



Microsoft Excel 2013 Part 2: Intermediate Excel

Fall 2014, Version 1.0

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Introduction

Microsoft Excel 2013 is a spreadsheet program that is used to manage, analyze, and present data. It includes many powerful tools that can be used to organize and manipulate large amounts of data, perform complex calculations, create professional-looking charts, enhance the appearance of worksheets, and more. This handout covers modifying worksheets and workbooks, working with comments and views, changing the page layout, previewing and printing worksheets, and using templates.

Working with Rows and Columns

Although the number of rows and columns in a worksheet is fixed, you can still insert rows and columns if you need to make room for additional data, or delete rows and columns if the data they contain is no longer needed. These operations do not change the total number of rows and columns in the worksheet. You can also resize or hide rows and columns to meet your needs. The *Cells* group on the *Home* tab of the *Ribbon* contains commands that can be used to easily insert, delete, or format rows and columns (see Figure 1).

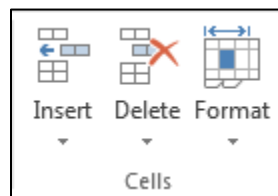


Figure 1 – Cells Group on the Home Tab

Inserting Rows and Columns

You can insert rows and columns into a worksheet to add empty space or additional data. Rows are inserted above the selected row; columns are inserted to the left of the selected column.

To insert a row:

1. Select the row above which you want to insert a new row.
2. On the **Home** tab, in the **Cells** group, click the **Insert** arrow, and then click **Insert Sheet Rows** (see Figure 2).

NOTE: You can also insert a row by right-clicking the header of the row above which you want to insert the new row, and then clicking **Insert** on the shortcut menu.

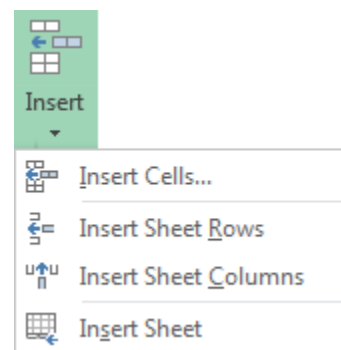


Figure 2 – Insert Menu

To insert a column:

1. Select the column to the left of which you want to insert a new column.
2. On the **Home** tab, in the **Cells** group, click the **Insert** arrow, and then click **Insert Sheet Columns** (see Figure 2).

NOTE: You can also insert a column by right-clicking the header of the column to the left of which you want to insert the new column, and then clicking **Insert** on the shortcut menu.

Deleting Rows and Columns

You can delete rows and columns from a worksheet to close up empty space or remove unwanted data. Before deleting a row or column, you should make sure that it does not contain any data you want to keep.

To delete a row:

1. Select the row that you want to delete.
2. On the **Home** tab, in the **Cells** group, click the **Delete** arrow, and then click **Delete Sheet Rows** (see Figure 3).

NOTE: You can also delete a row by right-clicking the row header, and then clicking **Delete** on the shortcut menu.

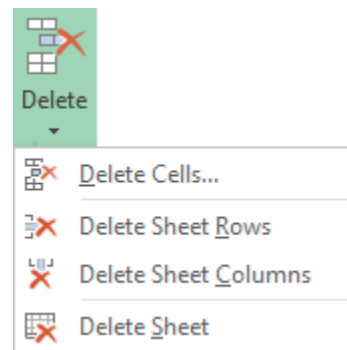


Figure 3 – Delete Menu

To delete a column:

1. Select the column that you want to delete.
2. On the **Home** tab, in the **Cells** group, click the **Delete** arrow, and then click **Delete Sheet Columns** (see Figure 3).

NOTE: You can also delete a column by right-clicking the column header, and then clicking **Delete** on the shortcut menu.

Changing Row Heights

Excel automatically adjusts row heights to accommodate the tallest entry in the row. You can, however, manually increase or decrease row heights as needed. The default row height is 15 points. You can specify a row height of 0 (zero) to 409 points. If you set a row height to 0 (zero) points, the row is hidden.

To change a row height:

1. Select the row that you want to resize.
2. On the **Home** tab, in the **Cells** group, click the **Format** button, and then click **Row Height** (see Figure 4). Or, right-click the row header, and then click **Row Height** on the shortcut menu.
3. In the **Row Height** dialog box, type a value in the **Row height** box, and then click the **OK** button (see Figure 5).

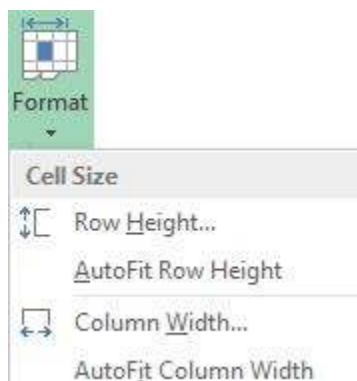


Figure 4 – Format Menu

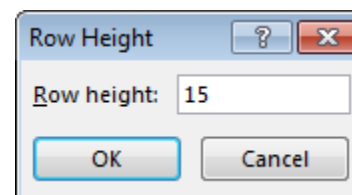


Figure 5 – Row Height Dialog Box

NOTE: You can also resize a row by dragging the bottom edge of the row header down to increase or up to decrease the row height (see Figure 6). Double-clicking the bottom edge of the row header changes the row height to automatically fit its contents.

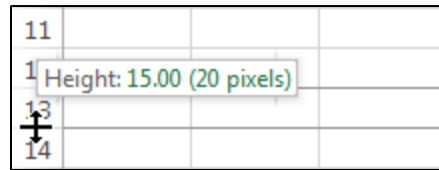


Figure 6 – Changing the Row Height Using the Row Header

Changing Column Widths

The default worksheet columns are wide enough to display about 8 characters. If your data is too long and does not fit in a cell, you can widen the column to display the entire contents of the cell. You can also make columns narrower to save worksheet space. The default column width is 8.43 characters. You can specify a column width of 0 (zero) to 255 characters. If you set a column width to 0 (zero) characters, the column is hidden.

To change a column width:

1. Select the column that you want to resize.
2. On the **Home** tab, in the **Cells** group, click the **Format** button, and then click **Column Width** (see Figure 7). Or, right-click the column header, and then click **Column Width** on the shortcut menu.
3. In the **Column Width** dialog box, type a value in the **Column width** box, and then click the **OK** button (see Figure 8).

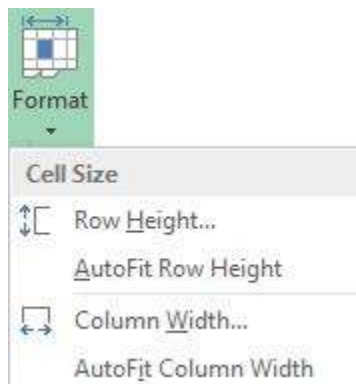


Figure 7 – Format Menu

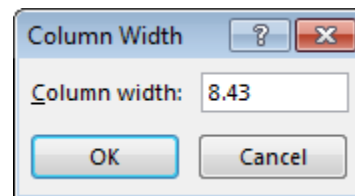


Figure 8 – Column Width Dialog Box

NOTE: You can also resize a column by dragging the right edge of the column header right to increase or left to decrease the column width (see Figure 9). Double-clicking the right edge of the column header changes the column width to automatically fit its contents.



Figure 9 – Changing the Column Width Using the Column Header

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