

## Row and Column Basics

### Columns

Each column is named with letters.  
Columns go from A to XFD

A	B	C	D	E	F	G	H	I
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### Rows

Each Row is named with a number.  
Rows go from 1 to 1048576

1
2
3
4
5
6
7
8
9
10
11
12
13
14

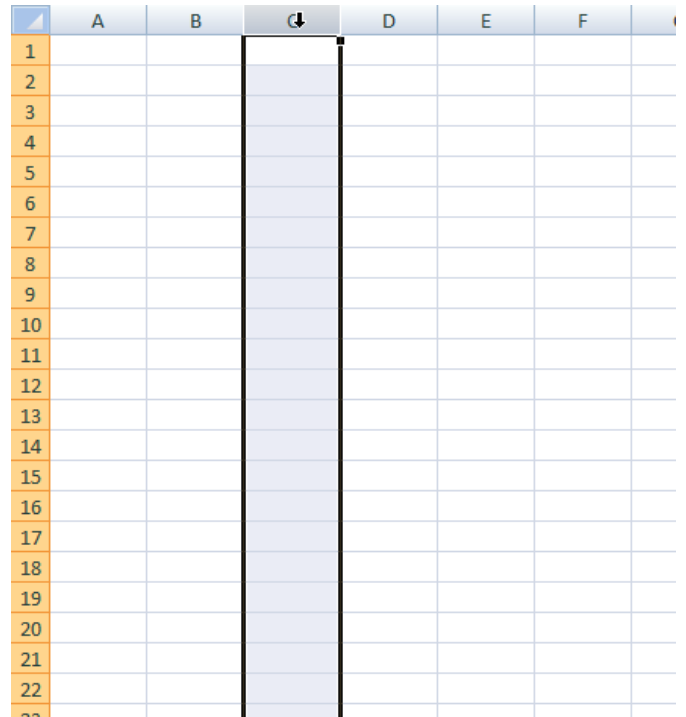
### Select a Row

You can select an entire row or column by click on it. When you move your mouse over a row a right arrow appears. Click with the right arrow to select the row.

	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

## Select a Column

When you move your mouse over a column a down arrow appears. Click with the down arrow to select the column.

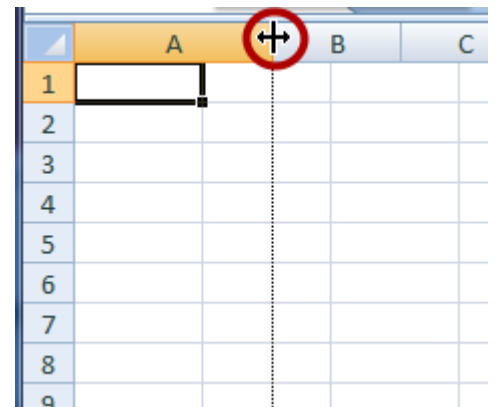


## Resize a Column

When you move your mouse over the lines between columns a mouse icon similar to this one will appear.

To resize a column, click and drag the line between each column with this cursor.

If you double click on a row/column line, you will 'autosize' the column to be as big it needs to be (if no text exists in any cell in a column, double clicking the line won't do anything.)

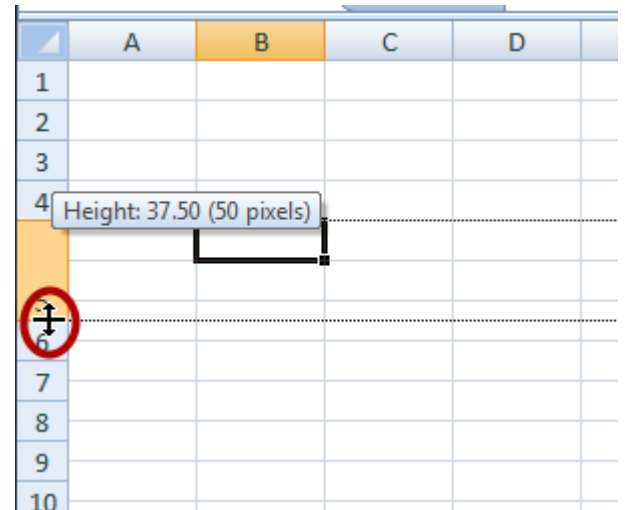


## Resize a Row

When you move your mouse over the lines between rows a mouse icon similar to this one will appear.

