Modifying Columns, Rows, and Cells

Introduction

When you open a new blank workbook, the cells are set to a **default size**. You have the ability to modify cells, as well as to insert and delete columns, rows, and cells as needed. In this lesson, you will learn how to **change row height and column width**, **insert** and **delete rows** and **columns**, **wrap text** in a cell, and **merge cells**.
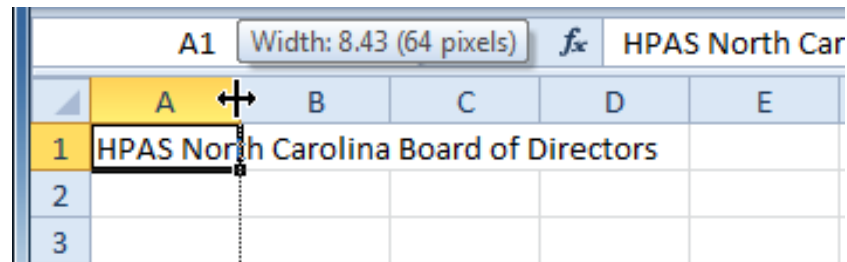
Working with columns, rows, and cells

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.
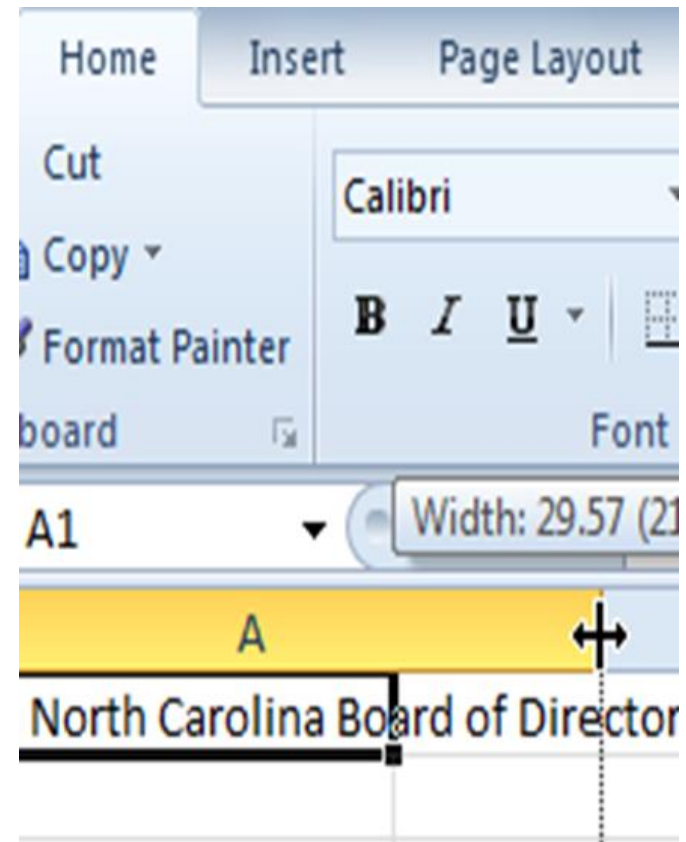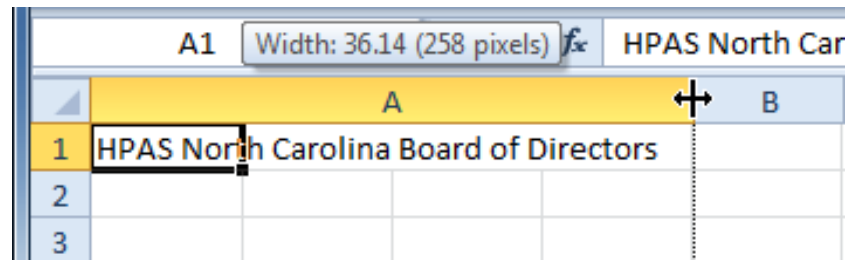
How to modify column width

