



Technical Institute of Administration

Business Administration

Computer Skills

1. Microsoft Excel – Basics- Working with Cells and Sheets

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1. Excel 2016 Basics

1.1. Introduction

Excel is a **spreadsheet program** that allows you to **store, organize, and analyze information**. While you may believe Excel is only used by certain people to process complicated data, anyone can learn how to take advantage of the program's **powerful features**. Whether you're keeping a budget, organizing a training log, or creating an invoice, Excel makes it easy to work with different types of data.

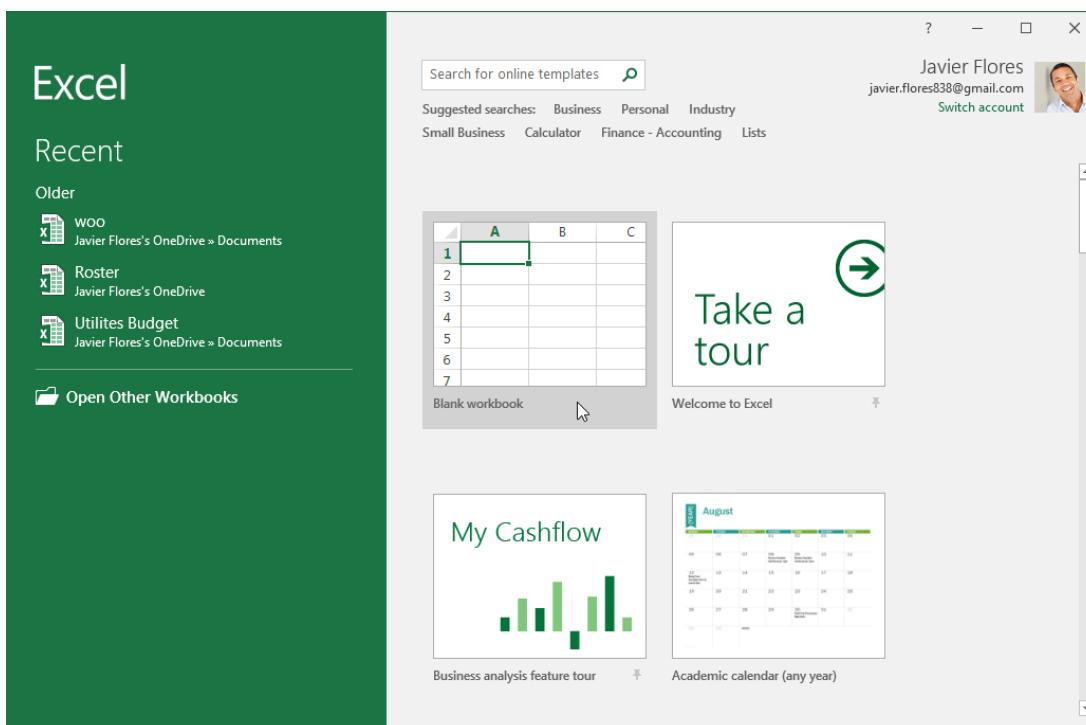
1.2. Getting to know Excel

If you've previously used Excel 2010 or Excel 2013, then Excel 2016 should feel familiar. If you are new to Excel or have more experience with older versions, you should first take some time to become familiar with the **Excel interface**.

