

**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
1	Product ID	Product Name	Category	Price (INR)	Stock Quantity	Supplier
2	101	Laptop	Electronics	50000	20	Tech Solutions
3	102	Smartphone	Electronics	25000	50	Mobile Hub
4	103	Washing Machine	Appliances	30000	15	Home Essentials
5	104	Air Conditioner	Appliances	40000	10	Cool Comforts
6	105	Refrigerator	Appliances	35000	12	Fresh Coolers
7	106	Microwave Oven	Appliances	15000	18	Kitchen Needs
8	107	Smart TV	Electronics	45000	25	Visual World
9	108	Bluetooth Speaker	Electronics	8000	40	Sound Masters
10	109	Vacuum Cleaner	Appliances	20000	8	Home Care
11	110	Induction Stove	Appliances	12000	22	Kitchen Essentials

Tasks:

- Increase the column width** for the "Product Name" column to **25** and the "Supplier" column to **20** so that the text is fully visible.
Steps: Select the column → Right-click → Click **Column Width** → Enter **25** (for Product Name) and **20** (for Supplier) → Click **OK**.
- AutoFit the column width** for "Price (INR)" and "Stock Quantity" columns.
Steps: Select the columns → Go to **Home** → Click **Format** → Select **AutoFit Column Width**.
- Set row height** to **22** for all rows so that the data is evenly spaced.
Steps: Select the rows → Right-click → Click **Row Height** → Enter **22** → Click **OK**.
- Apply Bold Formatting** to the headers and center-align them.
Steps: Select the header row → Click **Bold (Ctrl + B)** → Click **Center Align**.
- Add Borders** to the entire table.
Steps: Select the dataset → Click **Home** → Click **Borders** → Select **All Borders**.
- Save the file** as "Product Inventory Report".

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