

Complete tutorial of Excel 2016 (Part 6): Change the size of columns, rows and cells

By default the width of the column and the height of the row in Excel may not match the data you entered. Therefore, you want to change the width, height of rows and columns so that data is fully displayed on cells in Excel.

The following article shows you some ways **to change the size of columns, rows, and cells in Excel 2016**. Please refer!

By default, each row and each column of a new spreadsheet will have the same height and width. Excel 2016 allows you to adjust row and column widths in different ways, including **wrapping text** and **merging cells** .

See the video below to learn more about **how to change column, row, and cell sizes in Excel 2016** :

Instructions for Excel 2016 part 6:

1. Adjust the width of the Excel 2016 column
2. Adjust the width of Excel columns automatically with AutoFit
3. Adjust height of Excel 2016 rows
4. Edit all rows or Excel 2016 columns
5. Insert, delete, move and hide rows, Excel 2016 columns
 1. I. To insert goods
 2. II. To insert a column:
 3. III. To delete rows or columns:
 4. IV. To move rows or columns:
 5. V. To hide and unhide rows or columns:
6. Break lines and merge Excel 2016 cells
 1. I. Breaking lines in Excel cells:
 2. II. Merge cells with the Merge & Center command:
 3. III. Access to many integration options:
 4. IV. Choose center:

Adjust the width of the Excel 2016 column

In the example below, column C is too narrow to display all the content in the cells. We can make all this content visible by **adjusting the width** of column C.

1. Move the mouse over the column row in the column header so that the cursor becomes a double arrow.

	A	B	C	D
1	Customer Contact List			
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	PHONE
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD	605-555-6435
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH	603-555-2460
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS	913-555-5928
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS	316-555-3256
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM	575-555-9255
8	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corner, WA	360-555-5422
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD	605-555-4495
10	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, WA	360-555-4289
11	Knope Equestrian Center	Lil Sebastian	9060 Easy Evening Ln Walkinghood, ME	207-555-7225
12	Venture Brewing	Hank Dean	3034 Foggy Wharf Loop Bee Rock, NE	308-555-1050
13	Placerville Insurance	Chris Kinkade	1028 Quiet Dale Rd Homosassa, MD	443-555-4942
14	Archer Properties	Mallory Figgis	3520 Sleepy Hearth Dr Calendar, WA	425-555-5370
15				
16				

2. Click and drag the mouse to **increase** or **decrease** the column width.

	A	B	C	D	E
1	Customer Contact List				
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	PHONE	EMAIL
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD	605-555-6435	jake@:
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH	603-555-2460	katie.st
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS	913-555-5928	yuenp
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS	316-555-3256	felicia@
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM	575-555-9255	mlaws
8	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corner, WA	360-555-5422	info@r
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD	605-555-4495	jtorran
10	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, WA	360-555-4289	vivica@

3. Release the mouse. The column width will be changed.

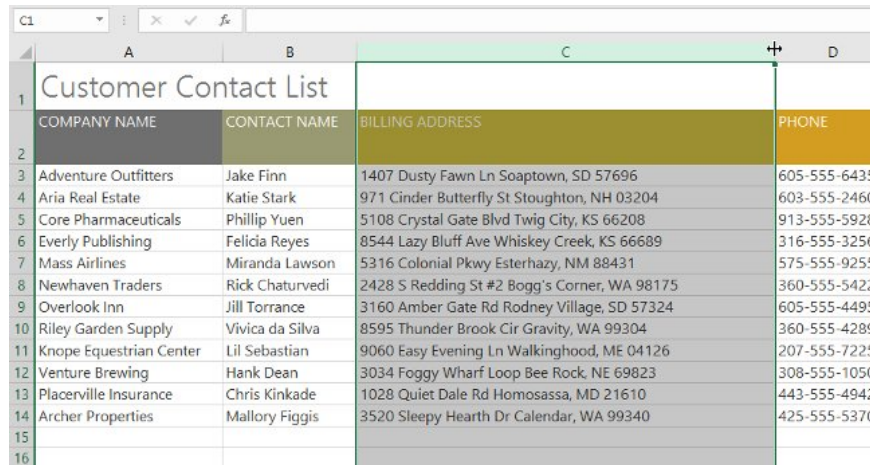
	A	B	C	D
1	Customer Contact List			
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	PHONE
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-6435
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204	603-555-2460
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208	913-555-5928
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689	316-555-3256
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431	575-555-9255
8	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corner, WA 98175	360-555-5422
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD 57324	605-555-4495
10	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, WA 99304	360-555-4289
11	Knope Equestrian Center	Lil Sebastian	9060 Easy Evening Ln Walkinghood, ME 04126	207-555-7225
12	Venture Brewing	Hank Dean	3034 Foggy Wharf Loop Bee Rock, NE 69823	308-555-1050
13	Placerville Insurance	Chris Kinkade	1028 Quiet Dale Rd Homosassa, MD 21610	443-555-4942
14	Archer Properties	Mallory Figgis	3520 Sleepy Hearth Dr Calendar, WA 99340	425-555-5370
15				
16				

1. With numeric data, the cell displays the **pound sign (#####)** if the column is too narrow. Simply increase the column width to make the data visible.

