

Excel 2019 (Part 5): Modifying Columns, Rows, and Cells

Microsoft Excel allows you to modify column widths and row heights in various ways, including applying the Text Wrapping feature and merging cells.

By default, all rows and columns in a new workbook are set to the same height and width. Microsoft Excel allows you to modify column widths and row heights in various ways, including applying the Text Wrapping feature and merging cells .

How to modify column width

In the example below, column C is too narrow to display all the content in these cells. It's possible to display all of this content by changing the width of column C.

1. Place your mouse cursor over the column row in the column header so that the cursor changes to 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, I	603-555-2460
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, K	913-555-5928
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek	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 Corne	360-555-5422
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Villag	605-555-4495
10	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, W	360-555-4289
11	Knope Equestrian Center	Lil Sebastian	9060 Easy Evening Ln Walkinghooc	207-555-7225
12	Venture Brewing	Hank Dean	3034 Foggy Wharf Loop Bee Rock,	308-555-1050
13	Placerville Insurance	Chris Kinkade	1028 Quiet Dale Rd Homosassa, MI	443-555-4942
14	Archer Properties	Mallory Figgis	3520 Sleepy Hearth Dr Calendar, W	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				
	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	PHONE	EMAIL
2					
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD	605-555-6435	jake@i
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, N	603-555-2460	katie.st
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, K	913-555-5928	yuenp
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek	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 Corne	360-555-5422	info@r
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Villag	605-555-4495	jtorranc
10	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, W	360-555-4289	vivica@

3. Release the mouse button. The column width will change.

	A	B	C	D
1	Customer Contact List			
	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	PHONE
2				
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	Knobe 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				

With numerical data, the cell will display a hash symbol (#####) if the column is too narrow. Simply increase the column width to display the data.

AutoFit feature

The AutoFit feature will allow you to set the column width to automatically fit its content.

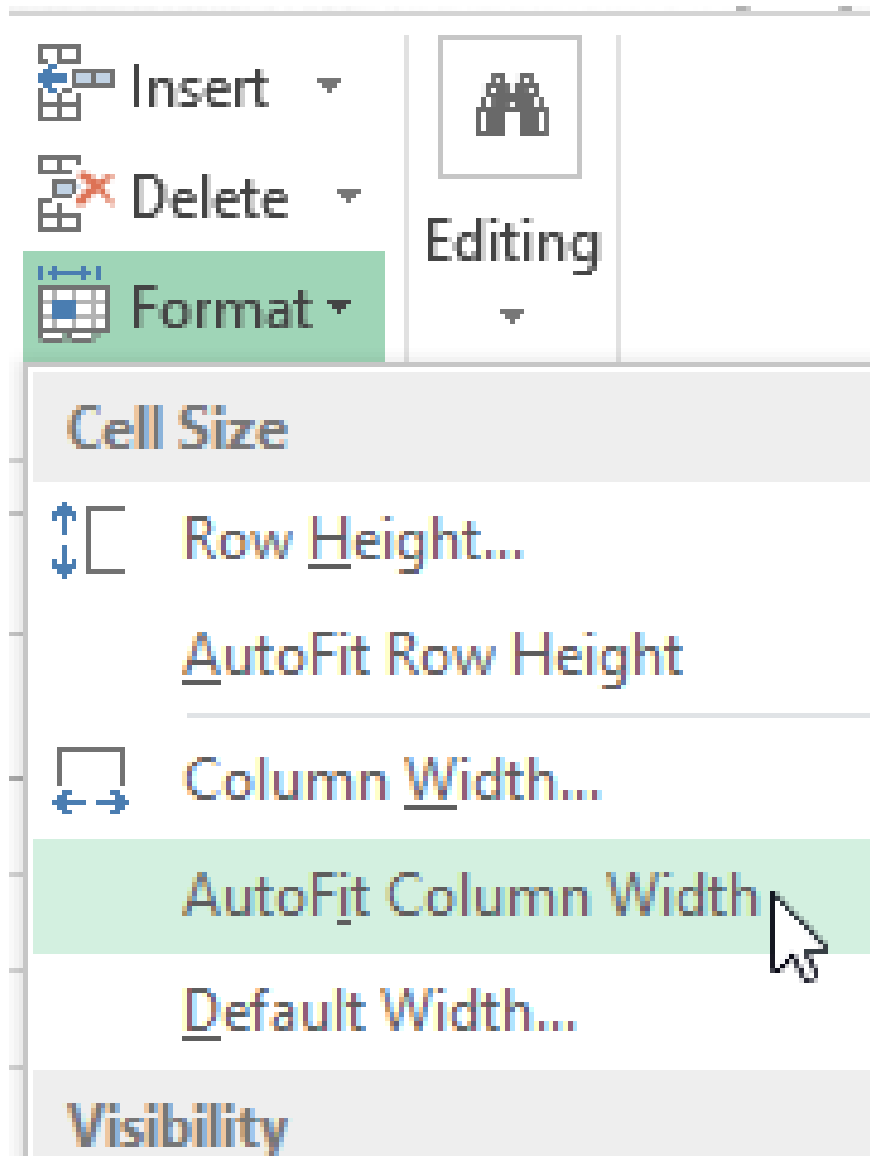
1. Place your mouse cursor over the column row in the column header so that the cursor changes to a double arrow.

