



# **Al- Mustaqbal University College**

## **Computer Applications**

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**LECTURE 4**

**2021-2022**



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# Changing row heights

- Row height is measured in points
- 72 pt is equal to 1 inch
- The default row height using the default font is 15 pt, or 20 px
- 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.

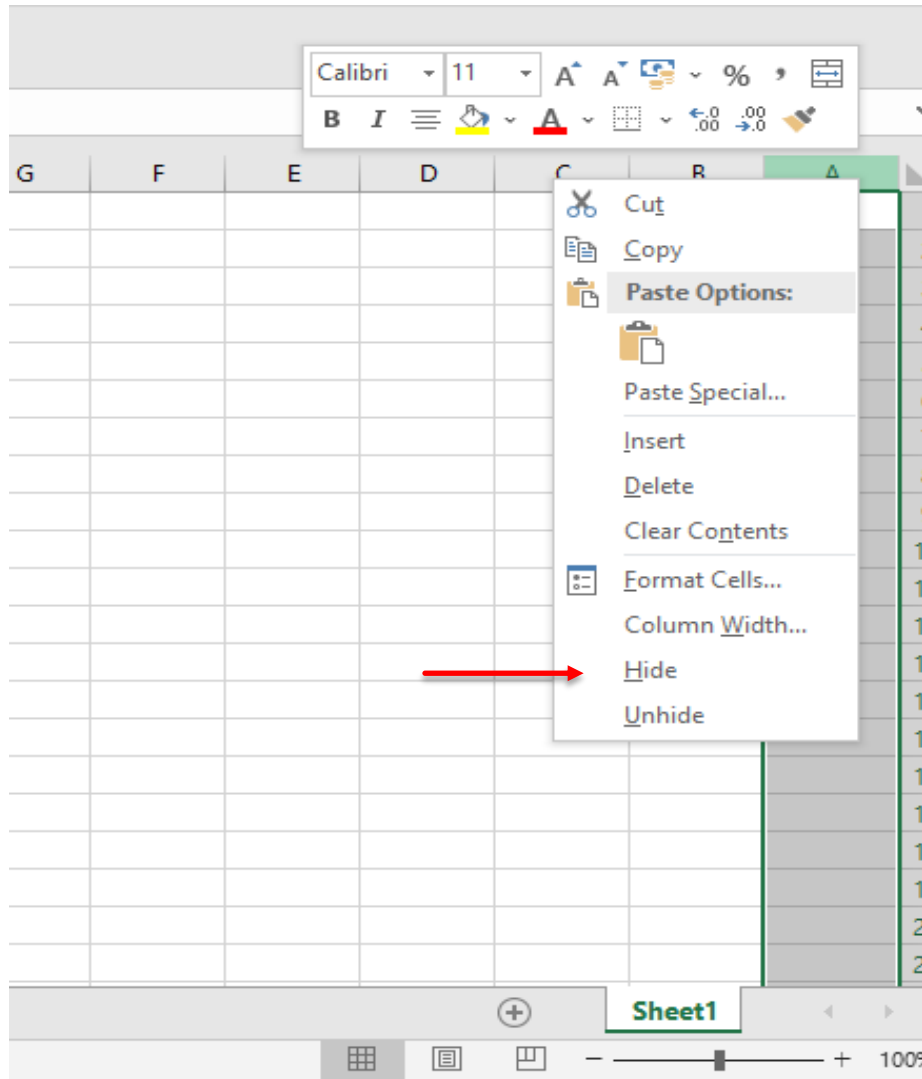
# You can set the row height manually

- ▶ 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

- ▶ 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.
- ▶ 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 **Home ⇨ Cells ⇨ Format ⇨ Hide & Unhide drop-down list.**