Adjust the width of Excel columns automatically with AutoFit

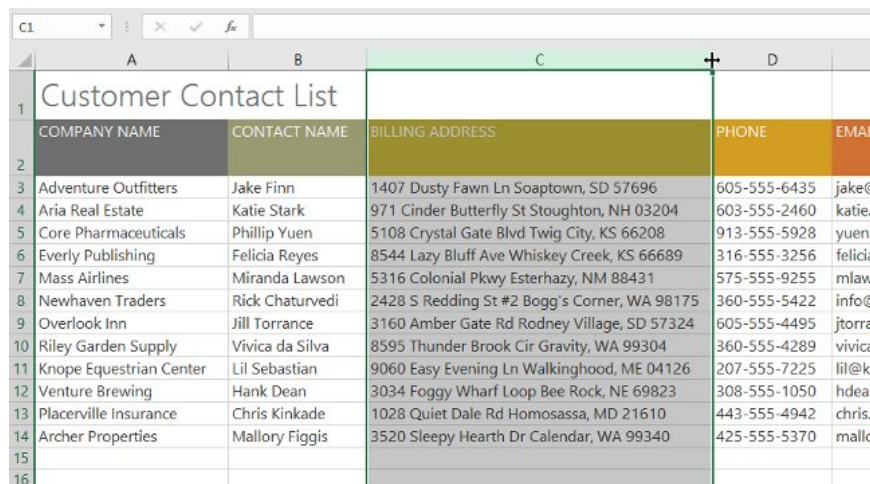
The **AutoFit** feature allows you to set the width of the column to match its content.

1. Move the mouse to the upper part of the column line in the column header so that the cursor becomes a double arrow.



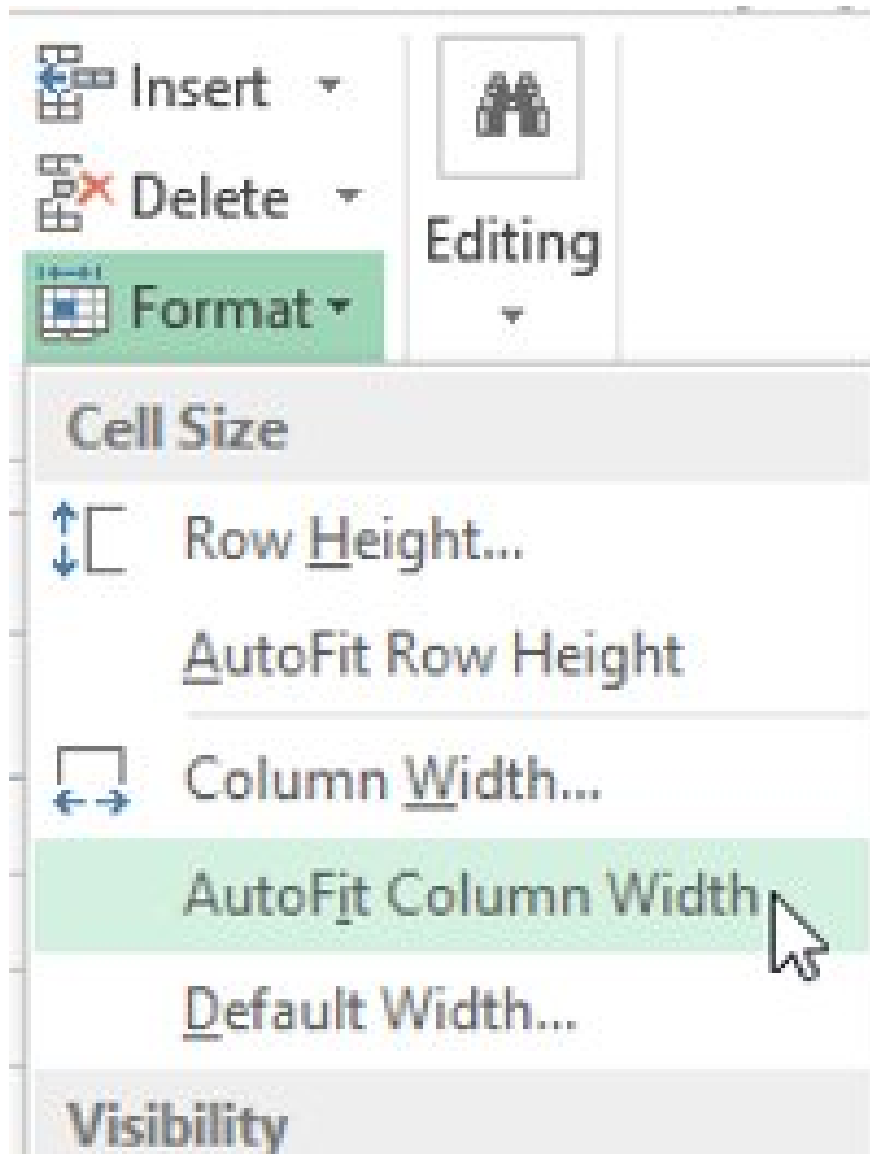
	A	B	C	D
1	Customer Contact List			
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	PHONE
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-6435
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204	603-555-2460
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208	913-555-5928
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689	316-555-3256
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431	575-555-9255
8	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corner, WA 98175	360-555-5422
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD 57324	605-555-4495
10	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, WA 99304	360-555-4289
11	Knope Equestrian Center	Lil Sebastian	9060 Easy Evening Ln Walkinghood, ME 04126	207-555-7225
12	Venture Brewing	Hank Dean	3034 Foggy Wharf Loop Bee Rock, NE 69823	308-555-1050
13	Placerville Insurance	Chris Kinkade	1028 Quiet Dale Rd Homosassa, MD 21610	443-555-4942
14	Archer Properties	Mallory Figgis	3520 Sleepy Hearth Dr Calendar, WA 99340	425-555-5370
15				
16				

