MICROSOFT EXCEL



Modifying Columns, Rows, Cells

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3 Introduction

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**.

Modifying columns 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.

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

C1	• E 🗙 🗸 .	fx		
	А	В	с +	+ D
1	Customer Cor	ntact 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 Walkinghood	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				

Modifying columns width

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

C1		fx		Width: 40.13 (32)	6 pixels)	
	А	В	С	- ++	D	
1	Customer Cor	ntact List				
	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	PHONE	EM	AIL
2						
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD	605-555-64	435 jake	e@a
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, I	603-555-24	460 kat	ie.st
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, K	913-555-59	928 yue	enpo
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek	316-555-32	256 feli	icia@
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM	575-555-92	255 mla	aws
8	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corne	360-555-54	422 info	o@r
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Villag	605-555-44	495 jtor	rran
10	Rilev Garden Sunnly	Vivica da Silva	8595 Thunder Brook Cir Gravity W	360-555-42	289 vivi	ica(

5

B

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

C1	▼ : × ✓	f _x		
	А	В	C	
1	Customer Co	ntact List		
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	PHONE
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				

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.

6 AutoFit column width

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

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

/ C1	· · · · · · · · · · · · · · · · · · ·	f_{x}		
	А	В	С	₩ D
1	Customer Cor	ntact List		
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	PHONE
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	And the same of the second second second second second			

7 AutoFit column width

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

C1		f _x			
	А	В	C +	₩ D	
1	Customer Cor	ntact 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@a
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	yuenpo
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					

8 AutoFit column width

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** dropdown menu on the **Home** tab. This method can also be used for **row height**.

E Insert ▼ Delete ▼	Editing					
🔛 Format 🔻	•					
Cell Size	Cell Size					
Row <u>H</u> e	ight					
<u>A</u> utoFit	Row Height					
- 📮 Column	Width					
AutoFit Column Width						
Default Width						
Visibility						

9 Modifying row height

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

A2			
	А	В	С
1	Customer Cor	ntact 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 and drag the mouse to increase or decrease the row height.

	А	В	С
1	Customer Cor	ntact List	
	COMPANY NAME	CONTACT NAME	BILLING ADDRESS
2	Height: 31.50 (42 pixels)		
3			
4	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696
5	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204
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
، ع_	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431

10 Modifying row height

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

A2			
	А	В	С
1	Customer Cor	ntact 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

Modifying 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**.

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

4	1 \checkmark : \times \checkmark f_{*} Customer Contact		t List	
<u>_</u> &	A	В	C	D
1	Customer Cor	ntact 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
1	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	5			
16	5			

12 Modifying all rows or columns

- 2. Position the mouse over a **row line** so the cursor becomes a **double arrow**.
- 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.

A1	• : × •	f _x Customer Contac	ct List	
	А	В	С	C
1	Customer Cor	ntact List		
2	COMPANY NAME	CONTACT NAME		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

13 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.

14 Inserting rows

 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.

1	А	В	С
1	Customer Cor	ntact 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

15 Inserting rows

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

	Contacts - Excel Tell me what you want to d	0		Ŧ	
	General ▼ \$ ▼ % ♪	Conditional Format a Formatting ▼ Table ▼ Styles	as Cell Styles • Cells	∑ · A Z · Z Sort & Filter • Editing	
The new row will appear above the selected r					
١	e new row	will appe	ear above the s	selecte	
1		will appe	ear above the s	selecte	
ר ו	e new row A Customer Co	will appe	c c	selecte	
	e new row A Customer Co	will appe B ntact List CONTACT NAME	ear above the s	selecte	
	e new row A Customer Co COMPANY NAME Adventure Outfitters	will appe B ntact List CONTACT NAME Jake Finn	ear above the s	D 57696	
h 1 2 3	e new row A Customer Co COMPANY NAME Adventure Outfitters Aria Real Estate	will appe B ntact List CONTACT NAME Jake Finn Katie Stark	C C BILLING ADDRESS 1407 Dusty Fawn Ln Soaptown, Sl 971 Cinder Butterfly St Stoughton	D 57696	

 5
 Image: Second Secon

8

Inserting rows

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**.

	Aria Real Estate	Katie Stark
4		
5		
	🝼 📩 Pharmaceuticals	Phillip Yuen
6	Format Same As <u>A</u> bove	
	 Format Same As <u>B</u>elow 	Felicia Reyes
7	O <u>Clear Formatting</u>	
	Mass Airlines	Miranda Lawson

17 Inserting columns

 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	

Inserting columns

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



Inserting columns

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

Co For	onditional Format as rmatting ▼ Table ▼ St Styles	Cell Insert	Delete Cells	Format	∑ - ↓ - ∢ -	Sort & Filter * Editing	Find & Select *	
	D	E					F	
	PHONE			EMAIL	ADDR	ESS		
	605-555-6435			jake@a	dvent	tureou	utfitters	.com
	603-555-2460			katie.st	ark@a	ariarea	alestate	e.com

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.

²⁰ Deleting a row or column

In our example we'll delete a row, but you can delete a column the same way.

