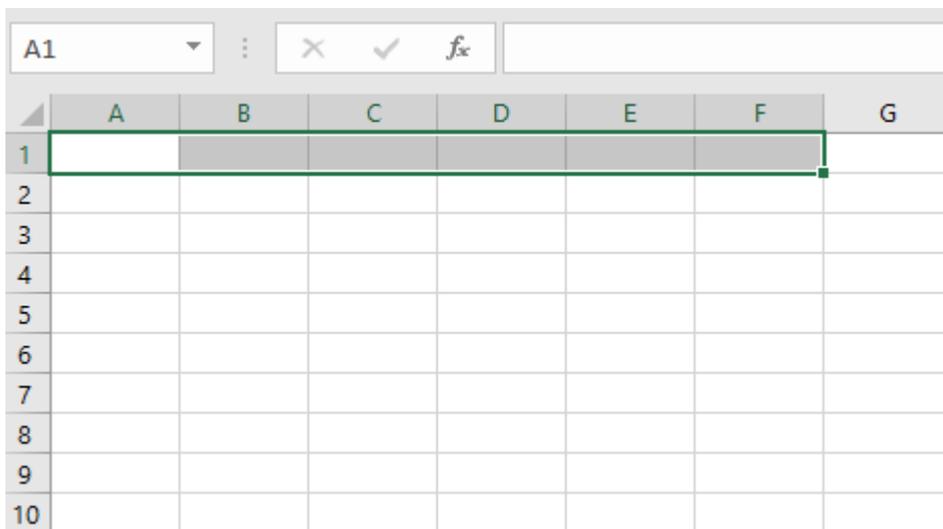
Note that the cell address also appears in the **Name box** in the top-left corner, and that a cell's **column** and **row headings** are **highlighted** when the cell is selected.

You can also select **multiple cells** at the same time. A group of cells is known as a **cell range**. Rather than a single cell address, you will refer to a cell range using the cell addresses of the **first** and **last** cells in the cell range, separated by a **colon**. For example, a cell range that included cells A1, A2, A3, A4, and A5 would be written as **A1:A5**. Take a look at the different cell ranges below:

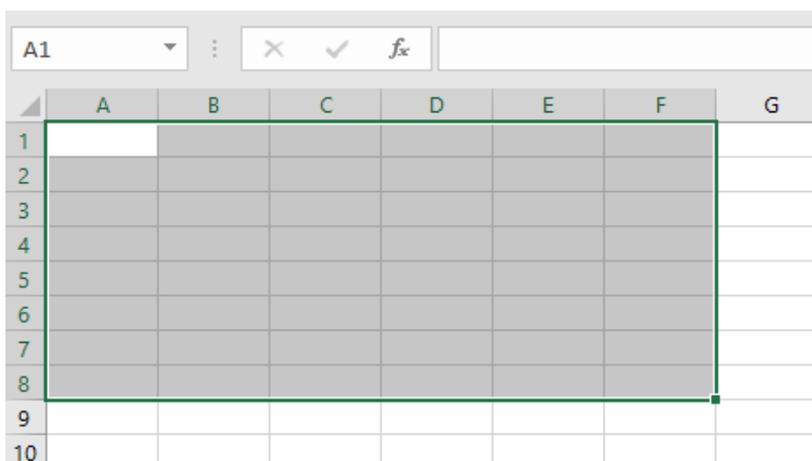
- Cell range **A1:A8**



- Cell range **A1:F1**



- Cell range **A1:F8**

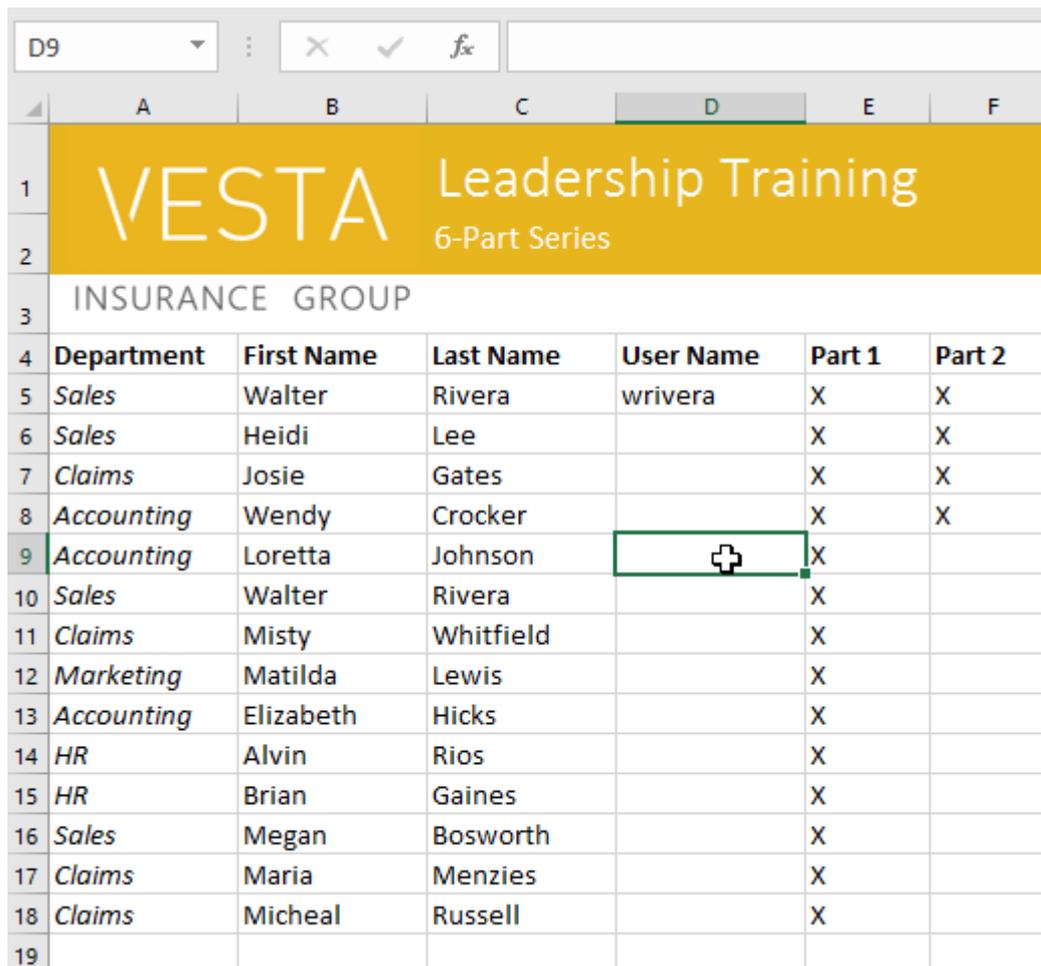


If the columns in your spreadsheet are labeled with numbers instead of letters, you'll need to change the default **reference style** for Excel.

2.2.1. To select a cell:

To input or edit cell content, you'll first need to **select** the cell.

1. Click a **cell** to select it. In our example, we'll select cell **D9**.
2. A **border** will appear around the selected cell, and the **column heading** and **row heading** will be highlighted. The cell will remain selected until you click another cell in the worksheet.



	A	B	C	D	E	F
1	VESTA Leadership Training					
2	6-Part Series					
3	INSURANCE GROUP					
4	Department	First Name	Last Name	User Name	Part 1	Part 2
5	Sales	Walter	Rivera	wrivera	X	X
6	Sales	Heidi	Lee		X	X
7	Claims	Josie	Gates		X	X
8	Accounting	Wendy	Crocker		X	X
9	Accounting	Loretta	Johnson		X	
10	Sales	Walter	Rivera		X	
11	Claims	Misty	Whitfield		X	
12	Marketing	Matilda	Lewis		X	
13	Accounting	Elizabeth	Hicks		X	
14	HR	Alvin	Rios		X	
15	HR	Brian	Gaines		X	
16	Sales	Megan	Bosworth		X	
17	Claims	Maria	Menzies		X	
18	Claims	Micheal	Russell		X	
19						

You can also select cells using the **arrow keys** on your keyboard.

2.2.2. To select a cell range:

Sometimes you may want to select a larger group of cells, or a **cell range**.

1. Click and drag the mouse until all of the **adjoining cells** you want to select are **highlighted**. In our example, we'll select the cell range **B5:C18**.
2. Release the mouse to **select** the desired cell range. The cells will remain selected until you click another cell in the worksheet.

VESTA Leadership Training						
6-Part Series						
INSURANCE GROUP						
4	Department	First Name	Last Name	User Name	Part 1	Part 2
5	Sales	Walter	Rivera	wrivera	X	X
6	Sales	Heidi	Lee		X	X
7	Claims	Josie	Gates		X	X
8	Accounting	Wendy	Crocker		X	X
9	Accounting	Loretta	Johnson		X	
10	Sales	Walter	Rivera		X	
11	Claims	Misty	Whitfield		X	
12	Marketing	Matilda	Lewis		X	
13	Accounting	Elizabeth	Hicks		X	
14	HR	Alvin	Rios		X	
15	HR	Brian	Gaines		X	
16	Sales	Megan	Bosworth		X	
17	Claims	Maria	Menzies		X	
18	Claims	Micheal	Russell		X	
19						

2.3.Cell content

Any information you enter into a spreadsheet will be stored in a cell. Each cell can contain different types of **content**, including **text**, **formatting**, **formulas**, and **functions**.

- **Text:** Cells can contain **text**, such as letters, numbers, and dates.

	A	B	C	D	E
1	Date	Sales	Percentage of Total		
2	4/4/16	93	0.71		
3	4/5/16	42	0.78		
4	4/6/16	46	0.86		
5	4/7/16	73	0.28		
6	4/8/16	12	0.49		
7	4/9/16	24	0.65		
8	4/10/16	19	0.57		
9					
10					

- **Formatting attributes:** Cells can contain **formatting attributes** that change the way letters, numbers, and dates are displayed. For example, percentages can appear as 0.15 or 15%. You can even change a cell's **text** or **background color**.

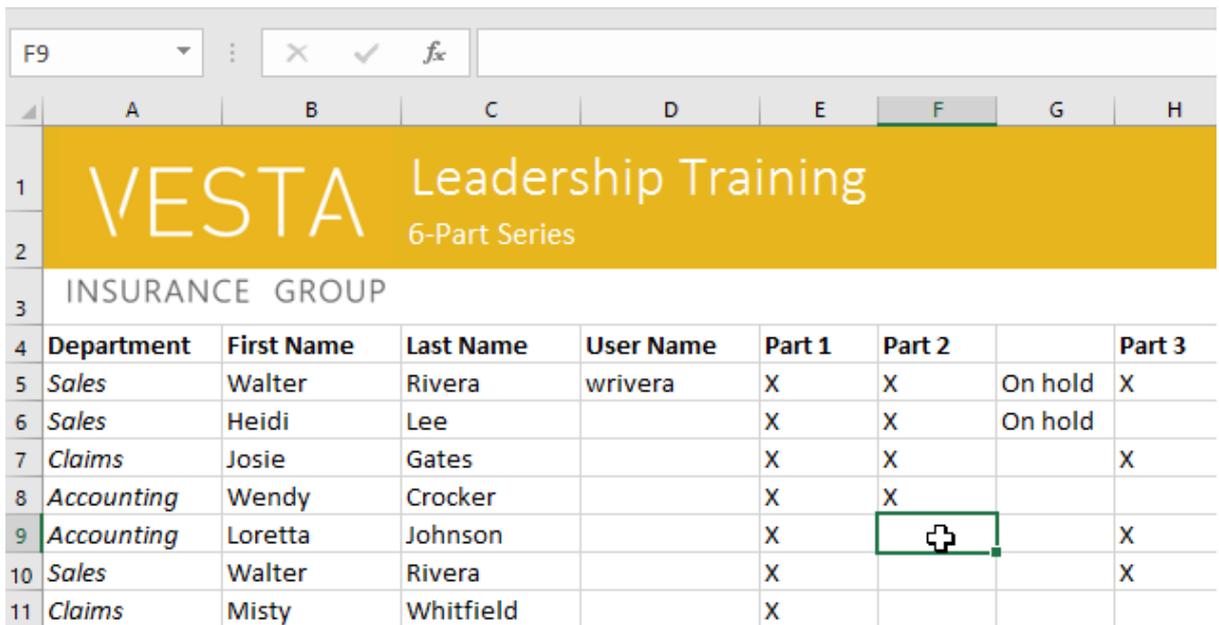
	A	B	C	D	E
1	Date	Sales	Percentage of Total		
2	April 4, 2016	\$93.00	71%		
3	April 5, 2016	\$42.00	78%		
4	April 6, 2016	\$46.00	86%		
5	April 7, 2016	\$73.00	28%		
6	April 8, 2016	\$12.00	49%		
7	April 9, 2016	\$24.00	65%		
8	April 10, 2016	\$19.00	57%		
9					
10					

- **Formulas and functions:** Cells can contain **formulas** and **functions** that calculate cell values. In our example, **SUM(B2:B8)** adds the value of each cell in the cell range B2:B8 and displays the total in cell B9.

B9 : ✕ ✓ fx =SUM(B2:B8)					
	A	B	C	D	E
1	Date	Sales	Percentage of Total		
2	April 4, 2016	\$93.00	71%		
3	April 5, 2016	\$42.00	78%		
4	April 6, 2016	\$46.00	86%		
5	April 7, 2016	\$73.00	28%		
6	April 8, 2016	\$12.00	49%		
7	April 9, 2016	\$24.00	65%		
8	April 10, 2016	\$19.00	57%		
9	Weekly Sales	\$309.00			
10					

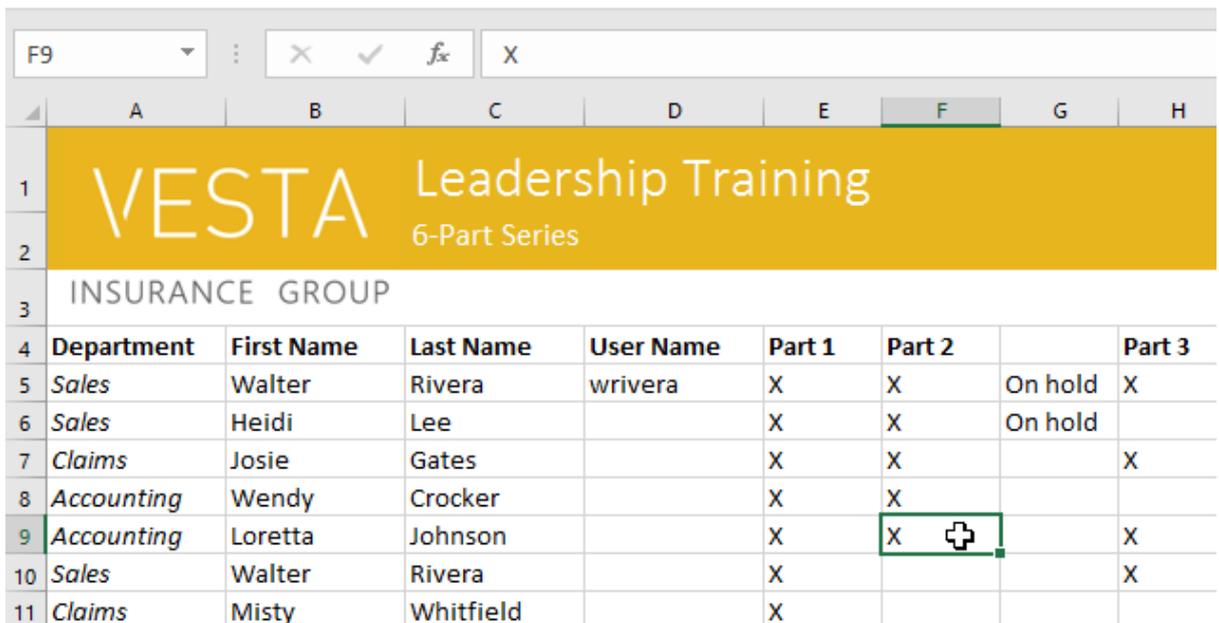
2.3.1. To insert content:

1. Click a **cell** to select it. In our example, we'll select cell **F9**.



	A	B	C	D	E	F	G	H
1	VESTA Leadership Training							
2	6-Part Series							
3	INSURANCE GROUP							
4	Department	First Name	Last Name	User Name	Part 1	Part 2		Part 3
5	Sales	Walter	Rivera	wrivera	X	X	On hold	X
6	Sales	Heidi	Lee		X	X	On hold	
7	Claims	Josie	Gates		X	X		X
8	Accounting	Wendy	Crocker		X	X		
9	Accounting	Loretta	Johnson		X			X
10	Sales	Walter	Rivera		X			X
11	Claims	Misty	Whitfield		X			

2. Type something into the selected cell, then press **Enter** on your keyboard. The content will appear in the **cell** and the **formula bar**. You can also input and edit cell content in the formula bar.



