



# Excel 1

## Module 2 – Editing Worksheets

# Module Overview

In this module we will be looking at how to add, remove, and manipulate cells and the data contained in them.

Module Objectives:

- Learn how to delete information
- Learn how to add and delete cells, cell ranges, rows, and columns
- Learn how to copy, cut, paste, and move data within a worksheet
- Learn how to manipulate Worksheets within a Workbook

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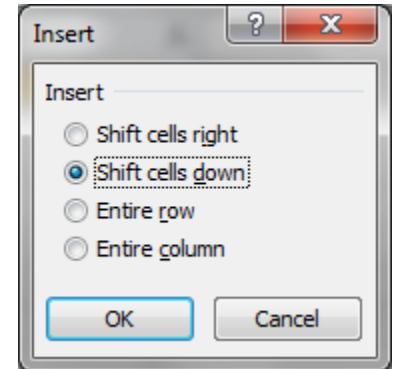
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# 1. Insert Cells, Rows, and Columns

## 1.1. Insert Cell(s)

To insert a cell or cells, first select the cell or range of cells **below** or **to the right** of which the new cells should be located. The selected cells should be highlighted. Select Insert from the ribbon Home tab (Cells group). The right mouse button short-cut Menu can also be used to invoke the Insert command.

The user is prompted to select how to shift the surrounding cells.



Follow Me	Insert a new budget item	
	1. Open <b>MonthlyBudget</b> from the prior module.	
	2. To add an item between Phone and Total, Select the cells containing "Total" and "480."	
	3. Right click on the selected cells	
	4. Select <b>Insert</b>	
	5. In the insert menu, select "shift cells down"	
	6. Add <b>Gas</b> and <b>45</b> to the new inserted cells A6 & B6	
	7. Save and close MonthlyBudget	

	A	B	C	D	E
1	Monthly Budget				
2	<b>Expenses</b>	<b>Expected</b>	<b>Actual</b>		
3	Rent	400	400		
4	Grocery	50	50		
5	Phone	30	30		
6	Total	480	480		
7					

## 1.2. Insert Entire Column or Row

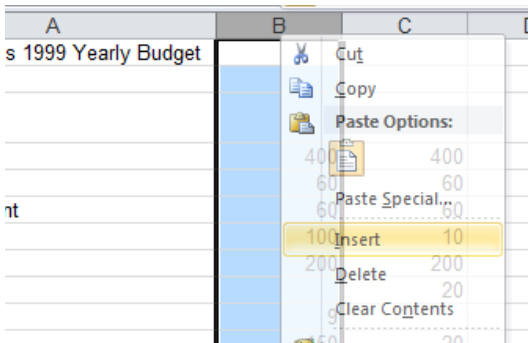
To insert an entire column, first select the column heading to the right of which the new column should be inserted. This should highlight the complete column. Select Insert from the ribbon Home tab (Cells group) to insert the column.

To insert an entire row, first select the row heading below which the new row should be inserted. This should highlight the complete row. Select Insert from the ribbon Home tab (Cells group) to insert the row.

The right mouse button short-cut Menu can also be used to invoke the Insert command. For our next exercise we will use an existing budget sheet called Family Budget.

<b>Follow Me</b>	<b>Insert a Row</b>		
	1. Open <b>FamilyBudget</b>		
	2. Right click on row 13 “Car Payment” row header (see that the entire row is selected)	9 Dues	
	3. Choose Insert from the menu	10 Hygiene	9
	4. Note that a new row has been added <i>above</i> row 13	11 Clothes	150
	12 Utilities	85	
	13 Cable		
	14 Car Payment	123	
	15 Auto Insurance	50	

<b>Follow Me</b>	<b>Insert a Column</b>	
	1. Right click on Column B	
	2. Choose Insert from the menu	
	Note: A new column B has been created, and column B has become column C.	
	3. Enter the column label <b>Description</b> in cell B3	