 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
Rea	Ady Sheet 1 (+)		

²¹ Deleting a row or column

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

	Contacts - Excel			A –	□ ×
Q	Tell me what you want to	do		Sign in	₽ Share
Ŧ	General ▼ \$ ▼ %	Conditional Format as Cell Formatting ▼ Table ▼ Styles ▼	Insert Delete Format	∑ · A Z V P Sort & Find & Filter • Select •	
5	Number 🗔	Styles	Cells	Editing	~

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			
Ready						

²² Deleting a row or column

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.

/		Mass Airline	Seg	oe UI → 12 → A	t a' \$ - % , 🛱	316 Colonial Pkv
	8	Newhaven 1	B		× ⊞ × ‰ ,‰ ,∛ ck Chaturveur	z428 S Redding S
	9		፠	Cu <u>t</u>	1	
		Overlook Ini	Ē	<u>С</u> ору	Torrance	3160 Amber Gate
	10		Ġ	Paste Options:		
		Riley Garder		Ĉ	ica da Silva	8595 Thunder Bro
	11			Paste <u>S</u> pecial		
		Knope Eque		Insert	Sebastian	9060 Easy Evening
	12			<u>D</u> elete		
		Venture Bre		Clear Contents	nk Dean	3034 Foggy Whar
	13		8— 0—	Format Cells		

²³ Moving 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.
- . Select the desired **column heading** for the column you want to move.

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

²⁴ Moving a row or column

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



U	L	
PHONE	FAX	EMAIL ADDRESS
605-555-6435		jake@adventureoutfitte
603-555-2460		katie.stark@ariarealesta
913-555-5928		yuenp@corepharmaceu
316-555-3256		felicia@everlypublishin
575-555-9255		mlawson@massairlines
	PHONE 605-555-6435 603-555-2460 913-555-5928 316-555-3256 575-555-9255	PHONE FAX 605-555-6435 - 603-555-2460 - 913-555-5928 - 316-555-3256 - 575-555-9255 -

²⁵ Moving a row or column

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



²⁶ Moving a row or column

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

	С	D	E	F
/	BILLING ADDRESS	FAX	PHONE	EMAIL ADDRESS
	1407 Dusty Fawn Ln Soaptown, SD 57696		605-555-6435	jake@adventureoutfitt
	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

²⁷ Moving a row or column

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



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.

 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.

В	C	v		D	E	F							
List		<i>ф</i>	Си <u>т</u> <u>С</u> ору										
CT NAME	BILLING ADDRESS	Ē	Paste Options:		PHONE	EMAIL ADDRESS							
n	1407 Dusty Fawn Ln Soaptown, SD 5									Paste <u>S</u> pecial Insert	-	605-555-6435	jake@adventureoutfi
ərk	971 Cinder Butterfly St Stoughton, N		<u>D</u> elete Clear Co <u>n</u> tents		603-555-2460	katie.stark@ariareale							
uen	5108 Crystal Gate Blvd Twig City, KS	8- 0-	Eormat Ce <u>C</u> olumn W <u>H</u> ide	<u>Eorm</u> <u>C</u> olu <u>H</u> ide	Eormat Cells Column Width Hide		913-555-5928	yuenp@corepharma					
eyes	8544 Lazy Bluff Ave Whiskey Creek, I	6.	<u>U</u> nhide	_	316-555-3256	felicia@everlypublish							
Lawson	5316 Colonial Pkwy Esterhazy, NM 8	843	1		575-555-9255	mlawson@massairlir							
ince	3160 Amber Gate Rd Rodney Village	, SD	57324		605-555-4495	jtorrance@overlookii							

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

	А	В	F	G	Н
1	Customer Cor	ntact 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.

		А	В			F	1	G	Н
/	1	Customer Cor	itact List		* *	Си <u>t</u> <u>С</u> ору			
		COMPANY NAME	CONTACT NAME	EMAIL A	Ĝ	Paste Options:			
	2								
		Adventure Outfitters	Jake Finn	jake@ad		Paste <u>S</u> pecial	1		
	3					Insert			
		Aria Real Estate	Katie Stark	katie.sta		Delete	n		
	4					- Clear Contents			
		Bishop Research				Former Colle			
	5				<u>-</u>	Format Cells			
		Core Pharmaceuticals	Phillip Yuen	yuenp@		Column Width	com		
	6				_	<u>H</u> ide			
		Everly Publishing	Felicia Reyes	felicia@e		Unhide			
	7	, ,							
		Mass Airlines	Miranda Lawson	mlawsor	n@n	nassairlines.com			
	8								
		Overlook Inn	lill Torrance	itorrance	-@0	verlookinn com			
	q	o venook min		Justianee		i chookinin com			
	-								

4. The hidden columns will reappear.

В	С	D	E	F
List				
T NAME	BILLING ADDRESS	FAX	PHONE	EMAIL ADDRESS
1	1407 Dusty Fawn Ln Soaptown, SD 57696		605-555-6435	jake@adventureoutf
rk	971 Cinder Butterfly St Stoughton, NH 03204		603-555-2460	katie.stark@ariareale
Jen	5108 Crystal Gate Blvd Twig City, KS 66208		913-555-5928	yuenp@corepharma
eyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689		316-555-3256	felicia@everlypublis
Lawson	5316 Colonial Pkwy Esterhazy, NM 88431		575-555-9255	mlawson@massairli
nce	3160 Amber Gate Rd Rodney Village, SD 57324		605-555-4495	jtorrance@overlooki

³³ 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.