2. Double click. The column width will be changed automatically to match the content.



	A	B	C	D	E
1	Customer Contact List				
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	PHONE	EMAIL
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-6435	jake@i
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204	603-555-2460	katie.st
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208	913-555-5928	yuenp
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689	316-555-3256	felicia@
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431	575-555-9255	mlaws
8	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corner, WA 98175	360-555-5422	info@r
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD 57324	605-555-4495	jtorranc
10	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, WA 99304	360-555-4289	vivica@
11	Knope Equestrian Center	Lil Sebastian	9060 Easy Evening Ln Walkinghood, ME 04126	207-555-7225	lil@kno
12	Venture Brewing	Hank Dean	3034 Foggy Wharf Loop Bee Rock, NE 69823	308-555-1050	hdean
13	Placerville Insurance	Chris Kinkade	1028 Quiet Dale Rd Homosassa, MD 21610	443-555-4942	chris.ki
14	Archer Properties	Mallory Figgis	3520 Sleepy Hearth Dr Calendar, WA 99340	425-555-5370	mallor
15					
16					

1. You can also use **AutoFit** to automatically adjust the width for multiple columns at once. Simply select the columns you want AutoFit, then select the **AutoFit Column Width** command from the **Format** drop-down menu on the **Home** tab. This method can also be used for row height.



Adjust height of Excel 2016 rows

1. Move the mouse to the row so that the cursor becomes a double arrow.

A screenshot of an Excel spreadsheet. The active cell is A2, containing the text 'COMPANY NAME'. The spreadsheet has three columns: A (COMPANY NAME), B (CONTACT NAME), and C (BILLING ADDRESS). The first row (row 1) is titled 'Customer Contact List'. The second row (row 2) is the header row with the following data: COMPANY NAME, CONTACT NAME, and BILLING ADDRESS. The subsequent rows (rows 3-7) contain contact information for Adventure Outfitters, Aria Real Estate, Core Pharmaceuticals, Everly Publishing, and Mass Airlines.

	A	B	C
1	Customer Contact List		
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431

2. Click and drag the mouse to **increase** or **decrease** the row height.

	A	B	C
1	Customer Contact List		
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431

3. Release the mouse. The height of the selected item will be changed.

	A	B	C
1	Customer Contact List		
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431

Edit all rows or Excel 2016 columns

Instead of changing each row and column size individually, you can change the height and width of each row and each column at the same time. This method allows you to **set a uniform size** for each row and column in the spreadsheet. In the example, we will set the row height.

1. Locate and click the **Select All** button just below the name box to select each cell in the spreadsheet.

	A	B	C	D
1	Customer Contact List			
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	PHONE
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696	605-555
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204	603-555
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208	913-555
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689	316-555
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431	575-555
8	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corner, WA 98175	360-555
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD 57324	605-555
10	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, WA 99304	360-555
11	Knope Equestrian Center	Lil Sebastian	9060 Easy Evening Ln Walkinghood, ME 04126	207-555
12	Venture Brewing	Hank Dean	3034 Foggy Wharf Loop Bee Rock, NE 69823	308-555
13	Placerville Insurance	Chris Kinkade	1028 Quiet Dale Rd Homosassa, MD 21610	443-555
14	Archer Properties	Mallory Figgis	3520 Sleepy Hearth Dr Calendar, WA 99340	425-555
15				
16				

2. Move the mouse over the row row so that the cursor becomes a double arrow.

3. Click and drag the mouse to **increase** or **decrease** the row height, then release the mouse when satisfied. The row height will be changed for the entire spreadsheet.

Customer Contact List			
COMPANY NAME	CONTACT NAME	BILLING ADDRESS	PHONE
Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696	605-555
Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204	603-555
Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208	913-555
Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689	316-555
Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431	575-555
Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corner, WA 98175	360-555
Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD 57324	605-555
Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, WA 99304	360-555

Insert, delete, move and hide rows, Excel 2016 columns

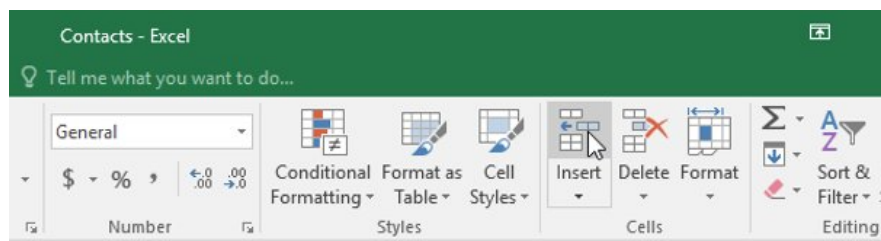
After working with a spreadsheet for a period of time, you may find that you want to insert new columns or rows, delete certain rows or columns, move them to another location in the spreadsheet or even hide them.

I. To insert goods

1. Select the row title below where you want the new item to appear. In this example, we want to **insert a row between rows 4 and 5**, so we will select **row 5**.

Customer Contact List		
COMPANY NAME	CONTACT NAME	BILLING ADDRESS
Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696
Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204
Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208
Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689
Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431

2. Click the **Insert** command on the Home tab.

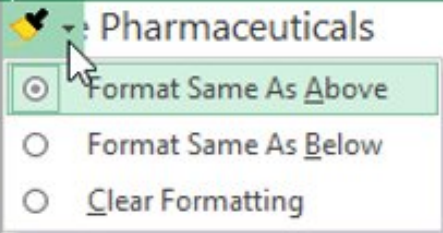


3. New row will appear above the selected row.

	A	B	C
1	Customer Contact List		
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204
5			
6	Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208
7	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689
8	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431

1. When inserting new rows, columns or cells, you will see a **brush icon** next to the inserted cells. This icon allows you to choose how **to format Excel** cells. By default, Excel formats insert rows of the same format as the cells in the row above. To access more options, hover over the icon, then click the drop-down arrow.

4	Aria Real Estate	Katie Stark
5		
6	Pharmaceuticals	Phillip Yuen
7		Felicia Reyes
	Mass Airlines	Miranda Lawson



II. To insert a column:

1. Select the column header to the right where you want the new column to appear. For example, if you want to insert a column between columns D and E, select **column E**.

