

**Course
&
Test Series**

Self-Made Assignment - MS Excel

Setting Row Height and Column Width in MS Excel

Make this Dataset

	A	B	C	D	E	F	G	H
	Roll No.	Name	Class	Section	Total Days	Present Days	Absent Days	Remarks
1								
2	101	Aarav	10	A	200	180	20	Good
3	102	Bhavya	10	A	200	195	5	Excellent
4	103	Chetan	10	B	200	170	30	Satisfactory
5	104	Deepika	10	A	200	160	40	Needs Improvement
6	105	Eshaan	10	B	200	190	10	Excellent
7	106	Falguni	10	C	200	200	0	Outstanding
8	107	Gaurav	10	B	200	140	60	Poor
9	108	Harsha	10	C	200	175	25	Good
10	109	Isha	10	A	200	165	35	Satisfactory
11	110	Jai	10	C	200	180	20	Good
12	111	Kavita	10	B	200	150	50	Needs Improvement
13	112	Lakshay	10	A	200	170	30	Satisfactory
14	113	Meera	10	C	200	185	15	Excellent
15	114	Nikhil	10	A	200	190	10	Excellent
16	115	Ojasvi	10	B	200	195	5	Outstanding
17	116	Piyush	10	C	200	135	65	Poor
18	117	Qureshi	10	A	200	175	25	Good
19	118	Riya	10	B	200	160	40	Needs Improvement
20	119	Samarth	10	C	200	200	0	Outstanding
21	120	Tanishka	10	A	200	185	15	Excellent
22	121	Ujjwal	10	B	200	170	30	Satisfactory
23	122	Varun	10	C	200	145	55	Poor
24	123	Yashika	10	A	200	195	5	Outstanding
25	124	Zubair	10	B	200	155	45	Needs Improvement

Tasks:

- Increase the column width** for "Name" column to **20** and "Remarks" column to **15** so that the text is fully visible.
Select the column (e.g., "B" for Name).
Right-click → Click **Column Width** → Enter **20** → Click OK.
- AutoFit the column width** for "Present Days" and "Absent Days" columns.
Select the columns.
Go to **Home** → **Format** → **AutoFit Column Width**.

...many more

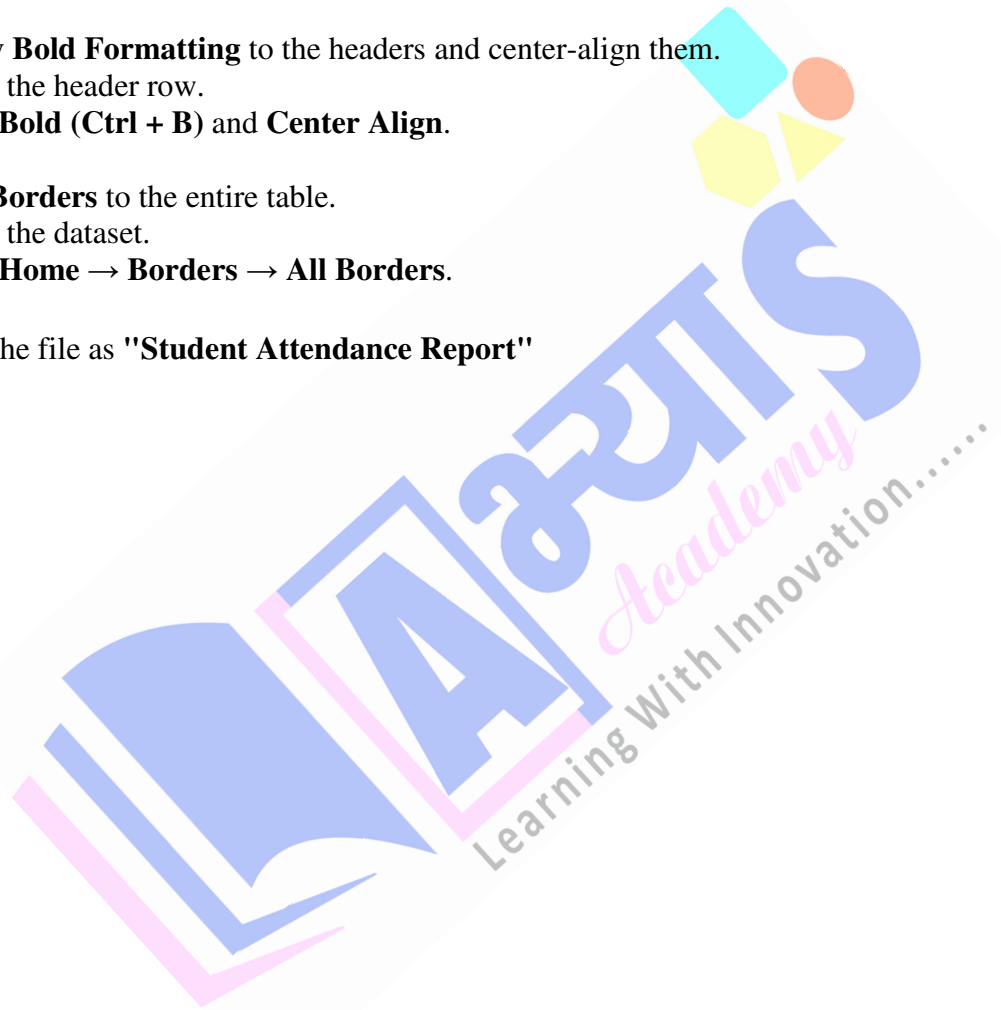
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3. **Set row height to 22** for all rows so that the data is evenly spaced.
Select the rows.
Right-click → Click **Row Height** → Enter **22** → Click OK.
4. **Wrap Text** in the "Remarks" column to ensure long comments are fully visible.
Select the column.
Click **Home** → **Wrap Text**.
5. **Apply Bold Formatting** to the headers and center-align them.
Select the header row.
Click **Bold (Ctrl + B)** and **Center Align**.
6. **Add Borders** to the entire table.
Select the dataset.
Click **Home** → **Borders** → **All Borders**.
7. Save the file as "**Student Attendance Report**"



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