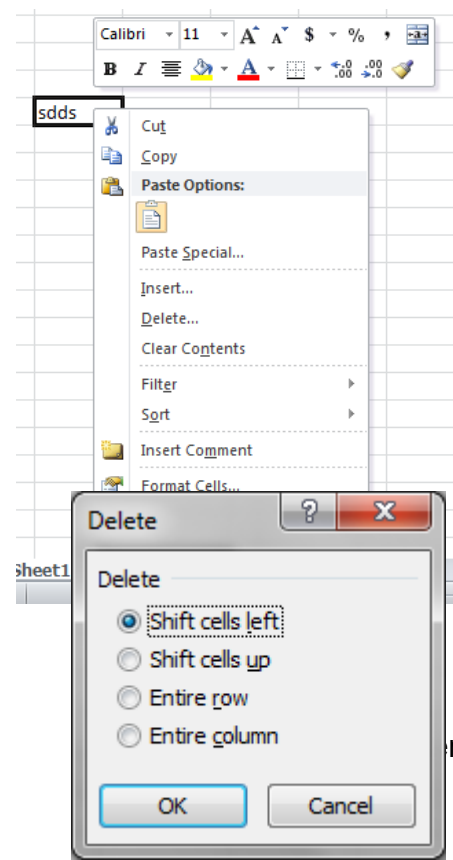


## 2. Delete Contents, Cells, Rows, Columns, and Ranges

### 2.1. Clear Contents

The command to remove or delete the contents of a selected cell(s) is Clear Contents. The Clear command is located on the Home tab, under the Editing Group on the ribbon. You must first select the cell or cells you want to clear. You will also find the Clear Contents command on the right mouse button short-cut menu. Clicking once with the right mouse button while positioned inside of the target cell will display a short-cut menu.

The Delete key on the keyboard will also clear the contents of a cell. The Cut command located on the right click shortcut menu may also be used to clear contents. This is not the best choice since it will replace anything that has been saved on the clipboard.



### 2.2. Delete a Cell or Range of Cells

To remove a cell or range of cells, first select the cell or range of cells. The selected cells should be highlighted. Selecting Delete from the ribbon Home tab (Cells group) will then delete the cells. The right mouse button short-cut Menu can also be used to invoke Delete Row or Delete Column commands.

The user is prompted to select how to shift the remaining surrounding cells.

### 2.3. Delete Entire Column or Row

To remove an entire column, first select the column heading. This should highlight the complete column. Select Delete from the ribbon Home tab (Cells group) to delete the column and all remaining data will be shifted to the left.

To remove an entire row, first select the row heading. This should highlight the complete row. Select Delete from the ribbon Home tab (Cells group) to delete the row and all remaining data will be shifted up.

The right mouse button short-cut Menu can also be used to invoke Delete Row or Delete Column commands.

<b>Follow Me</b>	<p><b>Delete a Column</b></p> <ol style="list-style-type: none"> <li>1. Right click on Column B</li> <li>2. Choose Delete from the menu</li> </ol> <p>Note: Column B has been deleted, and column C has become column B.</p>
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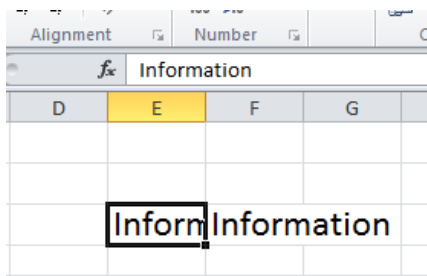
## 3. Resize Rows and Columns

### 3.1. Truncation

From time to time, especially after data has been moved or reformatted, you will find that a column or row is not large enough to hold the information.

A number entered into a column that is too narrow will be displayed as ##### (pound signs). See example on right.

B	C	D
\$ 666.94	\$ 6,876.78	\$ 67.84
#####	\$ 78.99	\$ 213.23
	\$347,899.21	



Contents of a column that is too narrow might look truncated; or as if the right side has disappeared. This happens when the cell to the right also has contents. However, it only looks like it has been cut off. This can be verified by looking at the Edit bar where the text is displayed in full. The appearance of the spreadsheet

can be improved by resizing the column to display the whole contents.

### 3.2. Resize a Column

To adjust the column width, position the mouse on the rightmost border of the heading of the column to be adjusted. In the correct location, the mouse pointer changes to a vertical line with outward pointing arrows. When the mouse pointer changes, press and hold the left mouse button and drag the border line to the right.



<b>Follow Me</b>	<p><b>Resize a Column</b></p> <ol style="list-style-type: none"> <li>1. Position the mouse pointer on the border between the column headings of columns B and C.</li> <li>2. Hover the mouse over that border until the column resizing arrow pointer appears</li> <li>3. Click and drag to the right to increase the size of the column.</li> </ol>
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### 3.3. Resize a Row