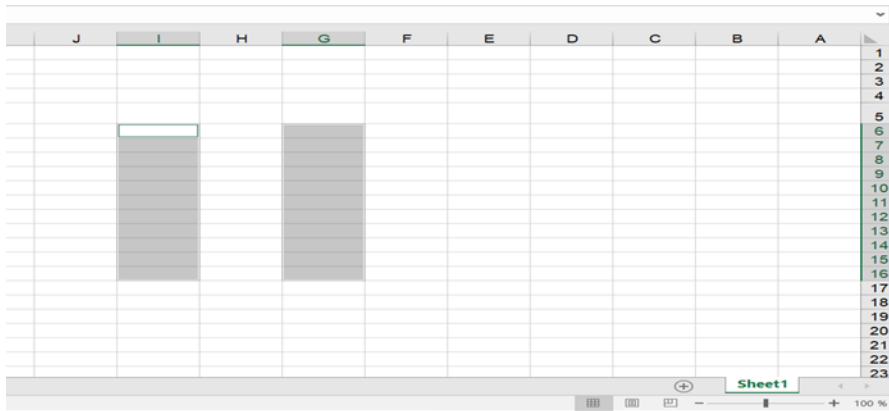
# Hiding rows and columns



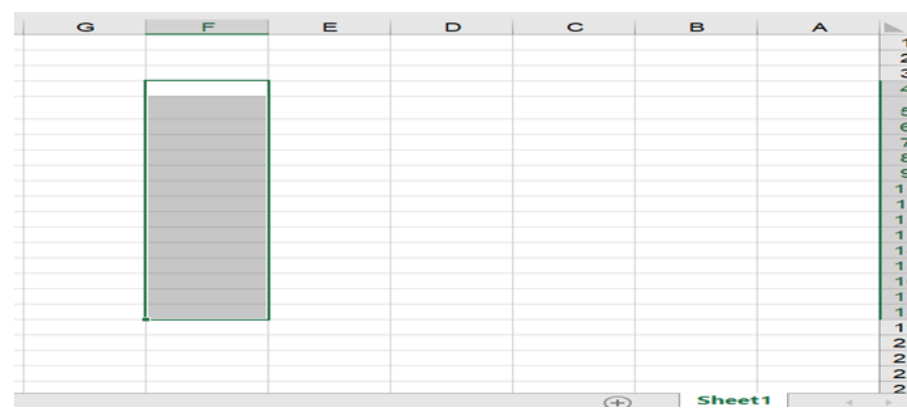
right-click and choose Hide

# Selecting complete rows and columns

- ▶ You can select entire rows and columns in much the same manner as you select ranges:
- ▶ the ranges that you select are :
  - ▶ *contiguous* (a single rectangle of cells)
  - ▶ *Noncontiguous* (consist of two or more ranges)



Non-Contiguous



Contiguous

# Selecting noncontiguous

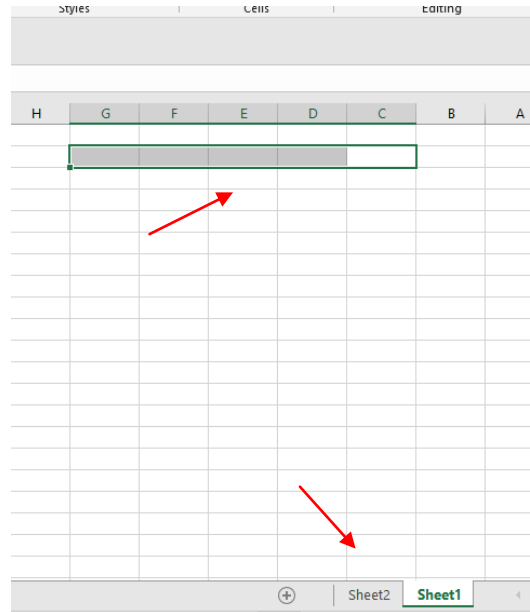
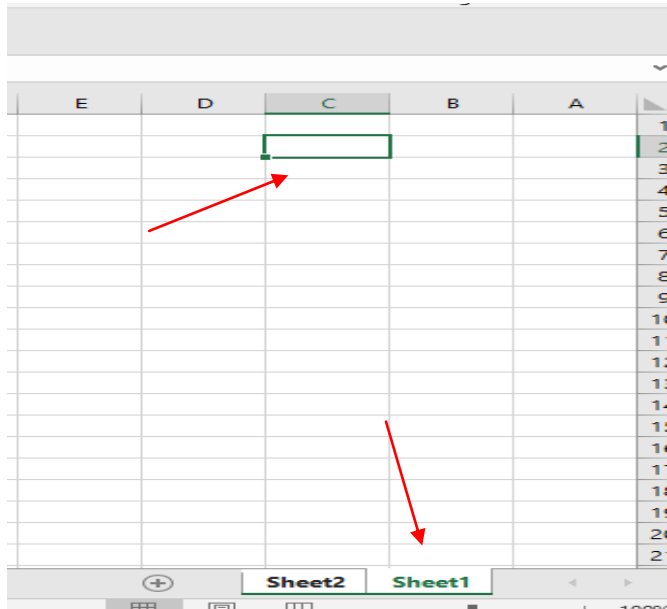
You can select a noncontiguous range in several ways:

