Microsoft Office Virtual Learning

Modifying Columns, Rows and Cells

Lesson: <mark>May 1, 2020</mark>

Objective/Learning Target:
Students will learn how to modify rows, cells and columns to help personalize their files

Introduction

By default, the cells of every new spreadsheet are always the same size. Once you begin entering information into your spreadsheet, it's easy to **customize** rows and columns to better fit your data.

In this lesson, you'll learn how to change the **height** and **width** of rows and columns, as well as how to **insert**, **move**, **delete**, and **freeze** them. You'll also learn how to **wrap** and **merge** cells.

Excel

Google Sheets

https://youtu.be/9s0OdXiuqL0

https://youtu.be/Bc1hNvz06KQ
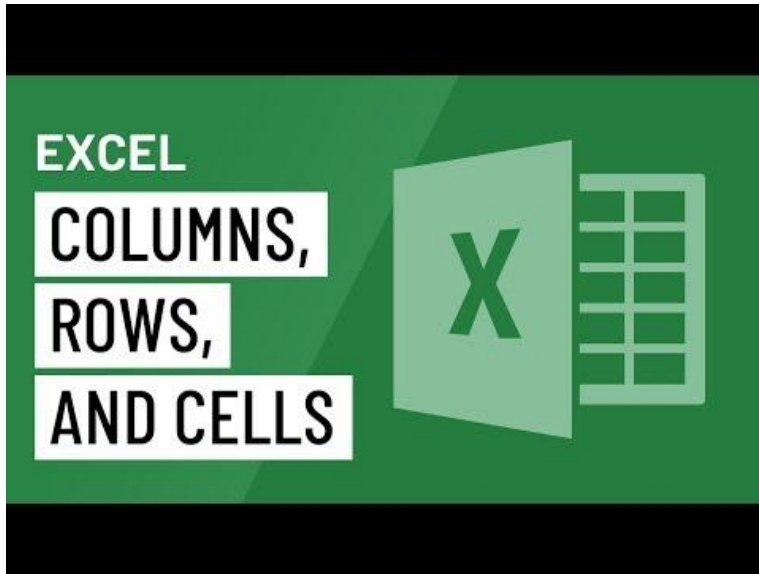
Modifying Column Width

Excel

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.
2. Click and drag the mouse to increase or decrease the column width.
3. Release the mouse. The column width will be changed.

- 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.

Google Sheets

In our example below, some of the content in column B is too long to be displayed. We can make all of this content visible by changing the width of column B.

1. Hover the mouse over the line between two columns. The cursor will turn into a double arrow.
2. Click and drag the column border to the right to increase column width. Dragging the border to the left will decrease column width.
3. Release the mouse when you are satisfied with the new column width. All of the cell content is now visible.
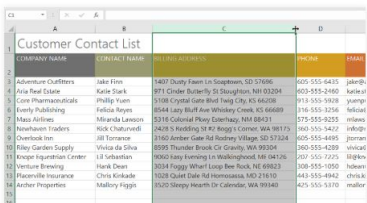
Autosize Column Width

Excel

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.
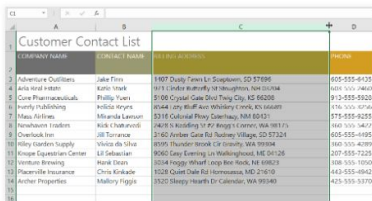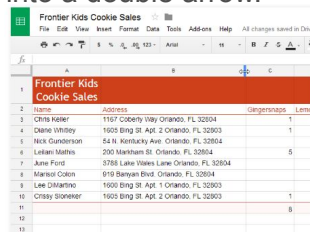

2. Double-click the mouse. The column width will be changed automatically to fit the content.
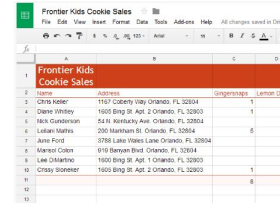

Google Sheets

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

1. Hover the mouse over the line between two columns. The cursor will turn into a double arrow.

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

Modify Row Height

Excel

1. Position the cursor over the row line so the cursor becomes a double arrow.
2. Click and drag the mouse to increase or decrease the row height.

