

Microsoft Excel 2010 – Level 1

10 – Row and column formatting



ROW AND COLUMN FORMATTING

InFocus

In Microsoft Excel you can perform a number of formatting operations on entire rows and columns, including increasing width and height, decreasing width and height, and also hiding columns and rows that may contain sensitive data.

In this booklet you will:

- ✓ learn how to change the size of columns by dragging their borders
- ✓ learn how to set precise column widths
- ✓ learn how to set the default width of worksheet columns
- ✓ learn how to adjust the height of a row by dragging
- ✓ learn how to set precise row heights
- ✓ learn how to hide rows and columns in a worksheet
- ✓ learn how to unhide rows and columns in a worksheet

APPROXIMATING COLUMN WIDTHS

The easiest and most visual way to **adjust column widths** is simply to **approximate** it by dragging the column border either left or right until the desired width has been obtained. When the mouse pointer is

positioned on the border between two column headings the mouse pointer changes shape to indicate that the column border can now be dragged to adjust its size.

Try This Yourself:

Open
File

Before starting this exercise you **MUST** open the file E814 Columns_1.xlsx...

- 1 Move the mouse pointer to the border between the column **A** and **B** headings until the mouse pointer changes to a double arrow
- 2 Double click to perform an **autofit** – autofit works by adjusting the column width for the widest data entry in that column
- 3 *In our case this is not what we want because the column has widened to suit the heading entry...*
- 4 Move the mouse pointer to the column heading border again, hold down the left mouse button and drag to the left until column **A** is only about twice as wide as the other columns

1

	A	B	C	D	E	F
1	Alpheius Global Enterprises					
2	Revenue					
3						
4		Auckland	Dublin	telbourne	New York	Total
5						
6	January	1050254	1547000	1488369	1523124	5608747
7	February	1524294	1685548	1599854	1789552	6599248
8	March	3521487	2985448	2741221	2521447	11769603
9	1st Quarter	6096035	6217996	5829444	5834123	23977598
10						

2

	A	B	C	D
1	Alpheius Global Enterprises			
2	Revenue			
3				
4		Auckland	Dublin	telbourne
5				
6	January	1050254	1547000	1488369
7	February	1524294	1685548	1599854
8	March	3521487	2985448	2741221
9	1st Quarter	6096035	6217996	5829444
10				

2

3

	A	B	C	D	E	F
1	Alpheius Global Enterprises					
2	Revenue					
3						
4		Auckland	Dublin	telbourne	New York	Total
5						
6	January	1050254	1547000	1488369	1523124	5608747
7	February	1524294	1685548	1599854	1789552	6599248
8	March	3521487	2985448	2741221	2521447	11769603
9	1st Quarter	6096035	6217996	5829444	5834123	23977598
10						

For Your Reference...

To widen a column approximately:

1. Move the mouse pointer to the border between two column headings
2. Hold down the left mouse button and drag the border to make the left column either larger or smaller

Handy to Know...

- When you drag columns a sizing box will appear advising you of the width as you drag. This is handy tool to get columns to a good approximate size.

SETTING PRECISE COLUMNS WIDTHS

Using **autofit** or dragging columns to change the column width is fine for quick and dirty changes where approximate fit is fine. However, if you want a column adjusted to a specific size you will need to

access the **Column Width** dialog box. This dialog box allows you to adjust the width of one or more columns to the **precise width** you require.

Try This Yourself:

Same File

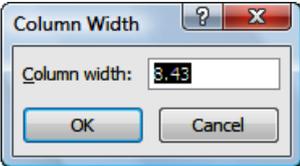
Continue using the previous file with this exercise, or open the file E814 Columns_2.xlsx...

