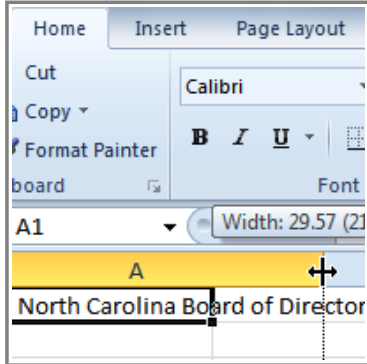




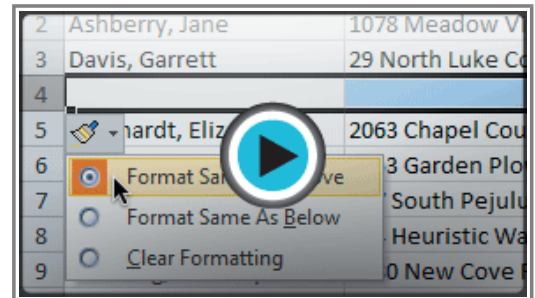
Introduction



When you open a new, blank workbook, the cells are set to a **default size**. You do have the ability to modify cells, and to insert and delete columns, rows, and cells, as needed. In this lesson, you will learn how to **change row height and column width; insert and delete rows and columns; wrap text** in a cell; and **merge cells**.

Working with Columns, Rows, and Cells

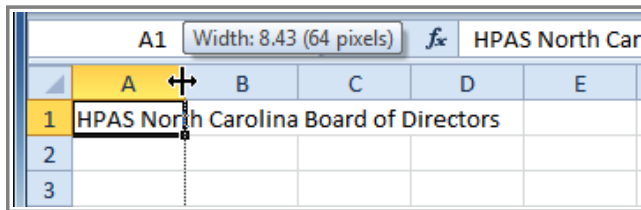
▶▶▶ Watch the video to learn about modifying columns, rows, and cells in Excel 2010, including wrapping text and merging cells.



Watch the video (3:22). [Need help?](#)

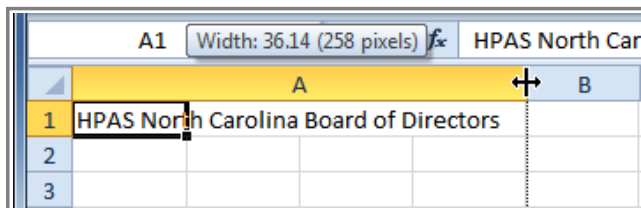
To Modify Column Width:

1. Position your mouse over the **column line** in the **column heading** so that the **white cross** becomes a **double arrow** .



