



Microsoft Office Virtual Learning

Modifying Columns, Rows and Cells

May 1, 2020



Lesson: May 1, 2020

Objective/Learning Target:

Students will learn how to modify rows, cells and columns to help personalize their files

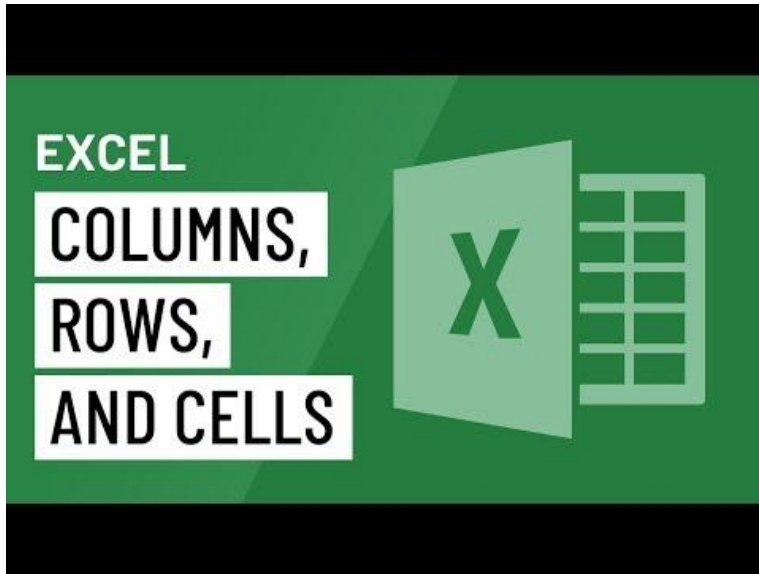


Introduction

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



<https://youtu.be/9s00dXiuqL0>

Google Sheets



<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.

COMPANY NAME	CONTACT NAME	PHONE ADDRESS	PHONE
Adventure Outfitters	Jake Finn	1407 Duany Fawn Ln Soapstone, WI	405-555-6435
Arta Real Estate	Katie Stark	871 Cinder Butterfly St Oaughton,	603-555-2460
Core Pharmaceuticals	Philly Tyson	3188 Crystal Gate Blvd Twig City, WI	913-555-5528
Event Publishing	Felicja Hayes	8944 Eay Hill Ave Whiskey Creek,	314-555-2346
Mass Airlines	Miranda Lawson	5376 Colonial Hwy Esterazy, NM	373-555-9255
Newborn Traders	Rick Chaturvedi	2428 S Redding St #2 Bigg's Corn,	360-555-5422
Overlook Inn	Jill Torrance	3762 Amber Gate Rd Redding Village,	405-555-4899
Wily Garden Supply	Vivida de Silva	8595 Thunder Brook Ct Greely, WI	360-555-4289
Knogue Equestrian Center	Lil Sebastian	3900 Easy Evening Ln Walkingshoe,	207-555-7225
Venture Brewing	Harud Dean	3034 Fussy Wharf Loop Bee Rock,	308-555-1950
Placerville Insurance	Chris Kinkade	1028 Quiet Dale Rd Homosassa, MD	443-555-4942
Ancher Properties	Malory Figgis	3520 Sleepy Heath Dr Calendar, WI	425-555-5370

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Adventure Outfitters	Jake Finn	1407 Duany Fawn Ln Soapstone, WI	405-555-6435
Arta Real Estate	Katie Stark	871 Cinder Butterfly St Oaughton,	603-555-2460
Core Pharmaceuticals	Philly Tyson	3188 Crystal Gate Blvd Twig City, WI	913-555-5528
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Overlook Inn	Jill Torrance	3762 Amber Gate Rd Redding Village,	405-555-4899
Wily Garden Supply	Vivida de Silva	8595 Thunder Brook Ct Greely, WI	360-555-4289
Knogue Equestrian Center	Lil Sebastian	3900 Easy Evening Ln Walkingshoe,	207-555-7225
Venture Brewing	Harud Dean	3034 Fussy Wharf Loop Bee Rock,	308-555-1950
Placerville Insurance	Chris Kinkade	1028 Quiet Dale Rd Homosassa, MD	443-555-4942
Ancher Properties	Malory Figgis	3520 Sleepy Heath Dr Calendar, WI	425-555-5370

- 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.

