

04 Modify Columns + Rows + Cells

Introduction

By default, every row and column of a new workbook is always 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**.

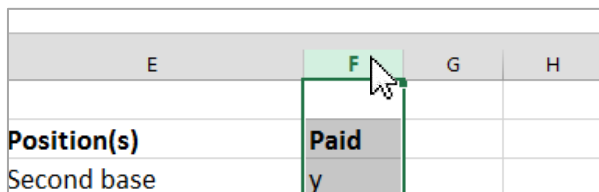
Click the link below to view Video:

▶ Link: [Modifying Columns + Rows + Cells](#)

Exercise 04

Complete the exercise below.

- Open
UNIT 6 EXCEL > 04 EXCEL EXERCISE >
Excel 04 Template MODIFY COL+ROWS+CELLS
- Save the file in your Documents Folder:
File > Save As > My Documents
- Name your file:
Excel 04 YourFirstNameLastInitial MODIFY COL+ROWS+CELLS
Click Save
- Delete the Paid Column: Click on the F** at the top of the column to select the paid column.



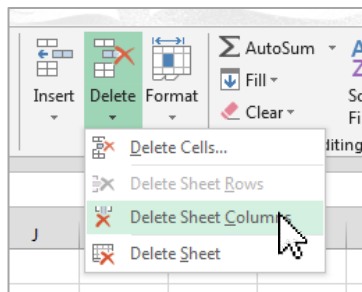
The screenshot shows an Excel spreadsheet with columns E, F, G, and H. Column F is highlighted in green, and a mouse cursor is pointing at the column header 'F'. The first row of data contains 'Position(s)' in column E and 'Paid' in column F. The second row contains 'Second base' in column E and 'y' in column F.

E	F	G	H
Position(s)	Paid		
Second base	y		

- In the **Home Tab**, click the **Delete command** drop down menu and **click Delete Sheet Columns**.

OR

Right click on column F and use the Delete command in the drop down menu.



- Move Column B (Last Names) to the Column A Position:**
 Click **Column B** to select it. In the **Home Tab**, click the **Cut** command
 (OR right click on column B and use the cut command in the drop down menu)

	A	B	C	D
1	Bulls Team Roster: Co-ed Softball 2013			
2	First Name	Last Name	Cell Phone	Street Address

You will see a dashed line (also called marching ants) moving around the cut column.

	A	B	C
1	Bulls Team Roster: Co-ed Sof		
2	First Name	Last Name	Cell Phone
3	Bonnie	Benjamin	502-555-

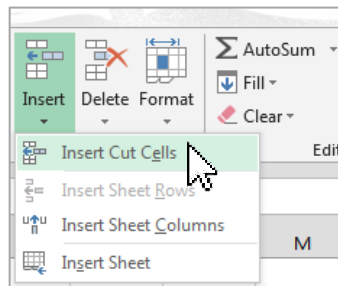
- Click **Column A** to select it.

	A	B	C
1	Bulls Team Roster: Co-ed Sof		
2	First Name	Last Name	Cell Phone
3	Bonnie	Benjamin	502-555-

- In the **Home Tab**, click the **Insert** command drop down menu and click *Insert Cut Cells*.

OR

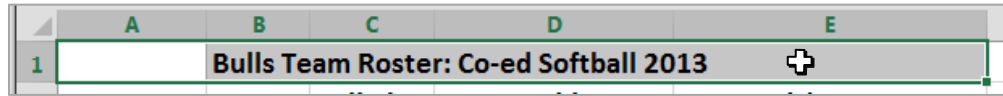
Right click on column A and use the Insert Cut Cells command in the drop down menu.



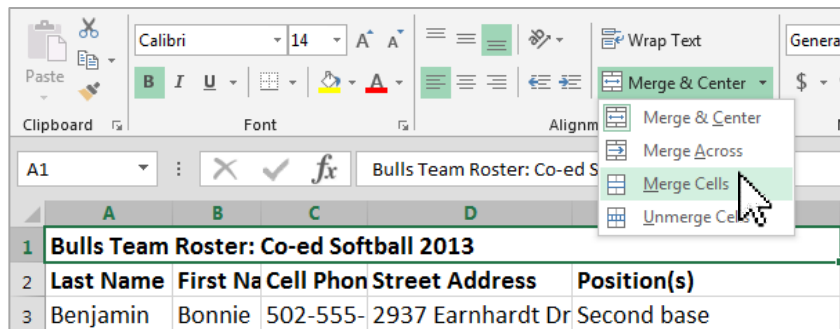
The result: Using the *Insert Cut Cells* command will insert the Last Names in Column A and will shift the First Names to column B instead of deleting them.

