

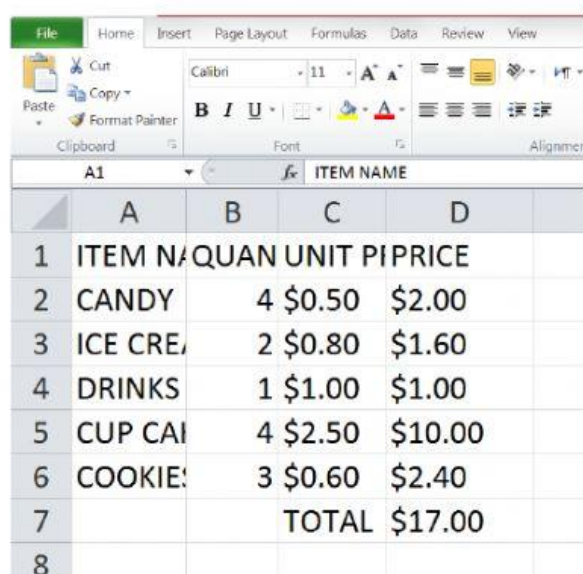
Name: _____ Date: _____

TOPIC: CHANGING THE SIZE OF ROWS AND COLUMNS

A. Fill in the blanks by dragging the answer from the word bank provided

column	height	Cut off	Visible	side
cell	width	row	Length	top

1. If the text we typed in is longer than the _____ or _____ of the _____.
2. The text in the cell will be _____.



	A	B	C	D
1	ITEM NAME	QUANTITY	UNIT	PRICE
2	CANDY	4	\$0.50	\$2.00
3	ICE CREAM	2	\$0.80	\$1.60
4	DRINKS	1	\$1.00	\$1.00
5	CUP CAKE	4	\$2.50	\$10.00
6	COOKIES	3	\$0.60	\$2.40
7		TOTAL		\$17.00
8				

3. The width and the height of the cell can be change so that all the information is _____

4. To change the width of a _____. Click on the _____ of the column and drag it to change its _____

	A	B	C	D	E
1	ITEM N	QUANT	UNIT PR	PRICE	
2	CANDY	4	\$0.50	\$2.00	
3	ICE CRE	2	\$0.80	\$1.60	
4	DRINKS	1	\$1.00	\$1.00	
5	CUP CAI	4	\$2.50	\$10.00	
6	COOKIE	3	\$0.60	\$2.40	
7			TOTAL	\$17.00	
8					

5. To change the height of a _____. Click on the _____ of the row and drag it to change its height.

	A	B	C	D	E
1	ITEM N	QUANT	UNIT PR	PRICE	
2	CANDY	4	\$0.50	\$2.00	
3	ICE CRE	2	\$0.80	\$1.60	
4	DRINKS	1	\$1.00	\$1.00	
5	CUP CAI	4	\$2.50	\$10.00	
6	COOKIE	3	\$0.60	\$2.40	
7			TOTAL	\$17.00	