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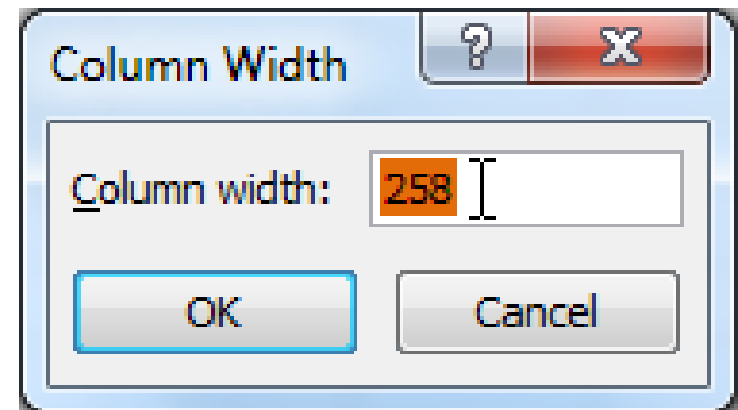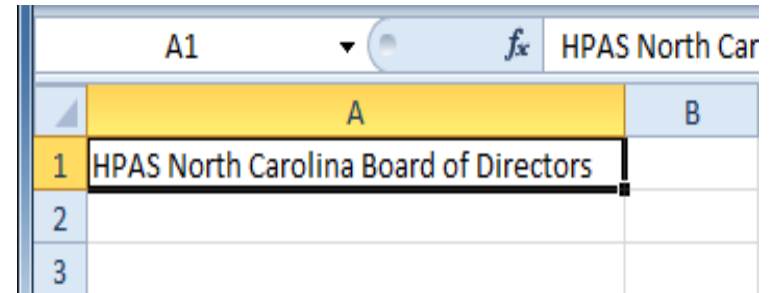

2. **Click and drag the column** to the right to increase column width or to the left to decrease column width.
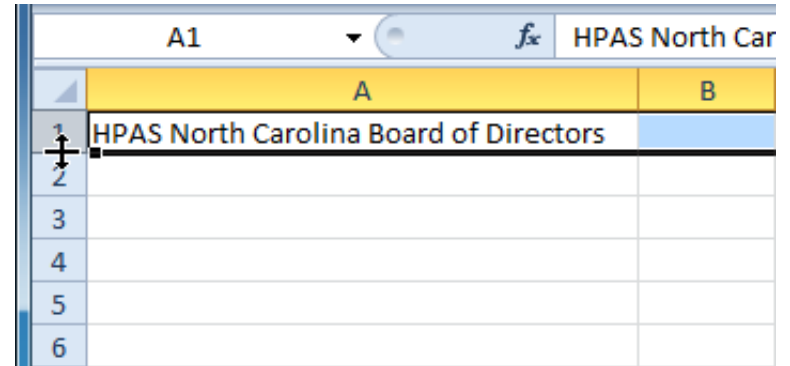
How to modify column width

3. Release the mouse. The column width will be changed in your spreadsheet.

4. The **Column Width** dialog box appears. Enter a specific measurement.

5. Click **OK**. The width of each selected column will be changed in your worksheet.
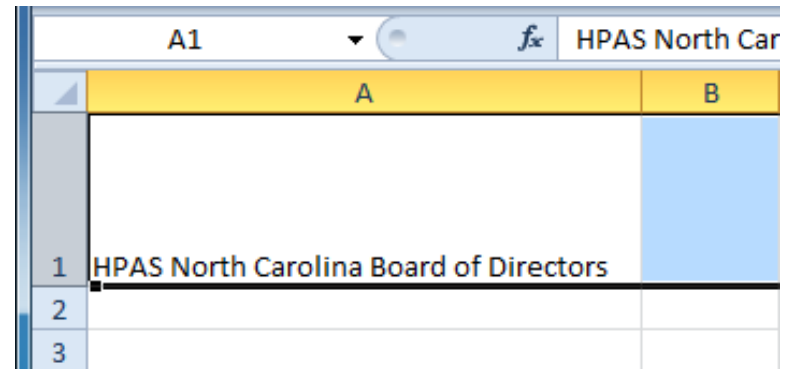
How to modify row height

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

2.Click and drag the row downward to increase row height or upward to decrease height.