To resize a row, click and drag the line between each row with this cursor

If you double click on a row line, you will 'autosize' the column to be as big it needs to be. (if no text exists in any cell in a row, double clicking the line won't do anything.)

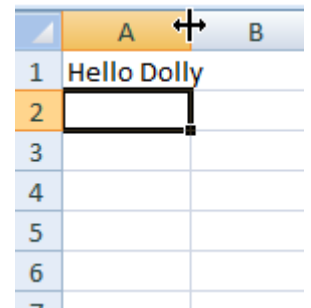


## Practice

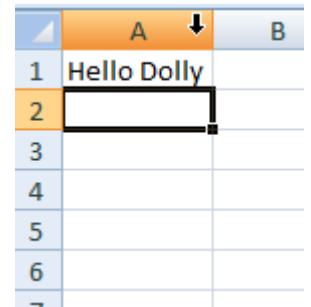
Type 'Hello Dolly' in cell A1.

Move your cursor to between column A and column B. Click and drag to resize it.

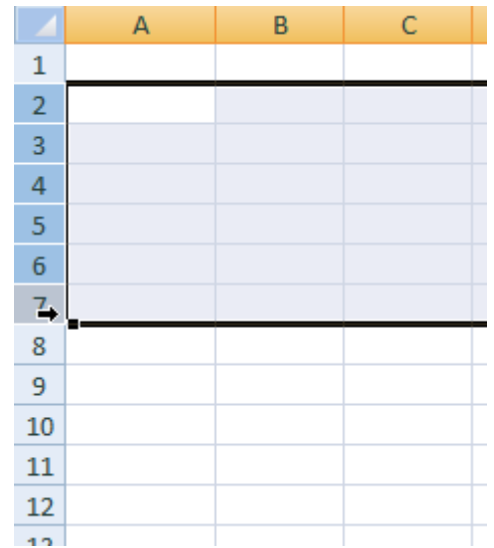
Double Click using your mouse to 'autosize' the column.



Your cell should look like this.

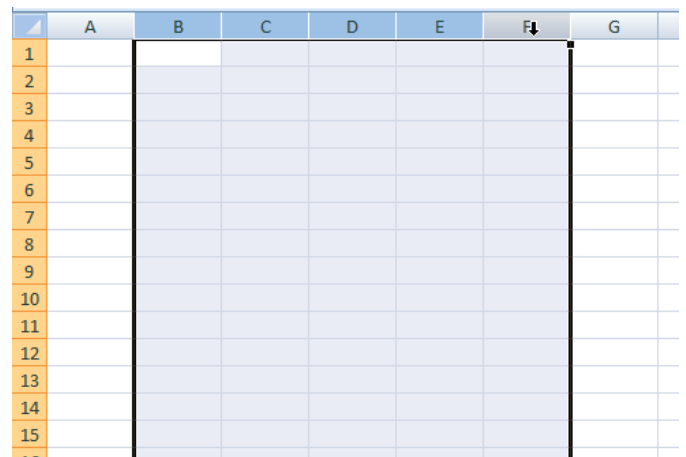


To select multiple rows, click and drag using the right arrow



A screenshot of an Excel spreadsheet with columns A, B, and C. Rows 1 through 13 are visible. Row 7 is selected, and a right-pointing arrow is shown at the bottom of the row number '7', indicating the direction of the selection action.

To select multiple columns, click and drag using the down arrow



A screenshot of an Excel spreadsheet with columns A through G. Rows 1 through 15 are visible. Column F is selected, and a down-pointing arrow is shown at the bottom of the column letter 'F', indicating the direction of the selection action.

## More Options

Right Click on a Row or Column will give you more actions to perform. We will cover these in later lessons.