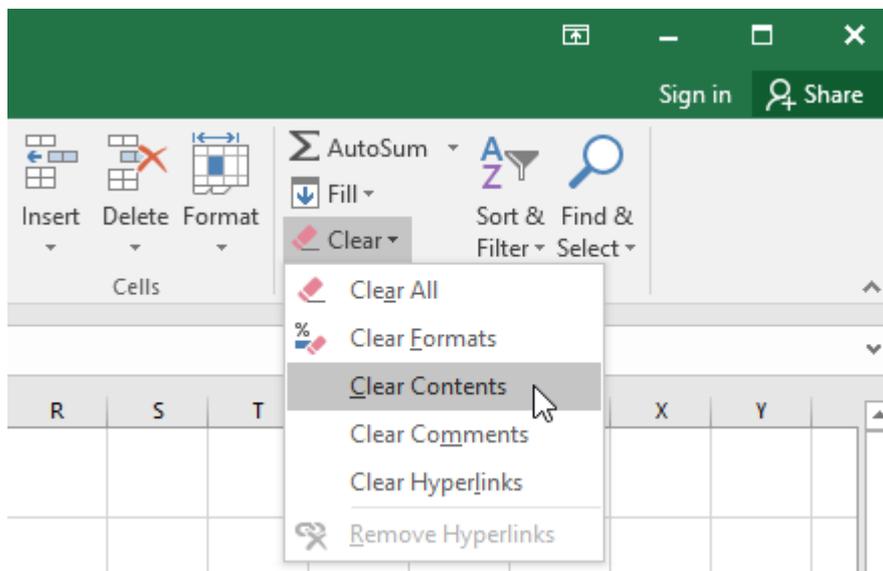
	A	B	C	D	E	F	G	H
1	VESTA Leadership Training							
2	6-Part Series							
3	INSURANCE GROUP							
4	Department	First Name	Last Name	User Name	Part 1	Part 2		Part 3
5	Sales	Walter	Rivera	wrivera	X	X	On hold	X
6	Sales	Heidi	Lee		X	X	On hold	
7	Claims	Josie	Gates		X	X		X
8	Accounting	Wendy	Crocker		X	X		
9	Accounting	Loretta	Johnson		X	X		X
10	Sales	Walter	Rivera		X			X
11	Claims	Misty	Whitfield		X			

2.3.2. To delete (or clear) cell content:

1. Select the **cell(s)** with content you want to delete. In our example, we'll select the cell range **A10:H10**.

VESTA Leadership Training							
6-Part Series							
INSURANCE GROUP							
Department	First Name	Last Name	User Name	Part 1	Part 2		Part 3
Sales	Walter	Rivera	wrivera	X	X	On hold	X
Sales	Heidi	Lee		X	X	On hold	
Claims	Josie	Gates		X	X		X
Accounting	Wendy	Crocker		X	X		
Accounting	Loretta	Johnson		X	X		X
Sales	Walter	Rivera		X			X
Claims	Misty	Whitfield		X			
Marketing	Matilda	Lewis		X			
Accounting	Elizabeth	Hicks		X			X
HR	Alvin	Rios		X			

2. Select the **Clear** command on the **Home** tab, then click **Clear Contents**.



3. The cell contents will be deleted.

VESTA Leadership Training							
6-Part Series							
INSURANCE GROUP							
Department	First Name	Last Name	User Name	Part 1	Part 2		Part 3
Sales	Walter	Rivera	wrivera	X	X	On hold	X
Sales	Heidi	Lee		X	X	On hold	
Claims	Josie	Gates		X	X		X
Accounting	Wendy	Crocker		X	X		
Accounting	Loretta	Johnson		X	X		X
Claims	Misty	Whitfield		X			
Marketing	Matilda	Lewis		X			
Accounting	Elizabeth	Hicks		X			X
HR	Alvin	Rios		X			

You can also use the **Delete** key on your keyboard to delete content from **multiple cells** at once. The **Backspace** key will only delete content from one cell at a time.

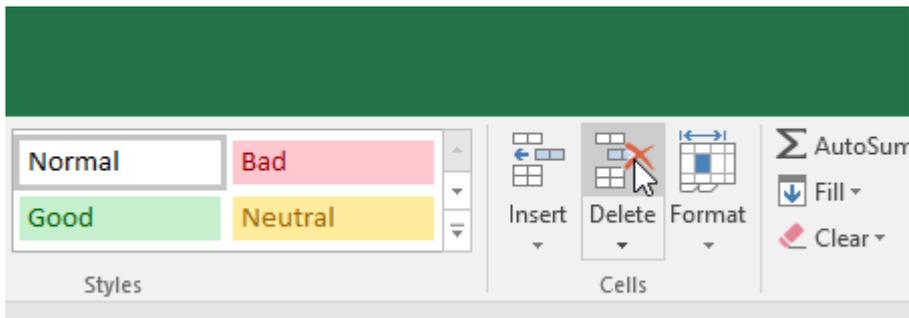
2.3.3. To delete cells:

There is an important difference between deleting the content of a cell and **deleting the cell itself**. If you delete the entire cell, the cells below it will **shift to fill in the gaps** and **replace the deleted cells**.

1. Select the **cell(s)** you want to delete. In our example, we'll select **A10:H10**.

VESTA Leadership Training							
6-Part Series							
INSURANCE GROUP							
Department	First Name	Last Name	User Name	Part 1	Part 2		Part 3
Sales	Walter	Rivera	wrivera	X	X	On hold	X
Sales	Heidi	Lee		X	X	On hold	
Claims	Josie	Gates		X	X		X
Accounting	Wendy	Crocker		X	X		
Accounting	Loretta	Johnson		X	X		X
Claims	Misty	Whitfield		X			
Marketing	Matilda	Lewis		X			
Accounting	Elizabeth	Hicks		X			X
HR	Alvin	Rios		X			

2. Select the **Delete** command from the **Home** tab on the **Ribbon**.



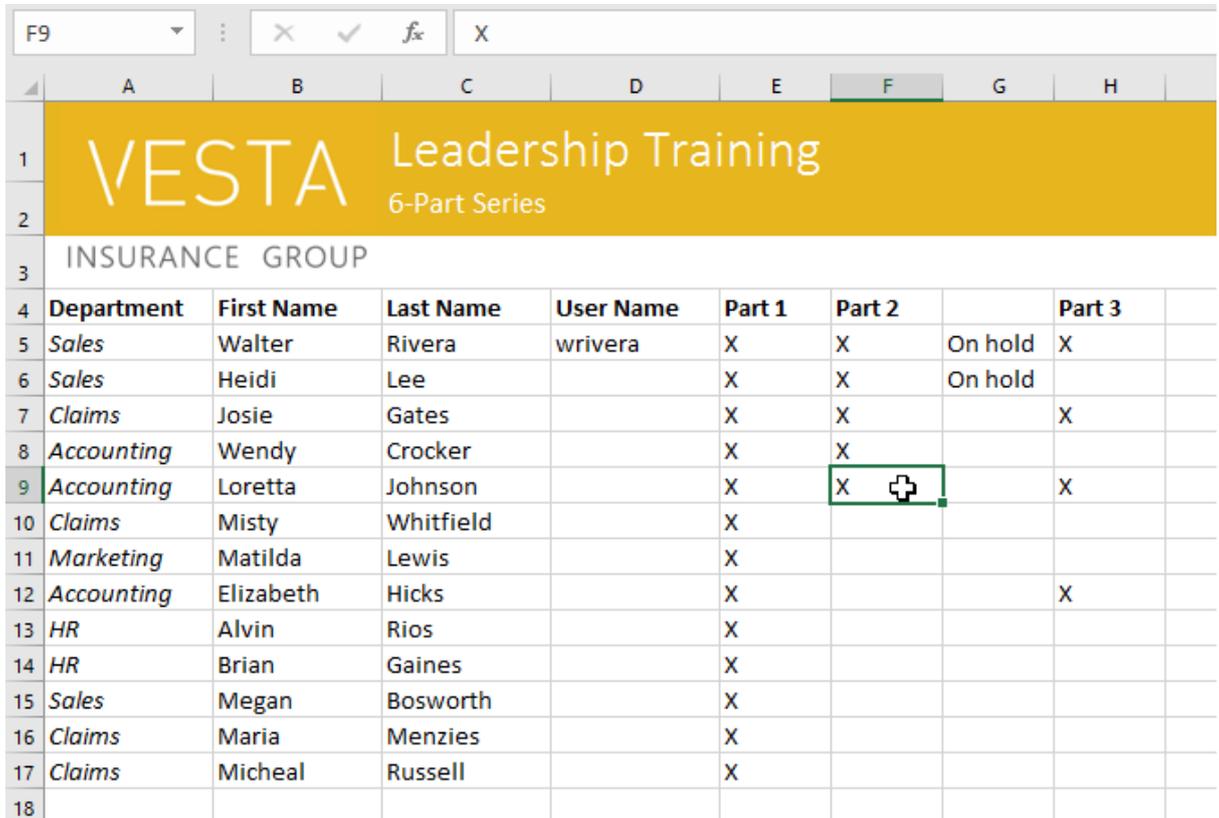
3. The cells below will **shift up** and **fill in the gaps**.

VESTA Leadership Training 6-Part Series							
INSURANCE GROUP							
Department	First Name	Last Name	User Name	Part 1	Part 2		Part 3
Sales	Walter	Rivera	wrivera	X	X	On hold	X
Sales	Heidi	Lee		X	X	On hold	
Claims	Josie	Gates		X	X		X
Accounting	Wendy	Crocker		X	X		
Accounting	Loretta	Johnson		X	X		X
Claims	Misty	Whitfield		X			
Marketing	Matilda	Lewis		X			
Accounting	Elizabeth	Hicks		X			X
HR	Alvin	Rios		X			
HR	Brian	Gaines		X			

2.3.4. To copy and paste cell content:

Excel allows you to **copy** content that is already entered into your spreadsheet and **paste** that content to other cells, which can save you time and effort.

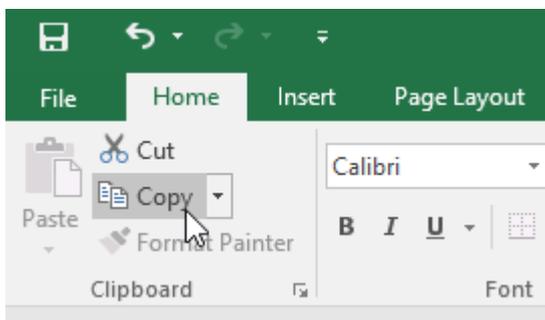
1. Select the **cell(s)** you want to **copy**. In our example, we'll select **F9**.



The screenshot shows an Excel spreadsheet with a yellow header row containing 'VESTA Leadership Training' and '6-Part Series'. Below the header is a table with the following data:

Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3
Sales	Walter	Rivera	wrivera	X	X	On hold
Sales	Heidi	Lee		X	X	On hold
Claims	Josie	Gates		X	X	
Accounting	Wendy	Crocker		X	X	
Accounting	Loretta	Johnson		X	X	
Claims	Misty	Whitfield		X		
Marketing	Matilda	Lewis		X		
Accounting	Elizabeth	Hicks		X		
HR	Alvin	Rios		X		
HR	Brian	Gaines		X		
Sales	Megan	Bosworth		X		
Claims	Maria	Menzies		X		
Claims	Micheal	Russell		X		

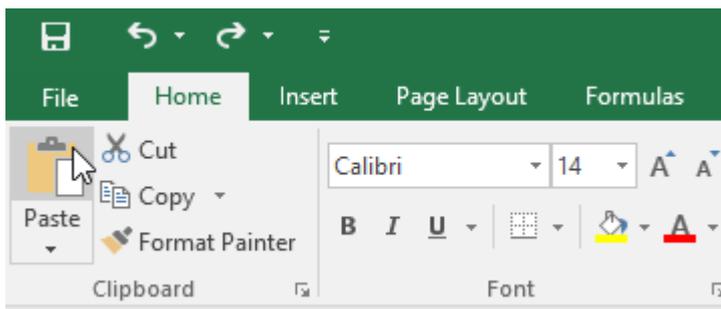
2. Click the **Copy** command on the **Home** tab, or press **Ctrl+C** on your keyboard.



3. Select the **cell(s)** where you want to **paste** the content. In our example, we'll select **F12:F17**. The copied cell(s) will have a **dashed box** around them.

VESTA Leadership Training 6-Part Series								
INSURANCE GROUP								
Department	First Name	Last Name	User Name	Part 1	Part 2		Part 3	
Sales	Walter	Rivera	wrivera	X	X	On hold	X	
Sales	Heidi	Lee		X	X	On hold		
Claims	Josie	Gates		X	X		X	
Accounting	Wendy	Crocker		X	X			
Accounting	Loretta	Johnson		X	X		X	
Claims	Misty	Whitfield		X				
Marketing	Matilda	Lewis		X				
Accounting	Elizabeth	Hicks		X			X	
HR	Alvin	Rios		X				
HR	Brian	Gaines		X				
Sales	Megan	Bosworth		X				
Claims	Maria	Menzies		X				
Claims	Micheal	Russell		X				

- Click the **Paste** command on the **Home** tab, or press **Ctrl+V** on your keyboard.

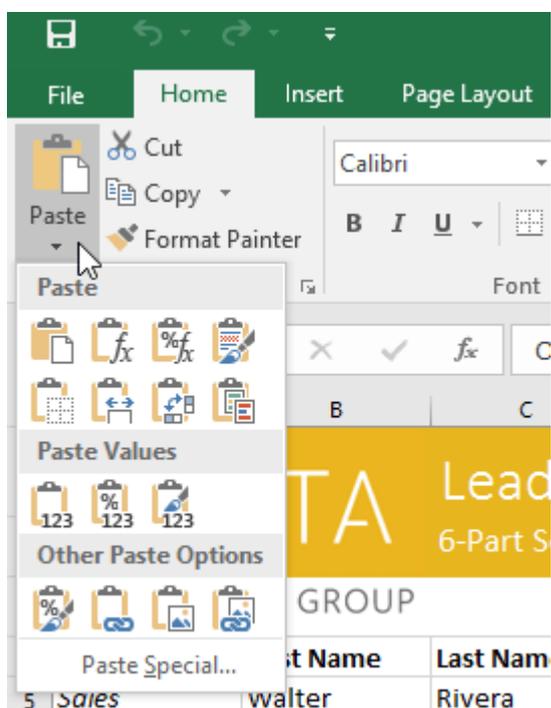


- The content will be **pasted** into the selected cells.