3.Release the mouse. The height of each selected row will be changed in your worksheet.

How to insert rows:

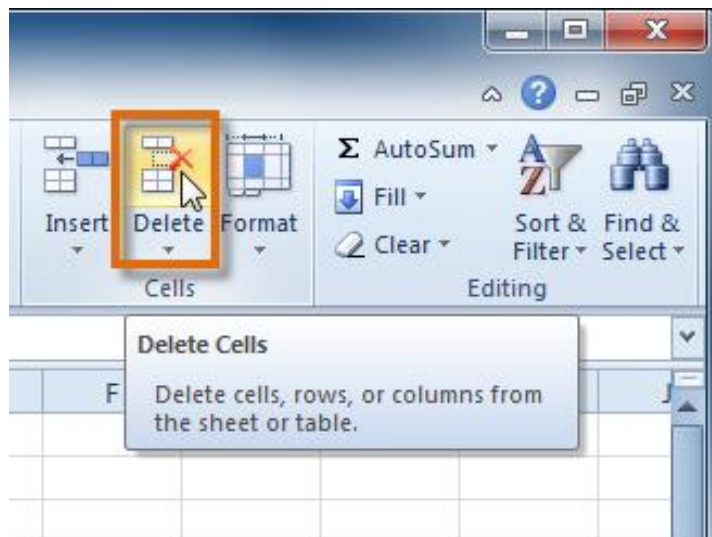1. Select the column to the **right** of where you want the new column to appear. For example, if you want to insert a column between A and B, select column B.

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

3. The new column appears in your worksheet.
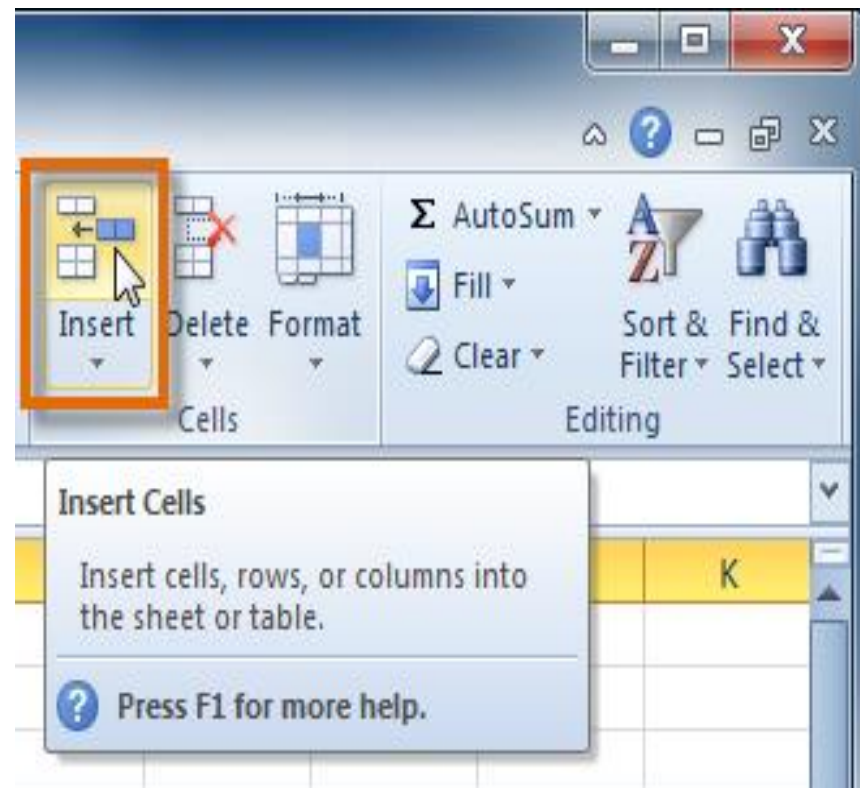
How to delete rows and columns

1.Select the rows you want to delete.