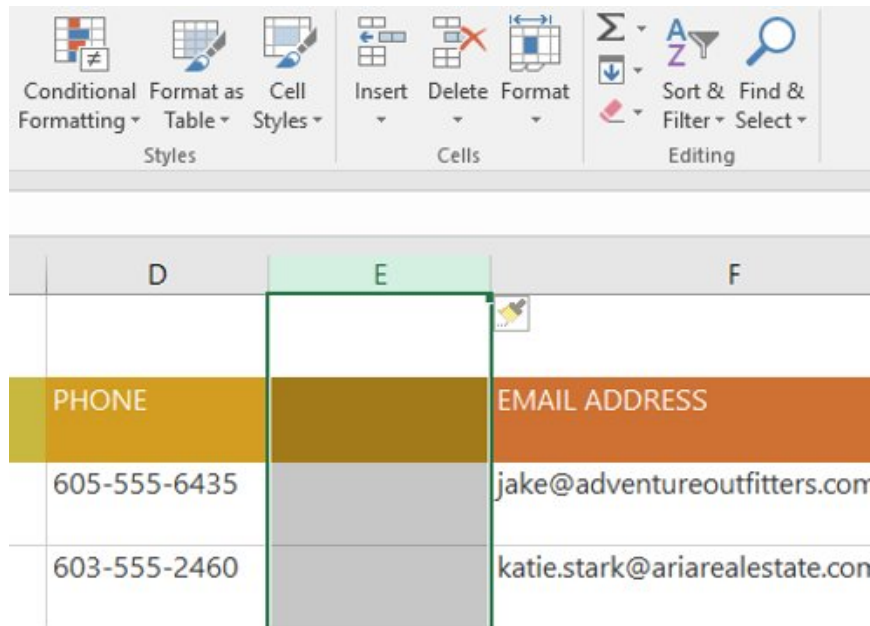
	D	E	F
	PHONE	EMAIL ADDRESS	
	605-555-6435	jake@adventureoutfitters.com	
	603-555-2460	katie.stark@ariarealestate.com	
	913-555-5928	yuenp@corepharmaceuticals.com	
	316-555-3256	felicia@everlypublishing.com	
	575-555-9255	mlawson@massairlines.com	
	360-555-5422	info@newhaventraders.com	
	605-555-4495	jtorrance@overlookinn.com	

2. Click the **Insert** command on the Home tab.



	D	E	F
	PHONE	EMAIL ADDRESS	
	605-555-6435	jake@adventureoutfitters.com	
	603-555-2460	katie.stark@ariarealestate.com	

3. The new column will appear on the left of the selected column.



1. When inserting rows and columns, make sure you select the entire row or column by clicking on the title. If you select only one cell in the row or column, the **Insert** command only inserts a new cell.

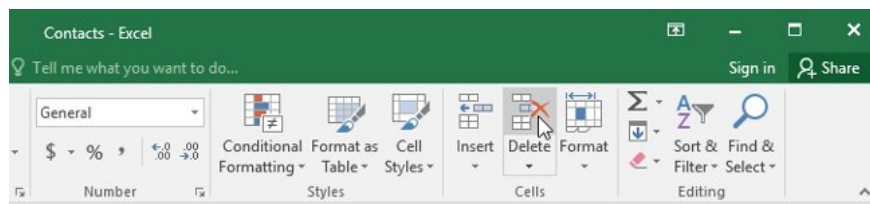
III. To delete rows or columns:

It's easy to delete rows or columns that you no longer need. In the example, we will delete a row, but you can also delete a column this way.

1. Select the item you want to delete. In the example, we will choose **row 9**.

7	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689
8	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431
9	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corner, WA 98175
10	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD 57324
11	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, WA 99304

2. Click the **Delete** command on the Home tab.



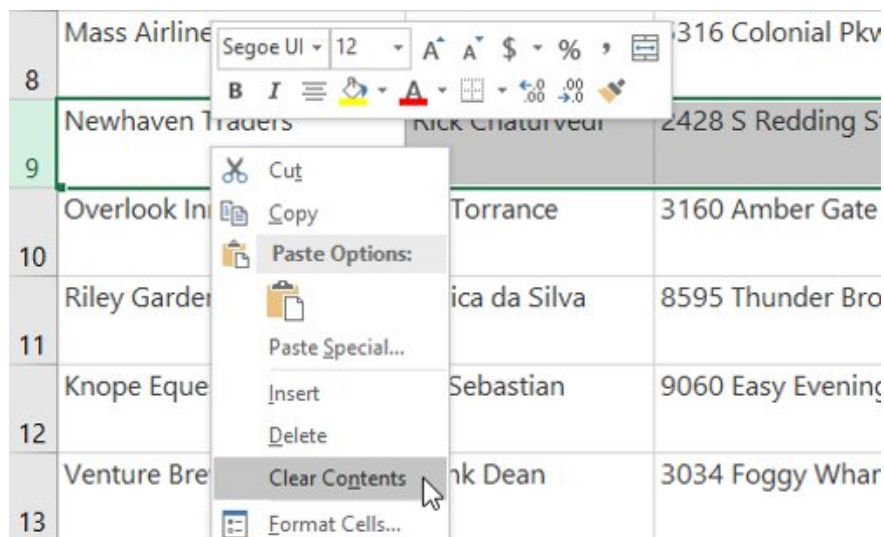
3. The selected item will be deleted and the rows around it will change. In the example, row 10 has moved up to row 9.

