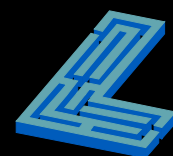


# Microsoft Office 2007: Essentials, Revised Edition



## Lesson 16: Changing the Appearance of Worksheets

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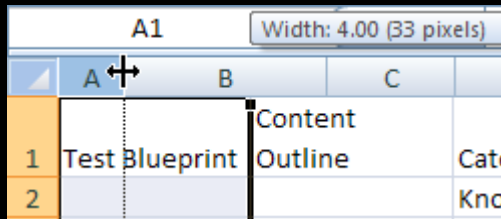
# Modifying Columns and Rows

- Resizing widths and heights
- Using AutoFit
- Insert and delete rows, columns, and cells
- Hiding and unhiding
- Vertical alignment
- Text rotation

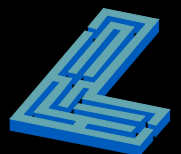
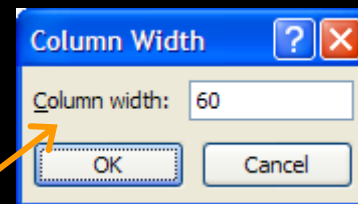
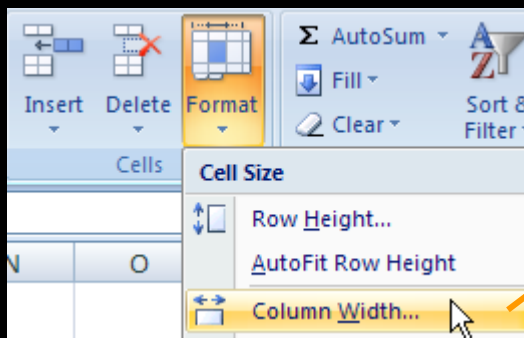


# Changing Widths & Heights

- Set a precise width or height
- Manually drag/visually adjust
- Use AutoFit

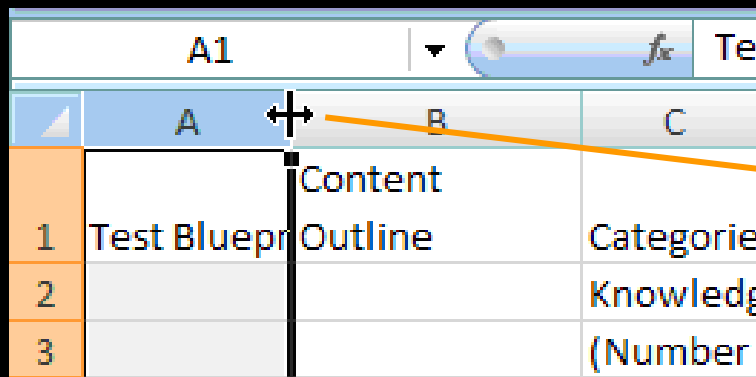


The width of column A is being manually resized by dragging with a double-arrow




# AutoFit Entries

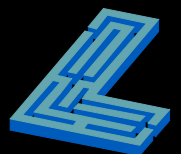
- Quickly and easily adjust the width or height to fit the widest entry in a column or the tallest entry in a row



	A	B	C
		Content	
1	Test Bluepr	Outline	Categories
2			Knowledg
3			(Number o

Double-click when you see the double-arrow between two column headers

**TIP**  You can AutoFit more than one row or column at a time by selecting multiple rows or columns



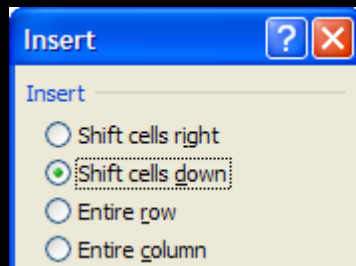
# Insert and Delete Columns and Rows

- Insert and delete columns, rows, and cells as needed
- The ability to insert and delete will come in handy when you want to restructure your worksheet after it has been created

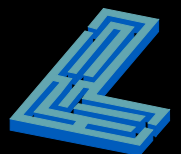


# Inserting and Deleting Cells

- Add or remove a “chunk” or range of cells from your worksheet
- May cause problems because it alters the structure of your entire worksheet
- Use cautiously!