2.Click the **Delete** command on the **Home** tab.
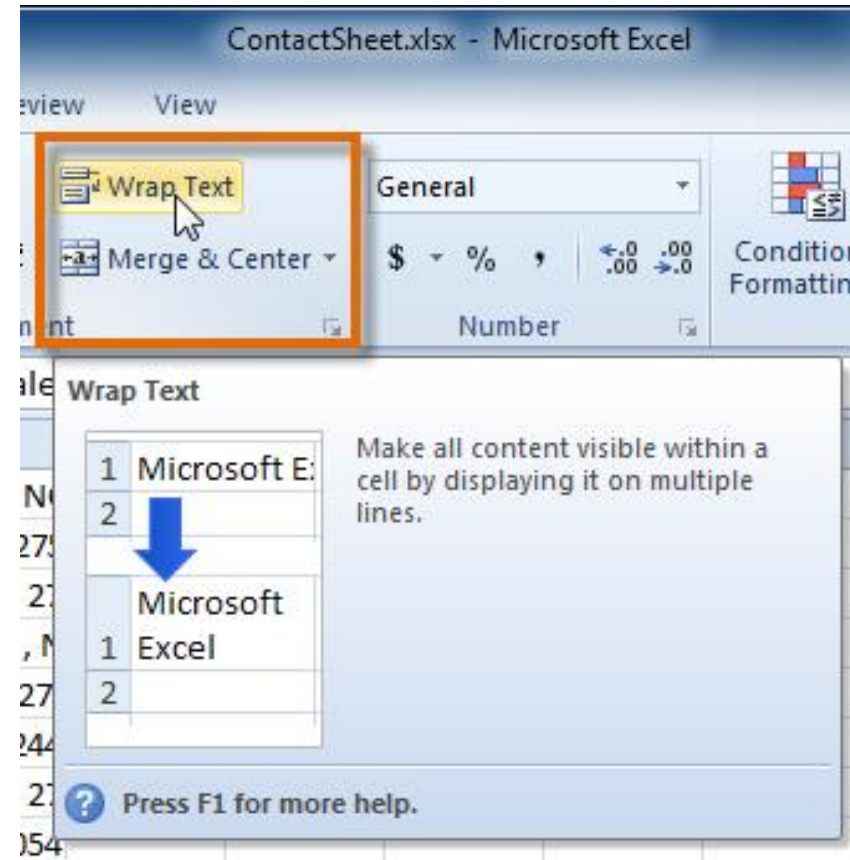
3.The rows are deleted from your worksheet.

1.Select the columns you want to delete.

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

3.The columns are deleted from your worksheet.

Wrapping text and merging cells
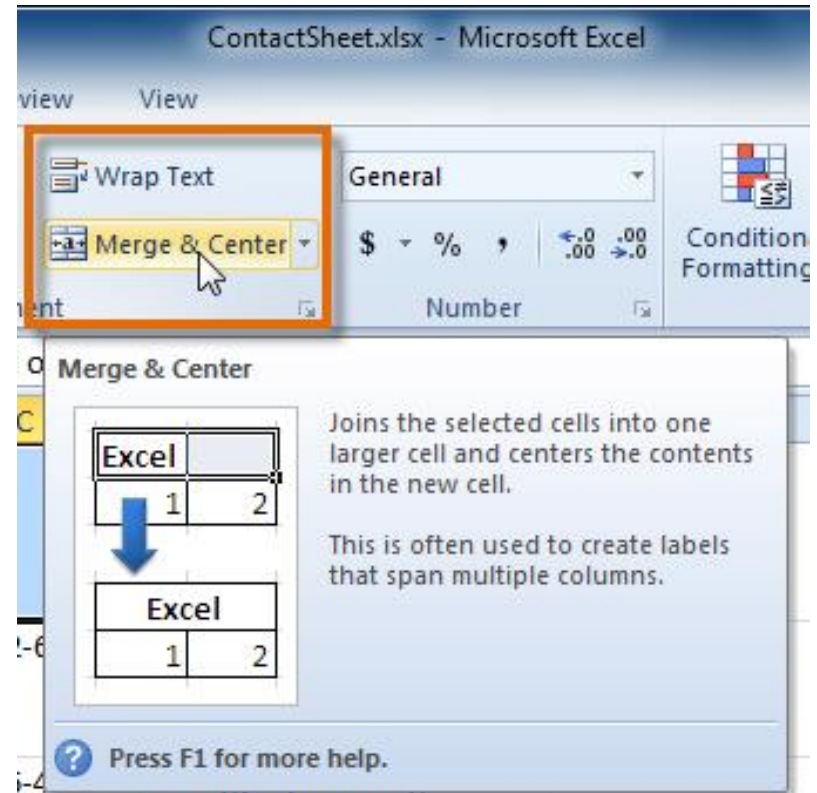
1. Select the cells with text that you want to wrap.