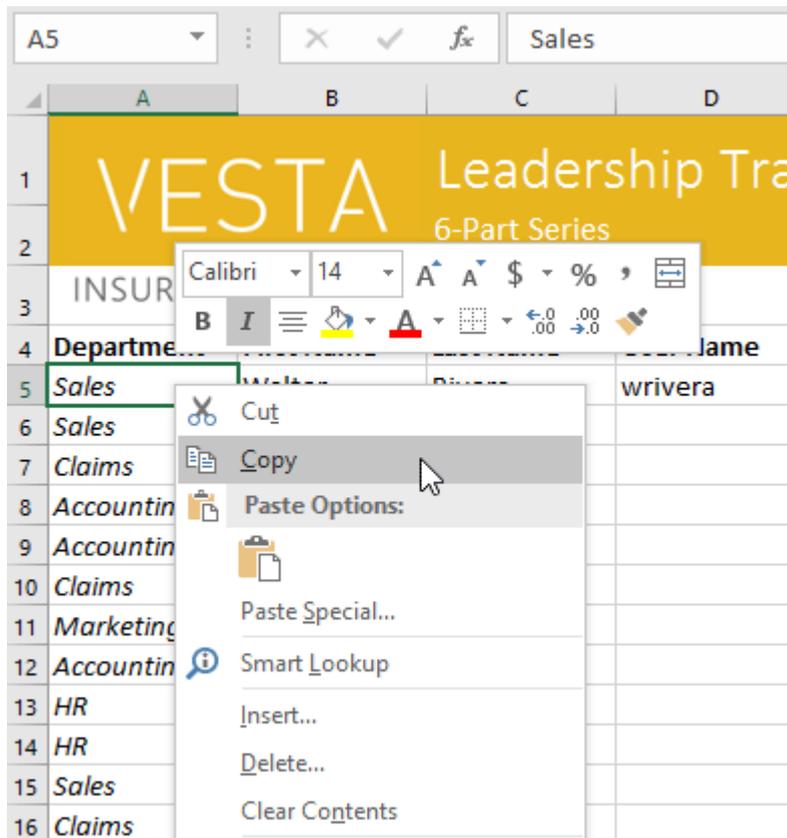
VESTA Leadership Training							
6-Part Series							
INSURANCE GROUP							
Department	First Name	Last Name	User Name	Part 1	Part 2		Part 3
Sales	Walter	Rivera	wrivera	X	X	On hold	X
Sales	Heidi	Lee		X	X	On hold	
Claims	Josie	Gates		X	X		X
Accounting	Wendy	Crocker		X	X		
Accounting	Loretta	Johnson		X	X		X
Claims	Misty	Whitfield		X			
Marketing	Matilda	Lewis		X			
Accounting	Elizabeth	Hicks		X	X		X
HR	Alvin	Rios		X	X		
HR	Brian	Gaines		X	X		
Sales	Megan	Bosworth		X	X		
Claims	Maria	Menzies		X	X		
Claims	Micheal	Russell		X	X		

2.3.5. To access more paste options:

You can also access **additional paste options**, which are especially convenient when working with cells that contain **formulas** or **formatting**. Just click the **drop-down arrow** on the **Paste** command to see these options.



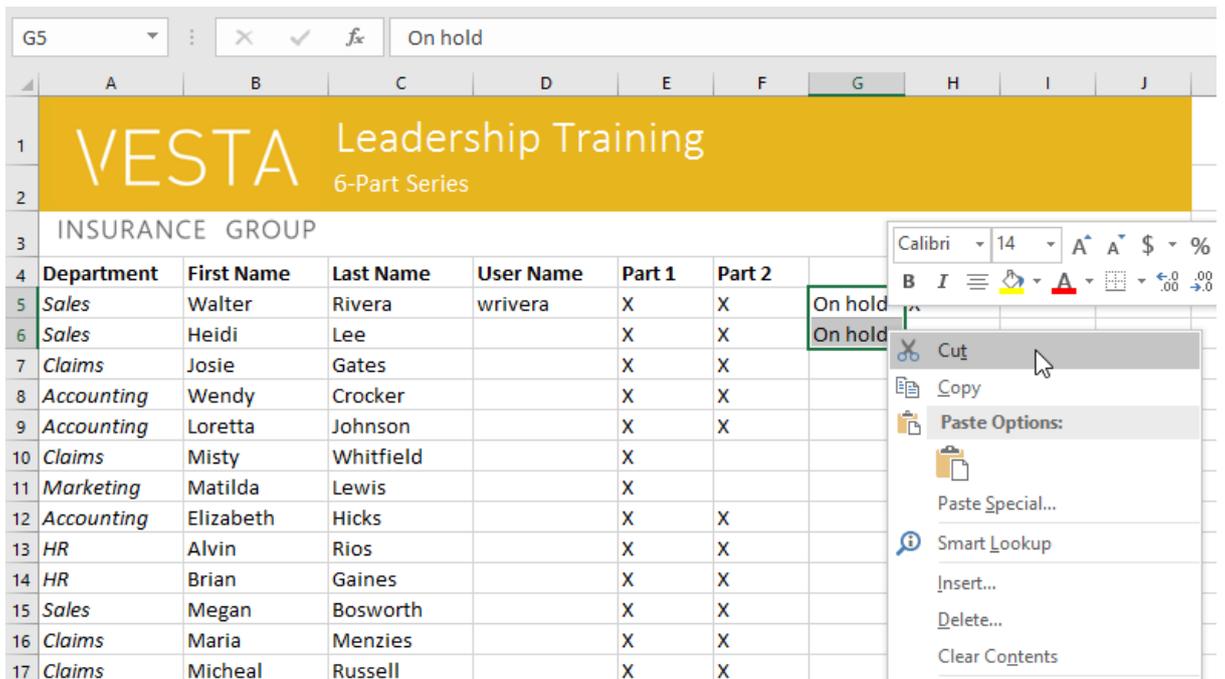
Instead of choosing commands from the Ribbon, you can access commands quickly by **right-clicking**. Simply select the **cell(s)** you want to **format**, then right-click the mouse. A **drop-down menu** will appear, where you'll find several **commands** that are also located on the Ribbon.



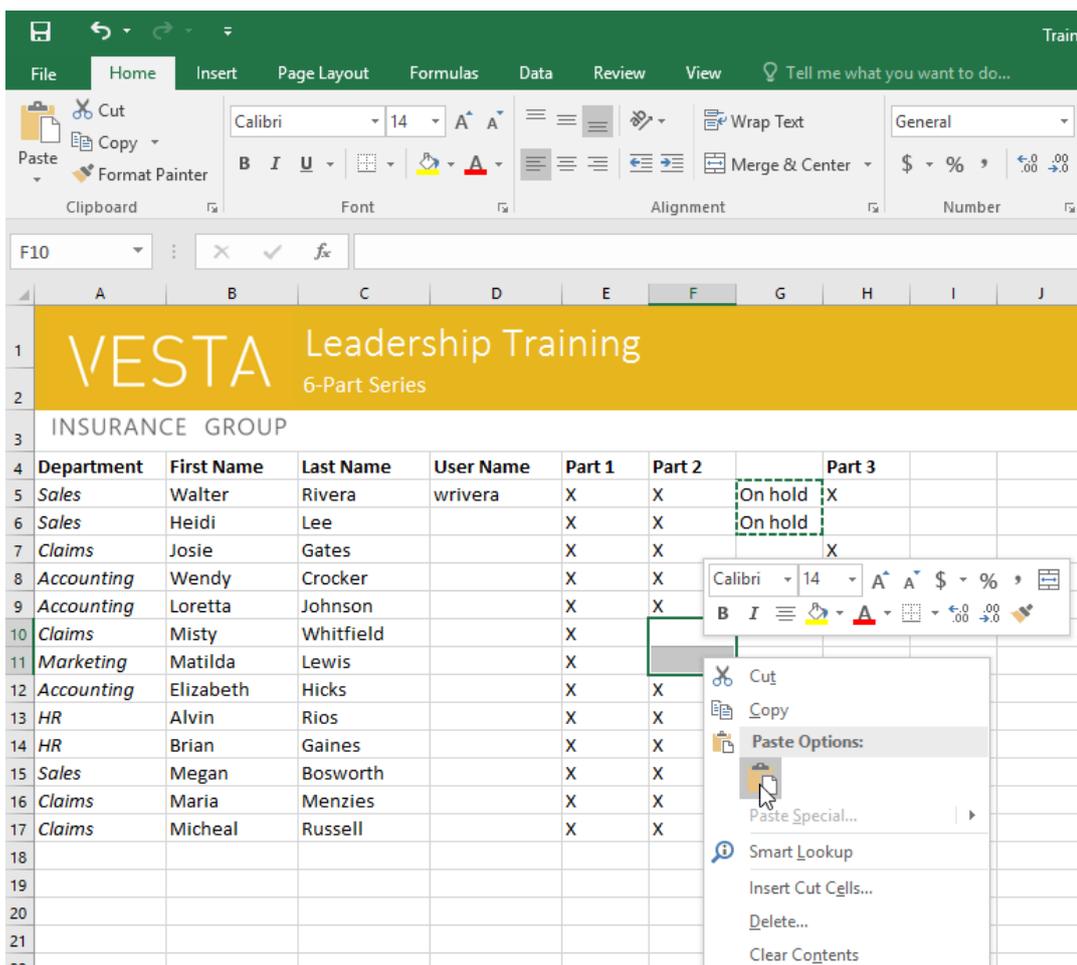
2.3.6. To cut and paste cell content:

Unlike copying and pasting, which **duplicates** cell content, **cutting** allows you to **move** content between cells.

1. Select the **cell(s)** you want to **cut**. In our example, we'll select **G5:G6**.
2. Right-click the mouse and select the **Cut** command. Alternatively, you can use the command on the **Home** tab, or press **Ctrl+X** on your keyboard.



3. Select the cells where you want to **paste** the content. In our example, we'll select **F10:F11**. The cut cells will now have a **dashed box** around them.
4. Right-click the mouse and select the **Paste** command. Alternatively, you can use the command on the **Home** tab, or press **Ctrl+V** on your keyboard.



- The cut content will be **removed** from the original cells and **pasted** into the selected cells.

1	VESTA Leadership Training						
2	6-Part Series						
3	INSURANCE GROUP						
4	Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3
5	Sales	Walter	Rivera	wrivera	X	X	X
6	Sales	Heidi	Lee		X	X	
7	Claims	Josie	Gates		X	X	X
8	Accounting	Wendy	Crocker		X	X	
9	Accounting	Loretta	Johnson		X	X	X
10	Claims	Misty	Whitfield		X	On hold	
11	Marketing	Matilda	Lewis		X	On hold	
12	Accounting	Elizabeth	Hicks		X	X	X
13	HR	Alvin	Rios		X	X	
14	HR	Brian	Gaines		X	X	
15	Sales	Megan	Bosworth		X	X	
16	Claims	Maria	Menzies		X	X	
17	Claims	Micheal	Russell		X	X	
18							

2.3.7. To drag and drop cells:

Instead of cutting, copying, and pasting, you can **drag and drop** cells to move their contents.

- Select the **cell(s)** you want to **move**. In our example, we'll select **H4:H12**.
- Hover the mouse over the **border** of the selected cell(s) until the mouse changes to a **pointer with four arrows**.

VESTA Leadership Training						
6-Part Series						
INSURANCE GROUP						
Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3
Sales	Walter	Rivera	wrivera	X	X	X
Sales	Heidi	Lee		X	X	
Claims	Josie	Gates		X	X	X
Accounting	Wendy	Crocker		X	X	
Accounting	Loretta	Johnson		X	X	X
Claims	Misty	Whitfield		X	On hold	
Marketing	Matilda	Lewis		X	On hold	
Accounting	Elizabeth	Hicks		X	X	X
HR	Alvin	Rios		X	X	
HR	Brian	Gaines		X	X	
Sales	Megan	Bosworth		X	X	
Claims	Maria	Menzies		X	X	
Claims	Micheal	Russell		X	X	

- Click and drag the cells to the **desired location**. In our example, we'll move them to **G4:G12**.

VESTA Leadership Training						
6-Part Series						
INSURANCE GROUP						
Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3
Sales	Walter	Rivera	wrivera	X	X	X
Sales	Heidi	Lee		X	X	
Claims	Josie	Gates		X	X	X
Accounting	Wendy	Crocker		X	X	
Accounting	Loretta	Johnson		X	X	X
Claims	Misty	Whitfield		X	On hold	
Marketing	Matilda	Lewis		X	On hold	
Accounting	Elizabeth	Hicks		X	X	X
HR	Alvin	Rios		X	X	
HR	Brian	Gaines		X	X	
Sales	Megan	Bosworth		X	X	
Claims	Maria	Menzies		X	X	
Claims	Micheal	Russell		X	X	

- Release the mouse. The cells will be **dropped** in the selected location.

	A	B	C	D	E	F	G	H	I
1	VESTA Leadership Training								
2	6-Part Series								
3	INSURANCE GROUP								
4	Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3		
5	Sales	Walter	Rivera	wrivera	X	X	X		
6	Sales	Heidi	Lee		X	X			
7	Claims	Josie	Gates		X	X	X		
8	Accounting	Wendy	Crocker		X	X			
9	Accounting	Loretta	Johnson		X	X	X		
10	Claims	Misty	Whitfield		X	On hold			
11	Marketing	Matilda	Lewis		X	On hold			
12	Accounting	Elizabeth	Hicks		X	X	X		
13	HR	Alvin	Rios		X	X			
14	HR	Brian	Gaines		X	X			
15	Sales	Megan	Bosworth		X	X			
16	Claims	Maria	Menzies		X	X			
17	Claims	Micheal	Russell		X	X			
18									

2.3.8. To use the fill handle:

If you're copying cell content to adjacent cells in the same row or column, the **fill handle** is a good alternative to the copy and paste commands.

1. Select the **cell(s)** containing the content you want to use, then hover the mouse over the lower-right corner of the cell so the **fill handle** appears.

	A	B	C	D	E	F	G	H
1	VESTA Leadership Training							
2	6-Part Series							
3	INSURANCE GROUP							
4	Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3	
5	Sales	Walter	Rivera	wrivera	X	X	X	
6	Sales	Heidi	Lee		X	X		
7	Claims	Josie	Gates		X	X	X	
8	Accounting	Wendy	Crocker		X	X		
9	Accounting	Loretta	Johnson		X	X	X	
10	Claims	Misty	Whitfield		X	On hold		
11	Marketing	Matilda	Lewis		X	On hold		
12	Accounting	Elizabeth	Hicks		X	X	X	
13	HR	Alvin	Rios		X	X		
14	HR	Brian	Gaines		X	X		
15	Sales	Megan	Bosworth		X	X		
16	Claims	Maria	Menzies		X	X		
17	Claims	Micheal	Russell		X	X		
18								

- Click and drag the **fill handle** until all of the cells you want to fill are selected. In our example, we'll select **G13:G17**.

VESTA Leadership Training						
6-Part Series						
INSURANCE GROUP						
Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3
Sales	Walter	Rivera	wrivera	X	X	X
Sales	Heidi	Lee		X	X	
Claims	Josie	Gates		X	X	X
Accounting	Wendy	Crocker		X	X	
Accounting	Loretta	Johnson		X	X	X
Claims	Misty	Whitfield		X	On hold	
Marketing	Matilda	Lewis		X	On hold	
Accounting	Elizabeth	Hicks		X	X	X
HR	Alvin	Rios		X	X	
HR	Brian	Gaines		X	X	
Sales	Megan	Bosworth		X	X	
Claims	Maria	Menzies		X	X	
Claims	Micheal	Russell		X	X	

- Release the mouse to **fill** the selected cells.

VESTA Leadership Training						
6-Part Series						
INSURANCE GROUP						
Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3
Sales	Walter	Rivera	wrivera	X	X	X
Sales	Heidi	Lee		X	X	
Claims	Josie	Gates		X	X	X
Accounting	Wendy	Crocker		X	X	
Accounting	Loretta	Johnson		X	X	X
Claims	Misty	Whitfield		X	On hold	
Marketing	Matilda	Lewis		X	On hold	
Accounting	Elizabeth	Hicks		X	X	X
HR	Alvin	Rios		X	X	X
HR	Brian	Gaines		X	X	X
Sales	Megan	Bosworth		X	X	X
Claims	Maria	Menzies		X	X	X
Claims	Micheal	Russell		X	X	X

2.3.9. To continue a series with the fill handle:

The fill handle can also be used to **continue a series**. Whenever the content of a row or column follows a sequential order, like **numbers (1, 2, 3)** or **days (Monday, Tuesday, Wednesday)**, the fill handle can guess what should come next in the series. In most cases, you will need to select **multiple cells** before using the fill handle to help Excel determine the series order. Let's take a look at an example:

1. Select the cell range that contains the series you want to continue. In our example, we'll select **E4:G4**.
2. Click and drag the fill handle to continue the series.