Name	Address	Ginger snaps	Lemon Drops	Mint
Chris Keiser	1167 Cobble Vay Orlando, FL	1	1	1
Diane Whitley	1605 Bing St. Apt. 2 Orlando, FL	1	1	1
Nick Gunderson	54 N. Kentucky Ave. Orlando, FL	1	1	2
Lelani Mathis	200 Markham St. Orlando, FL	32	5	1
Anne Ford	3788 Lake Wales Lane Orlando,			
Manoel Colon	919 Banyan Blvd. Orlando, FL	32	3	3
Lee DiMatteo	1600 Bing St. Apt. 1 Orlando, FL	1	2	
Crispy Soneker	1605 Bing St. Apt. 2 Orlando, FL	1	1	

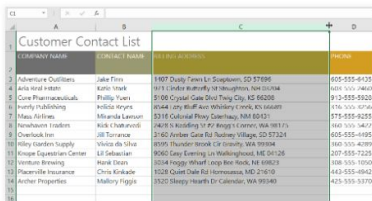
Name	Address	Ginger snaps	Lemon
Chris Keiser	1167 Cobble Vay Orlando, FL 32804		
Diane Whitley	1605 Bing St. Apt. 2 Orlando, FL 32803		
Nick Gunderson	54 N. Kentucky Ave. Orlando, FL 32804		
Lelani Mathis	200 Markham St. Orlando, FL 32804		
Anne Ford	3788 Lake Wales Lane Orlando, FL 32804		
Manoel Colon	919 Banyan Blvd. Orlando, FL 32804		
Lee DiMatteo	1600 Bing St. Apt. 1 Orlando, FL 32803		
Crispy Soneker	1605 Bing St. Apt. 2 Orlando, FL 32803		

Autosize Column Width

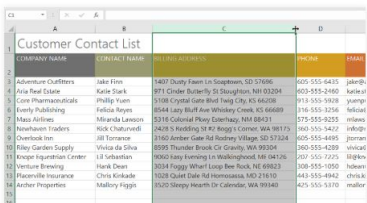
Excel

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.



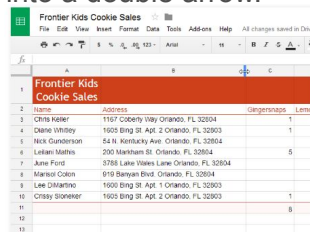
2. Double-click the mouse. The column width will be changed automatically to fit the content.



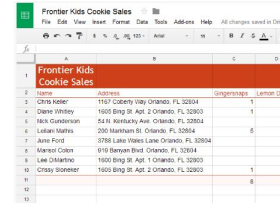
Google Sheets

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.

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

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

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

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.

Frontier Kids Cookie Sales			
	A	B	C
Frontier Kids Cookie Sales			
Name	Address	Ginger snaps	Lemon Dip
Chris Keller	1167 Cobery Way Orlando, FL 32804	1	
Debie Whitley	1600 Bng St Apt. 2 Orlando, FL 32803	1	
Nick Gunderson	54 N. Kinkucky Ave Orlando, FL 32804		
Leslie Matins	200 Marham St Orlando, FL 32804	6	
Jane Ford	3781 Lake Wales Lane Orlando, FL 32804		
Marisol Colon	919 Banyan Blvd Orlando, FL 32804		
Lee Dikarimo	1600 Bng St Apt. 1 Orlando, FL 32803	1	
Christy Spawmer	1600 Bng St Apt. 2 Orlando, FL 32803		