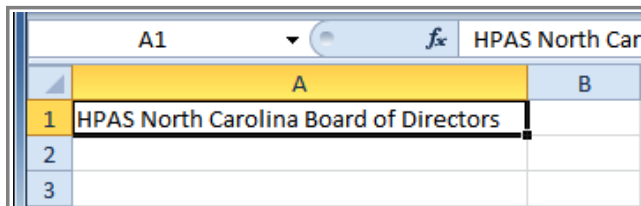
Positioning mouse over the column line

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



Increasing the column width

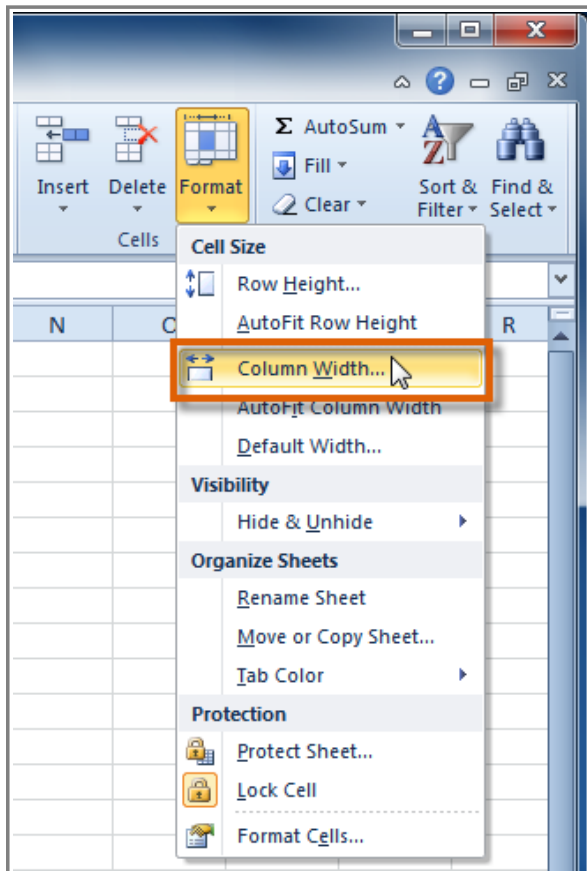
3. Release the mouse. The column width will be changed in your spreadsheet.



Increased column width

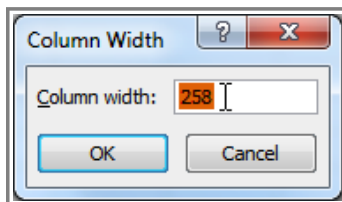
To Set Column Width with a Specific Measurement:

1. Select the columns you want to modify.
2. Click the **Format** command on the **Home** tab. The format drop-down menu appears.
3. Select **Column Width**.



Increasing the column width



4. The **Column Width** dialog box appears. Enter a specific measurement.

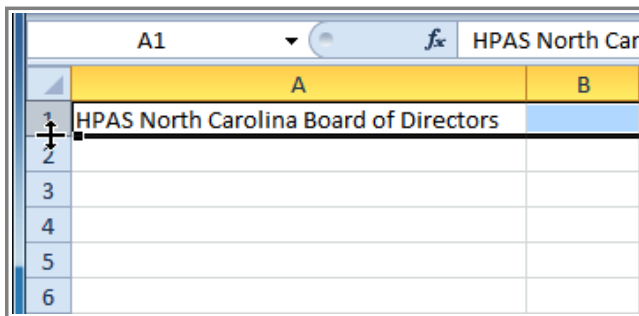


Increasing column width to 258 pixels

5. Click **OK**. The width of each selected column will be changed in your worksheet.
Select **AutoFit Column Width** from the format drop-down menu and Excel will automatically adjust each selected column so that all the text will fit.

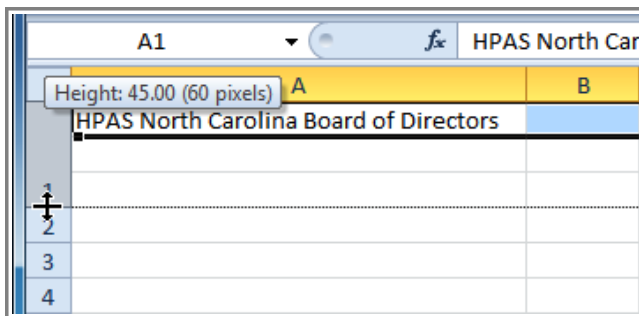
To Modify the Row Height:

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



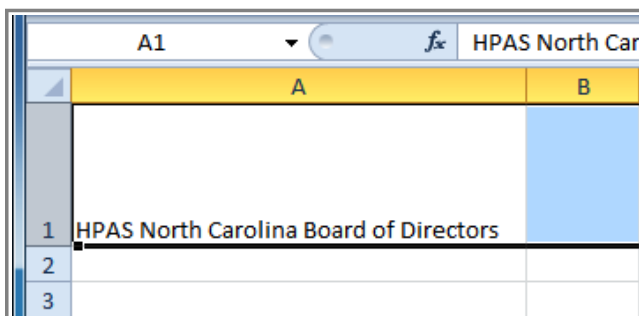
Positioning the mouse over the row line

2. **Click and drag the row** downward to increase the row height or upward decrease the row height.



