

Hide menu

Welcome to the Course

Entry-level: Get started with Excel

Entry-level: Get started with data

✓ Video: Work with data
6 min

✓ Reading: Exercise:
Working with data
10 min

✓ Video: Work with rows
and columns
3 min

📖 Reading: Exercise:
Working with rows and
columns
10 min

📋 Practice Assignment:
Knowledge check: Get
started with data
15 min

Entry-level: Modifying a worksheet

Entry-level: Printing workbook content

Exercise: Working with rows and columns

Note: You can pass this course and all graded assessments without access to the downloadable version of Excel.

How to complete this exercise

To complete this exercise, you will need access to Microsoft 365 Excel.

Note: Keep in mind that if you are using free Office for the web or another version of the Microsoft 365 Excel application some features covered in this exercise may not be available.

Free Office for the web

If you do not have access to Microsoft 365 Excel, you can use Free Office for the web. This version of Office allows you to view and edit files in apps like Word, Excel, and PowerPoint. This free service is available to anyone with a Microsoft account.

Access Microsoft Account

[Log in to your Microsoft account.](#) Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

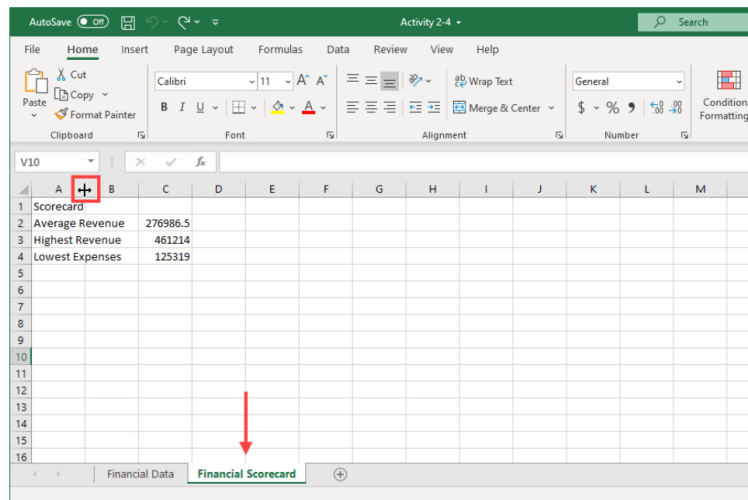
Let's get started!

In this activity, you will polish the appearance of your sales report.

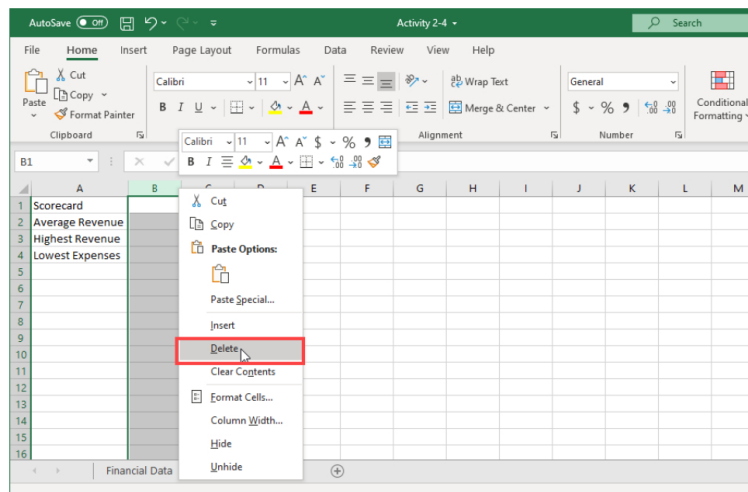
1. Click on the link below to open the Microsoft Excel exercise document you can use to complete this exercise.

[Exercise: Working with rows and columns](#)

2. The Financial Scorecard worksheet should be open. (If not, click its tab to switch to it.) You can see that Column A overlaps Column B, which is blank. **Double-click the separator** between these two columns to automatically resize Column A:



3. Now, right-click the Column B header and click **Delete**:



4. The scorecard should look like this:

	A	B	C	D	E	F	G	H	I
1	Scorecard								
2	Average Revenue	276986.5							
3	Highest Revenue	461214							
4	Lowest Expenses	125319							
5									
6									
7									

5. Our next task is to improve the layout of the Scorecard title. Select cells **A1** and **B1**:

	A	B	C	D	E	F	G	H	I
1	Scorecard								
2	Average Revenue	276986.5							
3	Highest Revenue	461214							
4	Lowest Expenses	125319							
5									
6									
7									

6. Click **Home** → **Merge & Center**:

The screenshot shows the Excel ribbon with the 'Home' tab selected. In the 'Alignment' group, the 'Merge & Center' button is highlighted with a red box. The worksheet below shows the 'Scorecard' data with cells A1 and B1 selected.