	A	B	C	D
1	Customer Contact List			
	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	PHONE
2				
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 automatically adjust to fit the content.

	A	B	C	D	E
1	Customer Contact List				
	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	PHONE	EMAIL
2					
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-6435	jake@:
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					

You can also apply AutoFit to the width of several columns at once. Simply select the columns you want to apply AutoFit to, 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.



How to modify row height

1. Place the cursor on the line so that the cursor becomes a double arrow.

	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 height of the 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	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 button. The height of the selected row 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

How to modify all rows or columns

Instead of resizing individual rows and columns, you can modify the height and width of every row and column at once. This method allows you to set a uniform size for all rows and columns in your spreadsheet. The example will set a uniform row height.

1. Locate and click the **Select All** button just below the name box to select all cells in the worksheet.

	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. Place your mouse cursor over a line 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 you are satisfied. The row height will be changed for the entire worksheet.

	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

Insert, delete, move, and hide.

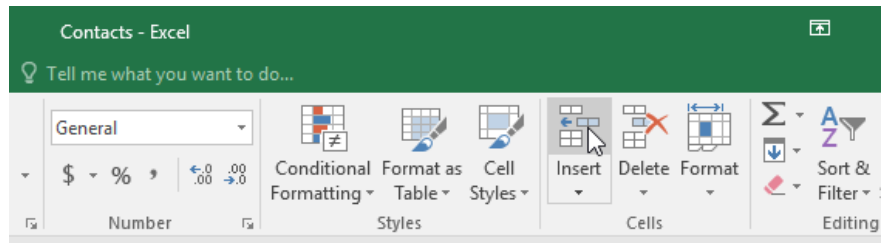
After working with workbooks for a while, you might find that you want to insert new columns or rows, delete certain rows or columns, move them to a different location in the worksheet, or even hide them.

How to insert rows

1. Select the row header below where you want the new row to appear. For example, if you want to insert a row between rows 4 and 5, then row 5 will be selected.