Increasing the row height

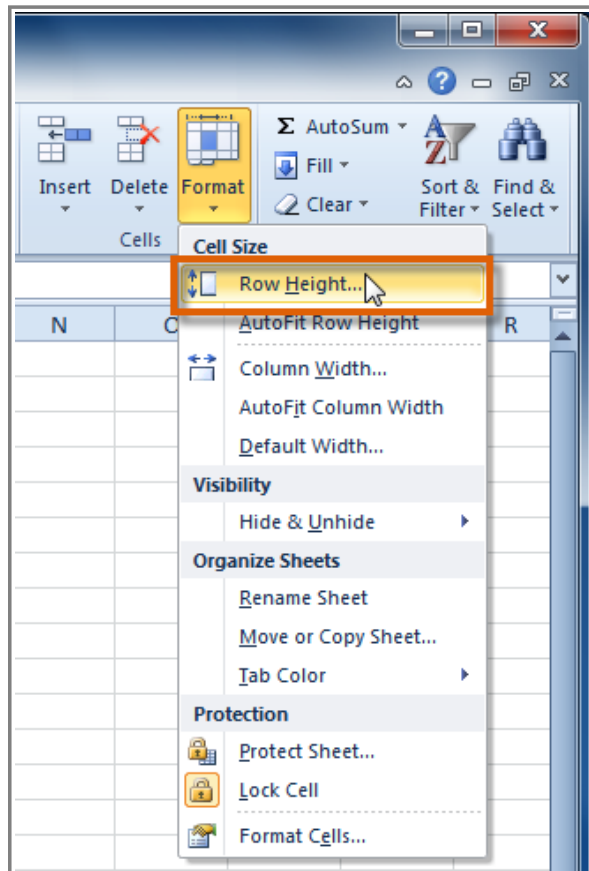
3. Release the mouse. The height of each selected row will be changed in your worksheet.



Increased row height

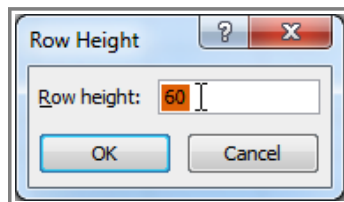
To Set Row Height with a Specific Measurement:

1. Select the rows you want to modify.
2. Click the **Format** command on the **Home** tab. The format drop-down menu appears.
3. Select **Row Height**.



Increasing the column width

4. The **Row Height** dialog box appears. Enter a specific measurement.



Increasing row height to 60 pixels

5. Click **OK**. The selected rows heights will be changed in your spreadsheet.

Select **AutoFit Row Height** from the format drop-down menu and Excel will automatically adjust each selected row so that all the text will fit.

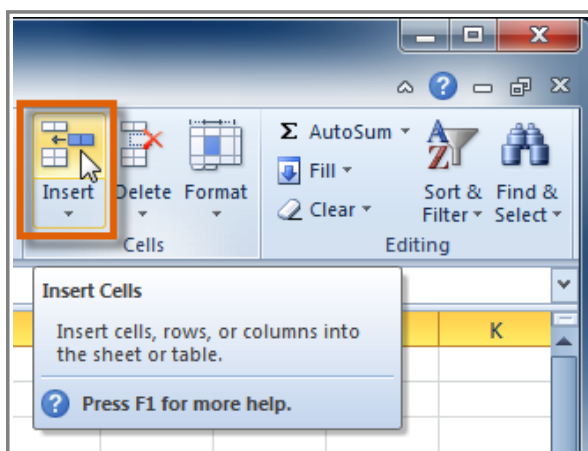
To Insert Rows:

1. Select the **row** *below* where you want the new row to appear.

	A	B	C
1	Ashberry, Jane	919-882-6561	ashberryj@hpasnc.org
2	Davis, Garrett	919-576-4562	davisg@hpasnc.org
3	Eberhardt, Elizabeth	252-985-3558	eberhardte@hpasnc.org
4	Everett, Carol	919-503-9560	everettc@hpasnc.org
5	Hepburn, Katie H.	704-882-5559	hepburnk@hpasnc.org
6	Lovelace, Deb	919-785-9656	lovelaced@hpasnc.org
7	McBride, Rebecca	828-357-0072	mcbrider@hpasnc.org
8	Mixon, Daniel	919-821-7425	mixond@hpasnc.org
9	Stevens, Kevin	919-783-8564	stevensk@hpasnc.org