- 1 Click on the column heading for column **B**, hold down **Shift** and click on the column heading for column **F** to select this range of columns
- 2 Click on the **Format** tool  in the **Cells** group on the **Home** tab and select **Column Width** to display the **Column Width** dialog box
This dialog box allows you to specify the width for all of the selected columns...
- 3 Type **12** in **Column Width** and click on **[OK]** to increase the size of the selected columns to **12**

1

	A	B	C	D	E	F
1	Alpheius Global Enterprises					
2	Revenue					
3						
4		Auckland	Dublin	Melbourne	New York	Total
5						
6	January	1050254	1547000	1488369	1523124	5608747
7	February	1524294	1685548	1599854	1789552	6599248
8	March	3521487	2985448	2741221	2521447	11769603
9	1st Quarter	6096035	6217996	5829444	5834123	23977598
10						

2



3

	A	B	C	D	E	F	G
1	Alpheius Global Enterprises						
2	Revenue						
3							
4		Auckland	Dublin	Melbourne	New York	Total	
5							
6	January	1050254	1547000	1488369	1523124	5608747	
7	February	1524294	1685548	1599854	1789552	6599248	
8	March	3521487	2985448	2741221	2521447	11769603	
9	1st Quarter	6096035	6217996	5829444	5834123	23977598	
10							

For Your Reference...

To **change** a **column width precisely**:

1. Select the column or columns to change
2. Click on the **Format** tool  in the **Cells** group and select **Column Width** to display the **Column Width** dialog box

Handy to Know...

- The width of a column is measured in characters. The maximum width a column can be resized to is 255 characters – although we've never seen this done and wouldn't recommend it because it would be too big for paper and many computer screens.

SETTING THE DEFAULT COLUMN WIDTH

Unless it's been changed, the **default width** of all columns in a worksheet is 8.43 characters. Naturally you can change any column any time you wish. However, if you are creating a large worksheet and

need to have most, if not all, of the column widths a specific size it might be easier to adjust the default size of all of the columns in the worksheet before you begin.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file E814 Columns_3.xlsx...

1

Click on cell **A1**

2

Click on the **Format** tool  in the **Cells** group on the **Home** tab and select **Default Width** to display the **Standard Width** dialog box

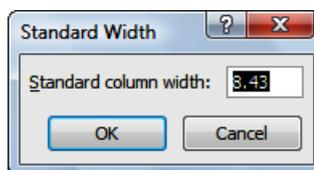
3

Type **15** and click on **[OK]** to change the width of all of the columns that have not previously been changed

	A	B	C	D	E	F	G	H	I	J	K	L	
1	Alpheius Global Enterprises												
2	Revenue												
3													
4		Auckland	Dublin	Melbourne	New York	Total							
5													
6	January	1050254	1547000	1488369	1523124	5608747							
7	February	1524294	1685548	1599854	1789552	6599248							
8	March	3521487	2985448	2741221	2521447	11769603							
9	1st Quarter	6096035	6217996	5829444	5834123	23977598							
10													

1

2



Notice here (below) how the columns that were previously changed (A, B, C, D, E and F) have not adjusted in width – they retain their adjusted widths. The remaining columns, from G onwards, have adopted the new default column width of 15 characters...

3

	A	B	C	D	E	F	G	H	I	
1	Alpheius Global Enterprises									
2	Revenue									
3										
4		Auckland	Dublin	Melbourne	New York	Total				
5										
6	January	1050254	1547000	1488369	1523124	5608747				
7	February	1524294	1685548	1599854	1789552	6599248				
8	March	3521487	2985448	2741221	2521447	11769603				
9	1st Quarter	6096035	6217996	5829444	5834123	23977598				
10										

For Your Reference...

To set the default column width:

- Click on the **Format** tool  in the **Cells** group on the **Home** tab and select **Default Width** to display the **Standard Width** dialog box
- Type the desired width and click on **[OK]**

Handy to Know...

- Changing the default width is best done when you first begin to create a new worksheet; this way previous settings do not get in the way and everything starts at the same width.

APPROXIMATING ROW HEIGHT

The height of rows will vary automatically depending upon the size and type of font that you choose. You can also elect to increase or decrease **row height** yourself.

The easiest way to adjust the height of a row is by dragging the row borders with the mouse. You can also perform an **autofit** by double clicking on the border between rows.

Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file E814 Rows_1.xlsx...