	A	B	C	D	E	F	G	H	I	J
1	VESTA Leadership Training									
2	6-Part Series									
3	INSURANCE GROUP									
4	Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3			
5	Sales	Walter	Rivera	wrivera	X	X	X			
6	Sales	Heidi	Lee		X	X				
7	Claims	Josie	Gates		X	X	X			
8	Accounting	Wendy	Crocker		X	X				
9	Accounting	Loretta	Johnson		X	X	X			
10	Claims	Misty	Whitfield		X	On hold				
11	Marketing	Matilda	Lewis		X	On hold				
12	Accounting	Elizabeth	Hicks		X	X	X			
13	HR	Alvin	Rios		X	X	X			
14	HR	Brian	Gaines		X	X	X			
15	Sales	Megan	Bosworth		X	X	X			
16	Claims	Maria	Menzies		X	X	X			
17	Claims	Micheal	Russell		X	X	X			
18										

3. Release the mouse. If Excel understood the series, it will be continued in the selected cells. In our example, Excel added **Part 4, Part 5, and Part 6** to **H4:J4**.

	A	B	C	D	E	F	G	H	I	J	K
1	VESTA Leadership Training										
2	6-Part Series										
3	INSURANCE GROUP										
4	Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3	Part 4	Part 5	Part 6	
5	Sales	Walter	Rivera	wrivera	X	X	X				
6	Sales	Heidi	Lee		X	X					
7	Claims	Josie	Gates		X	X	X				
8	Accounting	Wendy	Crocker		X	X					
9	Accounting	Loretta	Johnson		X	X	X				
10	Claims	Misty	Whitfield		X	On hold					
11	Marketing	Matilda	Lewis		X	On hold					
12	Accounting	Elizabeth	Hicks		X	X	X				
13	HR	Alvin	Rios		X	X	X				
14	HR	Brian	Gaines		X	X	X				
15	Sales	Megan	Bosworth		X	X	X				
16	Claims	Maria	Menzies		X	X	X				
17	Claims	Micheal	Russell		X	X	X				
18											

You can also **double-click** the fill handle instead of clicking and dragging. This can be useful with larger spreadsheets, where clicking and dragging may be awkward.

Watch the video below to see an example of double-clicking the fill handle.

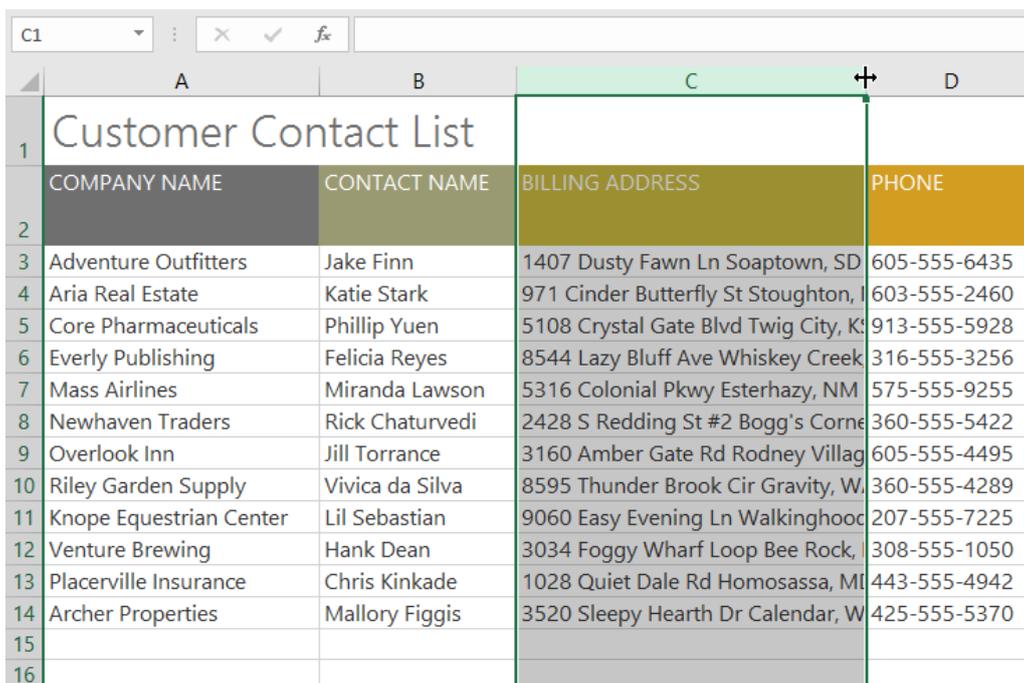
2.4.Modifying Columns, Rows, and Cells

By default, every row and column of a new workbook is set to the same **height** and **width**. Excel allows you to modify column width and row height in different ways, including **wrapping text** and **merging cells**.

2.4.1. To modify column width:

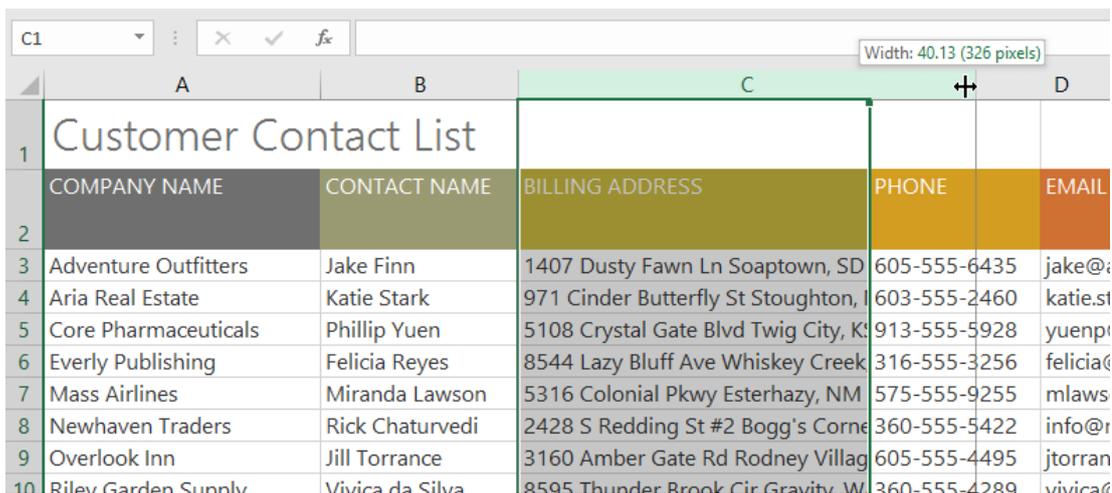
In our example below, column C is too narrow to display all of the content in these cells. We can make all of this content visible by changing the **width** of column C.

1. Position the mouse over the **column line** in the **column heading** so the cursor becomes a **double arrow**.



	A	B	C	D
1	Customer Contact List			
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	PHONE
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD	605-555-6435
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, I	603-555-2460
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, K	913-555-5928
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek	316-555-3256
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM	575-555-9255
8	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corne	360-555-5422
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Villag	605-555-4495
10	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, W	360-555-4289
11	Knope Equestrian Center	Lil Sebastian	9060 Easy Evening Ln Walkinghoo	207-555-7225
12	Venture Brewing	Hank Dean	3034 Foggy Wharf Loop Bee Rock,	308-555-1050
13	Placerville Insurance	Chris Kinkade	1028 Quiet Dale Rd Homosassa, MI	443-555-4942
14	Archer Properties	Mallory Figgis	3520 Sleepy Hearth Dr Calendar, W	425-555-5370
15				
16				

2. Click and drag the mouse to **increase** or **decrease** the column width.



	A	B	C	D	E
1	Customer Contact List				
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	PHONE	EMAIL
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD	605-555-6435	jake@:
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, I	603-555-2460	katie.st
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, K	913-555-5928	yuenp
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek	316-555-3256	felicia@
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM	575-555-9255	mlaws
8	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corne	360-555-5422	info@r
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Villag	605-555-4495	jtorr
10	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, W	360-555-4289	vivica@

3. Release the mouse. The **column width** will be changed.

	A	B	C	D
1	Customer Contact List			
	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	PHONE
2				
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-6435
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204	603-555-2460
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208	913-555-5928
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689	316-555-3256
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431	575-555-9255
8	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corner, WA 98175	360-555-5422
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD 57324	605-555-4495
10	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, WA 99304	360-555-4289
11	Knope Equestrian Center	Lil Sebastian	9060 Easy Evening Ln Walkinghood, ME 04126	207-555-7225
12	Venture Brewing	Hank Dean	3034 Foggy Wharf Loop Bee Rock, NE 69823	308-555-1050
13	Placerville Insurance	Chris Kinkade	1028 Quiet Dale Rd Homosassa, MD 21610	443-555-4942
14	Archer Properties	Mallory Figgis	3520 Sleepy Hearth Dr Calendar, WA 99340	425-555-5370
15				
16				

With numerical data, the cell will display **pound signs (#####)** if the column is too narrow. Simply **increase the column width** to make the data visible.

2.4.2. To AutoFit column width:

The **AutoFit** feature will allow you to set a column's width to fit its content **automatically**.

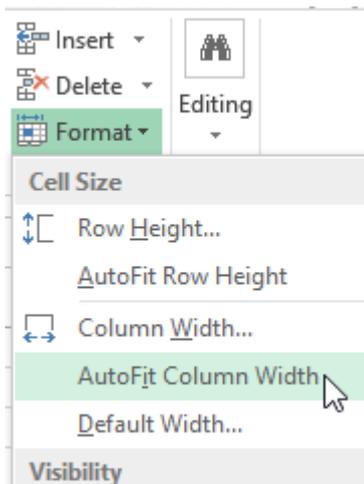
1. Position the mouse over the **column line** in the **column heading** so the cursor becomes a **double arrow**.

	A	B	C	D
1	Customer Contact List			
	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	PHONE
2				
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-6435
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204	603-555-2460
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208	913-555-5928
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689	316-555-3256
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431	575-555-9255
8	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corner, WA 98175	360-555-5422
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD 57324	605-555-4495
10	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, WA 99304	360-555-4289
11	Knope Equestrian Center	Lil Sebastian	9060 Easy Evening Ln Walkinghood, ME 04126	207-555-7225
12	Venture Brewing	Hank Dean	3034 Foggy Wharf Loop Bee Rock, NE 69823	308-555-1050
13	Placerville Insurance	Chris Kinkade	1028 Quiet Dale Rd Homosassa, MD 21610	443-555-4942
14	Archer Properties	Mallory Figgis	3520 Sleepy Hearth Dr Calendar, WA 99340	425-555-5370
15				
16				

2. Double-click the mouse. The **column width** will be changed automatically to fit the content.

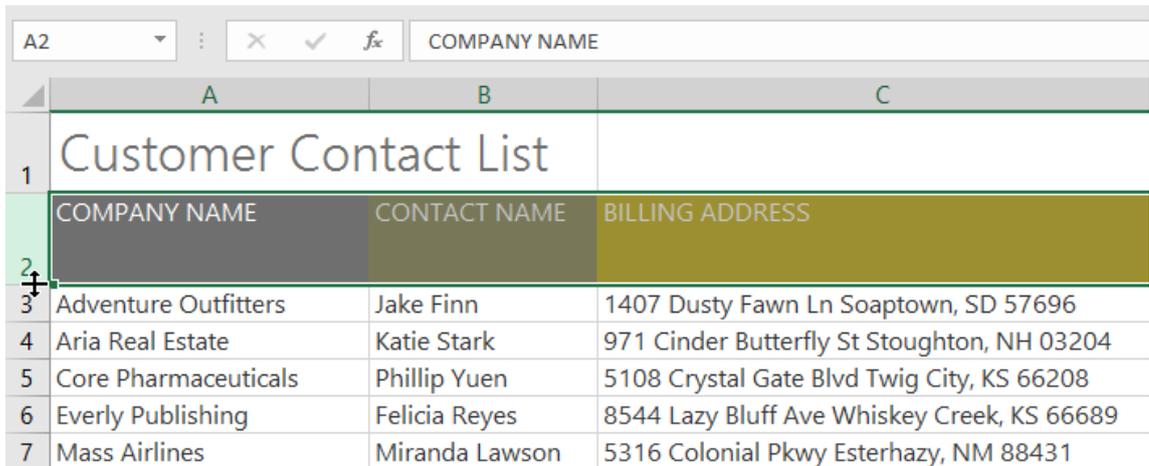
	A	B	C	D	E
1	Customer Contact List				
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	PHONE	EMAIL
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-6435	jake@i
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204	603-555-2460	katie.st
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208	913-555-5928	yuenpr
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689	316-555-3256	felicia@
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431	575-555-9255	mlaws
8	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corner, WA 98175	360-555-5422	info@r
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD 57324	605-555-4495	jtorran
10	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, WA 99304	360-555-4289	vivica@
11	Knope Equestrian Center	Lil Sebastian	9060 Easy Evening Ln Walkinghood, ME 04126	207-555-7225	lil@kn
12	Venture Brewing	Hank Dean	3034 Foggy Wharf Loop Bee Rock, NE 69823	308-555-1050	hdean@
13	Placerville Insurance	Chris Kinkade	1028 Quiet Dale Rd Homosassa, MD 21610	443-555-4942	chris.ki
14	Archer Properties	Mallory Figgis	3520 Sleepy Hearth Dr Calendar, WA 99340	425-555-5370	mallor
15					
16					

You can also AutoFit the width for several columns at the same time. Simply select the columns you want to AutoFit, then select the **AutoFit Column Width** command from the **Format** drop-down menu on the **Home** tab. This method can also be used for **row height**.



2.4.3. To modify row height:

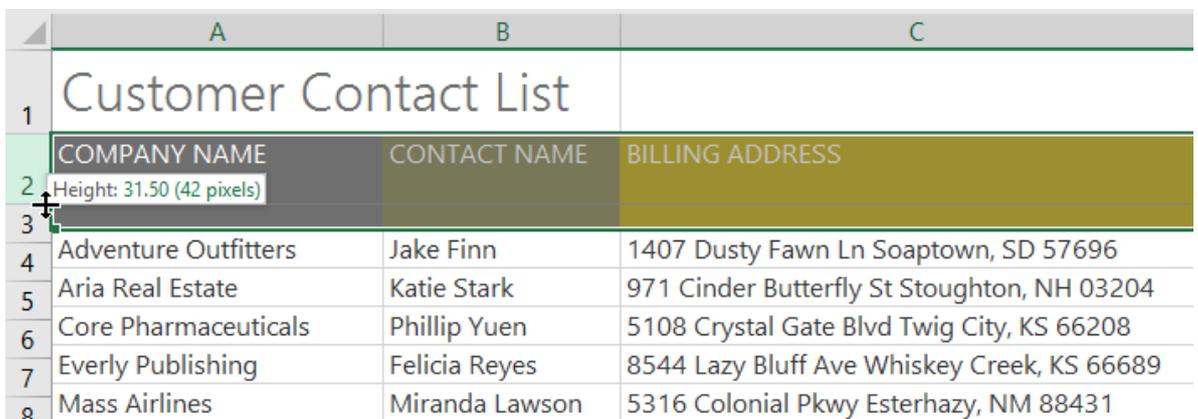
1. Position the **cursor** over the **row line** so the cursor becomes a **double arrow**.



The screenshot shows an Excel spreadsheet with a table titled "Customer Contact List". The table has three columns: "COMPANY NAME", "CONTACT NAME", and "BILLING ADDRESS". The rows are numbered 1 through 7. A double arrow cursor is positioned over the row line between rows 2 and 3, indicating that the row height is being modified.

	A	B	C
1	Customer Contact List		
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431

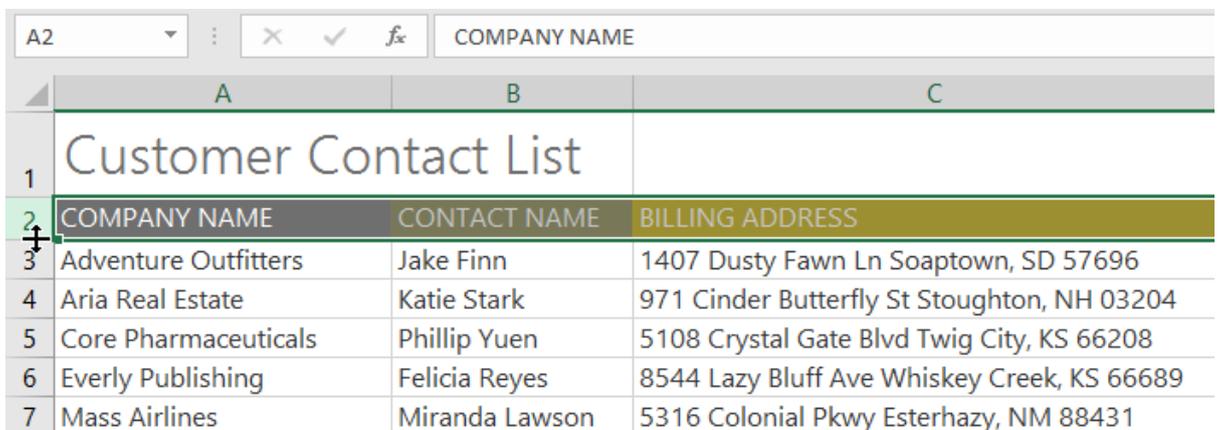
2. Click and drag the mouse to **increase** or **decrease** the row height.