Selecting the row

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




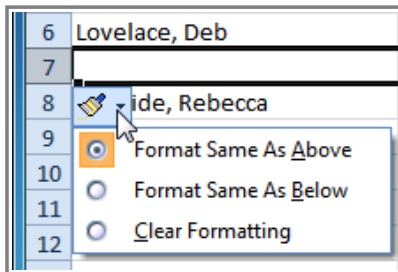
Selecting the Insert Cells command

3. The new row appears in your worksheet.

	A	B	C
1	Ashberry, Jane	919-882-6561	ashberryj@hpasnc.org
2	Davis, Garrett	919-576-4562	davisg@hpasnc.org
3	Eberhardt, Elizabeth	252-985-3558	eberhardte@hpasnc.org
4	Everett, Carol	919-503-9560	everettc@hpasnc.org
5	Hepburn, Katie H.	704-882-5559	hepburnk@hpasnc.org
6	Lovelace, Deb	919-785-9656	lovelaced@hpasnc.org
7			
8	Bride, Rebecca	828-357-0072	mcbrider@hpasnc.org
9	Mixon, Daniel	919-821-7425	mixond@hpasnc.org
10	Stevens, Kevin	919-783-8564	stevensk@hpasnc.org

The inserted row

When inserting new rows, columns, or cells, you will see the **Insert Options** button  by the inserted cells. This button allows you to choose how Excel formats them. By default, Excel formats inserted rows with the same formatting as the cells in the row above them. To access more options, hover your mouse over the Insert Options button and click on the drop-down arrow that appears.



Accessing Insert Options

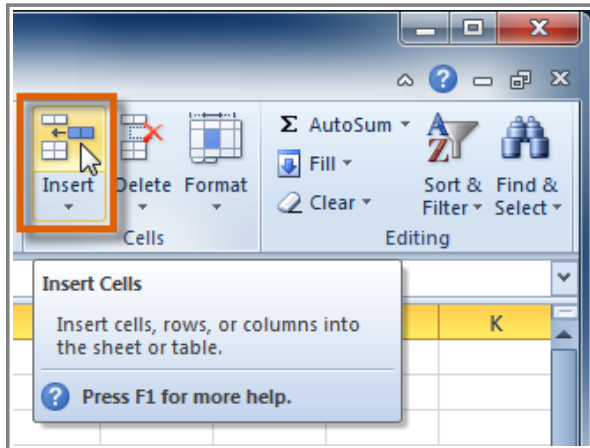
To Insert Columns:

1. Select the **column** to the *right* of where you want the new column to appear. For example, if you want to insert a column between A and B, select column B.

	A	B ↓	C
1	Ashberry, Jane	919-882-6561	ashberryj@hpasnc.org
2	Davis, Garrett	919-576-4562	davisg@hpasnc.org
3	Eberhardt, Elizabeth	252-985-3558	eberhardte@hpasnc.org
4	Everett, Carol	919-503-9560	everettc@hpasnc.org
5	Hepburn, Katie H.	704-882-5559	hepburnk@hpasnc.org
6	Lovelace, Deb	919-785-9656	lovelaced@hpasnc.org
7	Manning, Christopher L.	919-976-7569	manningc@hpasnc.org
8	McBride, Rebecca	828-357-0072	mcbriider@hpasnc.org
9	Mixon, Daniel	919-821-7425	mixond@hpasnc.org
10	Stevens, Kevin	919-783-8564	stevensk@hpasnc.org

Selecting the column

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



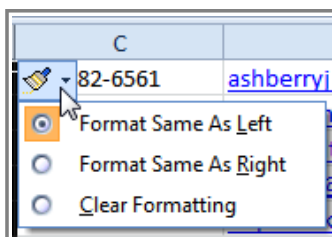
Selecting the Insert Cells command

- The new column appears in your worksheet.


