

Excel Home Tab Part – 3

Cells Group



Row Height

Increase the row height of the active row.

- Click on row for increase height
- Home tab
- Format (Under Cells Group)
- Click row height
- Type row height number
- ok

AutoFit Row Height

It is use to automatic fit row height according to row contents.

Column Width

Increase the column width of the active column.

- Click on Column for increase the column width
- Home Tab
- Format (Under Cells Group)
- Column Width
- Type Column width number
- ok

AutoFit Column Width

It is use to automatic fit column width according to column contents.

Default Width

The default value of all columns is 8.43. Use the default width to change the default values of all columns.

- Click on the sheet where change the default value of column
- Home Tab
- Format (Under Cells Group)
- Click Default Width
- Type Default Value
- Ok

Hide/Unhide

Hide and Unhide Row, Column and Sheet in Excel.

- Select on the Row, Column or Sheet for hiding
- Home tab
- Format (Under Cells Group)
- Go to Hide/Unhide
- Click anything you want to hide
- Now your selected option is hide

Rename Sheet

Change the name on the active sheet.

- Click on the sheet for rename or change name
- Home tab
- Format (Under Cells Group)
- Rename Sheet
- Type Sheet name
- Enter

Move or Copy Sheets

Move or Duplicate sheet one place to another place in Excel window.

- Click on the sheet or move or duplicate
- Home Tab

- Format (Under Cells Group)
- Click move or copy sheet
- Select Position
- Ok

Note: - If you want to duplicate sheet click on the Create a Copy.

Tab Color

Change the tab color on the Active sheet.

- Click on the sheet for change the tab color
- Home tab
- Format (Under Cells Group)
- Go to Tab Color
- Click on the color you want to apply.

Protect Sheet

Click on the sheet for protect, after protect no any change or delete data on the sheet.

- Click on the sheet for protect
- Home tab
- Format (Under Cells Group)
- Click protect sheet
- Type Password
- Ok
- Reenter Password to Proceed
- Ok
- Now your sheet is locked.

Editing Group

Clear 

Clear All

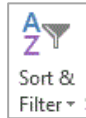
Clear all Contents and Formatting in excel after select.

Clear Formats

Only clear all formatting in excel data after select.

Clear all contents

Only clear all contents in excel data after select.



Sort & Filter

Sort A to Z or Sort Smallest to Largest

It is use to alphabetized or numerical order current selection.

Filter

Filters are used to filter someone's data inside Excel, in which you are able to hide and show any of your data.

- Select or click on the heading in excel data
- Home tab
- Click sort & filter (Under Editing Group)
- Click filter
- Now you can able to filter data in excel



Find & Select

Finding, selecting and direct jumping any data inside Excel such as formula, formatting, comments, etc.

- Home tab
- Click Find & Select
- Select option you want to use

For Ex. Find data, formula, select or direct jump on the data