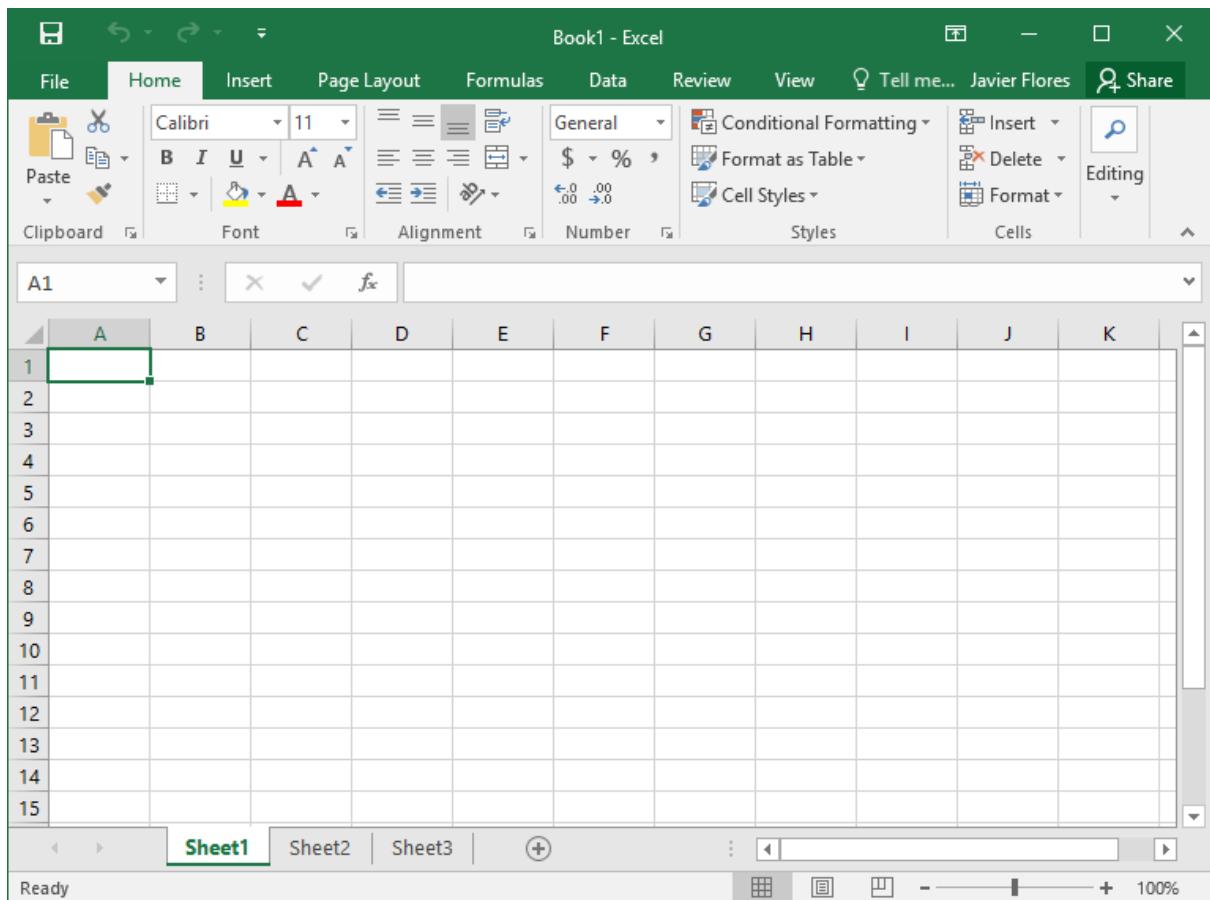
1.3. The Excel interface

When you open Excel 2016 for the first time, the **Excel Start Screen** will appear. From here, you'll be able to create a **new workbook**, choose a **template**, and access your **recently edited workbooks**.

- From the **Excel Start Screen**, locate and select **Blank workbook** to access the Excel interface.



Click the buttons in the below to become familiar with the Excel interface.



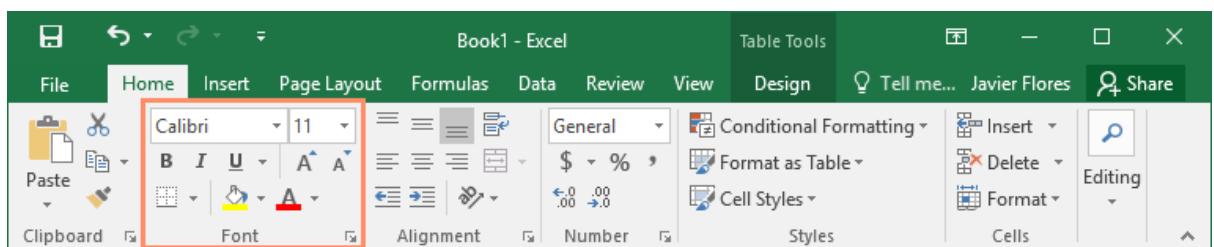
1.4. Working with the Excel environment

The **Ribbon** and **Quick Access Toolbar** are where you will find the commands to perform common tasks in Excel. The **Backstage view** gives you various options for saving, opening a file, printing, and sharing your document.

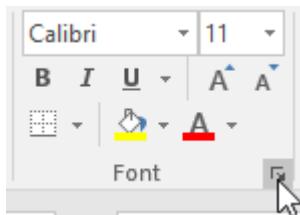
1.4.1. The Ribbon

Excel 2016 uses a **tabbed Ribbon system** instead of traditional menus. The **Ribbon** contains **multiple tabs**, each with several **groups of commands**. You will use these tabs to perform the most **common tasks** in Excel.

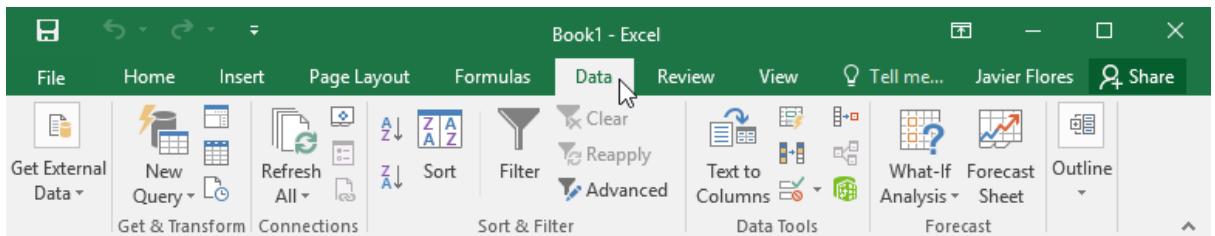
- Each tab will have one or more groups.



- Some groups will have an arrow you can click for more options.



- Click a tab to see more commands.



- You can adjust how the Ribbon is displayed with the Ribbon Display Options.

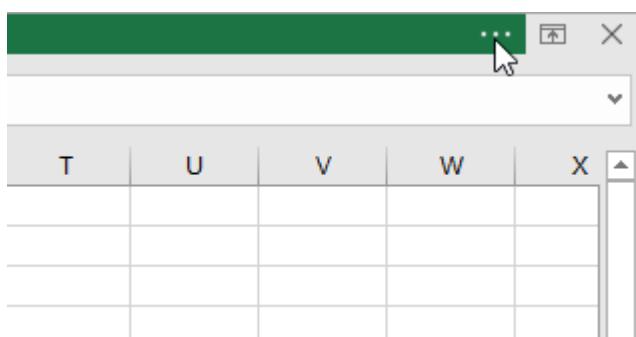
Certain programs, such as **Adobe Acrobat Reader**, may install additional tabs to the Ribbon. These tabs are called **add-ins**.

1.4.2. To change the Ribbon Display Options:

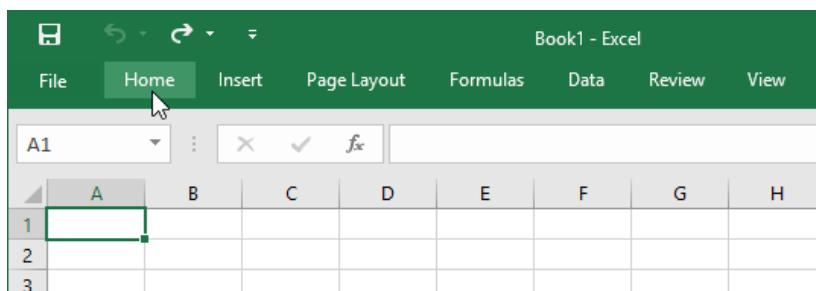
The Ribbon is designed to respond to your current task, but you can choose to **minimize** it if you find that it takes up too much screen space. Click the **Ribbon Display Options** arrow in the upper-right corner of the Ribbon to display the drop-down menu.