7	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689
8	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD 57324
10	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, WA 99304
11	Knope Equestrian Center	Lil Sebastian	9060 Easy Evening Ln Walkinghood, ME 04126

Sheet 1

Ready

1. It is important that you understand the difference between deleting rows or columns and only deleting its contents. If you want to remove content from a row or column without making another row or column change, right-click a title, then select **Clear Contents** from the drop-down menu.



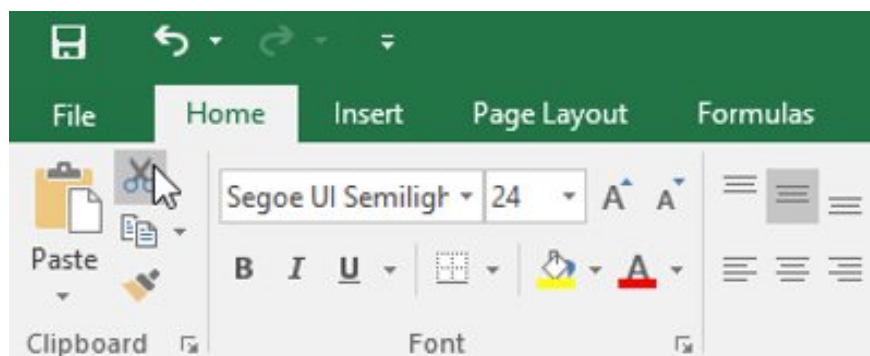
IV. To move rows or columns:

Sometimes you may want to move a column or row to reorder the contents of the spreadsheet. In the example, we will move a column, but you can move a row in the same way.

1. Select the desired column title for the column you want to move.

C	D	E	
BILLING ADDRESS	PHONE	FAX	EMAIL ADDRESS
1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-6435		jake@adventurec
971 Cinder Butterfly St Stoughton, NH 03204	603-555-2460		katie.stark@aria
5108 Crystal Gate Blvd Twig City, KS 66208	913-555-5928		yuenp@corephar
8544 Lazy Bluff Ave Whiskey Creek, KS 66689	316-555-3256		felicia@everlyput
5316 Colonial Pkwy Esterhazy, NM 88431	575-555-9255		mlawson@massa

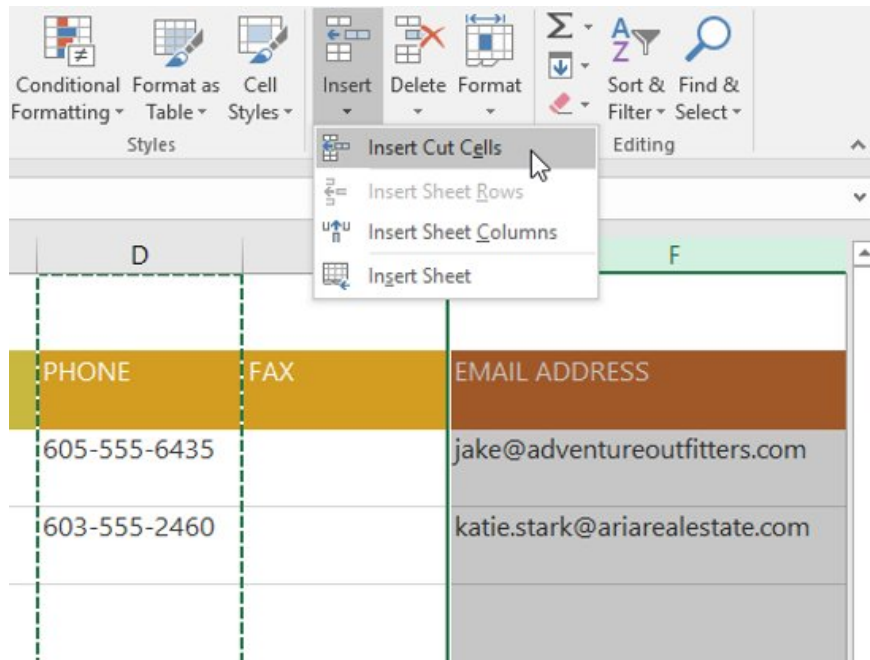
2. Click the **Cut** command on the Home tab or press **Ctrl + X** on the keyboard.



3. Select the column header to the right where you want to move the column. For example, if you want to move a column between columns E and F, select **column F**.

C	D	E	F
BILLING ADDRESS	PHONE	FAX	EMAIL ADDRESS
1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-6435		jake@adventureoutfite
971 Cinder Butterfly St Stoughton, NH 03204	603-555-2460		katie.stark@ariaalesta
5108 Crystal Gate Blvd Twig City, KS 66208	913-555-5928		yuenp@corepharmaceu
8544 Lazy Bluff Ave Whiskey Creek, KS 66689	316-555-3256		felicia@everlypublishin
5316 Colonial Pkwy Esterhazy, NM 88431	575-555-9255		mlawson@massairlines

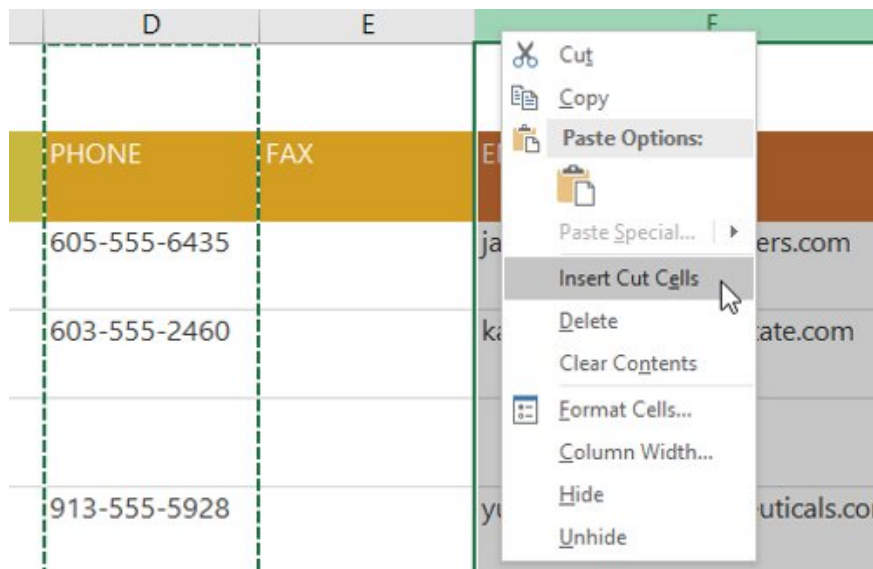
4. Click the **Insert** command on the Home tab, then select **Insert Cut Cells** from the drop-down menu.