34 Wrapping text

- 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.

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C1		f _x		
	А	В	С	D
1	Customer Cor	ntact List		
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	FAX
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soap	605-555-8495
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St St	603-555-3478
5	Bishop Research	William Bell	2201 Treasure Ct Ste 301	206-555-2305
6	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Tv	913-555-3461
7	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whis	316-555-3454
8	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Ester	575-555-2376
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rod	605-555-4495

³⁵ Wrapping text

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

	А	В	С	D
/ 1	Customer Cor	ntact 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.

³⁶ Merging cells

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

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, ra	$\overset{\text{ste}}{\checkmark} \overset{\text{B}}{\twoheadrightarrow} I \overset{\text{D}}{\sqcup} \overset{\text{T}}{\twoheadrightarrow} \overset{\text{B}}{\amalg} \overset{\text{T}}{\amalg} \overset{\text{D}}{\twoheadrightarrow} \overset{\text{T}}{\amalg} \overset{\text{D}}{\twoheadrightarrow} \overset{\text{T}}{\amalg} \overset{\text{D}}{\twoheadrightarrow} \overset{\text{T}}{\amalg} \overset{T}{J} \overset{T}$	•* = = = •= •=	Merge & Center 🝷	\$ * % * .00	Formatting • Ta	able * Styles * * *	 ✓ ✓
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	Α	В	С	D	E	F	
1	Customer Contac	t List					
2	COMPANY NAME CONT	ACT NAME BILLIN	IG ADDRESS F	FAX	PHONE	EMAIL ADDRESS	
3	Adventure Outfitters Jake F	inn 1407 [Soapte	Dusty Fawn Ln 🛛 🕅 own, SD 57696	605-555-8495	605-555-6435	jake@adventureoutfitters.	.com
4	Aria Real Estate Katie S	Stark 971 Ci Stoug	inder Butterfly St 6 hton, NH 03204	603-555-3478	603-555-2460	katie.stark@ariarealestate	.com
5	Bishop Research Willia	m Bell 2201 1 301 G	Treasure Ct Ste ood Thunder, WA	206-555-2305	206-555-2303	wbell@bishopresearch.co	m

37 Merging cells

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

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	A	В	С	D	E	F	
1			Customer (Contact L	ist		
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	

³⁸ More Merge options

If you click the drop-down arrow next to the **Merge & Center** command on the **Home** tab, the **Merge** dropdown 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

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.

³⁹ 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.

40 Center across selection

- 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.
- Click the small arrow in the lower-right corner of the Alignment group on the Home tab.

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1	А	В	C	D	E		F	
1	Customer Cor	ntact 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@adventureo	outfitters.com	
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204	603-555-3478	603-555-2460	katie.stark@ariare	ealestate.com	
5	Bishop Research	William Bell	2201 Treasure Ct Ste 301 Good Thunder, WA	206-555-2305	206-555-2303	wbell@bishopres	earch.com	

41 Center across selection

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

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42 Center across selection

 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.

F1	• : × 🗸	f _x				
	А	В	С	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

⁴³ Practice

- Open our practice workbook.
- Autofit Column Width for the entire workbook.
- Modify the row height for rows 3 to 14 to 22.5 (30 pixels).
- Delete row 10.
- Insert a column to the left of column C. Type SECONDARY CONTACT in cell C2.
- Make/sure cell C2 is still selected and choose Wrap Text.
- Merge and Center cells A1:F1.
- Hige the Billing Address and Phone columns.

44 Solution

- 4	A	В	С	F					
1	Customer Contact List								
2	COMPANY NAME	CONTACT NAME	SECONDARY CONTACT	EMAIL ADDRESS					
3	Adventure Outfitters	Jake Finn		jake@adventureoutfitters.com					
4	Aria Real Estate	Katie Stark		katie.stark@ariarealestate.com					
5	Core Pharmaceuticals	Phillip Yuen		yuenp@corepharmaceuticals.com					
6	Everly Publishing	Felicia Reyes		felicia@everlypublishing.com					
7	Mass Airlines	Miranda Lawson		mlawson@massairlines.com					
8	Newhaven Traders	Rick Chaturvedi		info@newhaventraders.com					
9	Overlook Inn	Jill Torrance		jtorrance@overlookinn.com					
10	Knope Equestrian Center	Lil Sebastian		lil@knopeequestrian.com					
11	Venture Brewing	Hank Dean		hdean@venturebrewing.com					
12	Placerville Insurance	Chris Kinkade		chris.kinkade@placervilleins.com					
13	Archer Properties	Mallory Figgis		malloryf@archerproperties.com					
14		1							

