

**Course
&
Test Series**

Setting Row Height and Column Width in MS Excel

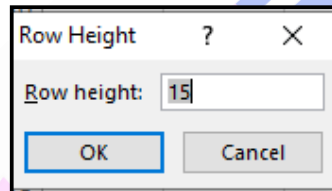
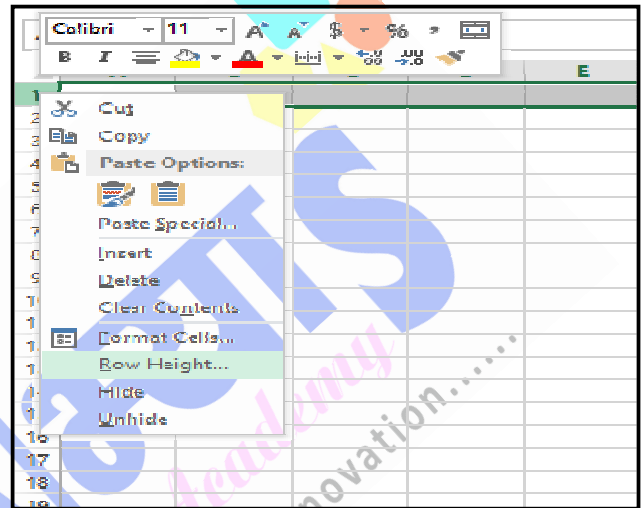
Microsoft Excel

Module 10 - Setting Row Height and Column Width in MS Excel

To set the row height and column width in Microsoft Excel, follow these steps:

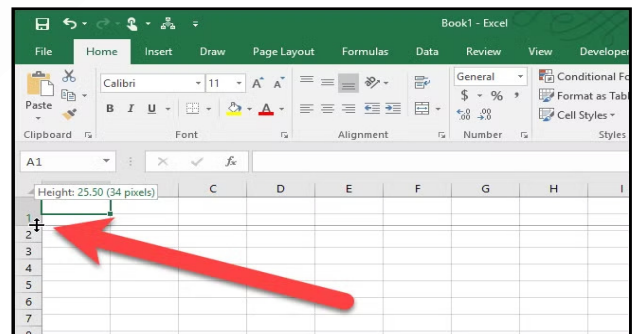
1. Set Row Height:

- **Select the row(s):** Click on the row number(s) on the left-hand side of the worksheet (for example, click on the number "1" to select the first row).
- **Right-click the selected row(s):** After selecting the row, right-click on the row number.
- **Choose "Row Height":** In the menu that appears, click on "Row Height."
- **Enter the height:** A box will pop up where you can type in the desired row height (in points). Click OK to apply.



Alternatively, you can:

- **Drag the row boundary:** Move your cursor to the boundary below the row number (it will change to a double-headed arrow), then drag up or down to adjust the height.



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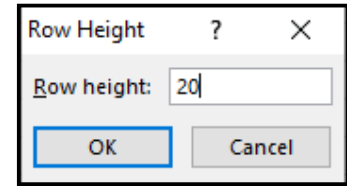
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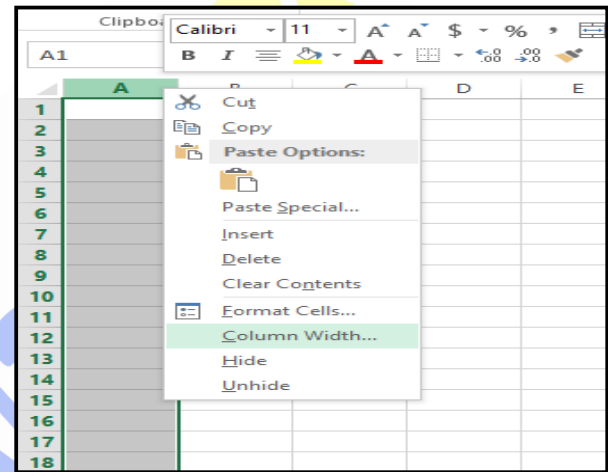
Similarly, you can use:

- In the **Home** tab on the ribbon, locate the **Cells** group.
- In the **Cells** group, click on the **Format** button. It's usually located towards the far right side.
- Under the **Cell Size** section of the **Format** menu, click on **Row Height**.
- A dialog box will appear asking for the row height. Enter the desired height (in points) and click **OK**. The default row height is typically 15 points, but you can adjust it as needed.
- For example, entering **20** will set the row height to 20 points.