5. The column will be moved to the selected position and the surrounding columns will change.

C	D	E	F
BILLING ADDRESS	FAX	PHONE	EMAIL ADDRESS
1407 Dusty Fawn Ln Soaptown, SD 57696		605-555-6435	jake@adventureoutfitt
971 Cinder Butterfly St Stoughton, NH 03204		603-555-2460	katie.stark@ariareales
5108 Crystal Gate Blvd Twig City, KS 66208		913-555-5928	yuenp@corepharmac
8544 Lazy Bluff Ave Whiskey Creek, KS 66689		316-555-3256	felicia@everlypublishi
5316 Colonial Pkwy Esterhazy, NM 88431		575-555-9255	mlawson@massairline

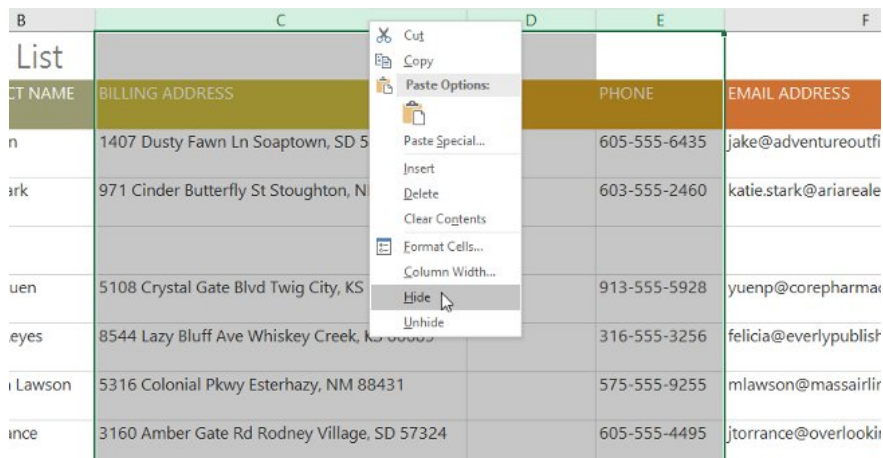
1. You can also access **Cut** and **Insert** commands by right-clicking and selecting the desired command from the drop-down menu.



V. To hide and unhide rows or columns:

Sometimes, you may want to compare certain rows or columns without changing the way the spreadsheet is organized. To do this, Excel allows you to **hide rows and columns** if needed. In the example, we will hide some columns, but you can hide the rows in the same way.

1. Select the column you want to hide, right-click, then select **Hide** from the format menu. In the example, we will hide **columns C, D and E**.



2. The columns will be hidden. The green column shows the location of the hidden columns.

	A	B	F	G	H
1	Customer Contact List				
2	COMPANY NAME	CONTACT NAME	EMAIL ADDRESS		
3	Adventure Outfitters	Jake Finn	jake@adventureoutfitters.com		
4	Aria Real Estate	Katie Stark	katie.stark@ariarealestate.com		
5	Bishop Research				
6	Core Pharmaceuticals	Phillip Yuen	yuenp@corepharmaceuticals.com		
7	Everly Publishing	Felicia Reyes	felicia@everlypublishing.com		
8	Mass Airlines	Miranda Lawson	mlawson@massairlines.com		
9	Overlook Inn	Jill Torrance	jtorrance@overlookinn.com		

3. To unhide the columns, select the columns on both sides of the hidden column. In the example, we will select column B and F. Then right-click and select **Unhide** (**Unhide**) from the format menu.

	A	B	F	G	H
1	Customer Contact List				
2	COMPANY NAME	CONTACT NAME	EMAIL ADDRESS		
3	Adventure Outfitters	Jake Finn	jake@adventureoutfitters.com		
4	Aria Real Estate	Katie Stark	katie.stark@ariarealestate.com		
5	Bishop Research				
6	Core Pharmaceuticals	Phillip Yuen	yuenp@corepharmaceuticals.com		
7	Everly Publishing	Felicia Reyes	felicia@everlypublishing.com		
8	Mass Airlines	Miranda Lawson	mlawson@massairlines.com		
9	Overlook Inn	Jill Torrance	jtorrance@overlookinn.com		