	A	B	C	D
1	Ashberry, Jane		1-882-6561	ashberryj@hpasnc.org
2	Davis, Garrett		919-576-4562	davisg@hpasnc.org
3	Eberhardt, Elizabeth		252-985-3558	eberhardte@hpasnc.org
4	Everett, Carol		919-503-9560	everettc@hpasnc.org
5	Hepburn, Katie H.		704-882-5559	hepburnk@hpasnc.org
6	Lovelace, Deb		919-785-9656	lovelaced@hpasnc.org
7	Manning, Christopher L.		919-976-7569	manningc@hpasnc.org
8	McBride, Rebecca		828-357-0072	mcbrider@hpasnc.org
9	Mixon, Daniel		919-821-7425	mixond@hpasnc.org
10	Stevens, Kevin		919-783-8564	stevensk@hpasnc.org

The inserted column

By default, Excel formats inserted columns with the same formatting as the column to the left of them. To access more options, hover your mouse over the **Insert Options** button and click on the drop-down arrow that appears.

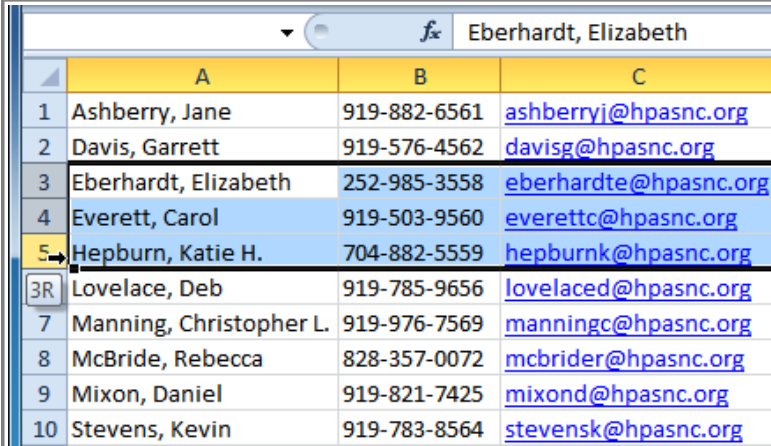


Accessing Insert Options

-  When inserting rows and columns, make sure you select the row or column by clicking on its heading so that all the cells in that row or column are selected. If you select just a cell in the row or column then only a new cell will be inserted.

To Delete Rows:

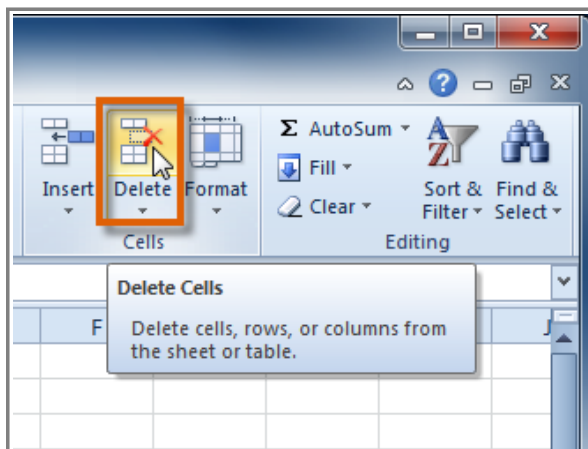
1. Select the rows you want to delete.