7. Cells A1 and B1 will now look like this:

	A	B	C	D	E	F	G	H	I
1	Scorecard								
2	Average Revenue	276986.5							
3	Highest Revenue	461214							
4	Lowest Expenses	125319							
5									
6									
7									

8. Now, switch to the **Financial Data** worksheet:

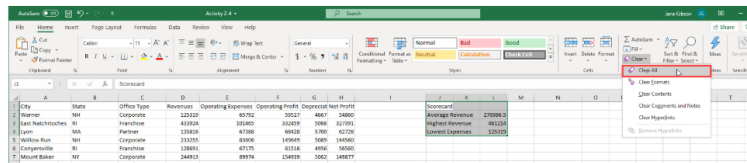
The screenshot shows the Excel interface with the 'Financial Data' worksheet selected in the bottom tab bar. The 'Scorecard' worksheet is still visible in the background. The 'Financial Data' worksheet contains a table with columns for City, State, Office Type, Revenues, Operating Expenses, Operating Profit, and Depreciated Net Profit.

9. The scorecard data is duplicated on this sheet, so let's remove it. Select cells **J1** to **L4**:

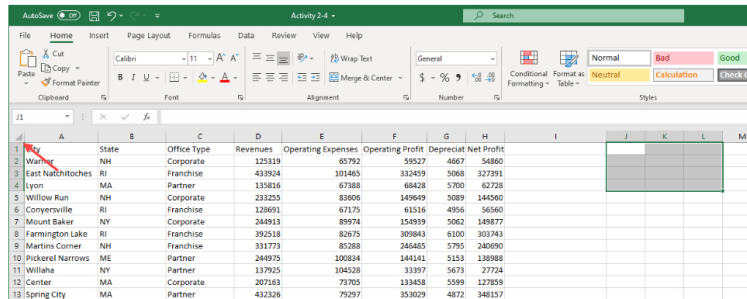
The screenshot shows the 'Financial Data' worksheet with cells J1 to L4 selected. The table below shows the data for the first few rows of the worksheet.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	City	State	Office Type	Revenues	Operating Expenses	Operating Profit	Depreciated Net Profit			Scorecard			
2	Warner	NH	Corporate	125319	65792	59527	4667	54880		Average Revenue	276986.5		
3	East Matchtoches	RI	Franchise	419524	101480	312459	5068	217391		Highest Revenue	461214		
4	Lyon	MA	Partner	135816	67388	68428	5700	62728		Lowest Expenses	125319		

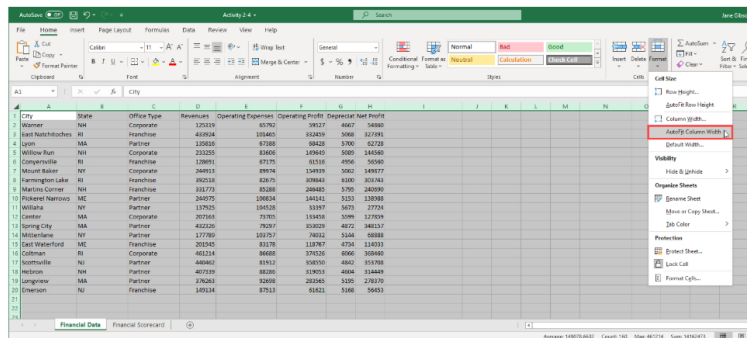
10. Click **Home** → **Clear drop-down arrow** → **Clear All**:



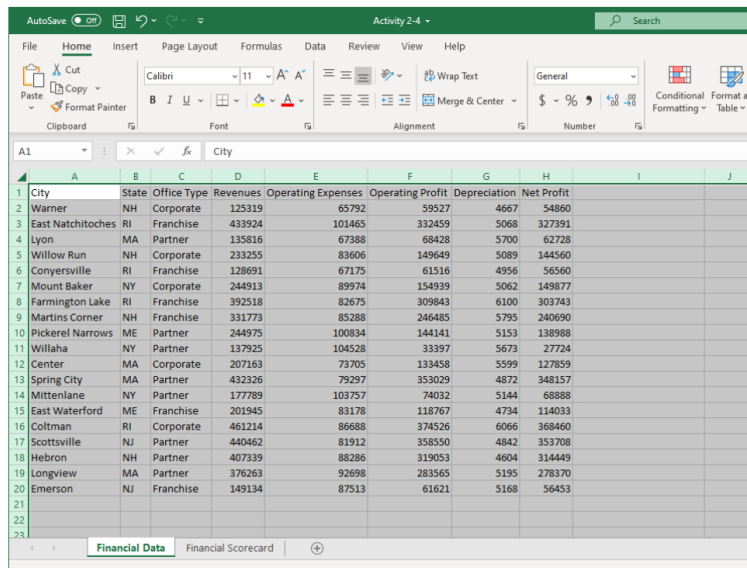
11. The data is now removed. Finally, let's resize this sheet's columns. Since we have many columns to resize, we will use a slightly different method. Click the **selector icon** in the top left corner of the data to select the entire worksheet:



12. Click **Format** → **AutoFit Column Width**:



13. Review the results:



14. Save your workbook as Activity 2-4 Complete. Close Microsoft 365 Excel to complete this activity.

15. Now, you can check out an example of a completed document in the link below:

[Completed exercise: Working with rows and columns](#)

Mark as completed

