



Setting Up Columns, Rows, and Ranges

Changing row heights

Row height is measured in points (a standard unit of measurement in the printing trade — 72 pt is equal to 1 inch). The default row height using the default font is 15 pt, or 20 px. The default row height can vary, depending on the font defined in the Normal style. In addition, Excel automatically adjusts row heights to accommodate the tallest font in the row. So, if you change the font size of a cell to 20 pt, for example, Excel makes the row taller so that the entire text is visible.

You can set the row height manually, however, by using any of the following techniques. As with columns, you can select multiple rows:

- Drag the lower row border with the mouse until the row is the desired height.
- Choose Home ⇨ Cells ⇨ Format ⇨ Row Height and enter a value (in points) in the Row Height dialog box.
- Double-click the bottom border of a row to set the row height automatically to the tallest entry in the row. You can also choose Home ⇨ Cells ⇨ Format ⇨ Auto fit Row Height for this task.

Hiding rows and columns

In some cases, you may want to hide particular rows or columns. Hiding rows and columns may be useful if you don't want users to see particular information or if you need to print a report that summarizes the information in the worksheet without showing all the details.

To hide rows in your worksheet, select the row or rows that you want to hide by clicking in the row header on the left. Then right-click and choose Hide from the shortcut menu. Or you can use the commands on the Home ⇨ Cells ⇨ Format ⇨ Hide & Unhide drop-down list.

To hide columns, use the same technique, but start by selecting columns rather than rows.

Selecting complete rows and columns

Often, you'll need to select an entire row or column. For example, you may want to apply the same numeric format or the same alignment options to an entire row or



column. You can select entire rows and columns in much the same manner as you select ranges:

Most of the time, the ranges that you select are *contiguous* — a single rectangle of cells. Excel also enables you to work with *noncontiguous ranges*, which consist of two or more ranges (or single cells) that aren't necessarily adjacent to each other.

Selecting noncontiguous

ranges are also known as a *multiple selection*

You can select a noncontiguous range in several ways:

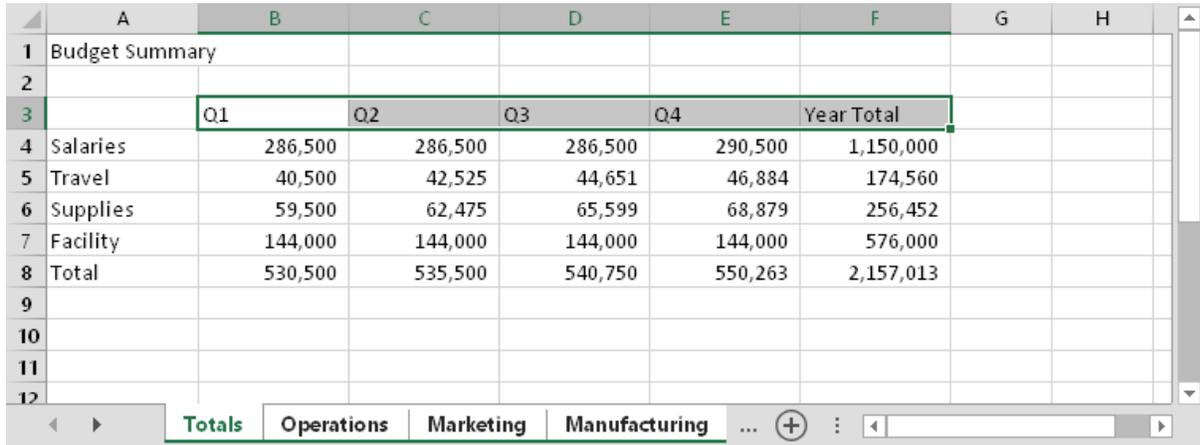
- Select the first range (or cell). Then press and hold Ctrl as you click and drag the mouse to highlight additional cells or ranges.
- From the keyboard, select a range as described previously (using F8 or the Shift key). Then press Shift+F8 to select another range without canceling the previous range selections.
- Enter the range (or cell) address in the Name box and press Enter. Separate each range address with a comma.
- Choose Home ⇨ Editing ⇨ Find & Select ⇨ Go To (or press F5) to display the Go To dialog box. Enter the range (or cell) address in the Reference box, and separate each range address with a comma. Click OK, and Excel selects the ranges.

Selecting multisheet ranges

A better technique is to select a multisheet range and format the cells in all the sheets simultaneously. The following is a step-by-step example of multisheet formatting using the workbook shown in Figure 1.:

1. Activate the Totals worksheet by clicking its tab.
2. Select the range B3:F3.
3. Press Shift and click the Manufacturing sheet tab. This step selects all worksheets between the active worksheet (Totals) and the sheet tab that you click — in essence, a three-dimensional range of cells (see Figure 1.). When multiple sheets are selected, the workbook window's title bar displays [Group] to remind you that you've selected a group of sheets and that you're in Group mode.
4. Choose Home ⇨ Font ⇨ Bold and then choose Home ⇨ Font ⇨ Fill Color to apply a colored background. Excel applies the formatting to the selected range across the selected sheets.

5. Click one of the other sheet tabs. This step selects the sheet and cancels Group mode; [Group] is no longer displayed in the title bar.