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

3. The text in the selected cells will be wrapped in your worksheet.

Wrapping text and merging cells

1. Select the cells you want to merge.

2. Select the Merge & Center command on the Home tab.

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

Formatting text

To change the font:

1. Select the cells you want to modify.

2. Click the drop-down arrow next to the Font command on the Home tab. The font drop-down menu appears.

3. Move your mouse over the various fonts. A live preview of the font will appear in the worksheet
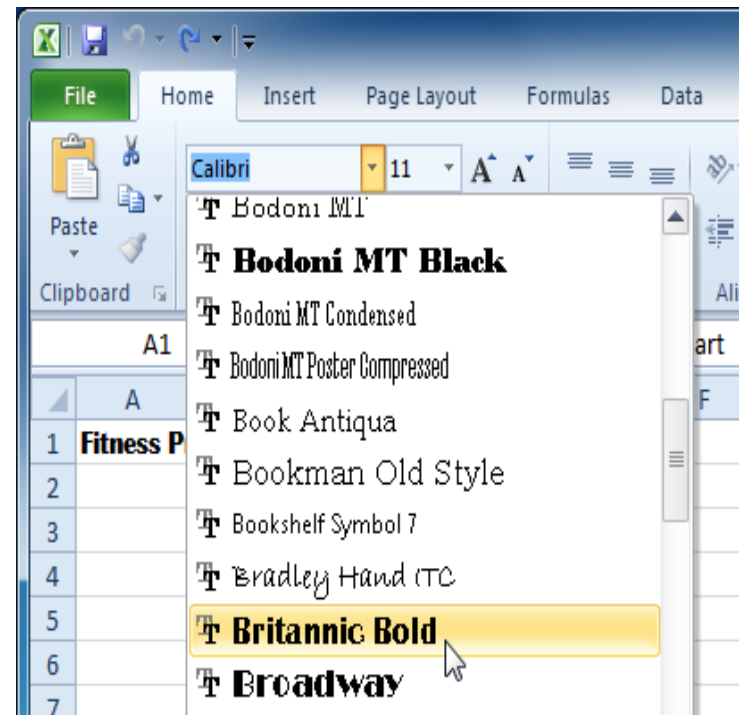
How to change the color