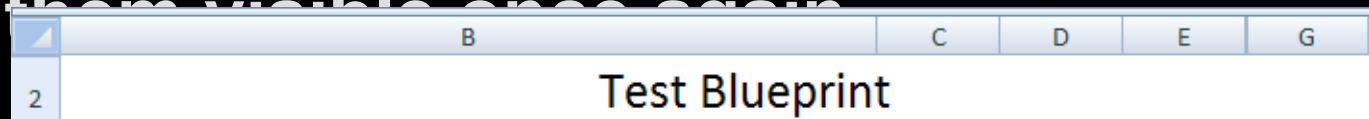


When you insert or delete cells, you will get a window that will allow you to choose how to shift the cells



# Hiding Columns and Rows

- Hidden rows/columns do not show or print
- Still part of the worksheet
- Values and formulas referenced by formulas in visible rows and columns
- Useful when you want to focus attention on other parts of the worksheet
- Must issue an Unhide command to make them visible once again



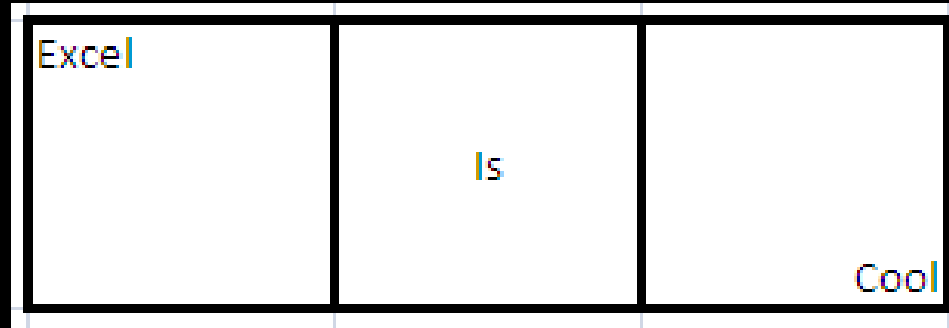
Notice that row 1 and column F are hidden



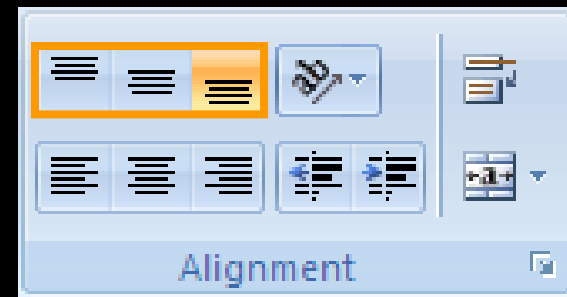
# Vertical Alignment

- Sets how cell contents line up vertically in a cell

- ▲ Top
- ▲ Middle
- ▲ Bottom



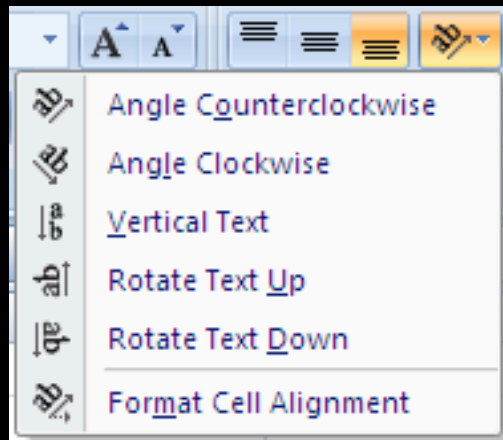
Vertical alignment buttons are in the Alignment group on the Home tab of the Ribbon





# Text Rotation

- Change the angle at which text is displayed in a cell

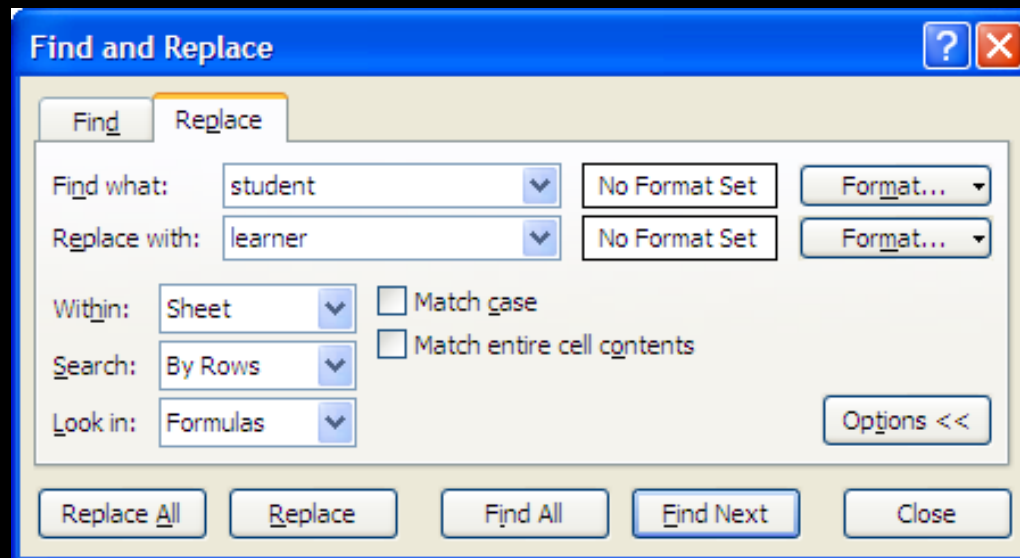


*To specify a rotation not on the list, choose Format Cell Alignment and the Format Cells dialog box will be opened with the alignment tab displayed.*