4. The hidden columns will be displayed again.

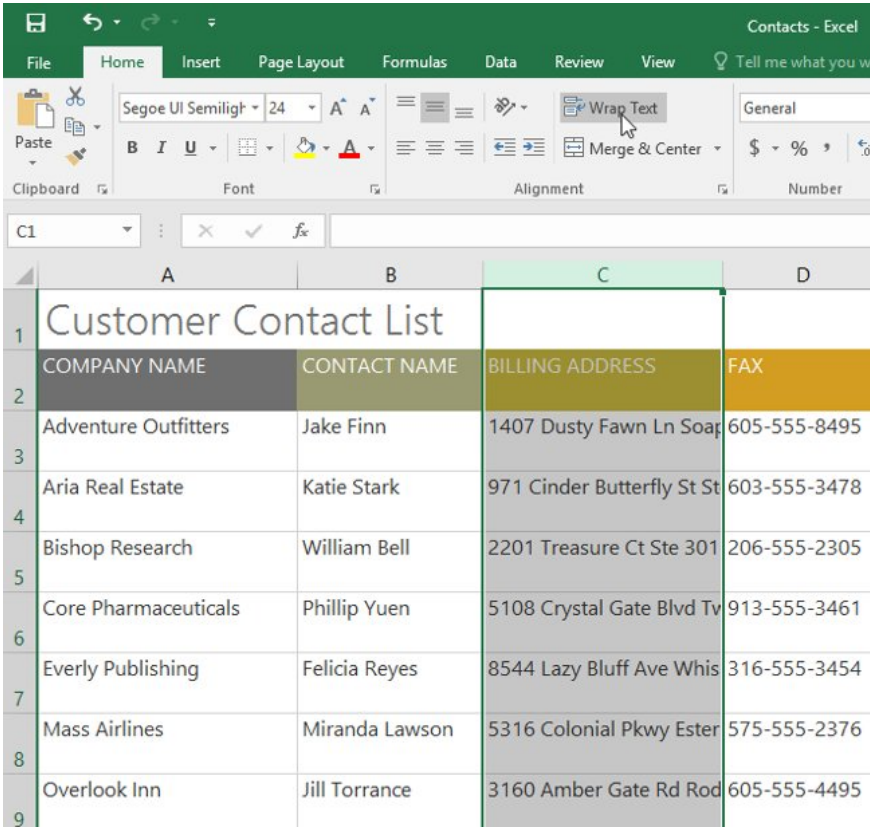
	B	C	D	E	F
1	List				
2	CONTACT NAME	BILLING ADDRESS	FAX	PHONE	EMAIL ADDRESS
3	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696		605-555-6435	jake@adventureoutfitters.com
4	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204		603-555-2460	katie.stark@ariarealestate.com
5	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208		913-555-5928	yuenp@corepharmaceuticals.com
6	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689		316-555-3256	felicia@everlypublishing.com
7	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431		575-555-9255	mlawson@massairlines.com
8	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD 57324		605-555-4495	jtorrance@overlookinn.com

Break lines and merge Excel 2016 cells

Whenever there is too much cell content displayed in a cell, you can decide to **break the line** or **merge** the cells again instead of resizing a column. Line breaks automatically modify the row height of the cell, allowing the cell content to be displayed on multiple lines. Including cells allows you to combine a cell with empty cells to create a large cell.

I. Breaking lines in Excel cells:

1. Select the cells you want to interrupt. In this example, we will select the cells in **column C**.
2. Click the **Wrap Text** command on the Home tab.



The screenshot shows the Microsoft Excel 2016 interface. The 'Home' tab is active, and the 'Wrap Text' button in the Alignment group is highlighted. The spreadsheet contains a table with the following data:

	A	B	C	D
1	Customer Contact List			
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	FAX
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soap	605-555-8495
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St St	603-555-3478
5	Bishop Research	William Bell	2201 Treasure Ct Ste 301	206-555-2305
6	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Tv	913-555-3461
7	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whis	316-555-3454
8	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Ester	575-555-2376
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rod	605-555-4495

3. The text in the selected cells will be interrupted.

	A	B	C	D
1	Customer Contact List			
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	FAX
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-8495
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204	603-555-3478
5	Bishop Research	William Bell	2201 Treasure Ct Ste 301 Good Thunder, WA	206-555-2305
6	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208	913-555-3461
7	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS	316-555-3454
8	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431	575-555-2376
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD	605-555-4495

1. Click the **Wrap Text** command again to extract the text.

II. Merge cells with the Merge & Center command:

1. Select the range you want to merge. In the example, we will select the **range A1: F1**.

2. Click the **Merge & Center** command on the Home tab.

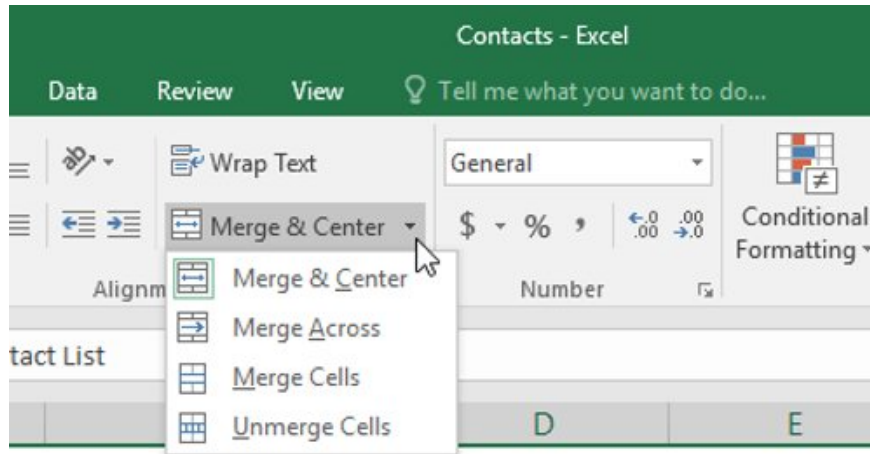
	A	B	C	D	E	F
1	Customer Contact List					
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	FAX	PHONE	EMAIL ADDRESS
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-8495	605-555-6435	jake@adventureoutfitters.com
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204	603-555-3478	603-555-2460	katie.stark@ariarealestate.com
5	Bishop Research	William Bell	2201 Treasure Ct Ste 301 Good Thunder, WA	206-555-2305	206-555-2303	wbell@bishopresearch.com

3. The selected cells will be merged again and the text will be centered.

	A	B	C	D	E	F
1	Customer Contact List					
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	FAX	PHONE	EMAIL ADDRESS
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-8495	605-555-6435	jake@adventureoutfitters.com
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204	603-555-3478	603-555-2460	katie.stark@ariarealestate.com
5	Bishop Research	William Bell	2201 Treasure Ct Ste 301 Good Thunder, WA	206-555-2305	206-555-2303	wbell@bishopresearch.com

III. Access to many integration options:

If you click the drop-down arrow next to the **Merge & Center** command on the Home tab, the **Merge** drop-down menu will appear.