	A	B	C	D	E
1		Bulls Team Roster: Co-ed Softball 2013			
2	Last Name	First Name	Cell Phone	Street Address	Position(s)
3	Benjamin	Bonnie	502-555-	2937 Earnhardt Dr	Second base
4	Carter	Joseph	713-555-	1386 Patterson Str	Outfield, catcher
5	Crawford	Neil	908-555-	2312 Stonepot Road	Left Field

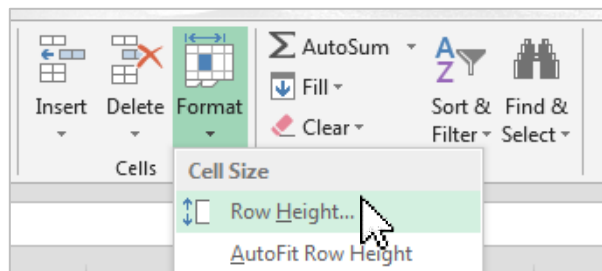
- Merge cells to create a title:**
 Select Cells A1 through E1 by clicking your cursor in the center of the cell and dragging your mouse through cells B1, C1, D1 and E1.



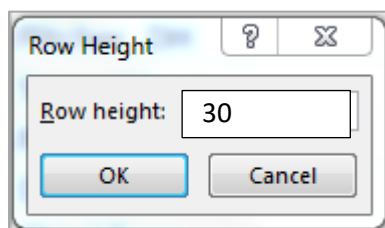
- In the **Home Tab**, click the **Merge** command and select **Merge Cells**.
 The title will move to the left of the cell as the title had left align formatting applied prior to merging the cells.



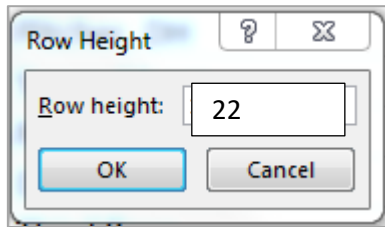
- Resize Row Height of the Title:**
 Select the title by clicking in the center of Cell A1.
 In the **Home Tab**, click the **Format** command drop down menu and click **Row Height**.



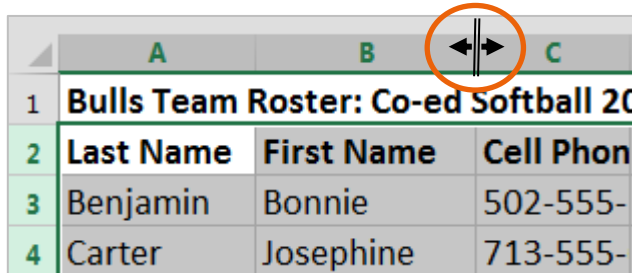
- Change the **height** of the row by typing **30** into the **Row Height Box**.



- Change the **font size** of the title:
Bull Team Roster: Co-ed Softball 2013 to size 24.
- Select rows 2-23. Click and hold down your cursor on row 2 then drag your mouse down to row 23. Change the **height** of the rows by typing **22** into the **Row Height Box**.

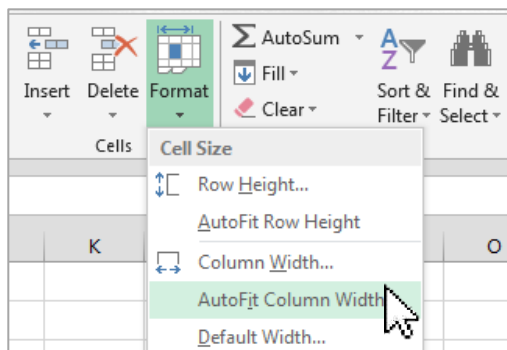


- Increase the width** of the Last Name and First Name columns by dragging the **column line** between the columns to the right so all text is visible.
This tool widens the column.



	A	B	C
1	Bulls Team Roster: Co-ed Softball 20		
2	Last Name	First Name	Cell Phon
3	Benjamin	Bonnie	502-555-
4	Carter	Josephine	713-555-

- Use the **Autofit** command to **Increase** the width of the **Cell Phone Column**:
Select column C (click the letter C at the top of the column).
In the **Home Tab**, click the **Format** Command and click **Autofit** Column width.
This command widens the column to fit the text.

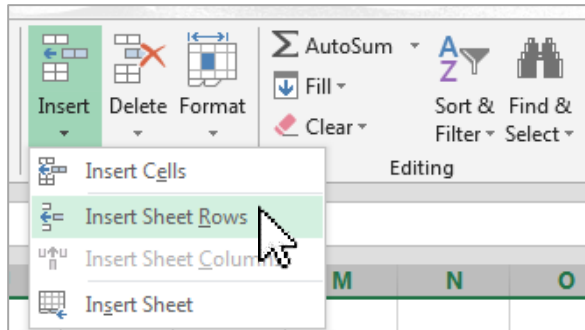


- Increase the Width of the **Street Address** Column by using the **Format Tool**:
Select **Column D**. In the Home Tab, click the **Format** command. In the drop down menu, **Column Width**. In the Column Width box, type **30** to increase the width of the column.

- Insert 1 row** above row 16 (Eva Ramer):
Select row 16 by clicking on the row number 16.

15	Persinger	Mildred	601-5
16	Ramer	Eva	805-5

- Click the **Insert** command and click **Insert sheet Rows**.



- Type the following information into the cells:
Cooke Sam 707-555-8403 704 Cahill Drive Rover
- Insert 2 Columns** after Column D (Street Address)
Title the First Column **City** Title the Second Column **Postal Code**
- Delete Rows 14 and 15** (Carol Pena and Mildred Persinger).
- Save your assignment and email it to your instructor.**