	A	B	C
1	Ashberry, Jane	919-882-6561	ashberryj@hpasnc.org
2	Davis, Garrett	919-576-4562	davisg@hpasnc.org
3	Eberhardt, Elizabeth	252-985-3558	eberhardte@hpasnc.org
4	Everett, Carol	919-503-9560	everettc@hpasnc.org
5	Hepburn, Katie H.	704-882-5559	hepburnk@hpasnc.org
3R	Lovelace, Deb	919-785-9656	lovelaced@hpasnc.org
7	Manning, Christopher L.	919-976-7569	manningc@hpasnc.org
8	McBride, Rebecca	828-357-0072	mcbrider@hpasnc.org
9	Mixon, Daniel	919-821-7425	mixond@hpasnc.org
10	Stevens, Kevin	919-783-8564	stevensk@hpasnc.org

Selecting the rows

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



Selecting the Delete command

3. The rows are deleted from your worksheet.

A3 fx Lovelace, Deb			
	A	B	C
1	Ashberry, Jane	919-882-6561	ashberryj@hpasnc.org
2	Davis, Garrett	919-576-4562	davisg@hpasnc.org
3	Lovelace, Deb	919-785-9656	lovelaced@hpasnc.org
4	Manning, Christopher L.	919-976-7569	manningc@hpasnc.org
5	McBride, Rebecca	828-357-0072	mcbrider@hpasnc.org
6	Mixon, Daniel	919-821-7425	mixond@hpasnc.org
7	Stevens, Kevin	919-783-8564	stevensk@hpasnc.org
8			
9			
10			

The rows are deleted

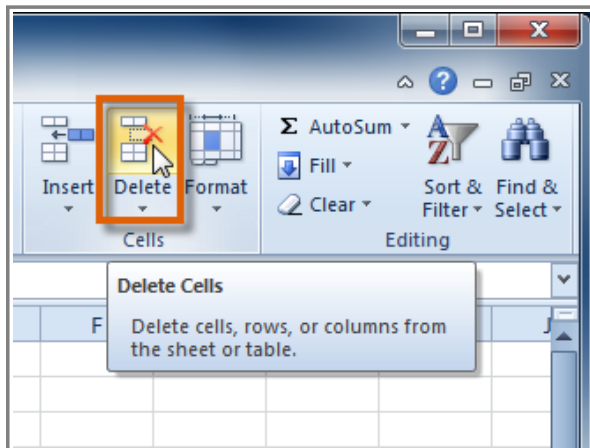
To Delete Columns:

1. Select the columns you want to delete.

fx Raleigh								
	A	B	C ↓	2C	D	E	F	G
1	Ashberry, Jane	Raleigh	27589	919-882-6561	ashberryj@hpasnc.org			
2	Davis, Garrett	Raleigh	27576	919-576-4562	davisg@hpasnc.org			
3	Eberhardt, Elizabeth	Louisberg	27079	252-985-3558	eberhardtte@hpasnc.org			
4	Everett, Carol	Chapel Hill	27051	919-503-9560	everettc@hpasnc.org			
5	Hepburn, Katie H.	Cary	27057	704-882-5559	hepburnk@hpasnc.org			
6	Lovelace, Deb	Newbern	24484	919-785-9656	lovelaced@hpasnc.org			
7	Manning, Christopher L.	Raleigh	27587	919-976-7569	manningc@hpasnc.org			
8	McBride, Rebecca	Cary	27054	828-357-0072	mcbrider@hpasnc.org			
9	Mixon, Daniel	Raleigh	27086	919-821-7425	mixond@hpasnc.org			
10	Stevens, Kevin	Durham	27054	919-783-8564	stevensk@hpasnc.org			

Selecting the columns

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



Selecting the Delete command

3. The columns are deleted from your worksheet.

	A	B	C	D	E	F	G
1	Ashberry, Jane	919-882-6561	ashberryj@hpasnc.org				
2	Davis, Garrett	919-576-4562	davisg@hpasnc.org				
3	Eberhardt, Elizabeth	252-985-3558	eberhardt@hpasnc.org				
4	Everett, Carol	919-503-9560	everettc@hpasnc.org				
5	Hepburn, Katie H.	704-882-5559	hepburnk@hpasnc.org				
6	Lovelace, Deb	919-785-9656	lovelaced@hpasnc.org				
7	Manning, Christopher L.	919-976-7569	manningc@hpasnc.org				
8	McBride, Rebecca	828-357-0072	mcbriider@hpasnc.org				
9	Mixon, Daniel	919-821-7425	mixond@hpasnc.org				
10	Stevens, Kevin	919-783-8564	stevensk@hpasnc.org				

The columns are deleted

Wrapping Text and Merging Cells

If a cell contains more text than can be displayed, you can choose to wrap the text within the cell or merge the cell with empty, adjoining cells. **Wrap text** to make it display on multiple lines of the cell. **Merge cells** to combine adjoining cells into one larger cell.

