**Project 7-1: Practice Working with Rows and Columns**

*Use the worksheet for the School of Fine Arts to practice working with rows and columns.*

**GET READY. Launch Excel if it is not already running.**

**1.** OPEN ***07 Fine Art*** from the data files for this lesson.

**2.** Click the **column D** heading to select the entire column.

**3.** On the HOME tab, in the Cells group, click the **Format** button arrow, point to **Hide &**

**Unhide**, and select **Hide Columns**. Column D is now hidden.

**4.** Click the column B heading to select the entire column.

**5.** On the HOME tab, in the Cells group, click the **Format** button arrow and select **Column**

**Width**. In the Column Width dialog box, type **11** in the Column width text box and click

**OK**.

**6.** Double-click the **double boundary** between column headings C and E. Column D appears.

**7.** Click the **row 11** heading, right-click, and select **Insert**.

**8.** Enter the following in the blank row:

*First Last Discipline Enrollment Date GPA*

**Bruce Keever Sculpture 10/15/2012 =SUM(3.4+3.5+3.7)/3**

**9.** Click the **plus (+) sign** to the right of Sheet1 to create a new, blank worksheet.

**10.** Click **Sheet1**, select **A2:E15**, and press **Ctrl + C** to copy the content to the Clipboard.

**11.** Click **Sheet2**, and then click cell **A1**.

**12.** On the HOME tab, in the Clipboard group, click the **Paste** button arrow and select **Paste**

**Special**. The Paste Special dialog box opens.

**13.** Check the **Transpose** check box, and click **OK**.

**14.** In Sheet2, select **all content**.

**15.** On the HOME tab, in the Cells group, click the **Format** button arrow, and select **AutoFit**

**Column Width**.

**16.** Click **Sheet1**.

**17.** SAVE the workbook as ***07 Fine Art Solution*** and CLOSE the file.