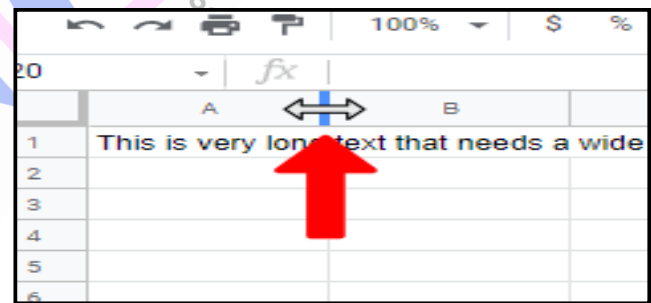
2. Set Column Width:

- **Select the column(s):** Click on the column letter(s) at the top of the worksheet (for example, click on the letter "A" to select the first column).
- **Right-click the selected column(s):** After selecting the column, right-click on the column letter.
- **Choose "Column Width":** In the menu that appears, click on "Column Width."
- **Enter the width:** A box will pop up where you can type in the desired column width (in characters). Click **OK** to apply.



Alternatively, you can:

- **Drag the column boundary:** Move your cursor to the boundary to the right of the column letter (it will change to a double-headed arrow), then drag left or right to adjust the width.




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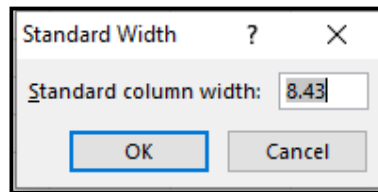
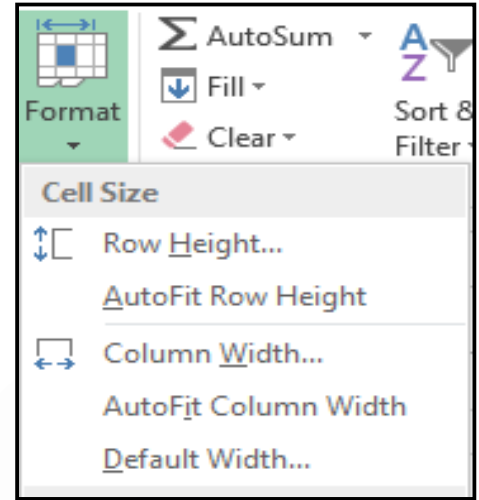
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Similarly, you can use:

- In the **Home** tab on the ribbon, locate the **Cells** group.
- In the **Cells** group, click on the **Format** button. It's located towards the far right of the **Cells** group.
- Under the **Cell Size** section of the **Format** menu, click on **Column Width**.
- A dialog box will appear asking for the column width. Enter the desired width (in characters) and click **OK**



Default Row Height:

- **Row Height:** The default row height is **15 points**. This corresponds to a typical font size of 11 in the default font (Calibri).

Default Column Width:

- **Column Width:** The default column width is **8.43 characters**. This is based on the width of the number "0" in the default font (Calibri, size 11).

Total Number of Rows and Columns in Excel:

- **Rows** are the horizontal lines in an Excel worksheet, numbered sequentially from 1 to 1,048,576. Each row is represented by a number located on the left side of the worksheet.
- **Columns** are the vertical lines in an Excel worksheet, labeled with letters.
- There are a total of **16,384 columns** in Excel, labeled from **A** to **XFD**.

Setting Row Height and Column Width in MS Excel

Assignment

1. Prepare the assignment by adjusting the following data in Excel workbook.
(Hint: Set Column Width and Row Height by dragging the cell)

Student Name	Maths	English	Science	Total
Student 1	98	91	96	285
Student 2	96	71	77	244
Student 3	87	95	71	253
Student 4	95	74	88	257
Student 5	87	94	95	276

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