There are three modes in the Ribbon Display Options menu:

- **Auto-hide Ribbon:** Auto-hide displays your workbook in full-screen mode and completely hides the Ribbon. To **show the Ribbon**, click the **Expand Ribbon** command at the top of screen.



- **Show Tabs:** This option hides all command groups when they're not in use, but **tabs** will remain visible. To **show the Ribbon**, simply click a tab.



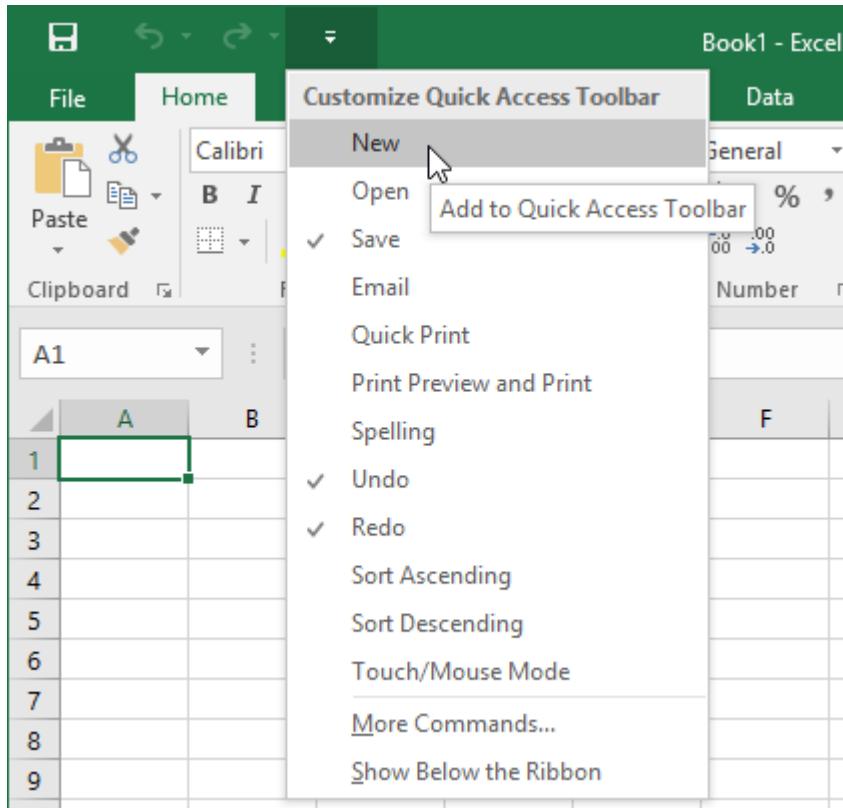
- **Show Tabs and Commands:** This option maximizes the Ribbon. All of the tabs and commands will be visible. This option is selected by default when you open Excel for the first time.

1.5. The Quick Access Toolbar

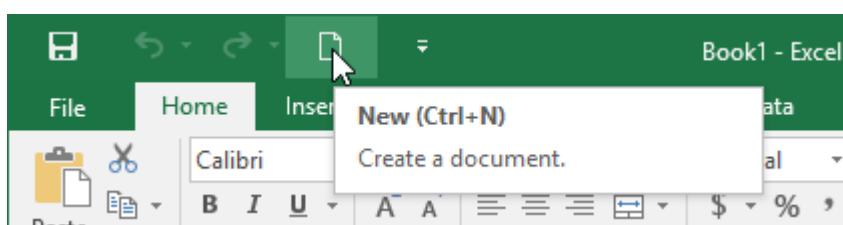
Located just above the Ribbon, the **Quick Access Toolbar** lets you access common commands no matter which tab is selected. By default, it includes the **Save**, **Undo**, and **Repeat** commands. You can add other commands depending on your preference.

1.5.1. To add commands to the Quick Access Toolbar:

1. Click the **drop-down arrow** to the right of the **Quick Access Toolbar**.
2. Select the **command** you want to add from the drop-down menu. To choose from more commands, select **More Commands**.