1. Select the cells you want to modify.

2. Click the **drop-down arrow** next to the **font color** command on the Home tab. The **color** menu appears.

3. Move your mouse over the various font colors. A live preview of the color will appear in the worksheet.

- 4. Select the font color you want to use.
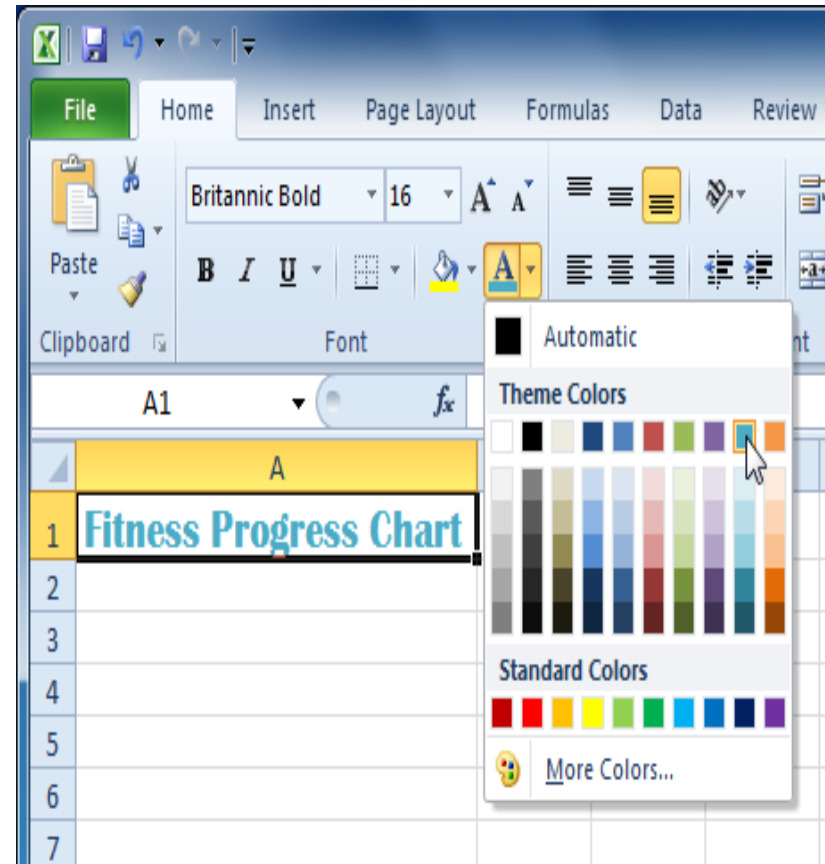
How to change horizontal text alignment

1.Select the cells you want to modify.

2. Select one of the three horizontal **Alignment** commands on the Home tab.

- **Align Text Left:** Aligns text to the left of the cell
- **Center:** Aligns text to the center of the cell
- **Align Text Right:** Aligns text to the right of the cell
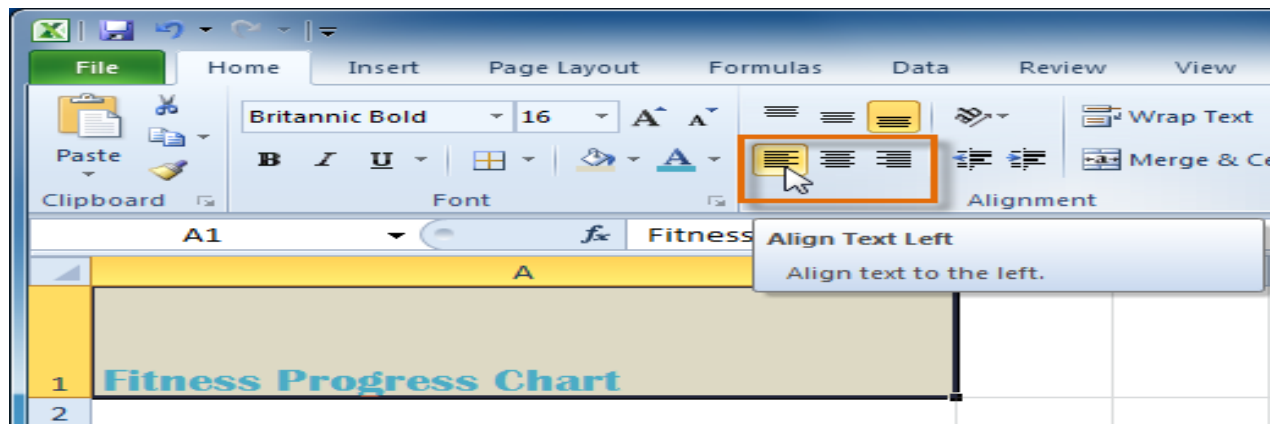
Saving workbooks

1. Click the **File** tab.

2. Select **Save As**.

3. The **Save As** dialog box will appear. Select the location where you want to save the workbook.

4. Enter a name for the workbook, then click **Save**.