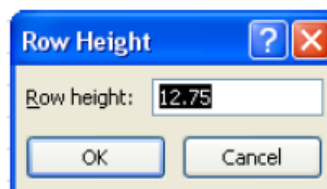
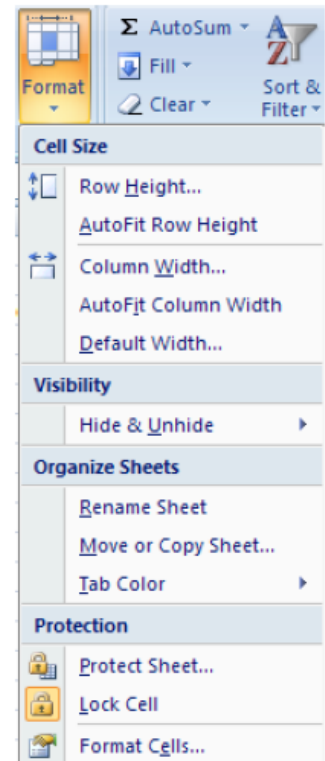
To adjust the row height, position the mouse on the bottom-most border of the row heading. In the correct location, the mouse pointer changes to a horizontal vertical line with up and downward pointing arrows. When the mouse pointer changes, press and hold the left mouse button and drag the border line down.



**Pro Tip:** An easier method is to double-click the right borderline in the column heading. No dragging required!

### 3.4. Precise Adjustments

To resize a row or column more precisely, Microsoft Excel includes Row Height... and Column Width... commands. These commands are located on the Home Tab (Cells group) on the Format drop down menu. Note: Height and width are measured in points, where 72 points is equal to one inch.




## 4. Manipulating Data (Copy/Cut/Paste, Autofill, Move)

### 4.1. Copy/Cut

The first method for moving and copying cells involves the “Windows Clipboard.” The clipboard is a holding area for information, both text and graphics. The clipboard is a feature of the windows operating system so this method also allows for moving information between programs.

<b>Clipboard</b>	
<b>Vocabulary</b>	<p><i>Noun</i></p> <p>A temporary storage area where material cut or copied from a file is kept for pasting elsewhere.</p> <p>Clipboard material can be pasted into the same file or a different file.</p>



First, select the cell or cells you want to move, using cut, or copy. If the first time you do not select the correct area or cell, you can always select again or use the shift key to adjust the existing selection.

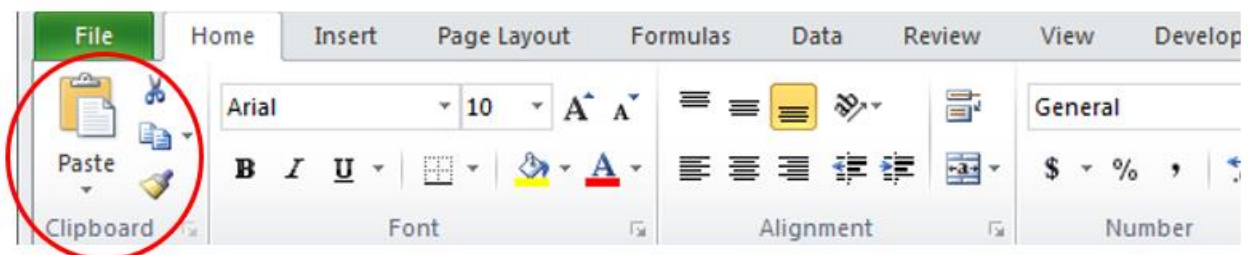


**Pro Tip:** You can also right click on the selected cell, which will open up a shortcut menu with the Cut/Copy/Paste commands.

Then, move (Cut) or copy (Copy) the cell(s) to the clipboard using the commands found on the Home tab, (Clipboard group). See the screen shot below.

- Cut – the icon for cut is the scissors. This will not remove the selection immediately but your selection will be removed once you paste.
- Copy – the icon for copy is two papers or files. This will not remove your selection and will make a duplicate of the information once you select paste.

Note: When you have selected copy or cut the selection will change from a solid black line to dotted, if this disappears before you select paste you will need to reselect and click copy or cut again.



## 4.2. Paste

After information is copied to the clipboard, select the new location by clicking once with the left mouse button in the destination cell(s) in the spreadsheet.

In the Home Tab (Clipboard group), select the Paste command to transfer the information from the clipboard to the new location in the spreadsheet.



**Pro Tip:** Rather than clicking on Cut, Copy and Paste, you can use the combination keystrokes Ctrl+X for cut, Ctrl+C for copy and Ctrl+V for paste.

## 4.3. Move/Copy

It is also possible to use the mouse to drag the cell contents to the new location. Keep an eye open for changes in the look of the mouse pointer.

First, select the cell(s) you want to move or copy. In the following example in FamilyBudget, select cells B4:D17.