	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

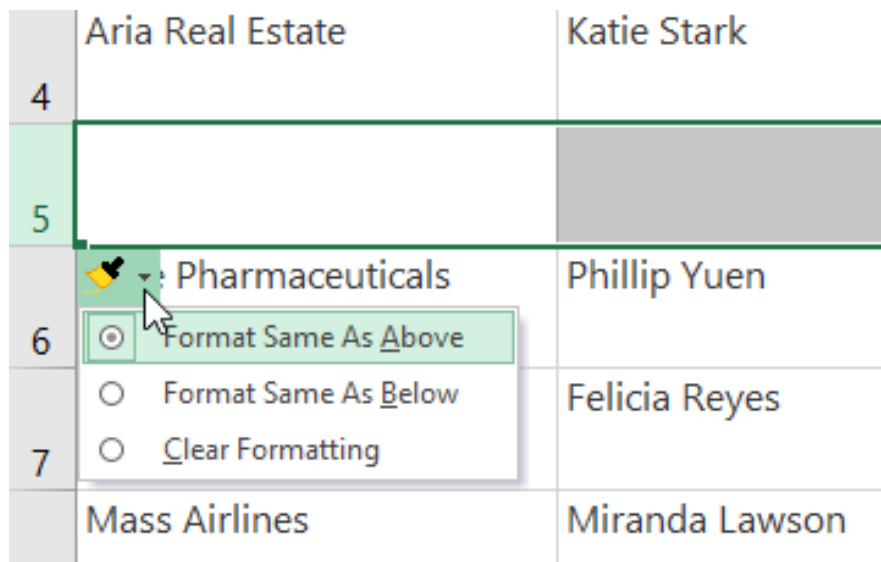
2. Click the **Insert** command on the **Home** tab.



3. A 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	re 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

When inserting new rows, columns, or cells, you'll see a paintbrush icon next to the inserted cells. This button lets you choose how Excel formats these cells. By default, Excel formats inserted rows to have the same formatting as the cells in the row above. To access additional options, hover over the icon, then click the drop-down arrow.

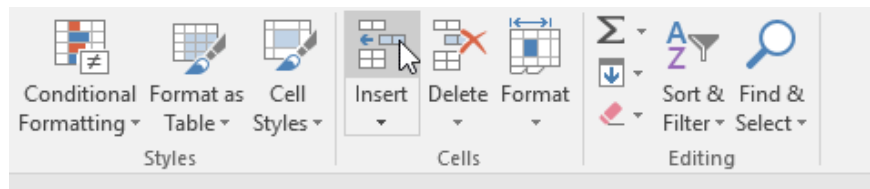


How to insert columns

1. Select the column header to the right of 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.

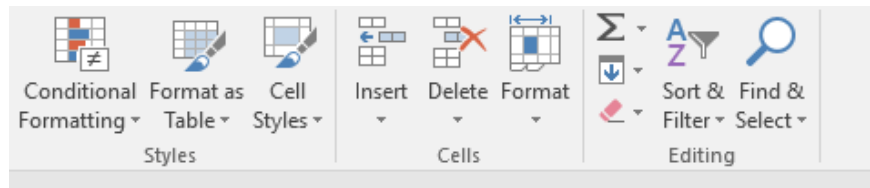
	D	E	F
PHONE		EMAIL ADDRESS	
	605-555-6435	jake@adventureoutfitters.com	
	603-555-2460	katie.stark@ariarealestate.com	
	913-555-5928	yuenp@corepharmaceuticals.com	
	316-555-3256	felicia@everlypublishing.com	
	575-555-9255	mlawson@massairlines.com	
	360-555-5422	info@newhaventraders.com	
	605-555-4495	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. A new column will appear to the left of the selected column.



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

When inserting rows and columns, make sure to select the entire row or column by clicking on the header. If you only select a cell in the row or column, the **Insert** command will only insert a new cell.

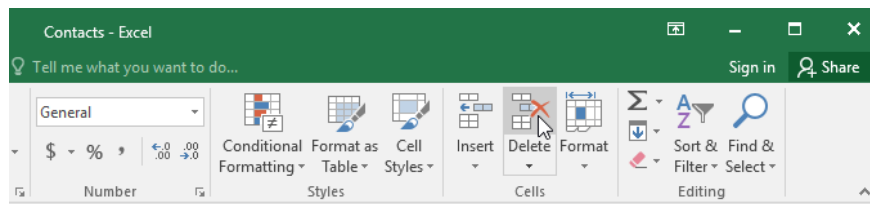
How to delete a row or column

It's easy to delete a row or column that you no longer need. For example, deleting a row would delete a column, but you can delete a column in the same way.