- 1 Move the mouse pointer to the border between row 1 and row 2 until the mouse pointer shows double arrows
- 2 Hold down the left mouse button and drag the row down until the sizing box shows **80**
- 3 Release the mouse to resize the row
This should look pretty awful...
- 4 Move the mouse pointer to the border between row 1 and row 2 and when the arrow changes to a double arrow double click to perform an **autofit**
- 5 Move the mouse pointer to the border between row 4 and row 5 and drag row 4 down until it is about twice its original size
- 6 Repeat step 4 for rows 8 and 12

1

	A	B	C	D
1	Alpheius Global Enterprises			
2	Revenue			
3		Auckland	Dublin	Melbourne
4	January	1050254	1547000	1488369
5	February	1524294	1685548	1599854
6	March	3521487	2985448	2741221
7	1st Quarter	6096035	6217996	5829444

2

	A	B	C	D
1	Alpheius Global Enterprises			
2	Revenue			
3		Auckland	Dublin	Melbourne
4	January	1050254	1547000	1488369
5	February	1524294	1685548	1599854
6	March	3521487	2985448	2741221
7	1st Quarter	6096035	6217996	5829444

Height: 80.25 (107 pixels)

3

	A	B	C	D
1	Alpheius Global Enterprises			
2	Revenue			
3		Auckland	Dublin	Melbourne
4	January	1050254	1547000	1488369
5	February	1524294	1685548	1599854
6	March	3521487	2985448	2741221
7	1st Quarter	6096035	6217996	5829444

	A	B	C	D	E	F
1	Alpheius Global Enterprises					
2	Revenue					
3		Auckland	Dublin	Melbourne	New York	Total
4	January	1050254	1547000	1488369	1523124	5608747
5	February	1524294	1685548	1599854	1789552	6599248
6	March	3521487	2985448	2741221	2521447	11769603
7	1st Quarter	6096035	6217996	5829444	5834123	23977598
8	April	2531225	2621889	2453999	2547441	10154554
9	May	550998	850554	818874	837228	3057654
10	June	838223	926778	879114	983225	3627340
11	2nd Quarter	3920446	4399221	4151987	4367894	16839548
12	Total	10016481	10617217	9981431	10202017	40817146
13						

For Your Reference...

To **heighten** a **row approximately**:

1. Move the mouse pointer to the border between two rows
2. Hold down the left mouse button and drag the border to make the row either larger or smaller

Handy to Know...

- Row height is measured in points. There are 72 points to an inch (28.8pts to a centimetre).
- When you perform an **autofit** by double clicking, the height of the row is determined by the style and size of the largest font used anywhere in that row.

SETTING PRECISE ROW HEIGHTS

If you want to have very precise control over the height of a row you can use the **Row Height** dialog box to precisely determine the point size of the row. This

can be useful for example if you are creating a worksheet that will be printed onto pre-printed stationery or forms.

Try This Yourself:

Same
File

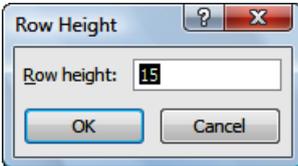
Continue using the previous file with this exercise, or open the file *E814 Rows_2.xlsx...*

- 1 Click on the row heading for row **5**, hold down **Shift** and then click on the row heading for row **7** to select the rows **5** to **7**
- 2 Click on the **Format** tool  in the **Cells** group on the **Home** tab and select **Row Height** to display the **Row Height** dialog box
- 3 Type **20** and click on **[OK]**
- 4 Repeat the above steps to change the heights of rows **9**, **10**, and **11** to **20** points

1

	A	B	C	D	E
1	Alpheius Global Enterprises				
2	Revenue				
3		Auckland	Dublin	Melbourne	New York
4	January	1050254	1547000	1488369	1523124
5	February	1524294	1685548	1599854	1789552
6	March	3521487	2985448	2741221	2521447
7	1st Quarter	6096035	6217996	5829444	5834123
8	April	2531225	2621889	2453999	2547441
9	May	550998	850554	818874	837228

2



Row Height dialog box showing Row height: 15. Buttons: OK, Cancel.