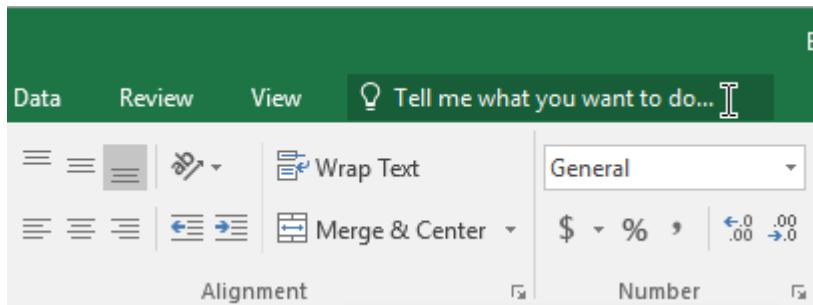


3. The command will be **added** to the Quick Access Toolbar.

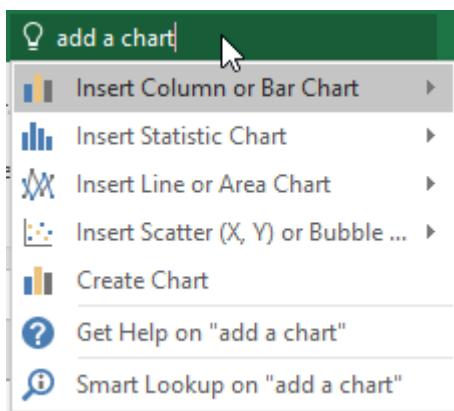


1.5.2. How to use Tell me:

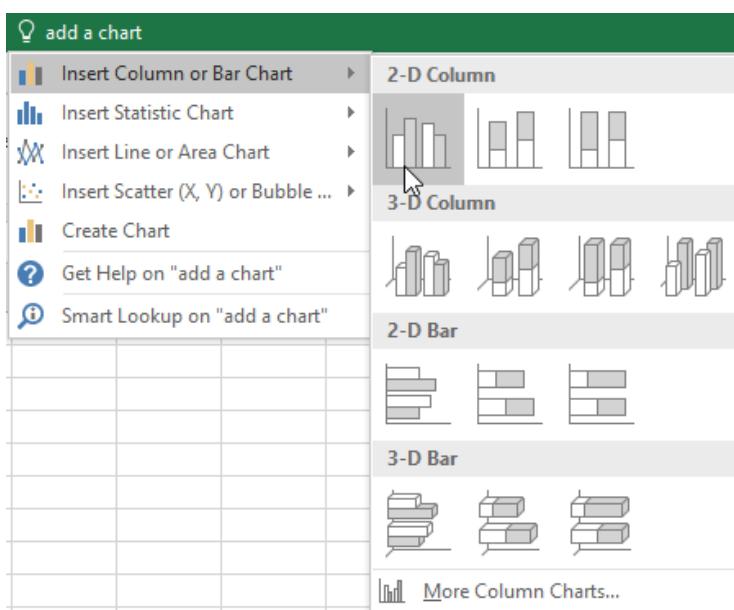
The **Tell me** box works like a search bar to help you quickly find tools or commands you want to use.



1. Type in your own words what you want to do.



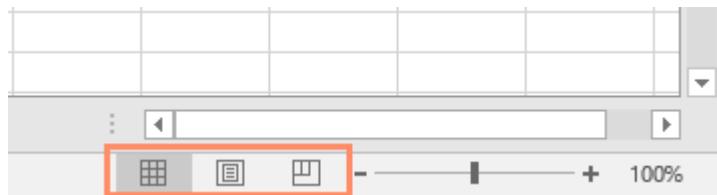
2. The results will give you a few relevant options. To use one, click it like you would a command on the Ribbon.



1.6. Worksheet views

Excel 2016 has a variety of viewing options that change how your workbook is displayed. These views can be useful for various tasks, especially if you're planning to **print** the

spreadsheet. To **change worksheet views**, locate the commands in the bottom-right corner of the Excel window and select **Normal view**, **Page Layout view**, or **Page Break view**.



- **Normal view** is the default view for all worksheets in Excel.

Cookie Sales - Excel

	A	B	C	D	E	F	G
1	Frontier Kids Cookie Sales						
2	Name	Address	Gingersnaps	Lemon Drops	Mint Whistles	Macaroons	Total
3	Chris Keller	1167 Cobery Way	1	1	1	1	4
4	Diane Whitley	1605 Bing Street Apt. 2	1	1	1		3
5	Nick Gunderson	54 N. Kentucky Avenue		2	3		5
6	Leilani Mathis	200 Markham Street	5				5
7	June Ford	3788 Lake Wales Lane		1		1	2
8	Marisol Colon	919 Banyan Boulevard	3			4	7
9	Lee DiMartino	1600 Bing Street Apt. 1		2			2
10	Wade Schultz	3132 Doctors Drive			2	2	4
11	Lance Cano	180 Denver Avenue	1		1	5	7
12	George Howard	3826 George Street	1	1	1		3
13	Eric Lombard	1012 Spruce Drive		2	3		5
14	Joseph Trammell	2004 Thompson Drive	5				5
15	Manuel Gallo	3237 Willow Oaks Lane		1		1	2

- **Page Layout view** displays how your worksheets will appear when printed. You can also add headers and footers in this view.

Cookie Sales - Excel

Home Insert Page Layout Formulas Data Review View Tell me... Javier Flores Share

Add header

Frontier Kids Cookie Sales

Name	Address	Gingersnaps	Lemon Drops	Mint Whistles	Maple Syrup
Chris Keller	1167 Coberry Way	1	1	1	
Diane Whitley	1605 Bing Street Apt. 2	1	1	1	
Nick Gunderson	54 N. Kentucky Avenue		2	3	
Leilani Mathis	200 Markham Street	5			
June Ford	3788 Lake Wales Lane		1		
Marisol Colon	919 Banyan Boulevard	3			
Lee DiMartino	1600 Bing Street Apt. 1		2		

- **Page Break view** allows you to change the location of page breaks, which is especially helpful when printing a lot of data from Excel.