1. Select the row you want to delete. For example, we would select 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.



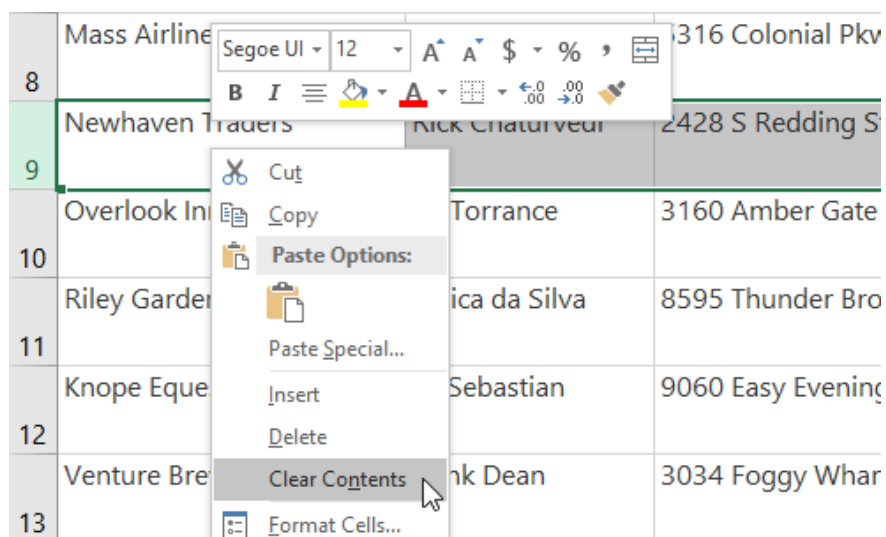
3. The selected row will be deleted and the surrounding rows will change. In the example, row 10 has been moved up, so it is now row 9.

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

It's important to understand the difference between deleting a row or column and deleting its contents. If you want to delete the contents of a row or column without affecting other rows and columns, right-click a header, then select **Clear Contents** from the drop-down menu.



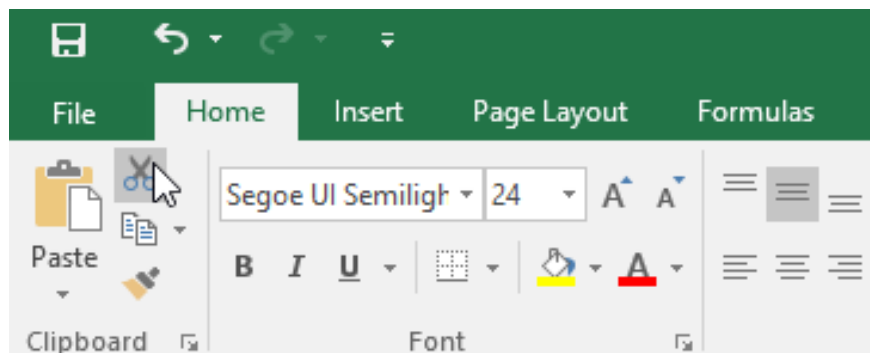
How to move a row or column

Sometimes you might want to move a column or row to rearrange the contents of your spreadsheet. For example, this would move a column, but you can move a row in a similar way.