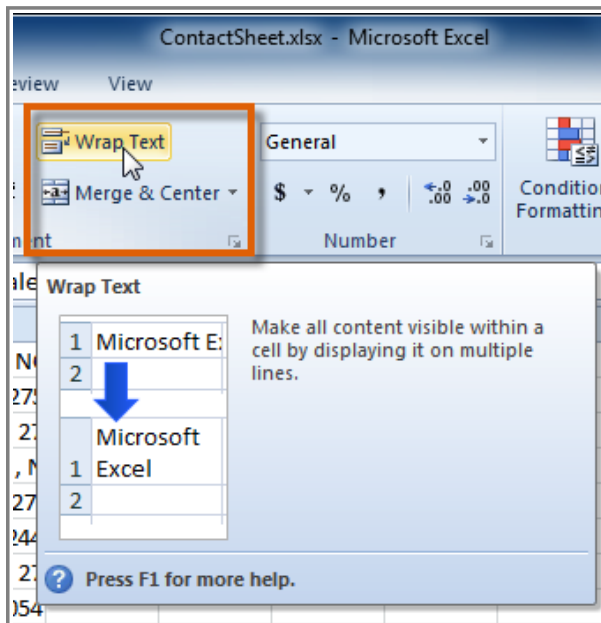
To Wrap Text:

1. Select the cells with text you want to wrap.

	A	B	C	D	E
1	Ashberry, Jane	78-A Meadowview Lane Raleigh, NC 27589			
2	Davis, Garrett	29 North Luke Court Raleigh, NC 27576			
3	Eberhardt, Elizabeth	63-C Chapel Court Louisber, NC 27079			
4	Everett, Carol	123 Garden Plow Way Chapel Hill, NC 27051			
5	Hepburn, Katie H.	127 South Pejulup Lane Cary, NC 27057			
6	Lovelace, Deb	124 Heuristic Way Newbern, NC 24484			
7	Manning, Christopher L.	2380 New Cove Road Raleigh, NC 27587			
8	McBride, Rebecca	131 W Clinton Street Cary, NC 27054			
9	Mixon, Daniel	9 Atlantic Boulevard Raleigh, NC 27086			
10	Stevens, Kevin	2520 Hopkins Road Durham, NC 27054			
11					
12					

Selecting cells

2. Select the **Wrap Text** command on the **Home** tab.



Selecting the Wrap Text command

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

B1		fx 78-A Meadowview Lane Raleigh, NC 27589			
	A	B	C	D	E
1	Ashberry, Jane	78-A Meadowview Lane Raleigh, NC 27589			
2	Davis, Garrett	29 North Luke Court Raleigh, NC 27576			
3	Eberhardt, Elizabeth	63-C Chapel Court Louisberg, NC 27079			
4	Everett, Carol	123 Garden Plow Way Chapel Hill, NC 27051			
5	Hepburn, Katie H.	127 South Pejulup Lane Cary, NC 27057			
6	Lovelace, Deb	124 Heuristic Way Newbern, NC 24484			
7	Manning, Christopher L.	2380 New Cove Road Raleigh, NC 27587			
8	McBride, Rebecca	131 W Clinton Street Cary, NC 27054			
9	Mixon, Daniel	9 Atlantic Boulevard Raleigh, NC 27086			
10	Stevens, Kevin	2520 Hopkins Road Durham, NC 27054			
11					
12					

Cells with wrapped text

If you change your mind, re-click the **Wrap Text** command to unwrap the text.