Cookie Sales - Excel

Home Insert Page Layout Formulas Data Review View Tell me... Javier Flores Share

Frontier Kids Cookie Sales

	A	B	C	D	E	F	G	H	I	J
6	Leilani Mathis	200 Markham Street	5				5			
7	June Ford	3788 Lake Wales Lane		1		1	2			
8	Marisol Colon	919 Banyan Boulevard	3			4	7			
9	Lee DiMartino	1600 Bing Street Apt. 1		2			2			
10	Vade Schultz	3132 Doctors Drive			2	2	4			
11	Lance Cano	180 Denver Avenue	1		1	5	7			
12	George Howard	3826 George Street	1	1	1		3			
13	Eric Lombard	1012 Spruce Drive		2	3		5			
14	Joseph Trammell	2004 Thompson Drive	5				5			
15	Manuel Galler	3237 Willow Oak Lane	1			1	2			
16	Thomas Strong	4575 Stuart Street		3	4		7			
17	Rosanna Bennett	721 Oliverio Drive	1			1	2			
18	Lena Cohan	4585 Radford Street	3		4		7			
19	Ernest Killian	1201 Felosa Drive		2			2			
20	Gloria Duplessis	3628 Abner Road				1	1			
21	Brandi Lynch	4185 Hood Avenue			4		4			
22	Conn Porter	238 Stanton Hollow Road				2	2			
23	Minnie Spencer	4098 Newport Lane	1	1	1		3			
24	Cynthia McFadden	981 Washington Avenue		2	3		5			
25	Michael Miller	801 Upton Avenue	5				5			
26	Mary Myers	838 Willis Avenue		1		1	2			
27	Audrey West	838 Caldwell Road	3			4	7			
28	Mary Hudson	2102 Retreat Avenue			2		2			
29	Gordon Hayes	4891 Miles Street				3	3			
30	Randall Kelly	4143 Berry Street	1	1	1	5	7			
31	Brenda Strange	3427 Cottrell Lane		2	3		3			

1.6.1. Backstage view

Backstage view gives you various options for saving, opening a file, printing, and sharing your workbooks.

1.6.1.1. To access Backstage view:

1. Click the **File** tab on the **Ribbon**. **Backstage view** will appear.



Click the buttons in the interactive below to learn more about using Backstage view.

A screenshot of the Microsoft Excel Backstage view for a workbook named 'Cookie Sales - Excel'. The left sidebar has a green header 'Info' and a list of options: New, Open, Save, Save As, Print, Share, Export, Publish, Close, Account, and Options. The main area shows the file path '\lpsf\Home\Documents\Excel 2016'. It has three main sections: 'Protect Workbook' (with a 'Protect Workbook' button and a description of what types of changes people can make), 'Inspect Workbook' (with a 'Check for Issues' button and a list of potential issues like content for disabilities and automatic removal of properties), and 'Manage Workbook' (with a 'Manage Workbook' button and a note about checking in, out, and recovering unsaved changes). To the right are sections for 'Properties' (Size: 16.2KB, Title: Add a title, Tags: Add a tag, Categories: Add a cate...), 'Related Dates' (Last Modified: Today, 9:50..., Created: 3/22/13 4:55..., Last Printed), 'Related People' (Author: Add an aut..., Last Modified By: Not saved ...), and 'Related Documents' (Open File Location, Show All Properties).

1.7.Creating and Opening Workbooks

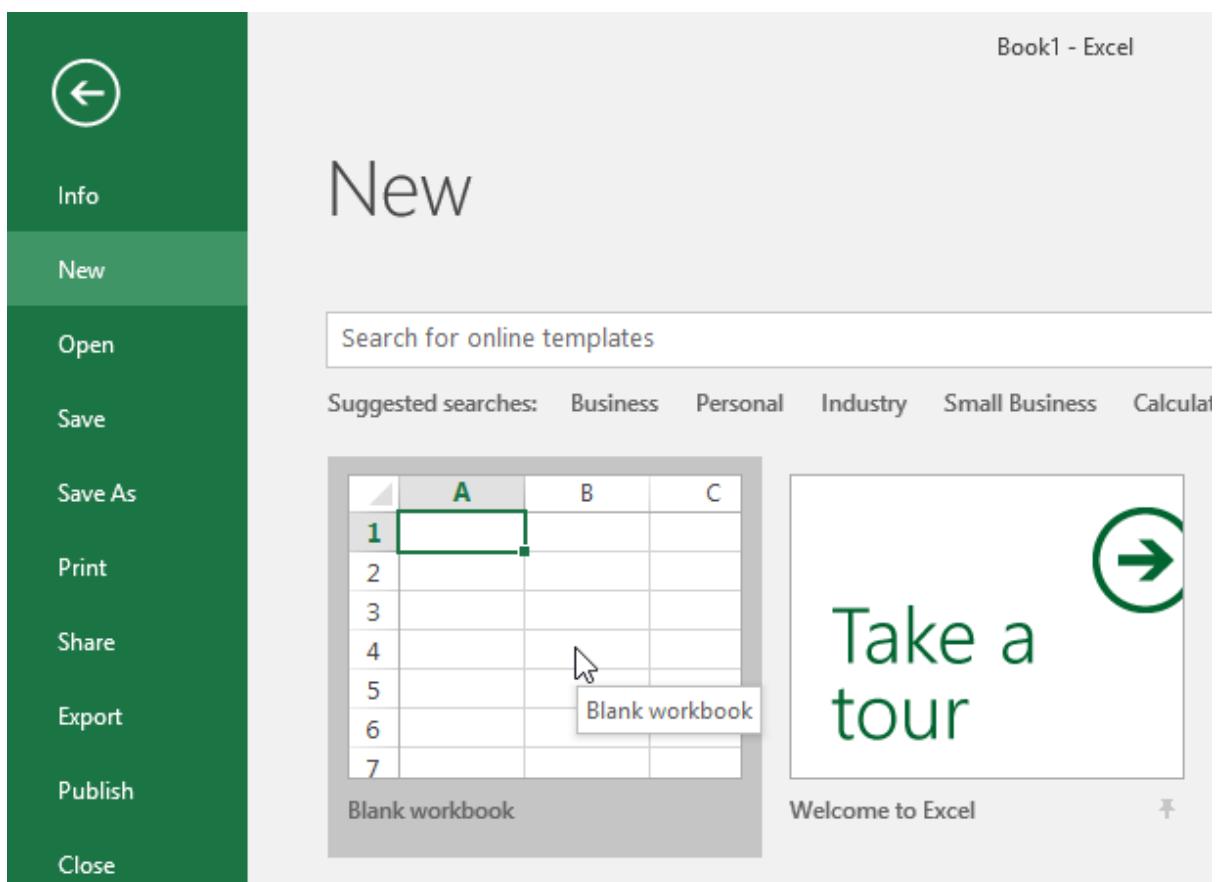
Excel files are called **workbooks**. Whenever you start a new project in Excel, you'll need to **create a new workbook**. There are several ways to start working with a workbook in Excel. You can choose to **create a new workbook**—either with a **blank workbook** or a **predesigned template**—or **open an existing workbook**.