- ▶ ■ Select the first range (or cell). Then press and hold Ctrl as you click and drag the mouse to highlight additional cells or ranges.
- ▶ ■ 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.

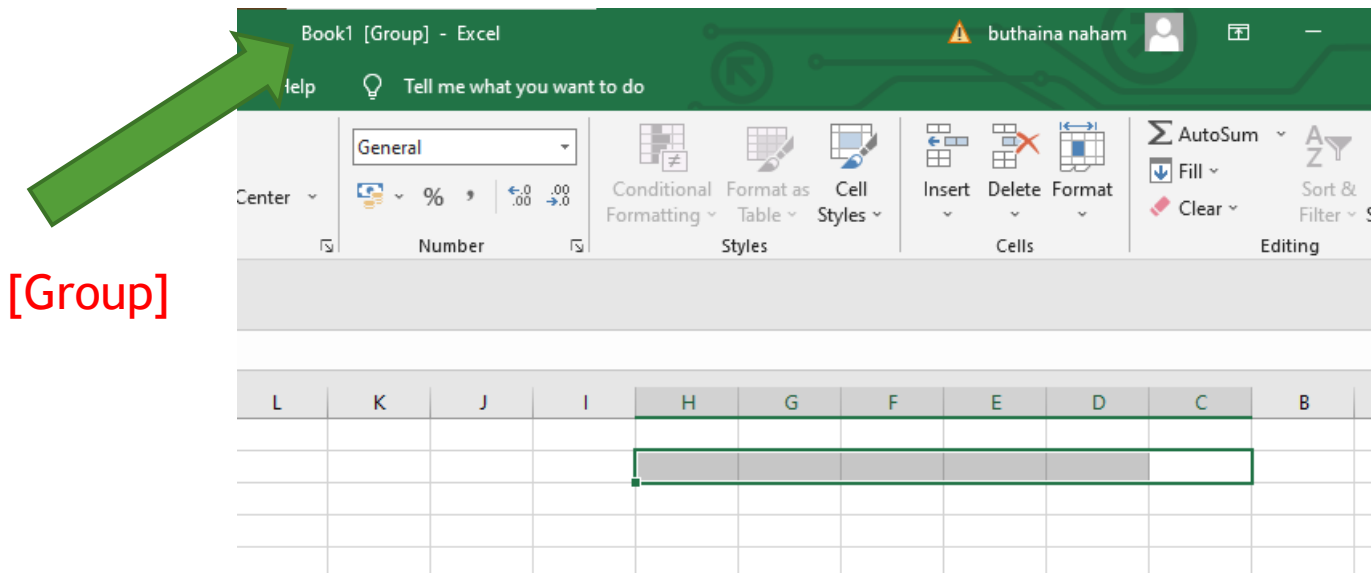


# Selecting multisheet ranges

- ▶ A better technique is to select a multisheet range and format the cells in all the sheets simultaneously
- ▶ 1. Activate the sheet1 by clicking its tab.
- ▶ 2. Select any range from sheet1.
- ▶ 3. Press Shift and click the sheet2 tab. This step selects all worksheets between the active worksheet (sheet1) 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.



Sheet 1 (press C2) + shift + sheet 2 (press G2 )



[Group]