The screenshot shows the same Excel spreadsheet as before, but now a tooltip is visible over the row line between rows 2 and 3, indicating the new row height is 31.50 (42 pixels).

	A	B	C
1	Customer Contact List		
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431

3. Release the mouse. The **height** of the selected row will be changed.



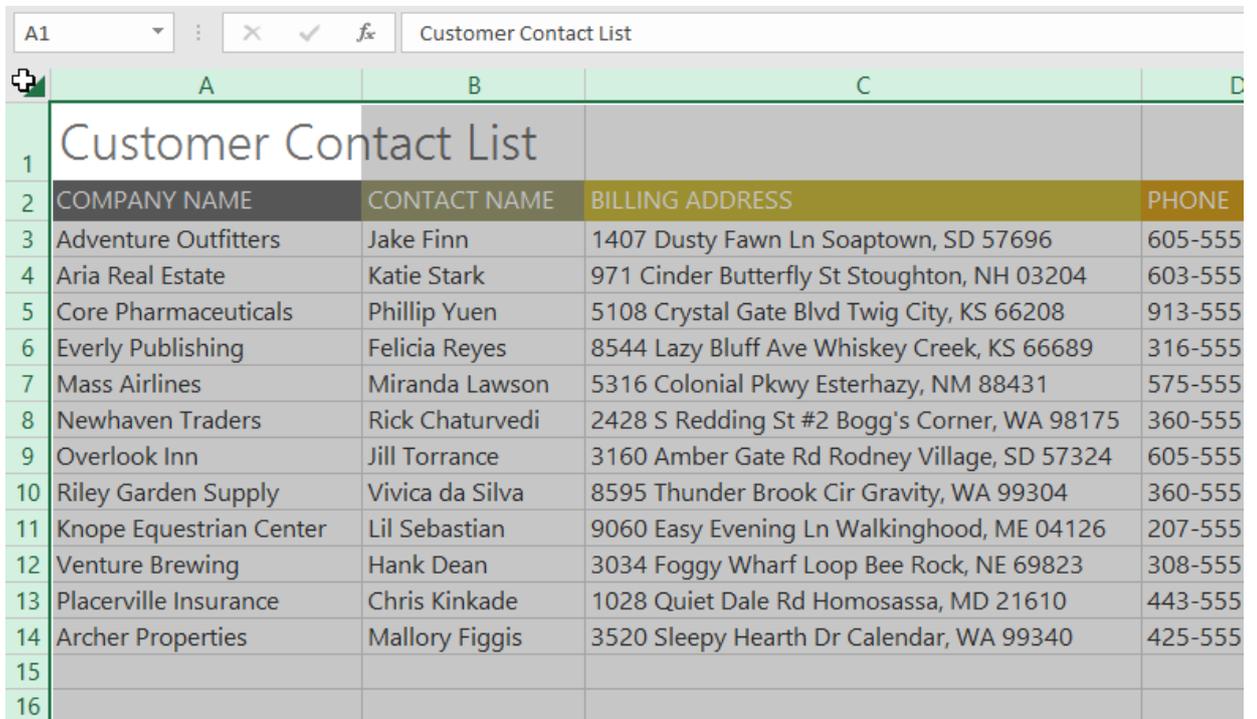
The screenshot shows the final result after the row height of row 2 has been changed. The table is now shorter, and the row height of row 2 is visibly smaller than the other rows.

	A	B	C
1	Customer Contact List		
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431

2.4.4. To modify all rows or columns:

Instead of resizing rows and columns individually, you can modify the height and width of every row and column at the same time. This method allows you to set a **uniform size** for every row and column in your worksheet. In our example, we will set a **uniform row height**.

1. Locate and click the **Select All** button just below the **name box** to select every cell in the worksheet.



	A	B	C	D
1	Customer Contact List			
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	PHONE
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696	605-555
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204	603-555
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208	913-555
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689	316-555
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431	575-555
8	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corner, WA 98175	360-555
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD 57324	605-555
10	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, WA 99304	360-555
11	Knope Equestrian Center	Lil Sebastian	9060 Easy Evening Ln Walkinghood, ME 04126	207-555
12	Venture Brewing	Hank Dean	3034 Foggy Wharf Loop Bee Rock, NE 69823	308-555
13	Placerville Insurance	Chris Kinkade	1028 Quiet Dale Rd Homosassa, MD 21610	443-555
14	Archer Properties	Mallory Figgis	3520 Sleepy Hearth Dr Calendar, WA 99340	425-555
15				
16				

2. Position the mouse over a **row line** so the cursor becomes a **double arrow**.
3. Click and drag the mouse to **increase** or **decrease** the row height, then release the mouse when you are satisfied. The row height will be changed for the entire worksheet.

	A	B	C	D
1	Customer Contact List			
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	PHONE
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696	605-555
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204	603-555
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208	913-555
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689	316-555
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431	575-555
8	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corner, WA 98175	360-555
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD 57324	605-555
10	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, WA 99304	360-555

2.4.5. Inserting, deleting, moving, and hiding

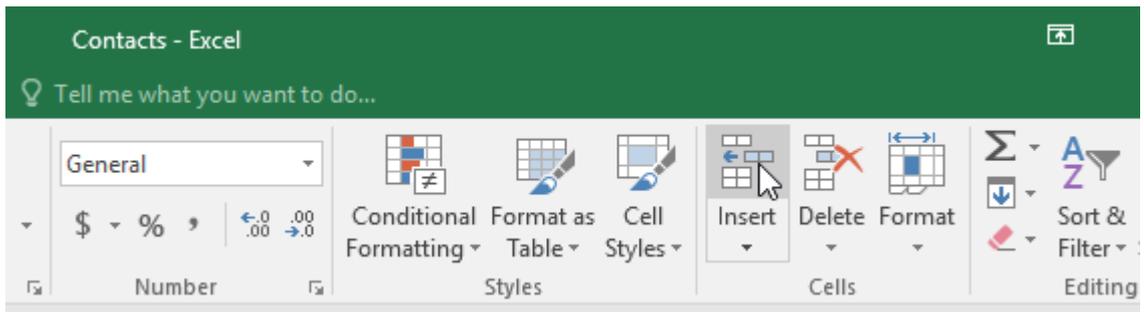
After you've been working with a workbook for a while, you may find that you want to **insert** new columns or rows, **delete** certain rows or columns, **move** them to a different location in the worksheet, or even **hide** them.

2.4.6. To insert rows:

1. Select the **row heading** below where you want the new row to appear. In this example, we want to insert a row between rows 4 and 5, so we'll select **row 5**.

	A	B	C
1	Customer Contact List		
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431

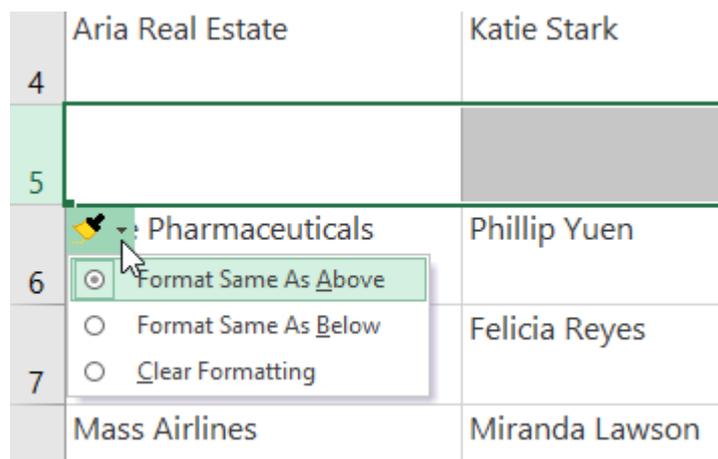
- Click the **Insert** command on the **Home** tab.



- The **new row** will appear **above** the selected row.

	A	B	C
1	Customer Contact List		
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204
5			
6	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208
7	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689
8	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431

When inserting new rows, columns, or cells, you will see a **paintbrush icon** next to the inserted cells. This button allows you to choose how Excel formats these cells. By default, Excel formats inserted rows with the same formatting as the cells in the row above. To access more options, hover your mouse over the icon, then click the **drop-down arrow**.

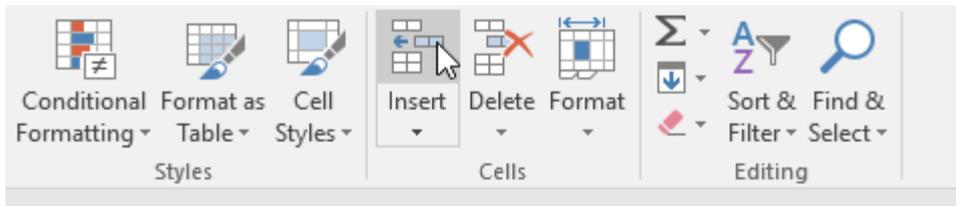


2.4.7. To insert columns:

1. Select the **column heading** to the right of where you want the new column to appear. For example, if you want to insert a column between columns D and E, select **column E**.

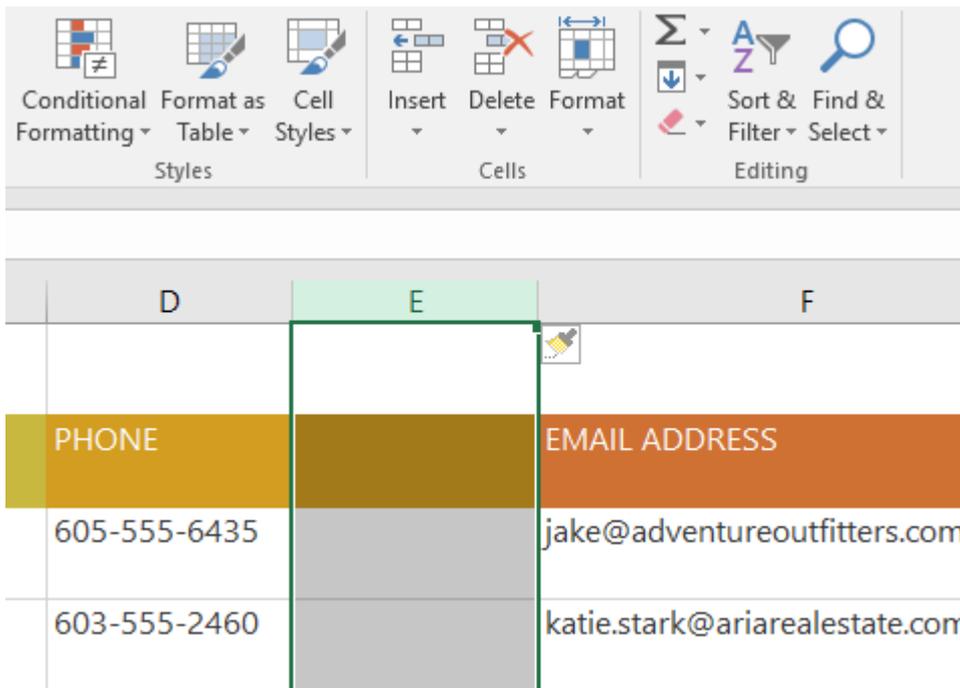
	D	E	F
PHONE		EMAIL ADDRESS	
	605-555-6435	jake@adventureoutfitters.com	
	603-555-2460	katie.stark@ariarealestate.com	
	913-555-5928	yuenp@corepharmaceuticals.com	
	316-555-3256	felicia@everlypublishing.com	
	575-555-9255	mlawson@massairlines.com	
	360-555-5422	info@newhaventraders.com	
	605-555-4495	jtorrance@overlookinn.com	

2. Click the **Insert** command on the **Home** tab.



	D	E	F
PHONE		EMAIL ADDRESS	
	605-555-6435	jake@adventureoutfitters.com	
	603-555-2460	katie.stark@ariarealestate.com	

3. The **new column** will appear **to the left** of the selected column.



When inserting rows and columns, make sure you select the entire row or column by clicking the **heading**. If you select only a cell in the row or column, the **Insert** command will only insert a new cell.

2.4.8. To delete a row or column:

It's easy to delete a row or column that you no longer need. In our example we'll delete a row, but you can delete a column the same way.

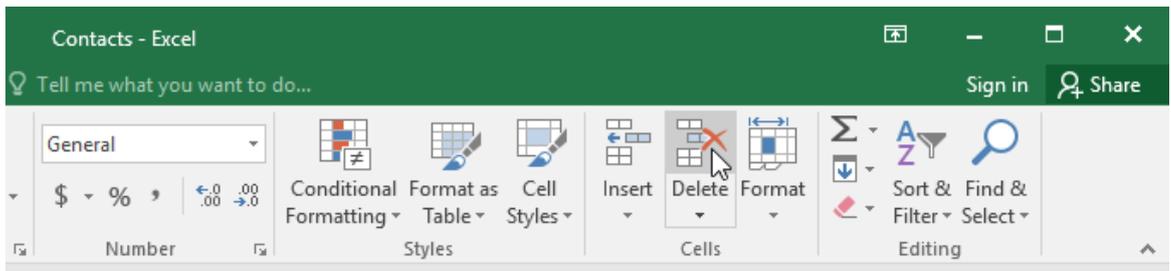
1. Select the **row** you want to delete. In our example, we'll select **row 9**.

7	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689
8	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431
9	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corner, WA 98175
10	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD 57324
11	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, WA 99304

Sheet 1

Ready

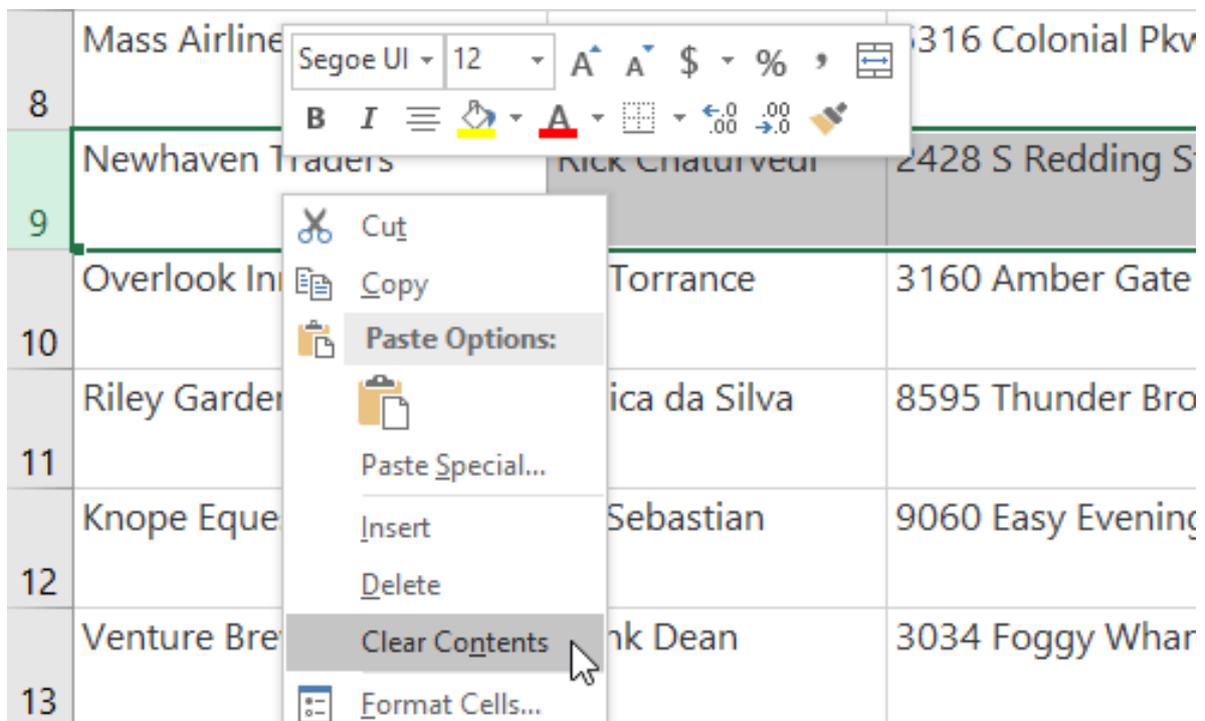
2. Click the **Delete** command on the **Home** tab.



