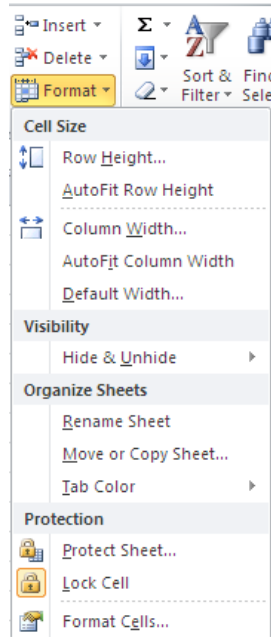


Change Column Width and Row Height

To change the width of a column or the height of a row:

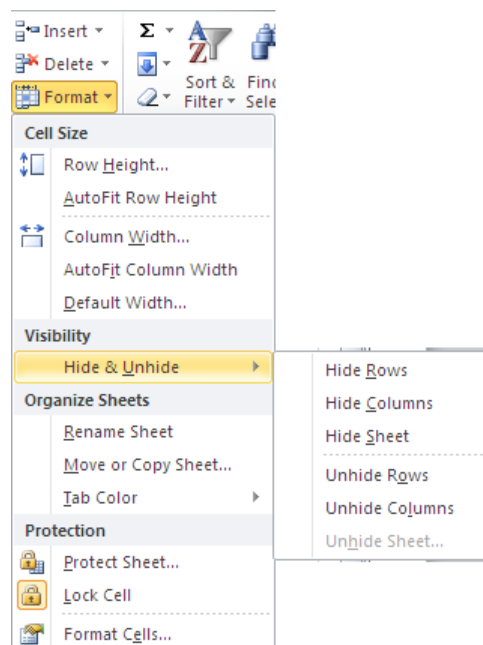
- Click the **Format** button on the **Cells** group of the **Home** tab
- Manually adjust the height and width by clicking **Row Height** or **Column Width**
- To use **AutoFit** click **AutoFit Row Height** or **AutoFit Column Width**



Hide or Unhide Rows or Columns

To hide or unhide rows or columns:

- Select the row or column you wish to hide or unhide
- Click the **Format** button on the **Cells** group of the **Home** tab
- Click **Hide & Unhide**



Merge Cells

To merge cells select the cells you want to merge and click the **Merge & Center** button on the **Alignment** group of the **Home** tab.

The four choices for merging cells are:

1. **Merge & Center:** Combines the cells and centers the contents in the new, larger cell
2. **Merge Across:** Combines the cells across columns without centering data
3. **Merge Cells:** Combines the cells in a range without centering
4. **Unmerge Cells:** Splits the cell that has been merged

