SNS COLLEGE OF TECHNOLOGY

(An Autonomous Institution)
Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai
Accredited by NAAC-UGC with 'A++' Grade (Cycle III) &
Accredited by NBA (B.E - CSE, EEE, ECE, Mech & B.Tech.IT)
COIMBATORE-641 035, TAMIL NADU

19MEE308 - EXCEL FOR BUSINESS – ESSENTIALS

UNIT 2: EXCEL TABLES

1. COLUMNS & ROWS

- **Selecting Columns & Rows**
    - **Selecting a Column**: Click the column header (e.g., "A") to select the entire column.
    - **Selecting a Row**: Click the row header (e.g., "1") to select the entire row.
    - **Shortcut**: To select an entire column, use **Ctrl + Space**. To select an entire row, use **Shift + Space**.

- **Changing Column Width & Row Height**
    - **Method**: Hover the mouse over the boundary between two column headers (or row headers) until it turns into a double-headed arrow, then drag to adjust.
    - **Shortcut**: Select the columns/rows and press **Alt + H + O + W** to open the Column Width dialog or **Alt + H + O + H** for the Row Height dialog.