1.7.1. To create a new blank workbook:

1. Select the **File** tab. **Backstage view** will appear.



2. Select **New**, then click **Blank workbook**.

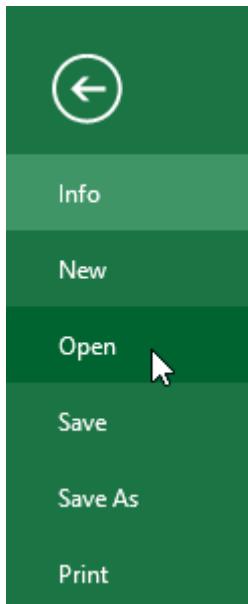


3. A new blank workbook will appear.

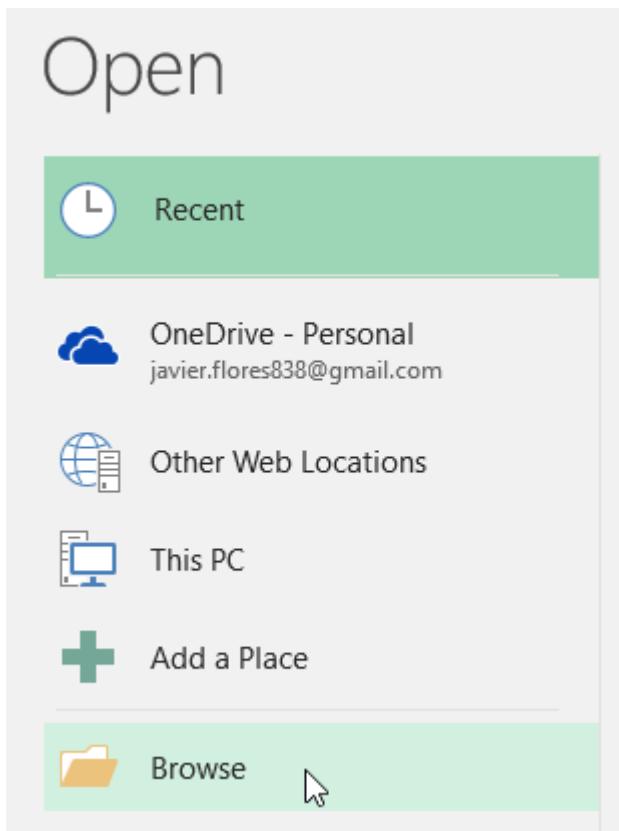
1.7.2. To open an existing workbook:

In addition to creating new workbooks, you'll often need to open a workbook that was previously saved.

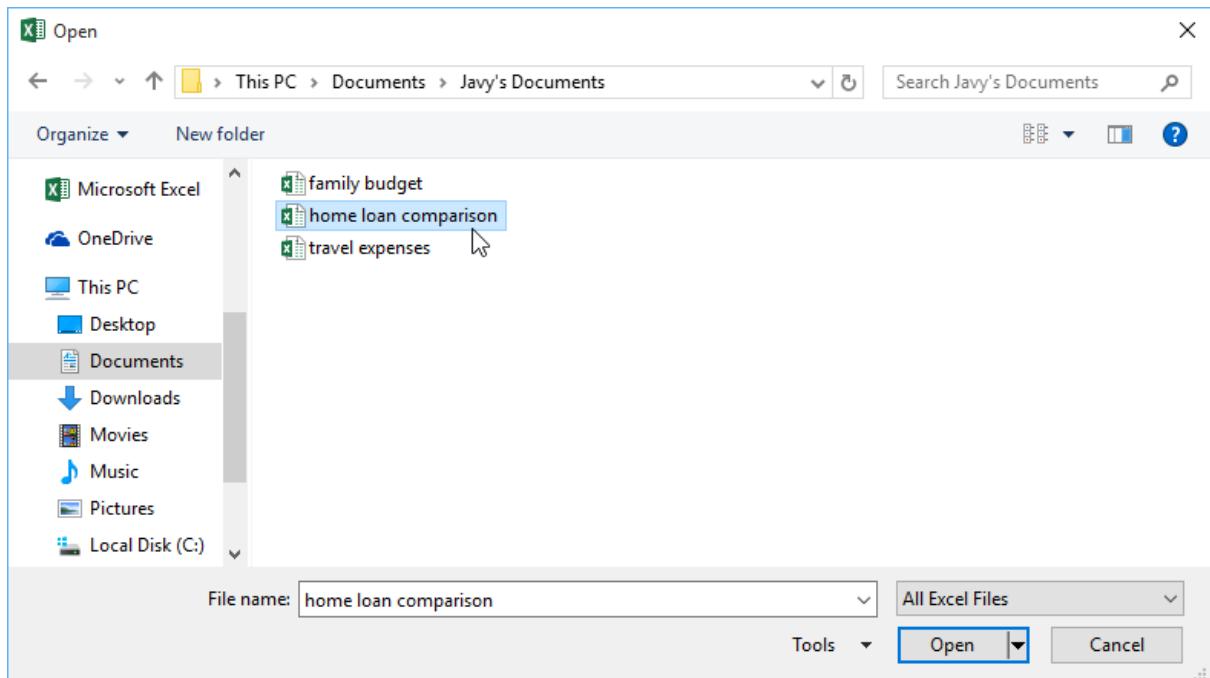
1. Navigate to **Backstage view**, then click **Open**.