3. The **selected row** will be deleted, and those around it will **shift**. In our example, **row 10** has moved up, so it's now **row 9**.

7	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689
8	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD 57324
10	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, WA 99304
11	Knope Equestrian Center	Lil Sebastian	9060 Easy Evening Ln Walkinghood, ME 04126

It's important to understand the difference between **deleting** a row or column and simply **clearing its contents**. If you want to remove the **content** from a row or column without causing others to shift, **right-click a heading**, then select **Clear Contents** from the drop-down menu.



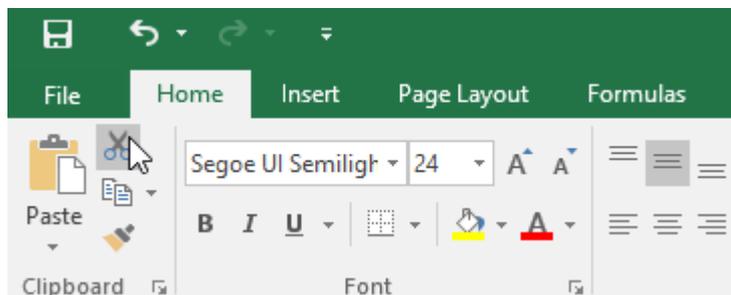
2.4.9. To move a row or column:

Sometimes you may want to **move** a column or row to rearrange the content of your worksheet. In our example we'll move a column, but you can move a row in the same way.

1. Select the desired **column heading** for the column you want to move.

C	D	E	
BILLING ADDRESS	PHONE	FAX	EMAIL A
1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-6435		jake@a
971 Cinder Butterfly St Stoughton, NH 03204	603-555-2460		katie.sta
5108 Crystal Gate Blvd Twig City, KS 66208	913-555-5928		yuenp@
8544 Lazy Bluff Ave Whiskey Creek, KS 66689	316-555-3256		felicia@
5316 Colonial Pkwy Esterhazy, NM 88431	575-555-9255		mlawso

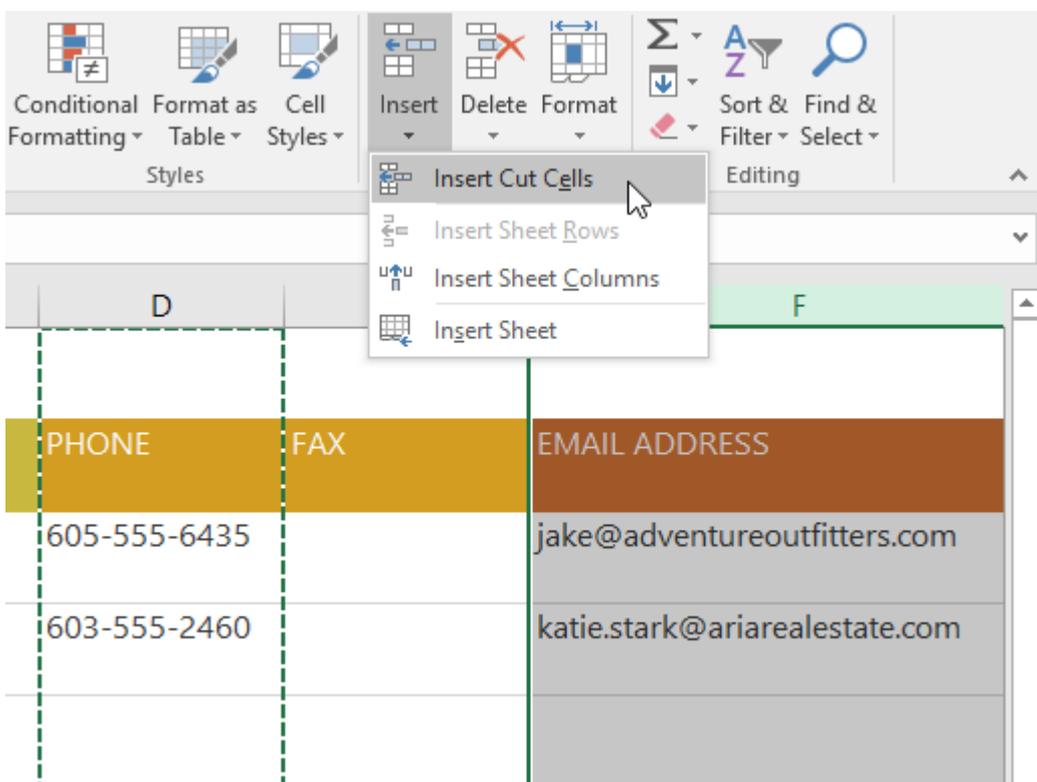
2. Click the **Cut** command on the **Home** tab, or press **Ctrl+X** on your keyboard.



3. Select the **column heading** to the right of where you want to move the column. For example, if you want to move a column between columns E and F, select **column F**.

BILLING ADDRESS	PHONE	FAX	EMAIL ADDRESS
1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-6435		jake@adventureoutfitter
971 Cinder Butterfly St Stoughton, NH 03204	603-555-2460		katie.stark@ariarealesta
5108 Crystal Gate Blvd Twig City, KS 66208	913-555-5928		yuenp@corepharmaceu
8544 Lazy Bluff Ave Whiskey Creek, KS 66689	316-555-3256		felicia@everlypublishin
5316 Colonial Pkwy Esterhazy, NM 88431	575-555-9255		mlawson@massairlines

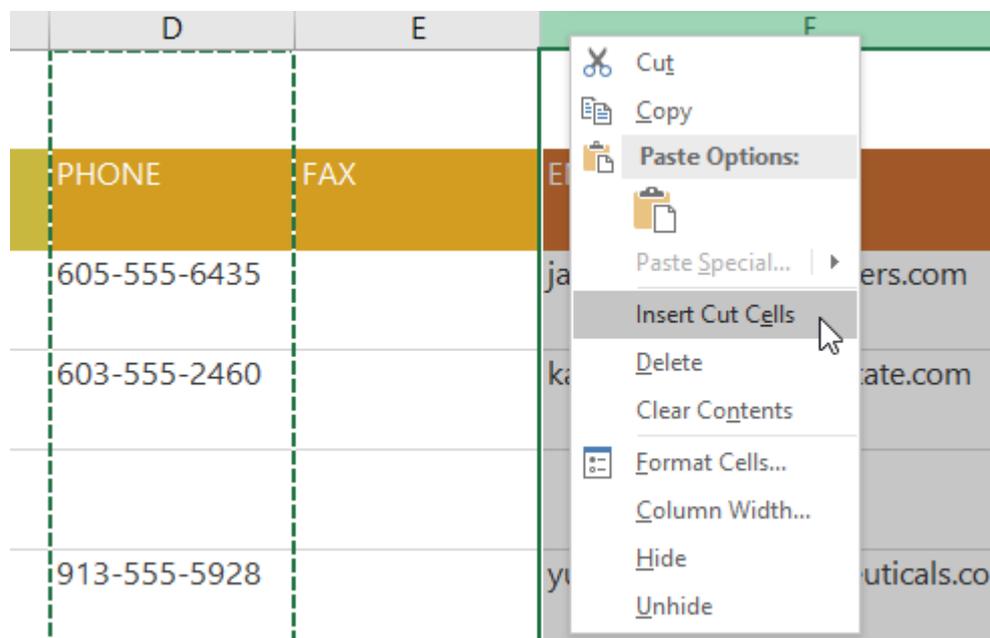
- Click the **Insert** command on the **Home** tab, then select **Insert Cut Cells** from the drop-down menu.



- The column will be **moved** to the selected location, and the columns around it will shift.

C	D	E	F
BILLING ADDRESS	FAX	PHONE	EMAIL ADDRESS
1407 Dusty Fawn Ln Soaptown, SD 57696		605-555-6435	jake@adventureoutfit
971 Cinder Butterfly St Stoughton, NH 03204		603-555-2460	katie.stark@ariareales
5108 Crystal Gate Blvd Twig City, KS 66208		913-555-5928	yuenp@corepharmace
8544 Lazy Bluff Ave Whiskey Creek, KS 66689		316-555-3256	felicia@everlypublishi
5316 Colonial Pkwy Esterhazy, NM 88431		575-555-9255	mlawson@massairline

You can also access the **Cut** and **Insert** commands by right-clicking the mouse and selecting the **desired commands** from the drop-down menu.



2.4.10. To hide and unhide a row or column:

At times, you may want to **compare** certain rows or columns without changing the organization of your worksheet. To do this, Excel allows you to **hide** rows and columns as needed. In our example we'll hide a few columns, but you can hide rows in the same way.

1. Select the **columns** you want to **hide**, right-click the mouse, then select **Hide** from the **formatting** menu. In our example, we'll hide columns C, D, and E.

	B	C	D	E	F
	List				
	COMPANY NAME	BILLING ADDRESS		PHONE	EMAIL ADDRESS
1	Adventure Outfitters	1407 Dusty Fawn Ln Soaptown, SD 57055		605-555-6435	jake@adventureoutfitters.com
2	Aria Real Estate	971 Cinder Butterfly St Stoughton, MA 01970		603-555-2460	katie.stark@ariarealestate.com
3	Bishop Research				
4	Core Pharmaceuticals	5108 Crystal Gate Blvd Twig City, KS 66063		913-555-5928	yuenp@corepharmaceuticals.com
5	Everly Publishing	8544 Lazy Bluff Ave Whiskey Creek, KS 66085		316-555-3256	felicia@everlypublishing.com
6	Mass Airlines	5316 Colonial Pkwy Esterhazy, NM 88431		575-555-9255	mlawson@massairlines.com
7	Overlook Inn	3160 Amber Gate Rd Rodney Village, SD 57324		605-555-4495	jtorrance@overlookinn.com

- The columns will be **hidden**. The **green column line** indicates the location of the hidden columns.

	A	B	F	G	H
1	Customer Contact List				
2	COMPANY NAME	CONTACT NAME	EMAIL ADDRESS		
3	Adventure Outfitters	Jake Finn	jake@adventureoutfitters.com		
4	Aria Real Estate	Katie Stark	katie.stark@ariarealestate.com		
5	Bishop Research				
6	Core Pharmaceuticals	Phillip Yuen	yuenp@corepharmaceuticals.com		
7	Everly Publishing	Felicia Reyes	felicia@everlypublishing.com		
8	Mass Airlines	Miranda Lawson	mlawson@massairlines.com		
9	Overlook Inn	Jill Torrance	jtorrance@overlookinn.com		

- To **unhide** the columns, select the columns on **both sides** of the hidden columns. In our example, we'll select columns **B** and **F**. Then right-click the mouse and select **Unhide** from the **formatting** menu.

	A	B	F	G	H
1	Customer Contact List				
2	COMPANY NAME	CONTACT NAME	EMAIL ADDRESS		
3	Adventure Outfitters	Jake Finn	jake@adventureoutfitters.com		
4	Aria Real Estate	Katie Stark	katie.stark@ariarealestate.com		
5	Bishop Research				
6	Core Pharmaceuticals	Phillip Yuen	yuenp@corepharmaceuticals.com		
7	Everly Publishing	Felicia Reyes	felicia@everlypublishing.com		
8	Mass Airlines	Miranda Lawson	mlawson@massairlines.com		
9	Overlook Inn	Jill Torrance	jtorrance@overlookinn.com		

4. The hidden columns will reappear.

B	C	D	E	F
List				
CONTACT NAME	BILLING ADDRESS	FAX	PHONE	EMAIL ADDRESS
Adventure Outfitters	1407 Dusty Fawn Ln Soaptown, SD 57696		605-555-6435	jake@adventureoutfitters.com
Aria Real Estate	971 Cinder Butterfly St Stoughton, NH 03204		603-555-2460	katie.stark@ariarealestate.com
Bishop Research				
Core Pharmaceuticals	5108 Crystal Gate Blvd Twig City, KS 66208		913-555-5928	yuenp@corepharmaceuticals.com
Everly Publishing	8544 Lazy Bluff Ave Whiskey Creek, KS 66689		316-555-3256	felicia@everlypublishing.com
Mass Airlines	5316 Colonial Pkwy Esterhazy, NM 88431		575-555-9255	mlawson@massairlines.com
Overlook Inn	3160 Amber Gate Rd Rodney Village, SD 57324		605-555-4495	jtorrance@overlookinn.com

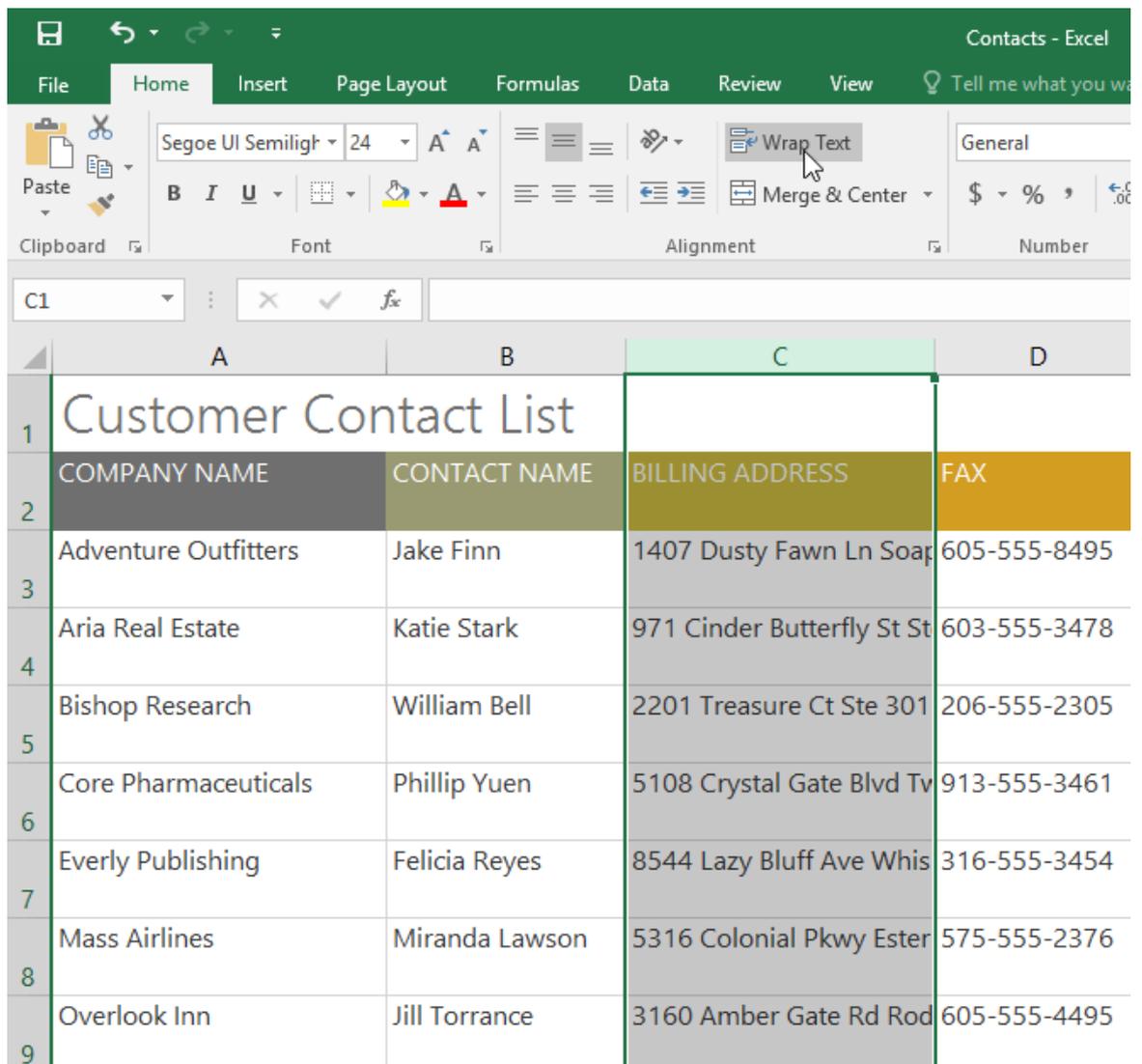
2.5. Wrapping text and merging cells

Whenever you have too much cell content to be displayed in a single cell, you may decide to **wrap the text** or **merge** the cell rather than resize a column. Wrapping the text will automatically modify a cell's **row height**, allowing cell contents to be displayed **on multiple lines**. Merging allows you to combine a cell with adjacent empty cells to create **one large cell**.