1. Select a header 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

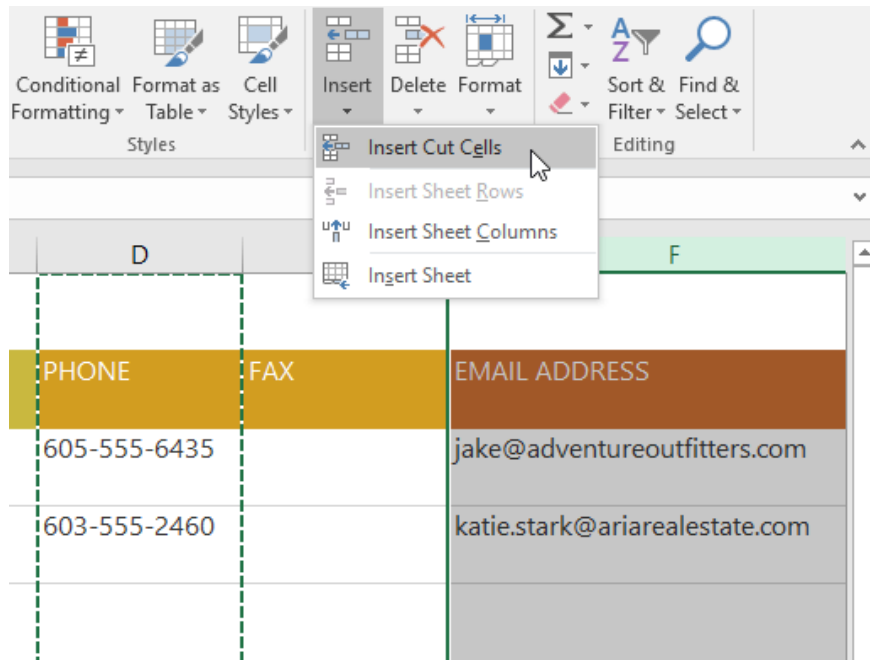
2. Click the **Cut** command on the **Home** tab or press **Ctrl + X** on your keyboard.



3. Select the column header to the right of 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@ariaarealesta
	5108 Crystal Gate Blvd Twig City, KS 66208	913-555-5928		yuenp@corepharmacel
	8544 Lazy Bluff Ave Whiskey Creek, KS 66689	316-555-3256		felicia@everlypublishin
	5316 Colonial Pkwy Esterhazy, NM 88431	575-555-9255		mlawson@massairlines

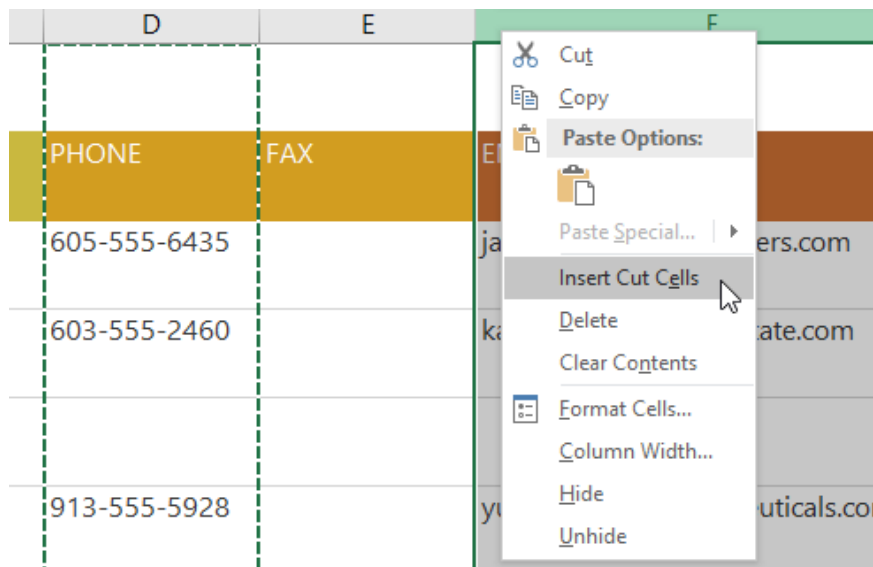
4. Click the **Insert** command on the **Home** tab , then select **Insert Cut Cells** from the drop-down menu.



