

Excel

Adjusting the column width or row height : -

We have different option to adjust the column or row height of the sheet

1. To change column width or row height by mouse dragging

Step1 – position the mouse pointer on the line right after the column letter or right below the row number of the column or row we want to change. The mouse pointer convert into + symbol.

Step-2 press the mouse button down and drag

a. Make the column narrower or wider to left or to the right

b. Make taller or shorter, drag down and up.

Step -3 release the mouse button.

2. To change the column width or row height by menu command.

Step _1 choose format → column → width

It will display the dialog box where we can change the width in inch either by typing or by increasing or decreasing the incrementer and decrementer.

Step _2 Ok

Step _3 in the same manner we can set the height of the row.

Format → row → height in inch.
Step_4 → ok

Formatting the cell content →

we can format the cell content using font dialog box or by the tool bar command ,.

We can invoke the dialog box by → selecting the cell → right click → cell format option . where we move to the font option then we can set

1. Font name
2. Font size
3. Underline
4. Bold
5. Italic
6. Strike out and other option.
7. Color

As the cell selected their font effect reflect to the cell.

We can same option can be implemented through tool bar command where font setting tool bar buttons are available.

Setting the border the shading :-

By default the cell grid is blank . we can set the border and shading to the cell content using cell format dialog box or by tool bar command .

Setp-1 select cell on the sheet

Step-2 right click to the selected cell

Step_3 select cell format

Step-4 select border and shading tab

Step-5 set the border , width of the border , color and other option

Step-6 ok

Setting the sheet protection →

we can protect the sheet data using cell formatting dialog box .

Step-1 select cell on the sheet

Step-2 right click to the selected cell

Step_3 select cell format

Step_4 select protection tab

Step-5 set protection option like read only , digital signature, hidden etc.

Step-6 ok

Creating link to the sheet data :-

we can create the linking of data in the sheet through copy and paste special command option .

Step_1 select the data in the sheet

Step_2 copy the data

Step-3 select the destination of the cell where we want to create the linking of data option

Step-4 right click to the destination cell

Step-5 select paste special option

Step-5 select paste link option

Step-6 ok

Once the paste link created , any change the original data , automatically reflect to the linked data .

Creating the hyper link :- hyperlink can be created by text or graphics . as

Step-1 open the file

Step-2 select the short word or text or data in the sheet

Step-3 choose inset → hyperlink

Step-4 a hyperlink dialog box display on the screen where we have to enter folder or file name or web page name to link the other content with the selected cell content

Step-5 ok