2.5.1. To wrap text in cells:

1. Select the cells you want to wrap. In this example, we'll select the cells in **column C**.

2. Click the **Wrap Text** command on the **Home** tab.



3. The text in the selected cells will be **wrapped**.

	A	B	C	D
1	Customer Contact List			
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	FAX
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-8495
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204	603-555-3478
5	Bishop Research	William Bell	2201 Treasure Ct Ste 301 Good Thunder, WA	206-555-2305
6	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208	913-555-3461
7	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS	316-555-3454
8	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431	575-555-2376
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD	605-555-4495

Click the **Wrap Text** command again to **unwrap** the text.

2.5.2. To merge cells using the Merge & Center command:

1. Select the **cell range** you want to merge. In our example, we'll select **A1:F1**.
2. Click the **Merge & Center** command on the **Home** tab. In our example, we'll select the cell range **A1:F1**.

The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The 'Merge & Center' button in the 'Alignment' group is highlighted. The spreadsheet shows the 'Customer Contact List' table with columns A through F. The first row (A1:F1) is selected and merged into a single cell containing 'Customer Contact List'. The subsequent rows (2-5) contain the table data with columns: COMPANY NAME, CONTACT NAME, BILLING ADDRESS, FAX, PHONE, and EMAIL ADDRESS.

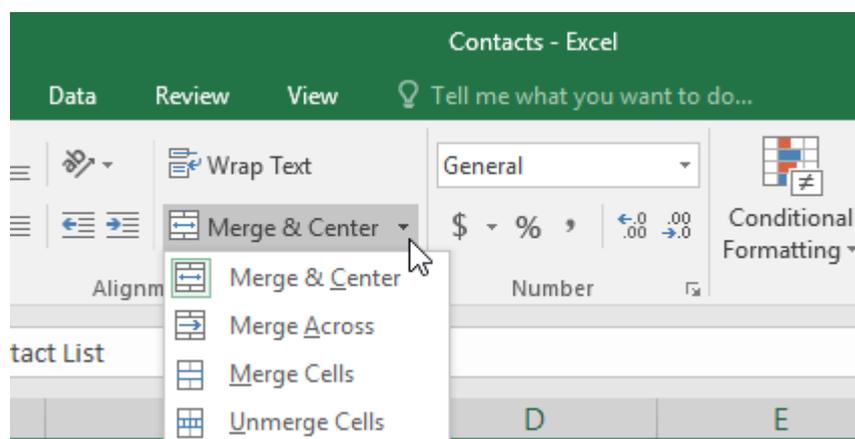
	A	B	C	D	E	F
1	Customer Contact List					
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	FAX	PHONE	EMAIL ADDRESS
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-8495	605-555-6435	jake@adventureoutfitters.com
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204	603-555-3478	603-555-2460	katie.stark@ariarealestate.com
5	Bishop Research	William Bell	2201 Treasure Ct Ste 301 Good Thunder, WA	206-555-2305	206-555-2303	wbell@bishopresearch.com

3. The selected cells will be **merged**, and the text will be **centered**.

Customer Contact List					
COMPANY NAME	CONTACT NAME	BILLING ADDRESS	FAX	PHONE	EMAIL ADDRESS
Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-8495	605-555-6435	jake@adventureoutfitters.com
Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204	603-555-3478	603-555-2460	katie.stark@ariarealestate.com
Bishop Research	William Bell	2201 Treasure Ct Ste 301 Good Thunder, WA	206-555-2305	206-555-2303	wbell@bishopresearch.com

2.5.3. To access more merge options:

If you click the drop-down arrow next to the **Merge & Center** command on the **Home** tab, the **Merge** drop-down menu will appear.



From here, you can choose to:

- **Merge & Center:** merges the selected cells into **one cell** and **centers** the text
- **Merge Across:** merges the selected cells into **larger cells** while keeping each **row** separate
- **Merge Cells:** merges the selected cells into one cell but **does not center** the text
- **Unmerge Cells:** unmerges selected cells

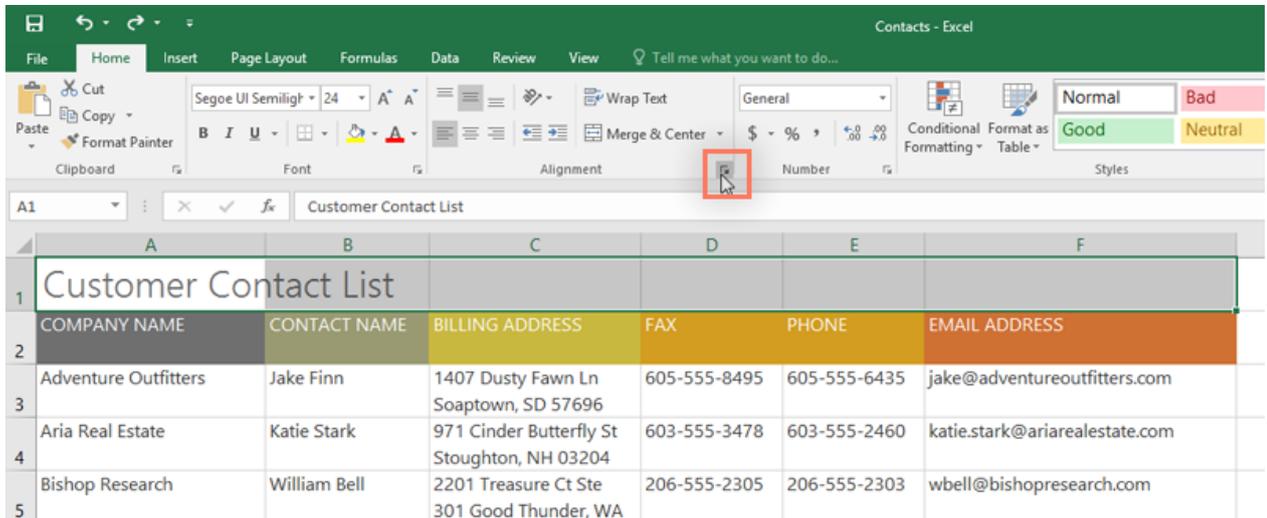
You'll want to be careful when using this feature. If you merge multiple cells that all contain data, Excel will keep only the contents of the upper-left cell and discard everything else.

2.5.4. To center across selection:

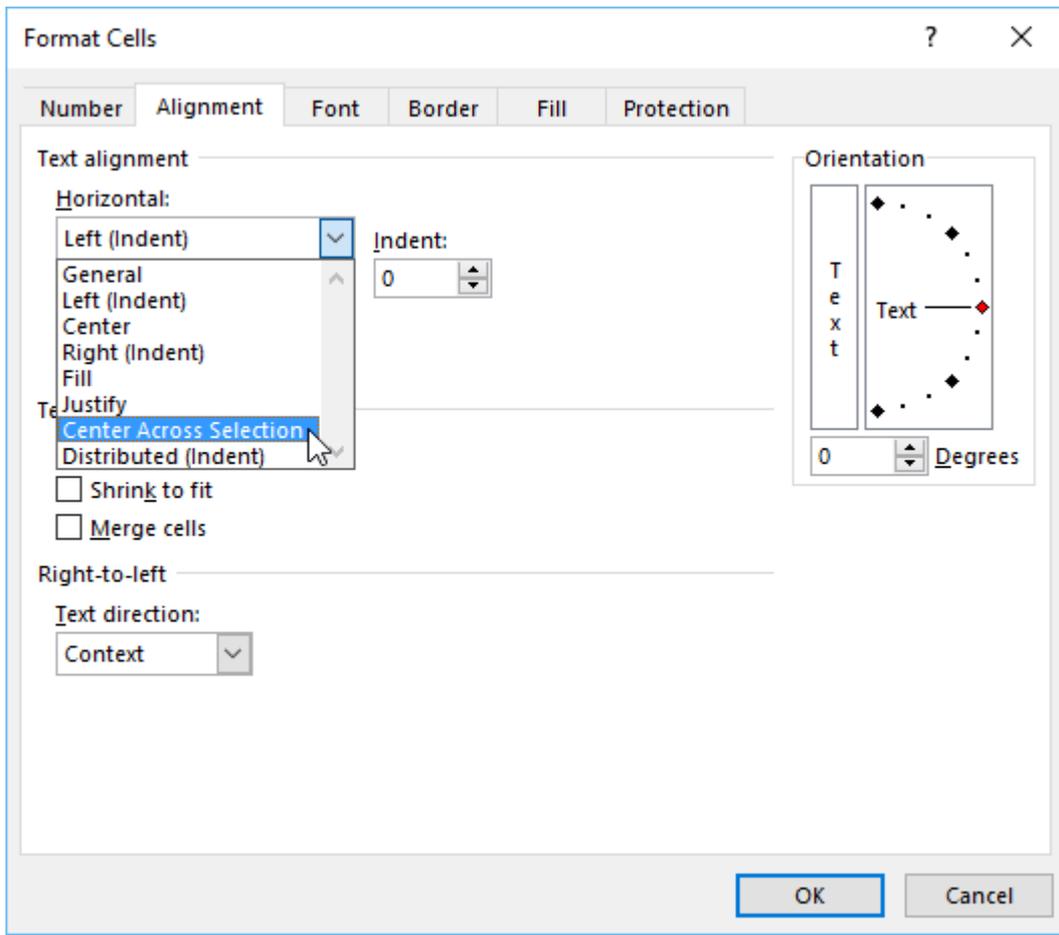
Merging can be useful for organizing your data, but it can also create problems later on. For example, it can be difficult to move, copy, and paste content from merged cells. A good alternative to merging is **Center Across Selection**, which creates a similar effect without actually combining cells.

Watch the video below to learn why you should use Center Across Selection instead of merging cells.

1. Select the desired cell range. In our example, we'll select **A1:F1**. **Note:** If you already merged these cells, you should **unmerge them** before continuing to step 2.
2. Click the **small arrow** in the lower-right corner of the **Alignment** group on the **Home** tab.



3. A dialog box will appear. Locate and select the **Horizontal** drop-down menu, select **Center Across Selection**, then click **OK**.



- The content will be centered across the selected cell range. As you can see, this creates the same visual result as merging and centering, but it preserves each cell within A1:F1.

	A	B	C	D	E	F
1	Customer Contact List					+
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	FAX	PHONE	EMAIL ADDRESS
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-8495	605-555-6435	jake@adventureoutfitters.com
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204	603-555-3478	603-555-2460	katie.stark@ariarealestate.com
5	Bishop Research	William Bell	2201 Treasure Ct Ste 301 Good Thunder, WA	206-555-2305	206-555-2303	wbell@bishopresearch.com

2.6.Formatting Cells

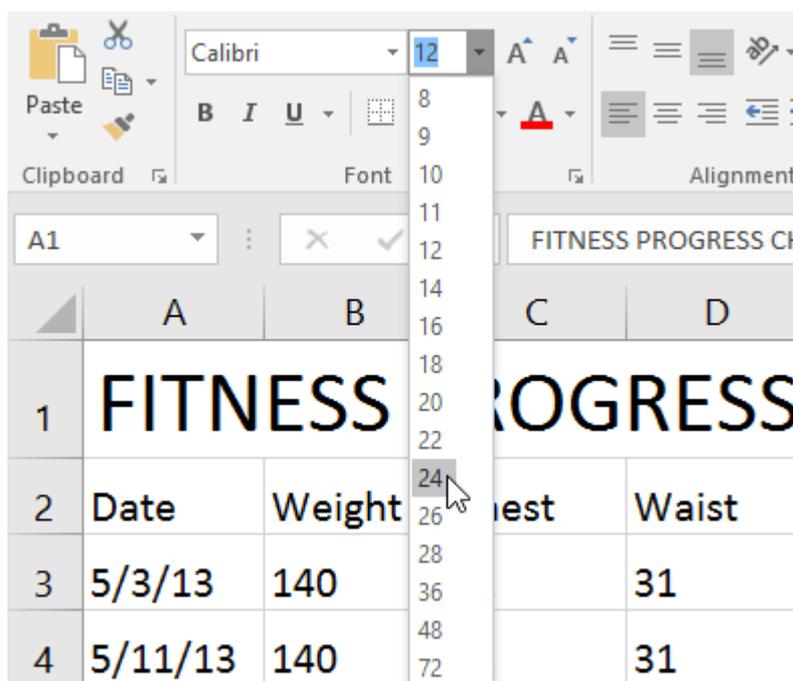
All cell content uses the same **formatting** by default, which can make it difficult to read a workbook with a lot of information. Basic formatting can customize the **look and feel** of your workbook, allowing you to draw attention to specific sections and making your content easier to view and understand.

2.6.1. To change the font size:

1. Select the **cell(s)** you want to modify.

	A	B	C	D
1	FITNESS PROGRESS CHART			
2	Date	Weight	Chest	Waist
3	5/3/13	140	32	31
4	5/11/13	140	32	31

2. On the **Home** tab, click the **drop-down arrow** next to the **Font Size** command, then select the desired **font size**. In our example, we will choose **24** to make the text **larger**.



3. The text will change to the **selected font size**.

	A	B	C	D	E	F
1	FITNESS PROGRESS CHART					
2	Date	Weight	Chest	Waist	Hips	Forearm
3	5/3/13	140	32	31	40	11.5
4	5/11/13	140	32	31	39.5	11.5

You can also use the **Increase Font Size** and **Decrease Font Size** commands or enter a **custom font size** using your keyboard.



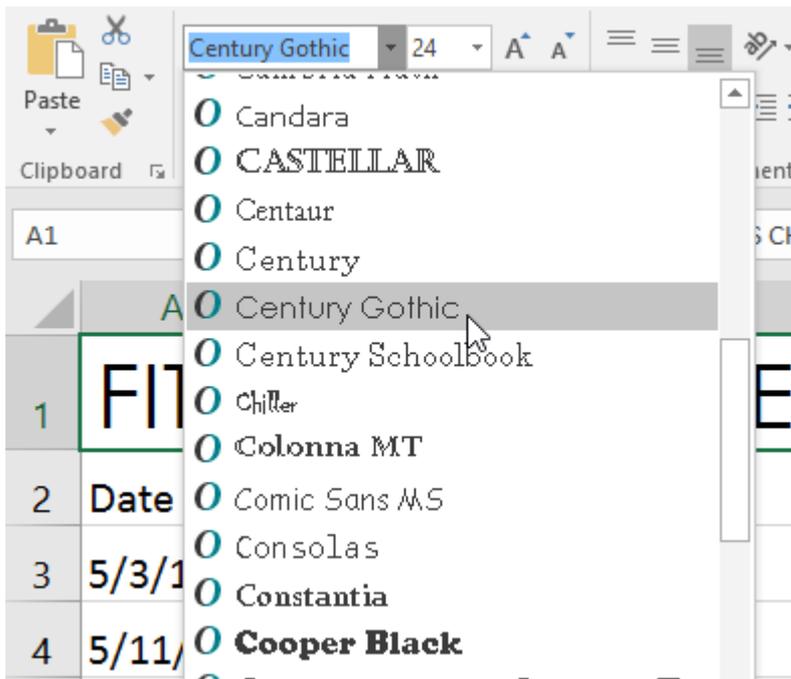
2.6.2. To change the font:

By default, the font of each new workbook is set to Calibri. However, Excel provides many other fonts you can use to customize your cell text. In the example below, we'll format our **title cell** to help distinguish it from the rest of the worksheet.