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

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@corepharmacc
8544 Lazy Bluff Ave Whiskey Creek, KS 66689		316-555-3256	felicia@everlypublishi
5316 Colonial Pkwy Esterhazy, NM 88431		575-555-9255	mlawson@massairline

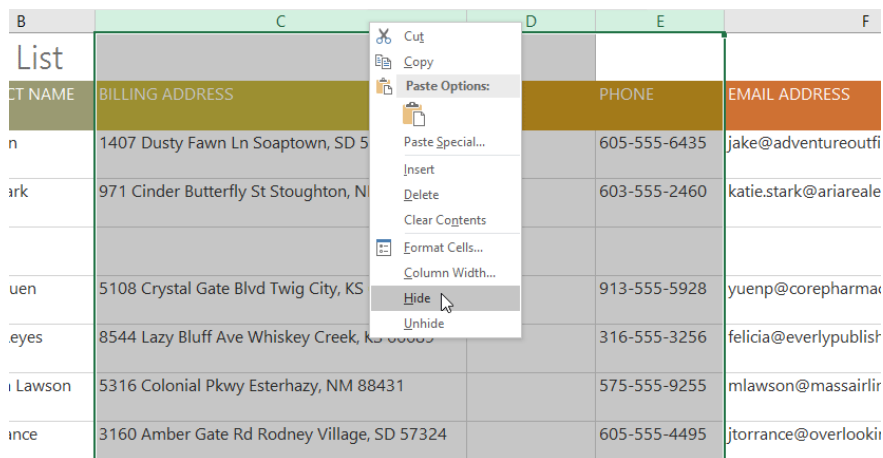
You can also access the **Cut** and **Insert** commands by right-clicking and selecting the desired commands from the drop-down menu.



How to hide/show a row or column

Sometimes, you might want to compare certain rows or columns without changing the spreadsheet's organization. To do this, Excel allows you to hide rows and columns as needed. The example will hide a few columns, but you can hide rows in a similar way.

1. Select the columns you want to hide, right-click, and then select **Hide** from the Format menu. For example, this will hide columns C, D, and E.



2. The columns will be hidden. The green column line indicates 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 show the columns, select the columns on both sides of the hidden column. For example, we would select columns B and F. Then, right-click and select **Unhide** from the formatting menu.

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

4. The hidden columns will reappear.

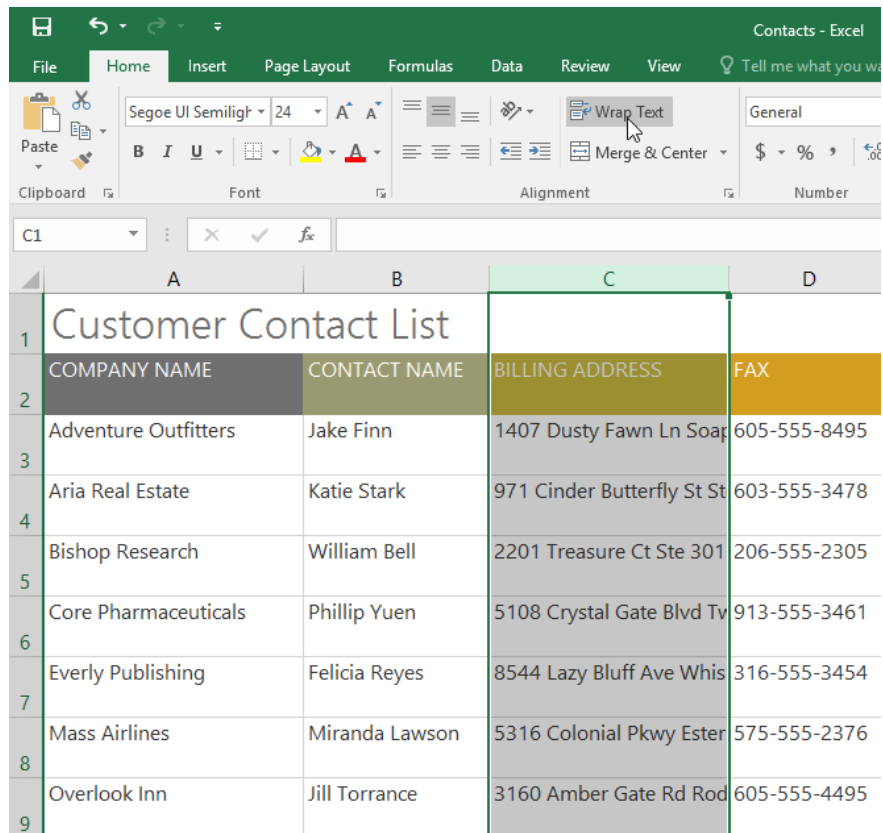
	B	C	D	E	F
	List				
	CONTACT NAME	BILLING ADDRESS	FAX	PHONE	EMAIL ADDRESS
	y	1407 Dusty Fawn Ln Soaptown, SD 57696		605-555-6435	jake@adventureoutf
	rk	971 Cinder Butterfly St Stoughton, NH 03204		603-555-2460	katie.stark@ariareale
	uen	5108 Crystal Gate Blvd Twig City, KS 66208		913-555-5928	yuenp@corepharma
	eyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689		316-555-3256	felicia@everlypublis
	Lawson	5316 Colonial Pkwy Esterhazy, NM 88431		575-555-9255	mlawson@massairli
	nce	3160 Amber Gate Rd Rodney Village, SD 57324		605-555-4495	jtorrance@overlooki