	A	B	C	D	E
1	The Watson's 1999 Yearly Budget				
2	Expenses:				
3					
4	Rent	400	400	400	400
5	Phone	60	60	60	60
6	Entertainment	60	60	60	60
7	Church	100	10	10	10
8	Food	200	200	200	200
9	Dues		20		20
10	Hygiene	9		9	
11	Clothes	150	20	20	20
12	Utilities	85	85	70	65
13	Cable				
14	Car Payment	123	123	123	123
15	Auto Insurance	50	50	50	50
16	Gasoline	30	30	30	30
17	Repairs		15		15
18					

Position the mouse pointer on the darkened border around the selected cells. The mouse pointer changes to a four-way arrow. Click and hold once this pointer appears.



While holding the left mouse button down, drag the cell border to the new location and release the mouse button to move the cell contents to the new location.

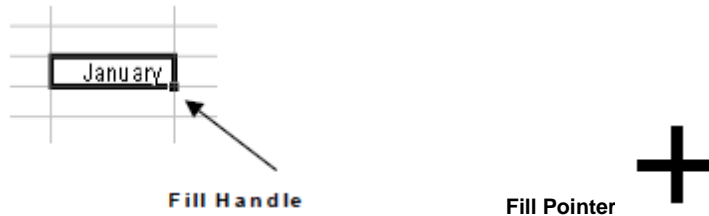
To copy the cell contents rather than move the cell(s), press and hold the Ctrl key on the keyboard while the left mouse button is held down. Drag the cell border to the new location and release the mouse button and the Ctrl key. The cell contents will be copied to the new location.



## 4.4. Autofill

AutoFill can save time by eliminating the manual task of entering commonly used text labels and number series.

In the bottom right corner of a selected cell or range of cells there is a small black square known as the fill handle. When the mouse pointer is directly on top of the fill handle the mouse pointer will change to a thin plus sign. This is your visual clue that you can AutoFill by dragging the fill handle down or to the right.



<b>Follow Me</b>	<b>Autofill Months of the Year</b>																																											
	1. Create a new blank spreadsheet																																											
	2. Type the word <b>January</b> into A1																																											
	3. Position the mouse pointer over the fill handle until the fill pointer appears																																											
	4. Click and drag down to fill the remaining 11 months.																																											
		<table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> </tr> </thead> <tbody> <tr><td>1</td><td>January</td><td></td></tr> <tr><td>2</td><td>February</td><td></td></tr> <tr><td>3</td><td>March</td><td></td></tr> <tr><td>4</td><td>April</td><td></td></tr> <tr><td>5</td><td>May</td><td></td></tr> <tr><td>6</td><td>June</td><td></td></tr> <tr><td>7</td><td>July</td><td></td></tr> <tr><td>8</td><td>August</td><td></td></tr> <tr><td>9</td><td>September</td><td></td></tr> <tr><td>10</td><td>October</td><td></td></tr> <tr><td>11</td><td>November</td><td></td></tr> <tr><td>12</td><td>December</td><td></td></tr> <tr><td>13</td><td></td><td></td></tr> </tbody> </table>		A	B	1	January		2	February		3	March		4	April		5	May		6	June		7	July		8	August		9	September		10	October		11	November		12	December		13		
	A	B																																										
1	January																																											
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Fill works both vertically and horizontally. So, you could also fill the remaining 11 months into columns by dragging the fill pointer to the right.

January	February	March	April	May	June	July	August	September	October	November	December
400	400	400	400	400	400	400	400	200	400	400	400
60	60	60	60	60	60	60	60	60	60	60	60
60	60	60	60	60	60	60	60	60	60	60	60

Other built-in AutoFill series include days of the week, time, and dates. You can even use a series like Week 1, Week 2, Week 3, Week 4, etc. Microsoft Excel will increment the numeric portion of the text.

AutoFill will also repeat a numeric value throughout a range of cells. By clicking on the cell that contains the value you want to repeat, simply drag the fill handle down and/or to the right to repeat the same value in all new cells.

To create your own series, enter the beginning number in the first cell, enter the second number in the second cell, select both cells and drag the one fill handle down. In the example below, the column of numbers on the right was created by dragging the fill handle for the two numbers on the left.

1
1.25
1.5
1.75
2
2.25
2.5
2.75

In this case, Microsoft Excel was able to determine the difference between 1 and 1.25 and repeat that difference for all new numbers.

Using that same logic, if you needed a list of “every other month”, type January in the first cell, type March in the second cell. Select both cells and drag the fill handle down.

<b>Follow Me</b>	<b>Autofill Every Other Month</b>	
	<ol style="list-style-type: none"> <li>Delete the contents of A1 through A12</li> <li>Type the word <b>January</b> into A1</li> <li>Type the word <b>March</b> into A2</li> <li>Select both cells A1 and A2.</li> <li>Position the mouse pointer over the fill handle until the fill pointer appears</li> <li>Click and drag down to fill the remaining 4 months</li> </ol>	

Using the fill handle is quick; however, you can also access the same features using the Fill Menu found on the Home Tab (Editing Group). Learning to use the fill handle provides better control and more choices than the Fill Menu commands.