1. Select the **cell(s)** you want to modify.

	A	B	C	D
1	FITNESS+PROGRESS			
2	Date	Weight	Chest	Waist
3	5/3/13	140	32	31
4	5/11/13	140	32	31

2. On the **Home** tab, click the **drop-down arrow** next to the **Font** command, then select the desired **font**. In our example, we'll choose **Century Gothic**.



3. The text will change to the **selected font**.

	A	B	C	D
1	FITNESS PROGRE			
2	Date	Weight	Chest	Waist
3	5/3/13	140	32	31
4	5/11/13	140	32	31

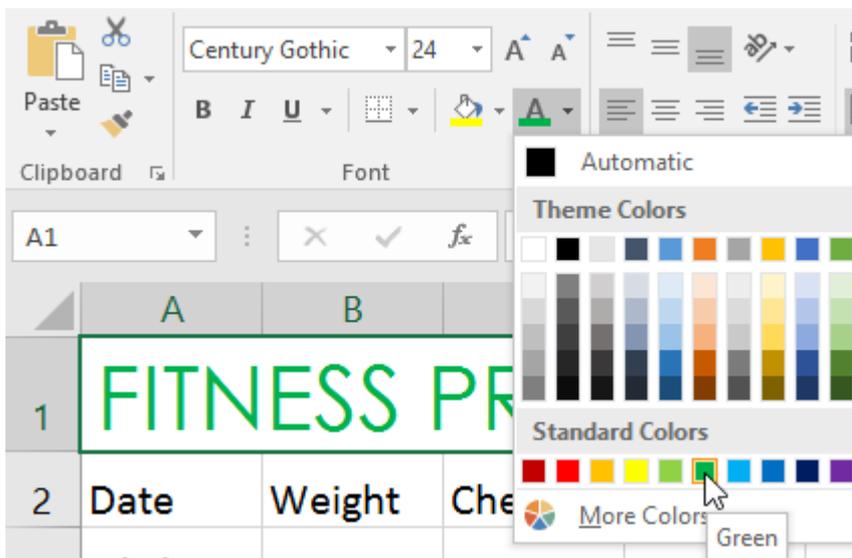
When creating a workbook in the workplace, you'll want to select a font that is easy to read. Along with Calibri, standard reading fonts include Cambria, Times New Roman, and Arial.

2.6.3. To change the font color:

1. Select the **cell(s)** you want to modify.

	A	B	C	D	E
1	FITNESS+PROGRESS				
2	Date	Weight	Chest	Waist	Hips
3	5/3/13	140	32	31	40
4	5/11/13	140	32	31	39.5

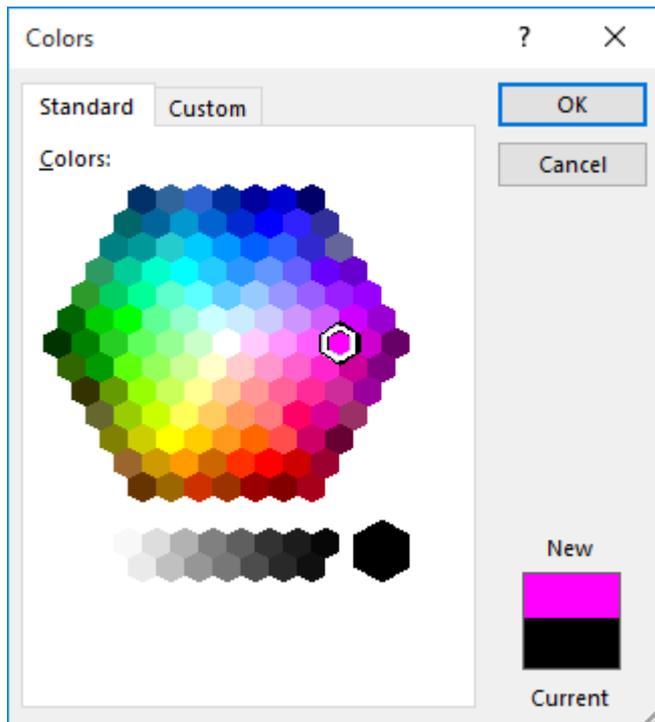
- On the **Home** tab, click the **drop-down arrow** next to the **Font Color** command, then select the desired **font color**. In our example, we'll choose **Green**.



- The text will change to the **selected font color**.

	A	B	C	D	E
1	FITNESS PROGRESS				
2	Date	Weight	Chest	Waist	Hips
3	5/3/13	140	32	31	40
4	5/11/13	140	32	31	39.5

Select **More Colors** at the bottom of the menu to access additional color options. We've changed the font color to a bright pink.

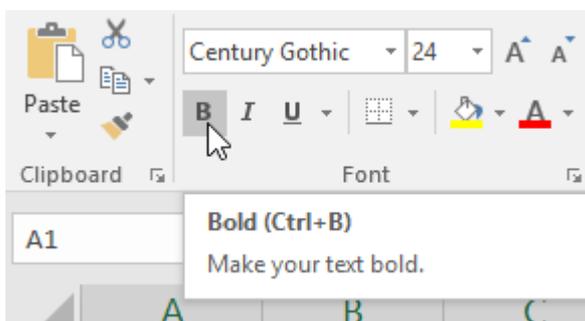


2.6.4. To use the Bold, Italic, and Underline commands:

1. Select the **cell(s)** you want to modify.

	A	B	C	D	E
1	FITNESS PROGRESS				
2	Date	Weight	Chest	Waist	Hips
3	5/3/13	140	32	31	40
4	5/11/13	140	32	31	39.5

2. Click the Bold (**B**), Italic (*I*), or Underline (U) command on the **Home** tab. In our example, we'll make the selected cells **bold**.



- The **selected style** will be applied to the text.

	A	B	C	D	E
1	FITNESS PROGRESS				
2	Date	Weight	Chest	Waist	Hips
3	5/3/13	140	32	31	40
4	5/11/13	140	32	31	39.5

You can also press **Ctrl+B** on your keyboard to make selected text **bold**, **Ctrl+I** to apply **italics**, and **Ctrl+U** to apply an **underline**.

2.7. Cell borders and fill colors

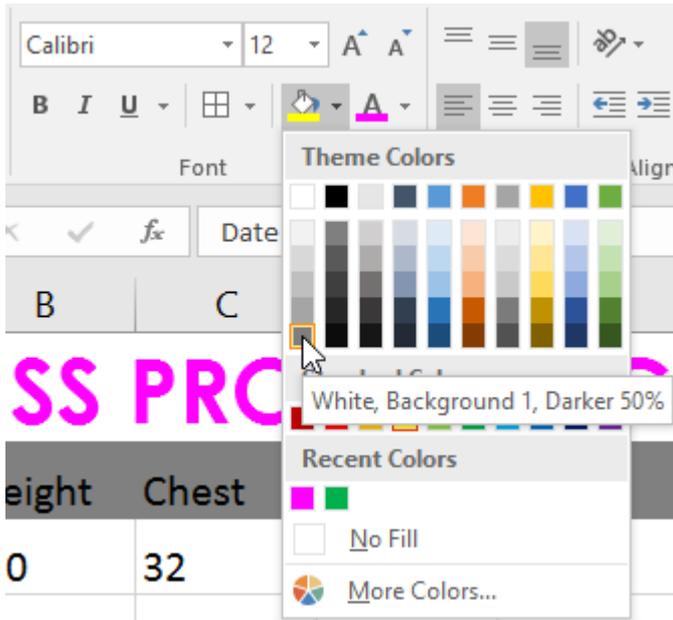
Cell borders and **fill colors** allow you to create clear and defined boundaries for different sections of your worksheet. Below, we'll add cell borders and fill color to our **header cells** to help distinguish them from the rest of the worksheet.

2.7.1. To add a fill color:

- Select the **cell(s)** you want to modify.

	A	B	C	D	E	F	G	H	I
1	FITNESS PROGRESS CHART								
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat	Estimated Body Fat %
3	5/3/13	140	32	31	40	11.5	103.8	36.2	0.259
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1	0.258
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8	0.258
6	5/26/13	138	31	30	39	11	103.4	35.6	0.256
7	6/1/13	138	31	30	39	11	103.4	35.6	0.256

- On the **Home** tab, click the **drop-down arrow** next to the **Fill Color** command, then select the **fill color** you want to use. In our example, we'll choose a dark gray.



3. The **selected fill color** will appear in the selected cells. We've also changed the **font color to white** to make it more readable with this dark fill color.

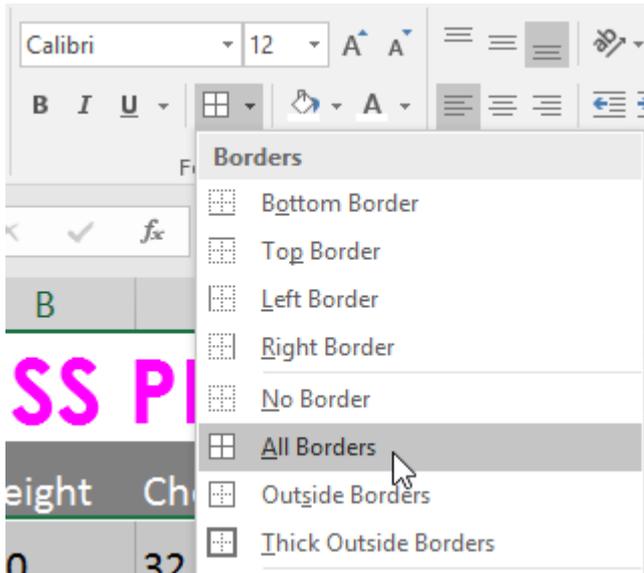
	A	B	C	D	E	F	G	H	I
1	FITNESS PROGRESS CHART								
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat	Estimated Body Fat %
3	5/3/13	140	32	31	40	11.5	103.8	36.2	0.259
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1	0.258
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8	0.258
6	5/26/13	138	31	30	39	11	103.4	35.6	0.256
7	6/1/13	138	31	30	39	11	103.4	35.6	0.256

2.7.2. To add a border:

1. Select the **cell(s)** you want to modify.

	A	B	C	D	E	F	G	H	I
1	FITNESS PROGRESS CHART								
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat	Estimated Body Fat %
3	5/3/13	140	32	31	40	11.5	103.8	36.2	0.259
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1	0.258
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8	0.258
6	5/26/13	138	31	30	39	11	103.4	35.6	0.256
7	6/1/13	138	31	30	39	11	103.4	35.6	0.256

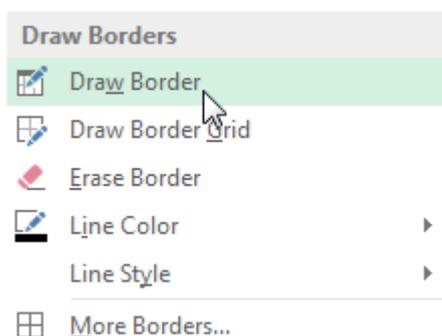
2. On the **Home** tab, click the **drop-down arrow** next to the **Borders** command, then select the **border style** you want to use. In our example, we'll choose to display **All Borders**.



3. The **selected border style** will appear.

	A	B	C	D	E	F	G	H	I	
1	FITNESS PROGRESS CHART									
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat	Estimated Body Fat %	
3	5/3/13	140	32	31	40	11.5	103.8	36.2	0.259	
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1	0.258	
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8	0.258	
6	5/26/13	138	31	30	39	11	103.4	35.6	0.256	
7	6/1/13	138	31	30	39	11	103.4	35.6	0.256	

You can draw borders and change the **line style** and **color** of borders with the **Draw Borders** tools at the bottom of the Borders drop-down menu.



2.8. Cell styles

Instead of formatting cells manually, you can use Excel's **predesigned cell styles**. Cell styles are a quick way to include professional formatting for different parts of your workbook, such as **titles** and **headers**.

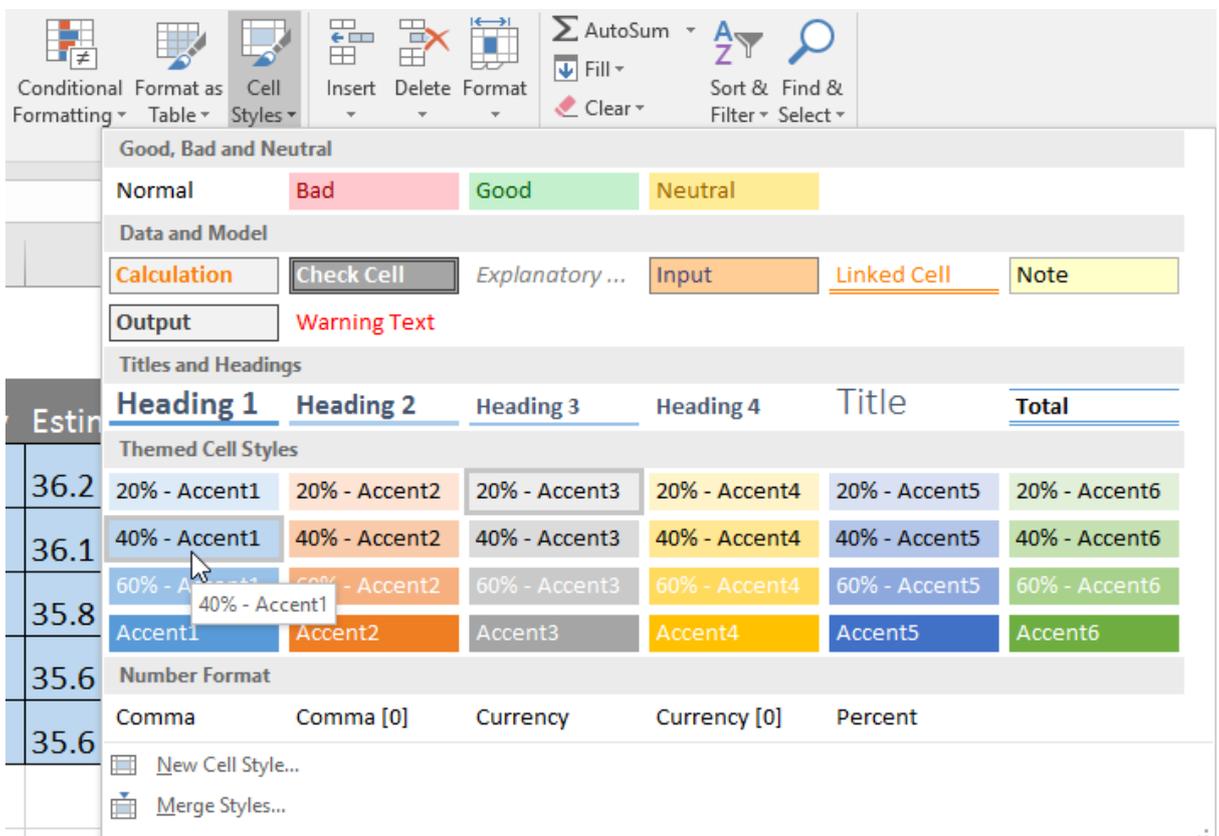
2.8.1. To apply a cell style:

In our example, we'll apply a new cell style to our existing **title** and **header** cells.

1. Select the **cell(s)** you want to modify.

	A	B	C	D	E	F	G	H	I
1	FITNESS PROGRESS CHART								
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat	Estimated Body Fat %
3	5/3/13	140	32	31	40	11.5	103.8	36.2	0.259
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1	0.258
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8	0.258
6	5/26/13	138	31	30	39	11	103.4	35.6	0.256
7	6/1/13	138	31	30	39	11	103.4	35.6	0.256

2. Click the **Cell Styles** command on the **Home** tab, then choose the **desired style** from the drop-down menu.



3. The **selected cell style** will appear.

	A	B	C	D	E	F	G	H	I
1	FITNESS PROGRESS CHART								
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat	Estimated Body Fat %
3	5/3/13	140	32	31	40	11.5	103.8	36.2	0.259
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5	5/19/13	139	32	31	39.5	11.5	103.2	35.8	0.258
6	5/26/13	138	31	30	39	11	103.4	35.6	0.256
7	6/1/13	138	31	30	39	11	103.4	35.6	0.256

Applying a cell style will **replace** any existing cell formatting except for text alignment. You may not want to use cell styles if you've already added a lot of formatting to your workbook.