Text Wrap and merge cells

Whenever you have too much content to display in a single cell, you can use the Text Wrap or merge cells feature instead of resizing the column. Text Wrap automatically modifies the cell's row height, allowing the cell's content to be displayed across multiple lines. Merge allows you to combine a cell with adjacent empty cells to create one large cell.

How to apply Text Wrap in cells

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



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

	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

Click the **Wrap Text** command again to return the text to its original state.

How to merge cells using the Merge & Center command.

1. Select the range of cells you want to merge. For example, we would select **A1:F1**.
2. Click on the **Merge & Center** command on the **Home** tab.

The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The 'Merge & Center' button in the Alignment group is highlighted. Below the ribbon, the spreadsheet shows the first row (A1:F1) selected, and the text 'Customer Contact List' is now centered across all six columns.

	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

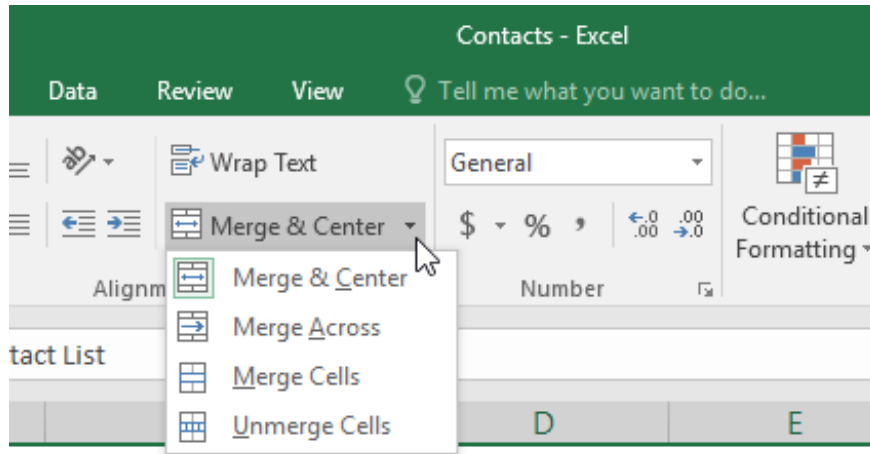
3. The selected cells will be merged and the text will be centered.

The screenshot shows the final result of the Merge & Center command. The first row (A1:F1) is now a single merged cell containing the text 'Customer Contact List', which is centered across the entire width of the row.

	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

How to access additional merge 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** : This action merges the selected cells into one and centers the text.
2. **Merge Across** : This option merges the selected cells into larger cells while keeping each row separate.
3. **Merge Cells** : This option merges the selected cells into one, but does not center the text.
4. **Unmerge Cells** : This operation cancels the merging of the selected cells.