	A	B	C	D	E	F	G	H
1	Budget Summary							
2								
3		Q1	Q2	Q3	Q4	Year Total		
4	Salaries	286,500	286,500	286,500	290,500	1,150,000		
5	Travel	40,500	42,525	44,651	46,884	174,560		
6	Supplies	59,500	62,475	65,599	68,879	256,452		
7	Facility	144,000	144,000	144,000	144,000	576,000		
8	Total	530,500	535,500	540,750	550,263	2,157,013		
9								
10								
11								
12								

Figure (1): selecting multi worksheet

Selecting cells by searching

Another way to select cells is to choose Home ⇨ Editing ⇨ Find & Select ⇨ Find (or press (Ctrl+F), which allows you to select cells by their contents. Figure 2. Shows a dialog box for selecting cells by searching.

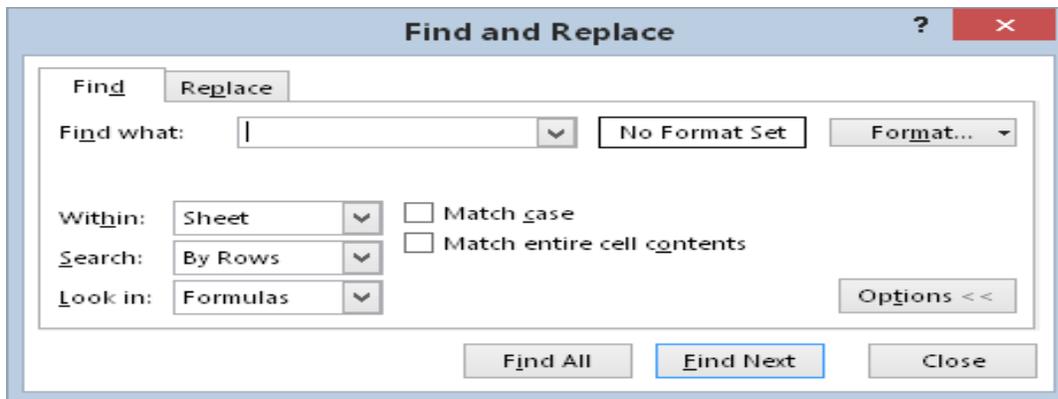


Figure (2): Selecting cells by searching

Enter the text that you’re looking for; then click Find All. The dialog box expands to display all the cells that match your search criteria. Figure 3. shows the dialog box after Excel has located all cells that contain the text *widget*. You can click an item in the list, and the screen will scroll so that you can view the cell in context. To select

all the cells in the list, first select any single item in the list. Then press Ctrl+A to select them all.

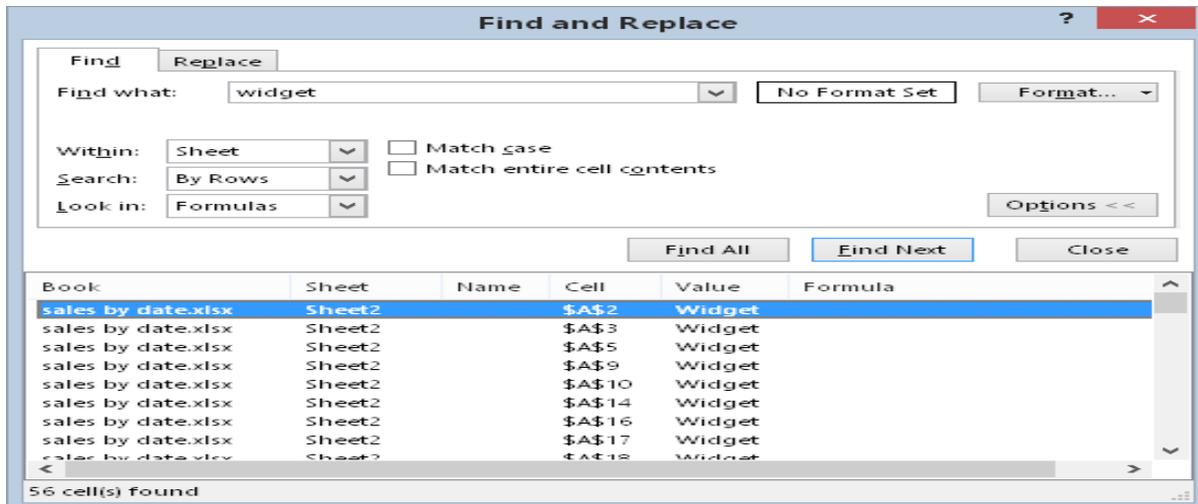


Figure (3): The Find and Replace dialog box, with its results listed

If your searches don't seem to be working correctly, double-check these three options (which sometimes have a way of changing on their own):

- **Match Case:** If this check box is selected, the case of the text must match exactly. For example, searching for smith does not locate Smith.
- **Match Entire Cell Contents:** If this check box is selected, a match occurs if the cell contains only the search string (and nothing else). For example, searching for Excel doesn't locate a cell that contains Microsoft Excel. When using wildcard characters, an exact match is not required.
- **Look In:** This drop-down list has three options: Values, Formulas, and Comments. If, for example, Values is selected, searching for 900 doesn't find a cell that contains 900 if that value is generated by a formula (unless the formula itself contains 900).

Copying or Moving Ranges

As you create a worksheet, you may find it necessary to copy or move information from one location to another. Excel makes copying or moving ranges of cells easy. Here are some common things you might do:

- Copy a cell to another location.
- Copy a cell to a range of cells. The source cell is copied to every cell in the destination range.
- Copy a range to another range.
- Move a range of cells to another location.



Copying or moving consists of two steps (although shortcut methods are available):

1. Select the cell or range to copy (the source range), and copy it to the Clipboard. To move the range instead of copying it, cut the range instead of copying it.
2. Move the cell pointer to the range that will hold the copy (the destination range), and paste the Clipboard contents.