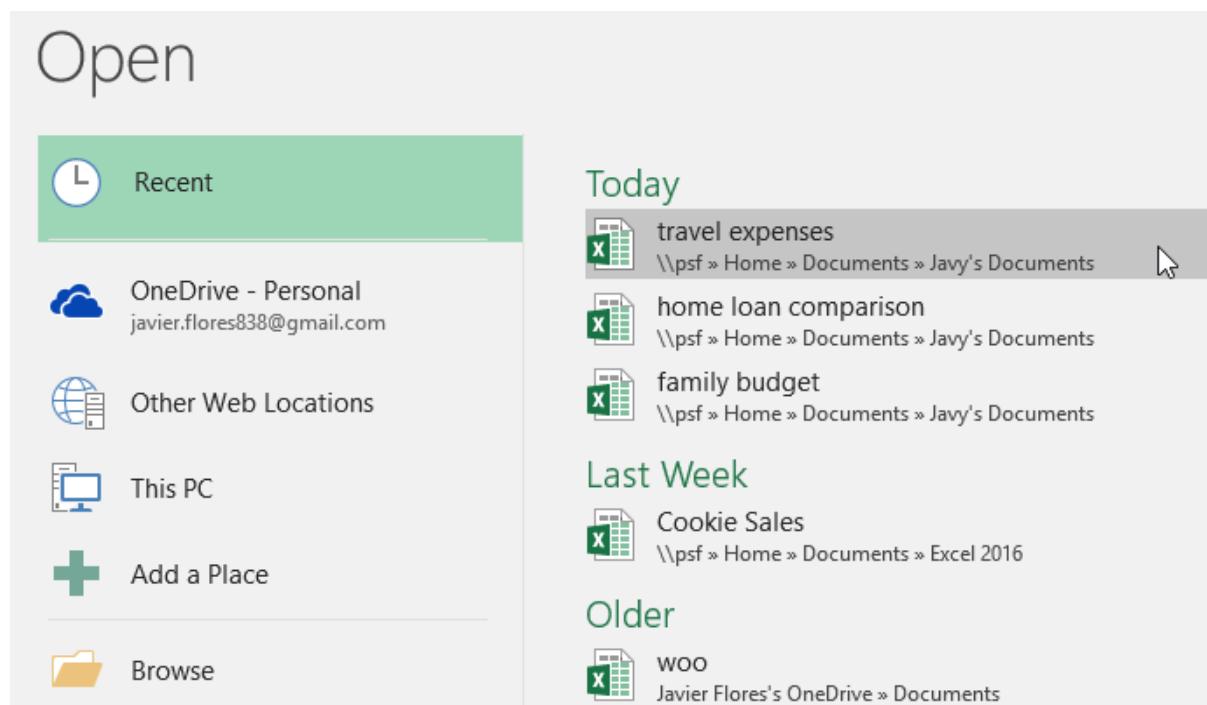
2. Select **Computer**, then click **Browse**. Alternatively, you can choose **OneDrive** to open files stored on your **OneDrive**.



3. The **Open** dialog box will appear. Locate and select your **workbook**, then click **Open**.



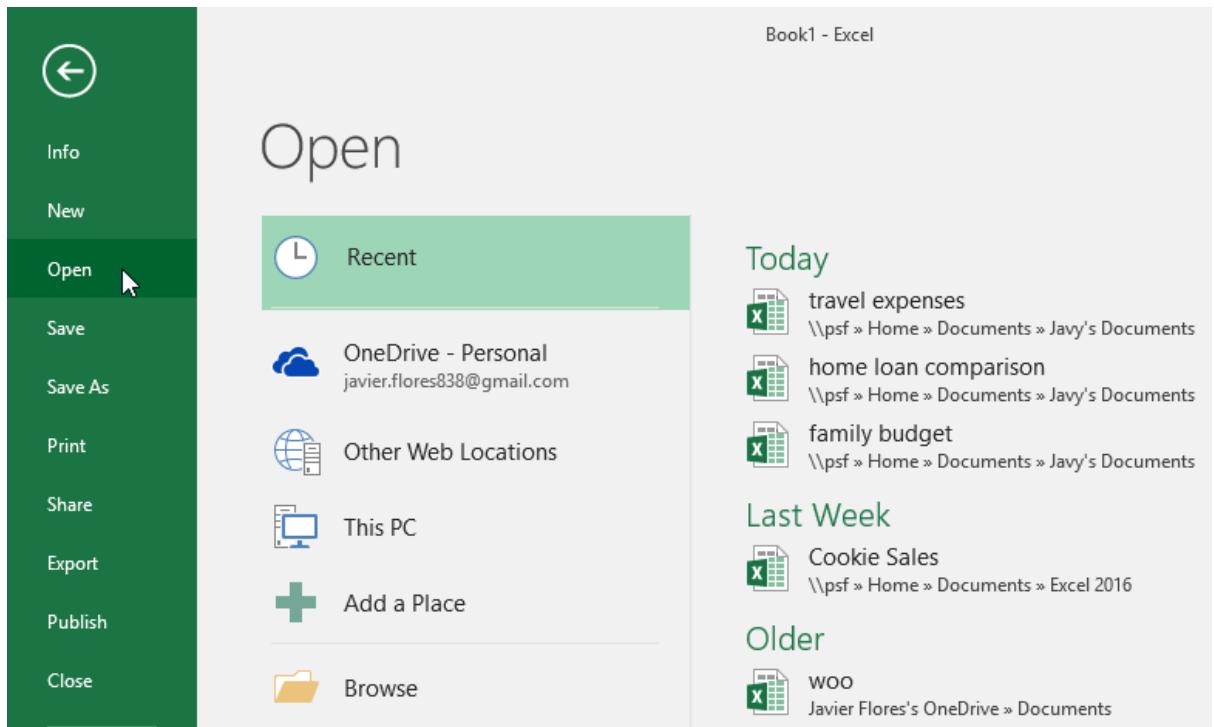
If you've opened the desired workbook recently, you can browse your **Recent Workbooks** rather than search for the file.