Frontier Kids Cookie Sales			
	A	B	C
Frontier Kids Cookie Sales			
Name	Address	Ginger snaps	Lemon Dip
Chris Keller	1167 Cobery Way Orlando, FL 32804	1	
Debie Whitley	1600 Bng St Apt. 2 Orlando, FL 32803	1	
Nick Gunderson	54 N. Kinkucky Ave Orlando, FL 32804		
Leslie Matins	200 Marham St Orlando, FL 32804	6	
Jane Ford	3781 Lake Wales Lane Orlando, FL 32804		
Marisol Colon	919 Banyan Blvd Orlando, FL 32804		
Lee Dikarimo	1600 Bng St Apt. 1 Orlando, FL 32803	1	
Christy Spawmer	1600 Bng St Apt. 2 Orlando, FL 32803		



Inserting, Deleting and Moving Rows & Columns

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.

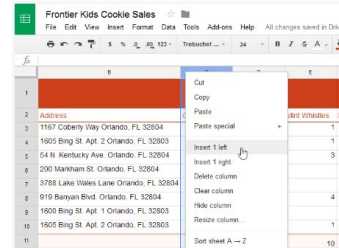
D	E	F
PHONE	EMAIL ADDRESS	
605-555-6435	jake@adventureoutfitters.com	
603-555-2460	katie.stark@ariarealestate.com	
913-555-5928	yueng@corepharmaceuticals.com	
316-555-3256	felicja@everlypublishing.com	
575-555-9255	mlawson@massairlines.com	
360-555-5422	info@newhaventraders.com	
605-555-4495	jtorrance@overlookinn.com	



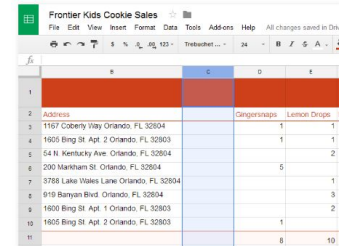
D	E	F
PHONE		EMAIL ADDRESS
605-555-6435		jake@adventureoutfitters.com
603-555-2460		katie.stark@ariarealestate.com

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.

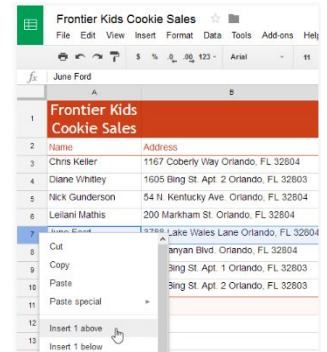
	A	B	C
1	Customer Contact List		
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208
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. The new row will appear above the selected row.

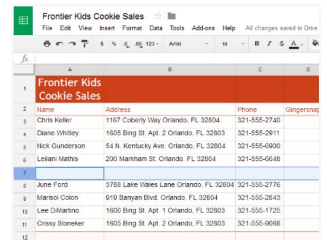
	A	B	C
1	Customer Contact List		
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204
5			
6	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208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

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.



Delete a Row or Column

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.

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

2. Click the Delete command on the Home tab.



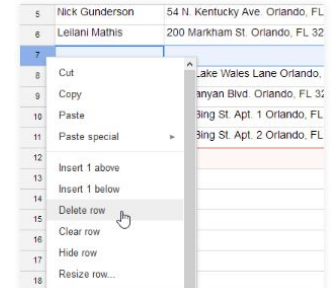
3. The selected row will be deleted, and those around it will shift. In our example, row 10 has moved up, so it's now row 9.

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	Knoppe Equestrian Center	Lil Sebastian	9060 Easy Evening Ln Walkingood, ME 04126

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.

