

**Course
&
Test Series**

Self-Made Assignment -MS Excel

Row Height and Column Width in MS Excel

Make this Dataset

ID	Name	Age	Department	Salary	Hire Date	Remarks	Present Days	Absent Days
1001	Aarav Sharma	29	HR	50000	15-03-20	Needs improvement in teamwork	20	2
1002	Priya Patel	35	Finance	60000	22-07-18	Excellent performance	22	0
1003	Rahul Kumar	28	Marketing	55000	10-01-21	Good marketing skills	20	4
1004	Neha Verma	40	IT	70000	30-09-15	Needs improvement in coding	21	1
1005	Vijay Reddy	30	HR	52000	14-05-19	Strong communication skills	19	3
1006	Ayesha Khan	32	IT	75000	02-11-17	Great developer	23	1
1007	Sanjay Singh	38	Finance	65000	25-08-16	Needs to improve punctuality	21	2
1008	Shreya Gupta	26	Marketing	57000	18-06-22	Creative and innovative	20	4
1009	Deepak Joshi	41	HR	58000	20-02-14	Excellent management skills	22	0
1010	Pooja Desai	34	IT	72000	10-04-19	Strong leadership abilities	22	1

Tasks:

- Increase the column width for the "Name" column to 20 and the "Remarks" column to 25 so that the text is fully visible.
Steps:

...many more
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Select the column (e.g., "B" for Name).

Right-click → Click **Column Width** → Enter 20 → Click OK.

Repeat for the "Remarks" column with width 25.

2. **AutoFit the Column Width**

AutoFit the column width for the "Present Days" and "Absent Days" columns.

Steps:

Select the columns (e.g., "I" and "J").

Go to **Home** → **Format** → **AutoFit Column Width**.

3. **Set Row Height**

Set row height to 22 for all rows so that the data is evenly spaced.

Steps:

Select all rows.

Right-click → Click **Row Height** → Enter 22 → Click OK.

4. **Bold and Center-Align Headers**

Apply **Bold** formatting to the headers and center-align them.

Steps:

Select the header row.

Click **Bold** (Ctrl + B) and **Center Align**.

5. **Add Borders**

Add borders to the entire table to enhance visibility and organization.

Steps:

Select the dataset.

Click **Home** → **Borders** → **All Borders**.

6. **Save the File**

Save the file as "Employee Attendance Report".

