



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

- **Autofitting Columns & Rows**
 - **Method:** Double-click the boundary between two column/row headers to auto-adjust the width/height to fit the content.
 - **Shortcut:** Select the columns/rows and use **Alt + H + O + I** for columns or **Alt + H + O + A** for rows.
 - **Hiding/Unhiding Columns & Rows**
 - **Hiding:** Right-click the column/row header and choose "Hide".
 - **Unhiding:** Select the columns/rows around the hidden ones, right-click, and choose "Unhide".
 - **Shortcut:** Use **Ctrl + 0** to hide columns, **Ctrl + 9** to hide rows, **Ctrl + Shift + 0** to unhide columns, and **Ctrl + Shift + 9** to unhide rows.
 - **Inserting & Deleting Columns & Rows**
 - **Inserting:** Right-click the column/row header and choose "Insert".
 - **Deleting:** Right-click the column/row header and choose "Delete".
 - **Shortcut:** Use **Ctrl + Shift + +** to insert and **Ctrl + -** to delete.
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