1	Frontier Kids Cookie Sales		
2	Name	Address	Phone
3	Chris Kehler	1167 Coberty Way Orlando, FL 32804	321-656-2740
4	Diane Whitely	1605 Bing St Apt 2 Orlando, FL 32803	321-656-2911
5	Nick Gunderson	54 N. Kentucky Ave. Orlando, FL 32804	321-656-6000
6	Leelan Mathis	200 Markham St Orlando, FL 32804	321-656-0648
7	Jana Fort	3168 Lake Wales Lane Orlando, FL 32804	321-656-9796
8	Marissa Cikan	919 Banyan Blvd Orlando, FL 32804	321-656-2643
9	Lee DiMartino	1605 Bing St Apt 1 Orlando, FL 32803	321-656-1725
10	Crispy Stoneker	1605 Bing St Apt 2 Orlando, FL 32803	321-656-9068



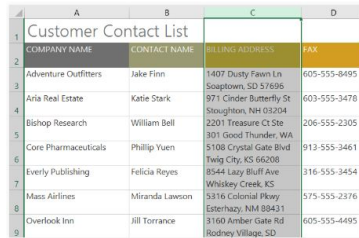
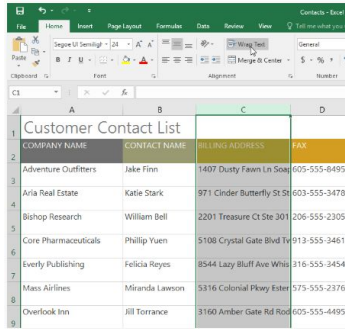
Wrapping Text and Merging Cells

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

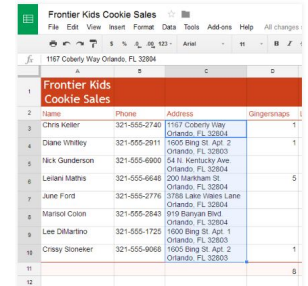
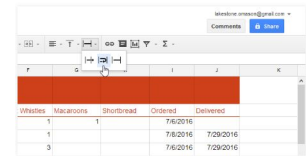
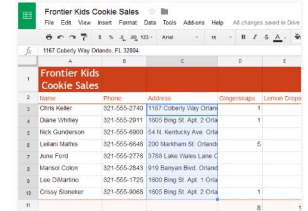
Excel

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

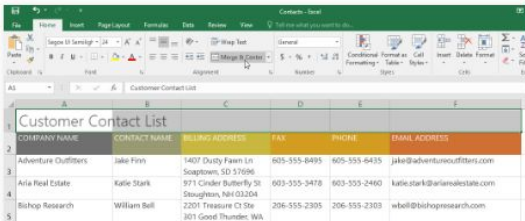
1. Select the cells you want to wrap. In this example, we're selecting cell range C3:C10.
2. Open the Text wrapping drop-down menu, then click the Wrap button.
3. The cells will be automatically resized to fit their content.



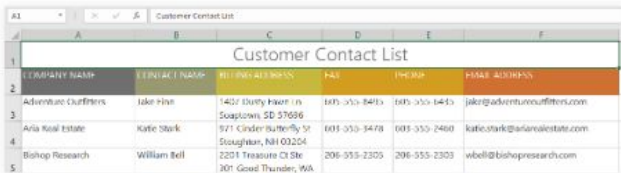
Merge Cells Using the Merge & Center Command

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.

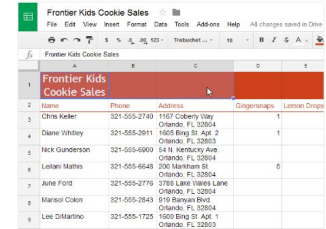


3. The selected cells will be merged, and the text will be centered.

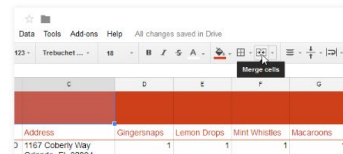


Sheets

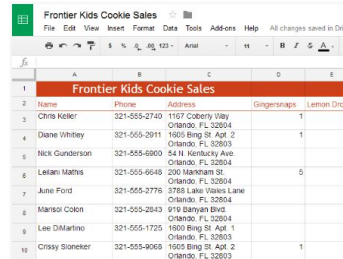
1. Select the cells you want to merge. In this example, we're selecting cell range A1:C1.



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/>