From here, you can choose:

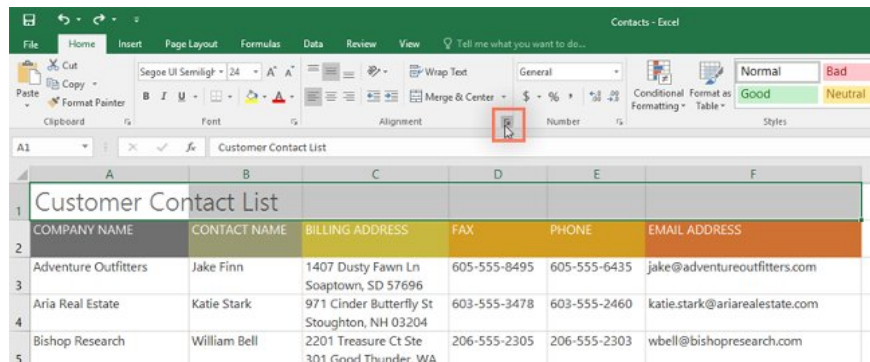
1. **Merge & Center:** merge selected cells into one cell and center text;
2. **Merge Across :** merge selected cells into larger cells while keeping each row separate;
3. **Merge Cells :** merge selected cells into one cell but not between text;
4. **Unmerge Cells :** **unmerge** the selected cells.

You will have to be careful when using this feature. If you merge multiple cells that contain data, Excel will only retain the contents of the upper left cell and remove other content.

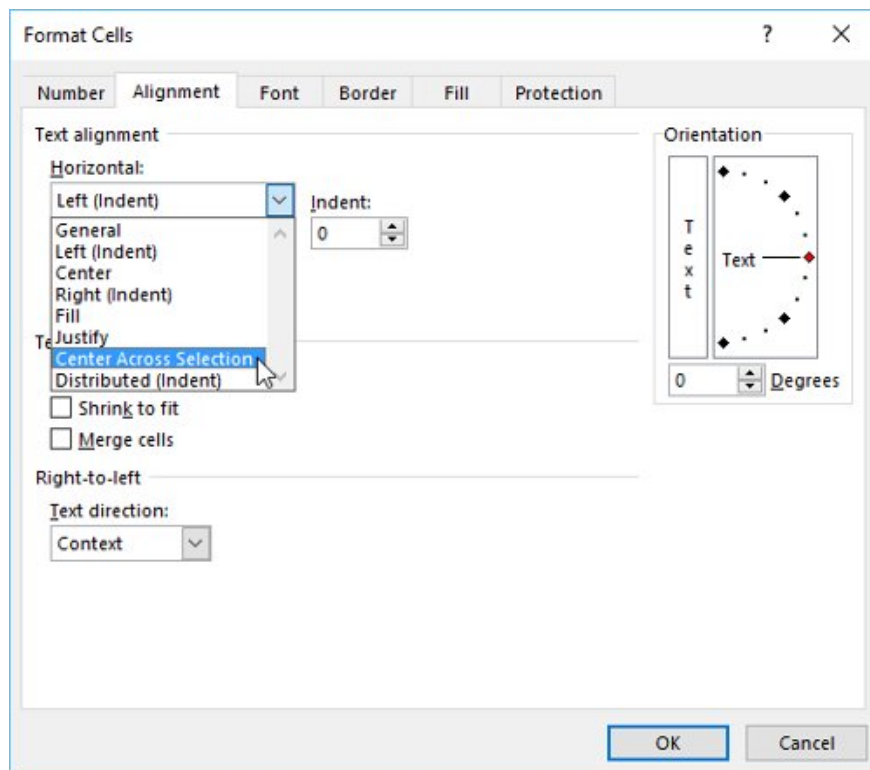
IV. Choose center:

Merge can be useful for organizing your data, but it can also create problems later. For example, it may be difficult to move, copy and paste content from merged cells. A good option to merge is the **Center Across Selection** , creating a similar effect without actually merging the cells.

1. Select the desired range of cells. In the example, we select the range A1: F1.
 1. Note: If you have merged these boxes, you should **un-merge them before continuing to step 2** .
2. Click the small arrow in the lower right corner of the **Alignment** group on the Home tab.



3. A dialog box will appear. Locate and select the **Horizontal** drop-down menu, select **Center Across Selection** , then click **OK** .



4. The content will be centered on the selected cell range. As you can see, this produces the same visual result as merging and centering, but it preserves each cell inside the **range A1: F1** .

	A	B	C	D	E	F
1	Customer Contact List					
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	FAX	PHONE	EMAIL ADDRESS
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-8495	605-555-6435	jake@adventureoutfitters.com
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204	603-555-3478	603-555-2460	katie.stark@ariarealestate.com
5	Bishop Research	William Bell	2201 Treasure Ct Ste 301 Good Thunder, WA	206-555-2305	206-555-2303	wbell@bishopresearch.com

Having fun!

You finished reading the article "**Complete tutorial of Excel 2016 (Part 6): Change the size of columns, rows and cells**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.