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

Sheets

You can make cells taller by modifying the row height. Changing the row height will create additional space in a cell, which often makes it easier to view cell content.

1. Hover the mouse over the line between two rows. The cursor will turn into a double arrow.

2. Click and drag the row border down to increase the height. Dragging the border up will decrease the row height.
3. Release the mouse when you are satisfied with the new row height.

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

Insert a Column

Excel

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.

2. Click the Insert command on the Home tab.

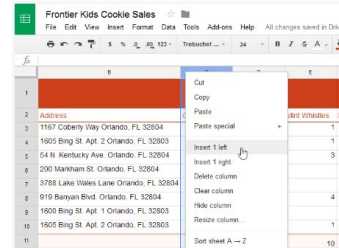3. The new column will appear to the left of the selected column.

Sheets

1. Right-click a column heading. A drop-down menu will appear. There are two options to add a column. Select Insert 1 left to add a column to the left of the current column, or select Insert 1 right to add a column to the right of the current column.

2. The new column will be inserted into the spreadsheet.
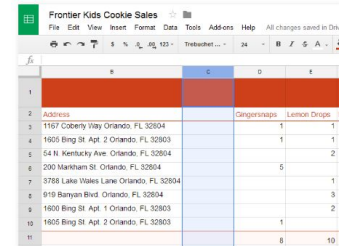
Insert a Row

Excel

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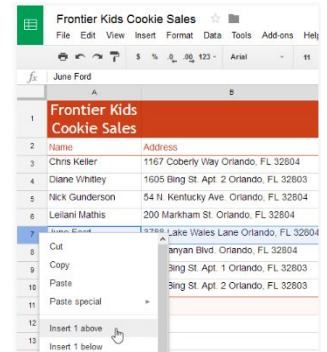2. Click the Insert command on the Home tab.

3. The new row will appear above the selected row.

Sheets

1. Right-click a row heading. A drop-down menu will appear. There are two options to add a row. Select Insert 1 above to add a row above the current row, or select Insert 1 below to add a column below the current row.

2. The new row will be inserted into the spreadsheet.
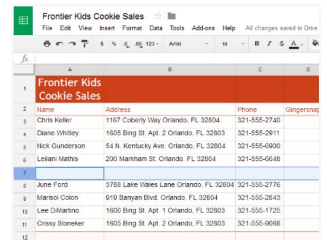
Excel

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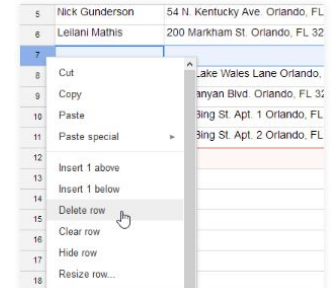
2. Click the Delete command on the Home tab.

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.

Sheets

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

1. Select the row/column you want to delete.

2. Right-click the row heading, then select Delete row from the drop-down menu.

3. The rows below the deleted row will shift up to take its place. In our example, row 8 is now row 7.

# 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.

Wrapping Text

Excel

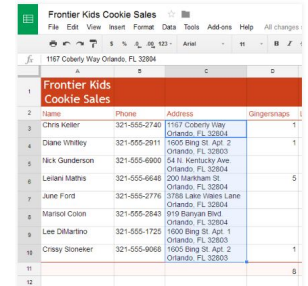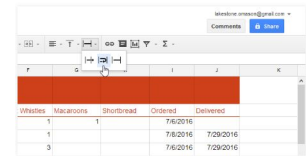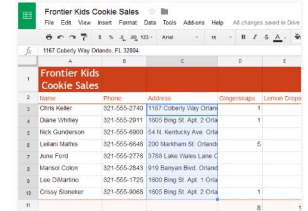1. Select the cells you want to wrap. In this example, we'll select the cells in column C.

