* Excel automatically adjusts row height to accomadate the tallest font in the row. If you change

The font size of a cell to 20 point, Excel makes the row taller so that the entire text is visible.

This automatic adjustment of the row-height does not take place in case some other object,

Such as picture or graph, is inserted into a cell.

In such cases, you can set the row height manually. To change height of a single row,

Click on the row’s lower border and drag it up or down until the row is of the desired height.

To change the row height for several rows at once, follow these steps:

1. Select the rows. Click the HOME tab.
2. In the Cells group, click the Format button.
3. Select the ROW HEIGHT option from the menu that appears .
4. The Row Height dialog box appears. Enter a value in points and click OK.

The height of the selected rows will change to the new value.

To change the column width of single column, click and hold on the right border of the

Column’s heading and drag it left or right until the column is of the desired width .

To change the width of several columns at once,

Follow these steps:

1. Select the columns and click the HOME tab.
2. In the cells group, click the Format button.
3. Select the Column Width option from the menu that appears.
4. The Column Width dialog box appears. Enter a value in points and click OK.The width of the selected columns will change.

**EXCEL 2013 WINDOW**

* QUICK ACCESS TOOLBAR : This toolbar provides quick access to frequently

Used commands.

By default, it includes Save, Undo, and Redo commands. However, You can

Add more commands of your choice to this toolbar. You can also remove existing commands

From it.

* Title Bar: This bar is located at the top of the window. It displays the name of the
* Workbook on which you are currently working. A workbook is a collection