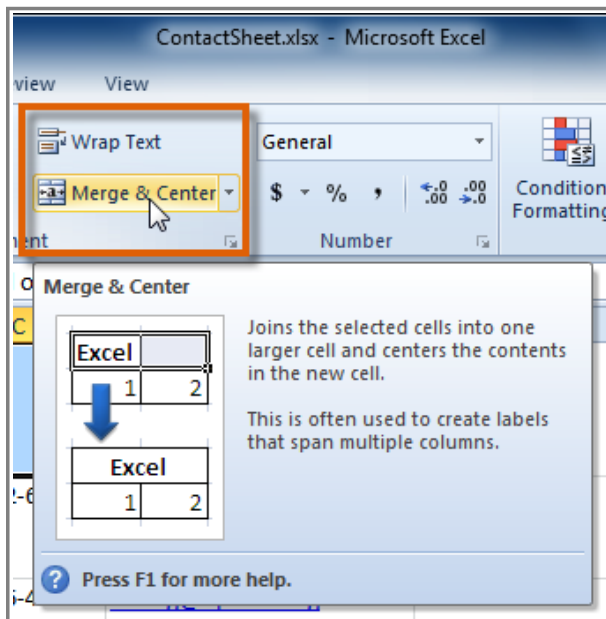
To Merge Cells Using the Merge & Center Command:

1. Select the cells you want to merge together.

	A	B	C	D
1	HPAS North Carolina Board of Directors			
2	Ashberry, Jane	78-A Meadowview Lane Raleigh, NC 27589	919-882-6561	ashberryj@hpasnc.org
3	Davis, Garrett	29 North Luke Court Raleigh, NC 27576	919-576-4562	davisg@hpasnc.org
4	Eberhardt, Elizabeth	63-C Chapel Court Louisberg, NC 27079	252-985-3558	eberhardtte@hpasnc.org

Selecting A1:D1 (A1, B1, C1, D1)

2. Select the **Merge & Center** command on the **Home** tab.



Selecting the Merge & Center command

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

	A	B	C	D
1	HPAS North Carolina Board of Directors			
2	Ashberry, Jane	78-A Meadowview Lane Raleigh, NC 27589	919-882-6561	ashberryj@hpasnc.org
3	Davis, Garrett	29 North Luke Court Raleigh, NC 27576	919-576-4562	davisg@hpasnc.org
4	Eberhardt, Elizabeth	63-C Chapel Court Louisberg, NC 27079	252-985-3558	eberhardtte@hpasnc.org

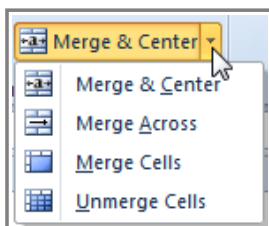
A1 after merging with B1:D1

If you change your mind, re-click the **Merge & Center** command to unmerge the cells.

To Access More Merge Options:

Click the drop-down arrow next to the **Merge & Center** command on the Home tab. The **merge** drop-down menu appears.

- **Merge & Center:** Merges selected cells into one cell and centers the text.
- **Merge Across:** Merges each *row* of selected cells into larger cells. This command is useful if you are merging content across multiple rows of cells and do not want to create one large cell.
- **Merge Cells:** Merges selected cells into one cell.
- **Unmerge Cells:** Unmerges the selected cells.



Accessing more Merge options

Challenge!



1. Open an existing Excel 2010 workbook. If you want, you can use this [example](#).
2. Modify the size of a column. If you are using the example, make the column that contains the board members' names bigger.
3. Modify the size of a row to be 46 pixels. If you are using the example, modify all the rows that contain text (rows 1-11).
4. Insert a column between column A and column B.
5. Insert a row between row 3 and row 4.
6. Delete a column or a row.
7. Try merging some cells together. If you are using the example, merge the cells in the top or title row (row 1).
8. Try using the Text Wrap command on some cells. If you are using the example, wrap the text in the column that contains addresses.