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

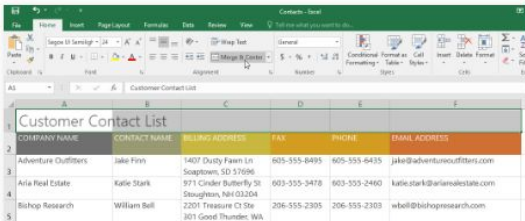3. The text in the selected cells will be wrapped.
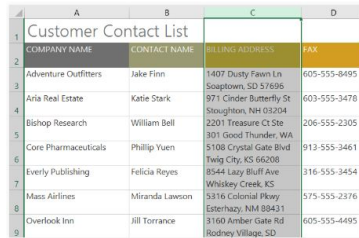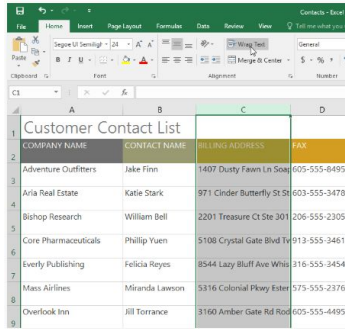
Sheets

1. Select the cells you want to wrap. In this example, we're selecting cell range C3:C10.

2. Open the Text wrapping drop-down menu, then click the Wrap button.

3. The cells will be automatically resized to fit their content.

Excel

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.

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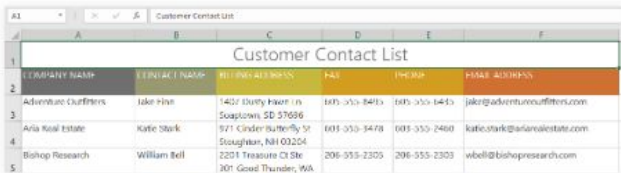
Sheets

1. Select the cells you want to merge. In this example, we're selecting cell range A1:C1.

2. Select the Merge cells button.

3. The cells will now be merged into a single cell.

Challenge

Excel

1. Open Excel 2016.
2. Change the row height of the first three rows to be smaller.
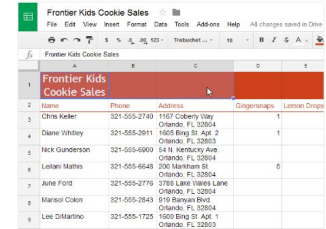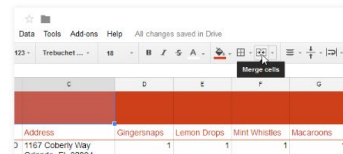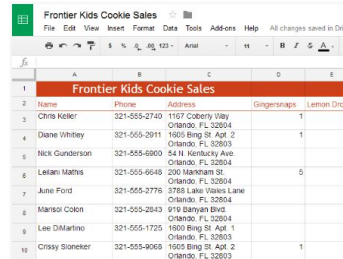3. Type Practice Schedule in cell A1
4. Merge cells A1:I1.
5. Type your name in A2
6. Merge and center A2:I2
7. Insert a row below row 1 and 2 and type the date in the first cell
8. Type First Drill in cell A4
9. Wrap the text in cell A4
10. Delete Row 3

Sheets

1. Open Google Sheets and create a new blank spreadsheet.
2. Change the spreadsheet title from Untitled Spreadsheet to Practice Spreadsheet.
3. Change the row height of the first three rows to be smaller.
4. Type Practice Schedule in cell A1
5. Merge cells A1:I1.
6. Type your name in A2
7. Merge and center A2:I2
8. Insert a row below row 1 and 2 and type the date in the first cell
9. Type First Drill in cell A4
10. Wrap the text in cell A4
11. Delete Row 3

For More Resources:

Microsoft Excel:
https://edu.gcfglobal.org/en/excel2016/modifying-columns-rows-and-cells/1//

Google Sheets:
https://edu.gcfglobal.org/en/googlespreadsheets/modifying-columns-rows-and-cells/1/