	A	B	C	D	E	F
1	Alpheius Global Enterprises					
2	Revenue					
3		Auckland	Dublin	Melbourne	New York	Total
4	January	1050254	1547000	1488369	1523124	5608747
5	February	1524294	1685548	1599854	1789552	6599248
6	March	3521487	2985448	2741221	2521447	11769603
7	1st Quarter	6096035	6217996	5829444	5834123	23977598
8	April	2531225	2621889	2453999	2547441	10154554
9	May	550998	850554	818874	837228	3057654
10	June	838223	926778	879114	983225	3627340
11	2nd Quarter	3920446	4399221	4151987	4367894	16839548

4

For Your Reference...

To **set a row height precisely**:

1. Select the row or rows to change
2. Click on the **Format** tool  in the **Cells** group and select **Row Height** to display the **Row Height** dialog box
3. Type the desired width and click on **[OK]**

Handy to Know...

- Here's a chance to wow your friends at trivia! The maximum height a row can be set to is 409 points – this is over 5 inches or 14 centimetres! Although just because you can there is absolutely no reason why you should!

HIDING ROWS AND COLUMNS

Sometimes worksheets are built using data that may be of a sensitive, personal, or confidential nature. A typical example may be employee pay rates. The problem with having this data in a worksheet or

workbook is that it can be easily read from the screen by passers-by. Microsoft Excel allows you to **hide columns and rows** from view, yet retain the content for performing calculations.

Try This Yourself:

Open
File

Before starting this exercise you **MUST** open the file **E814 Hiding_1.xlsx...**

- 1 Click on the heading for column **D** to select the column
- 2 Click on the **Format** tool  in the **Cells** group on the **Home** tab, then select **Hide & Unhide > Hide Columns** to hide the column that is currently selected
Notice that the formulas in the worksheet didn't change and that the headings skip D...
- 3 Click on the row heading for row **4**, hold down **Shift** and click on the heading for row **6**
- 4 Click on the **Format** tool  in the **Cells** group on the **Home** tab, then select **Hide & Unhide > Hide Rows**
Only the totals for the 1st Quarter should now be visible

1

	A	B	C	D	E
1	Alpeius Global Enterprises				
2	Revenue				
3		Auckland	Dublin	Melbourne	New York
4	January	1050254	1547000	1488369	1523124
5	February	1524294	1685548	1599854	1789552
6	March	3521487	2985448	2741221	2521447
7	1st Quarter	6096035	6217996	5829444	5834123

2

	A	B	C	E	F
1	Alpeius Global Enterprises				
2	Revenue				
3		Auckland	Dublin	New York	Total
4	January	1050254	1547000	1523124	5608747
5	February	1524294	1685548	1789552	6599248
6	March	3521487	2985448	2521447	11769603
7	1st Quarter	6096035	6217996	5834123	23977598

3

	A	B	C	E	F
1	Alpeius Global Enterprises				
2	Revenue				
3		Auckland	Dublin	New York	Total
4	January	1050254	1547000	1523124	5608747
5	February	1524294	1685548	1789552	6599248
6	March	3521487	2985448	2521447	11769603
7	1st Quarter	6096035	6217996	5834123	23977598

4

	A	B	C	E	F
1	Alpeius Global Enterprises				
2	Revenue				
3		Auckland	Dublin	New York	Total
7	1st Quarter	6096035	6217996	5834123	23977598
8	April	2531225	2621889	2547441	10154554
9	May	550998	850554	837228	3057654
10	June	838223	926778	983225	3627340

For Your Reference...

To **hide rows** and **columns**:

1. Select the rows or columns to hide
2. Click on the **Format** tool  in the **Cells** group on the **Home** tab, then select **Hide & Unhide > Hide Columns** or **Hide & Unhide > Hide Rows**

Handy to Know...

- Even though the row or column has been hidden it is still there and any data or formula in it is still used by the workbook as per normal. All that has happened is that the data is made invisible but not inactive.