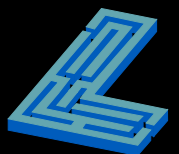
# Find and Replace

- Search for a particular word, number, cell reference, formula, or format
- Replace allows you to you to find an item and replace it with a specified item



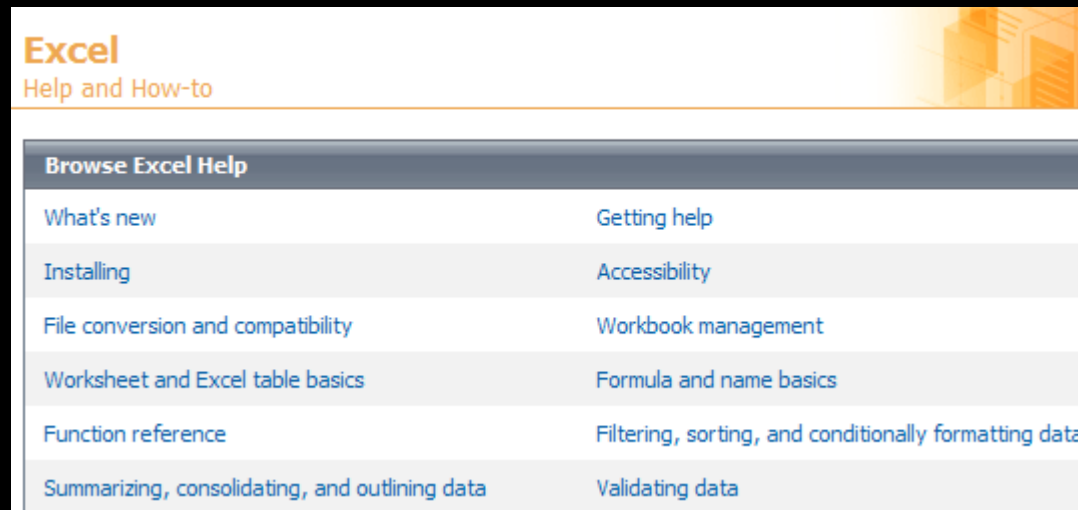
# AutoCorrect

- Useful for replacing abbreviations with a full phrase of up to 255 characters
- Automatically corrects common misspellings and typographical errors
- Automatically capitalizes the first letter of a day if you type it in lowercase
- Fixes words that have two initial capital letters by switching the second letter to lowercase



# Finding Help

- Three methods by which to navigate help:
  - ▲ Question Box
  - ▲ Browse Topics
  - ▲ Table of Contents



The screenshot shows the 'Excel Help and How-to' page. At the top, there is a header with the word 'Excel' in orange and 'Help and How-to' in black. Below this is a dark grey bar with the text 'Browse Excel Help' in white. The main content is a table with two columns of help topics. The topics are: 'What's new', 'Installing', 'File conversion and compatibility', 'Worksheet and Excel table basics', 'Function reference', 'Summarizing, consolidating, and outlining data', 'Getting help', 'Accessibility', 'Workbook management', 'Formula and name basics', 'Filtering, sorting, and conditionally formatting data', and 'Validating data'.

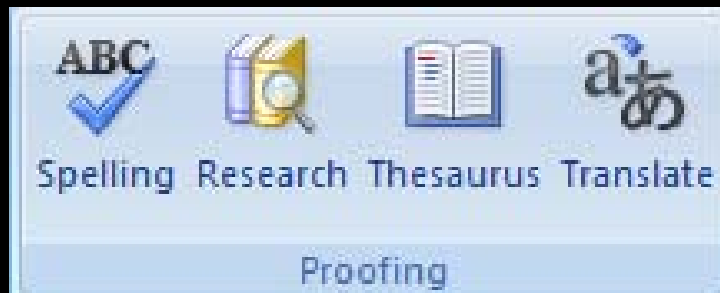
Browse Excel Help	
What's new	Getting help
Installing	Accessibility
File conversion and compatibility	Workbook management
Worksheet and Excel table basics	Formula and name basics
Function reference	Filtering, sorting, and conditionally formatting data
Summarizing, consolidating, and outlining data	Validating data

The Browse Help categories



# Excel's Proofing Tools

- **Powerful proofing tools to aid in your work!**
  - ▲ Spell Check
  - ▲ Research
  - ▲ Thesaurus
  - ▲ Translation

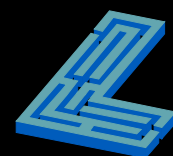


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