## 5. Worksheets

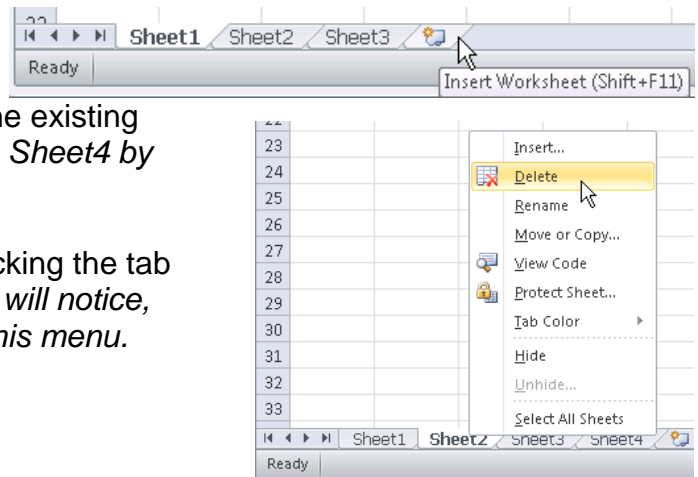
In addition to modifying rows, columns, and cells within Excel, worksheets can be inserted and removed as well. As you may recall from the prior module, worksheets refer to individual spreadsheets within an Excel workbook. Worksheets appear as tabs in the bottom left corner of Excel.



### Follow Me

#### Add and remove worksheets

1. Add a new worksheet by clicking the **insert worksheet** button next to the existing worksheets. *This will create Sheet4 by default.*
2. Remove Sheet2 by right clicking the tab and selecting **Delete** – *You will notice, Insert is also available via this menu.*

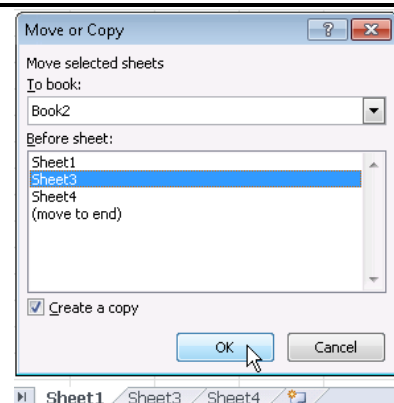


Copying and Pasting entire worksheets can also be accomplished through the quick menu.

### Follow Me

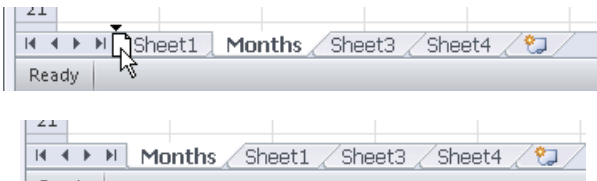
#### Copy and Paste Worksheet

1. Copy Sheet1 by right clicking and select **Move or Copy**
2. The Move or Copy dialog box allows you to select which workbook (To book:) to move or copy to. Keep it within the current workbook.
3. Select **Sheet3** to place the copy of sheet1 after the current Sheet1 and before Sheet3.
4. Check **Create a copy** – *this ensures you create a copy rather than move the current worksheet.*
5. Click OK



Now that we have created a new copy of Sheet1, Sheet1 (2), lets rename it and use another method to move the worksheet. Please note there are two ways to rename a worksheet.

<b>Follow Me</b>	<p><b>Rename and Move</b></p> <ol style="list-style-type: none"> <li>1. Right click <b>Sheet1 (2)</b> and select <b>Rename</b></li> <li>2. Type <b>Months</b> to change the name. The Enter key will confirm the change – <i>Alternatively you can double click a tab to rename.</i></li> <li>3. To move a worksheet without using the Move or Copy Dialog box, click and drag the worksheet to move Months to the beginning.</li> </ol>
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## 6. Exercises – Now You!

- Using Autofill and the fill handle, create the following lists in a blank spreadsheet:
  - Days of the Week
  - Every other year for the next 30 years
  - Numbers counting to 100 by 5
  - Numbers counting to 10 by 0.4
  - 9:00 a.m. to 11:45 a.m. in 15 minute increments
- Insert a column between each of the lists above
- Insert a header row above each of the lists and label them
- Insert a row above the headers and give the sheet the name “Autofill Lists.” Make the title 24 point font and resize the row and column to accommodate the title.
- Remove Sheet1, Sheet3, and Sheet4