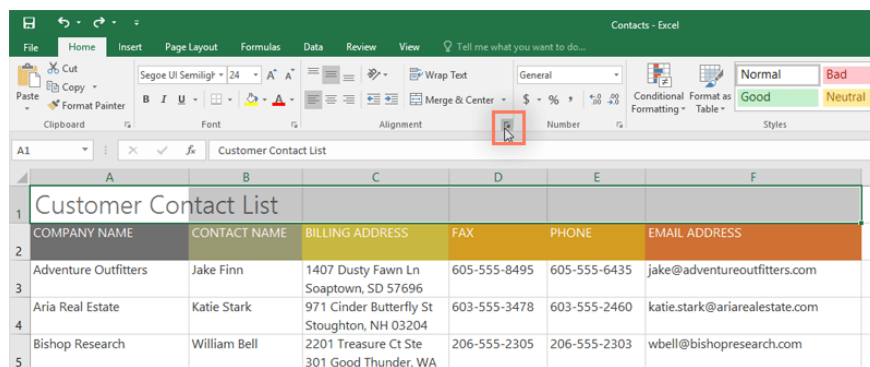
Be careful when using this feature. If you merge multiple cells that all contain data, Excel will only keep the contents of the top-left cell and discard everything else.

Center Across Selection feature

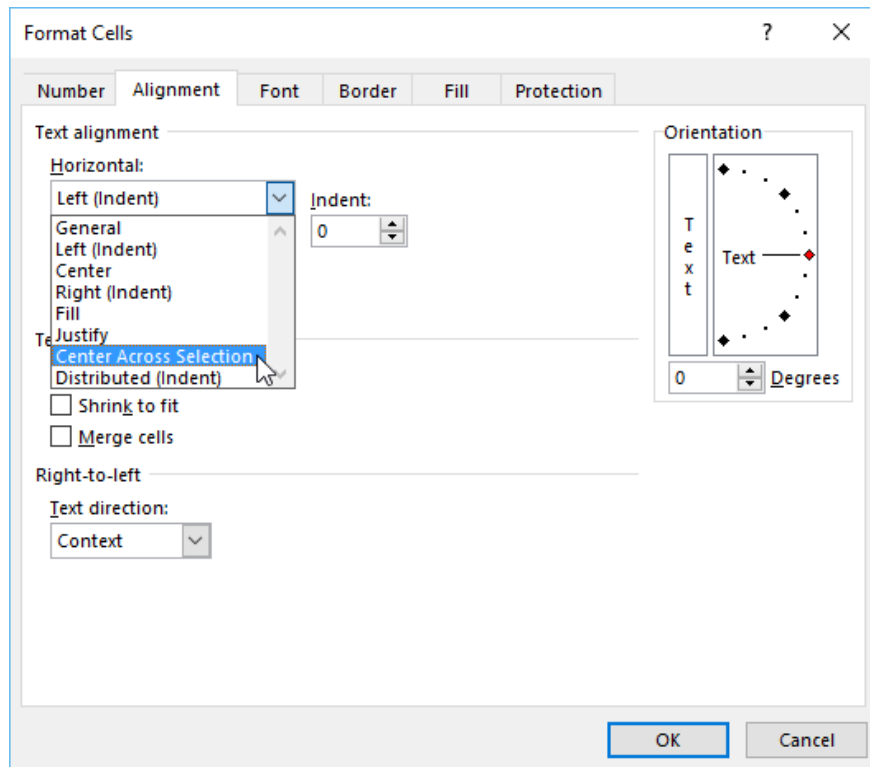
Merging cells can be helpful for organizing your data, but it can also create problems later on. For example, it can be difficult to move, copy, and paste content from merged cells. A good alternative to merging is the Center Across Selection feature, which creates a similar effect without actually merging cells.

How to use Center Across Selection

1. Select the desired range of cells. For example, we would select **A1:F1**. Note: If you have merged these cells, you should unmerge them before proceeding 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 , choose **Center Across Selection** , and then click **OK**.



4. The content will be centered within the selected cell range. As you can see, this produces a visual result similar to the merge and center option, but preserves each cell within **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

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