UNHIDING ROWS AND COLUMNS

Rows or columns that have been hidden from view in a worksheet are still there – they just can't be seen. It is almost as if their relative row or column height has

been shrunk to zero. Unhiding them again involves selecting the adjacent rows or columns and then using the **Hide & Unhide** command to see them again.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *E814 Hiding_2.xlsx...*

- 1 Click on the column heading for column **C**, hold down **Shift** and click on column heading **E**
- 2 Click on the **Format** tool  in the **Cells** group on the **Home** tab, then select **Hide & Unhide > Unhide Columns** to display all hidden columns in the selected range
- 3 Click on the row heading for row **3**, hold down **Shift** and click on row heading **7**
- 4 Click on the **Format** tool  in the **Cells** group on the **Home** tab, then select **Hide & Unhide > Unhide Rows** to display all hidden rows in the selected range

1

	A	B	C	E	F
1	Alpheius Global Enterprises				
2	Revenue				
3		Auckland	Dublin	New York	Total
7	1st Quarter	6096035	6217996	5834123	23977598
8	April	2531225	2621889	2547441	10154554
9	May	550998	850554	837228	3057654

2

	A	B	C	D	E
1	Alpheius Global Enterprises				
2	Revenue				
3		Auckland	Dublin	Melbourne	New York
7	1st Quarter	6096035	6217996	5829444	5834123
8	April	2531225	2621889	2453999	2547441
9	May	550998	850554	818874	837228

3

	A	B	C	D	E
1	Alpheius Global Enterprises				
2	Revenue				
3		Auckland	Dublin	Melbourne	New York
7	1st Quarter	6096035	6217996	5829444	5834123
8	April	2531225	2621889	2453999	2547441
9	May	550998	850554	818874	837228

4

	A	B	C	D	E
1	Alpheius Global Enterprises				
2	Revenue				
3		Auckland	Dublin	Melbourne	New York
4	January	1050254	1547000	1488369	1523124
5	February	1524294	1685548	1599854	1789552
6	March	3521487	2985448	2741221	2521447
7	1st Quarter	6096035	6217996	5829444	5834123

For Your Reference...

To **unhide columns or rows**:

1. Select the range adjacent to and including the rows and/or columns
2. Click on the **Format** tool  in the **Cells** group, then select **Hide & Unhide > Unhide Columns** or **Unhide Rows**

Handy to Know...

- To select all columns and rows in the worksheet, click at the top left of the column and row borders. You can then unhide all hidden rows and columns in fewer operations and without looking for them.

CONCLUDING REMARKS

Congratulations!

You have now completed the **Row and column formatting** booklet. This booklet was designed to get you to the point where you can competently perform a variety of operations as listed in the objectives on page 2.

We have tried to build up your skills and knowledge by having you work through specific tasks. The step by step approach will serve as a reference for you when you need to repeat a task.

Where To From Here...

The following is a little advice about what to do next:

- Spend some time playing with what you have learnt. You should reinforce the skills that you have acquired and use some of the application's commands. This will test just how much of the concepts and features have stuck! Don't try a big task just yet if you can avoid it - small is a good way to start.
- Some aspects of the course may now be a little vague. Go over some of the points that you may be unclear about. Use the examples and exercises in these notes and have another go - these step-by-step notes were designed to help you in the classroom and in the work place!

Here are a few techniques and strategies that we've found handy for learning more about technology:

- visit CLD's e-learning zone on the Intranet
- read computer magazines - there are often useful articles about specific techniques
- if you have the skills and facilities, browse the Internet, specifically the technical pages of the application that you have just learnt
- take an interest in what your work colleagues have done and how they did it - we don't suggest that you plagiarise but you can certainly learn from the techniques of others
- if your software came with a manual (which is rare nowadays) spend a bit of time each day reading a few pages. Then try the techniques out straight away - over a period of time you'll learn a lot this way
- and of course, there are also more courses and booklets for you to work through
- finally, don't forget to contact CLD's IT Training Helpdesk on **01243-752100**