1.7.3. To pin a workbook:

If you frequently work with the **same workbook**, you can **pin it** to Backstage view for faster access.

1. Navigate to **Backstage view**, then click **Open**. Your **recently edited workbooks** will appear.



2. Hover the mouse over the **workbook** you want to pin. A **pushpin icon** will appear next to the workbook. Click the **pushpin icon**.



3. The workbook will stay in Recent Workbooks. To **unpin** a workbook, simply click the pushpin icon again.

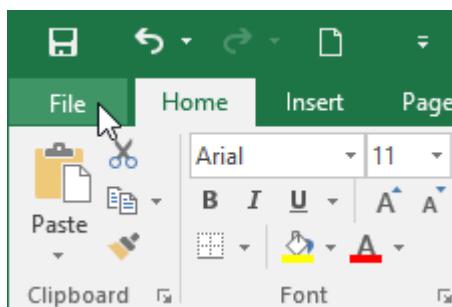
Pinned			
	travel expenses \psf » Home » Documents » Javy's Documents	11/9/2015 4:33 PM	
Today			
	home loan comparison \psf » Home » Documents » Javy's Documents	11/9/2015 4:33 PM	
	family budget \psf » Home » Documents » Javy's Documents	11/9/2015 4:33 PM	
Last Week			
	Cookie Sales \psf » Home » Documents » Excel 2016	11/6/2015 9:45 AM	
Older			
	woo Javier Flores's OneDrive » Documents	8/3/2015 3:25 PM	

1.7.4. Using templates

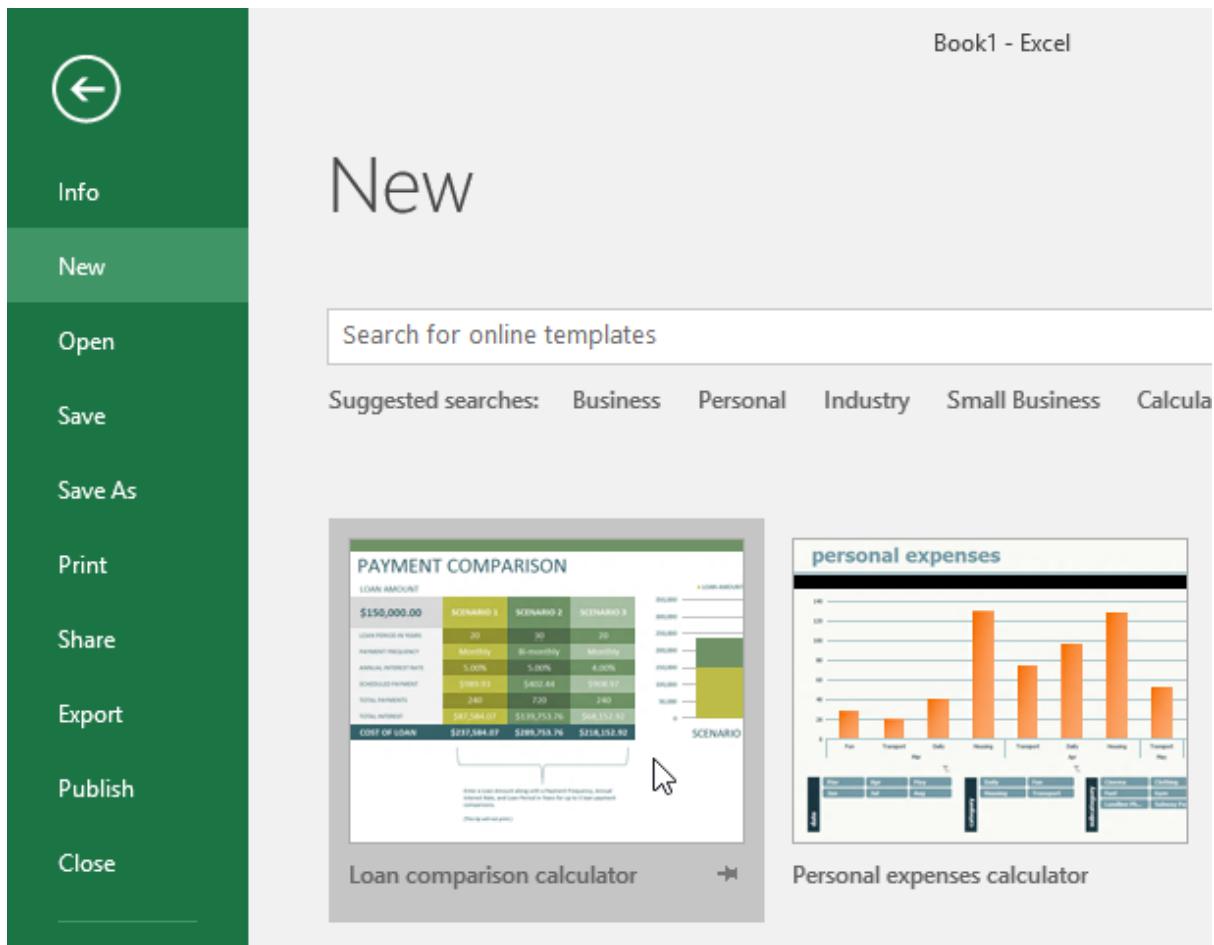
A **template** is a **predesigned spreadsheet** you can use to create a new workbook quickly. Templates often include **custom formatting** and **predefined formulas**, so they can save you a lot of time and effort when starting a new project.

1.7.4.1. *To create a new workbook from a template:*

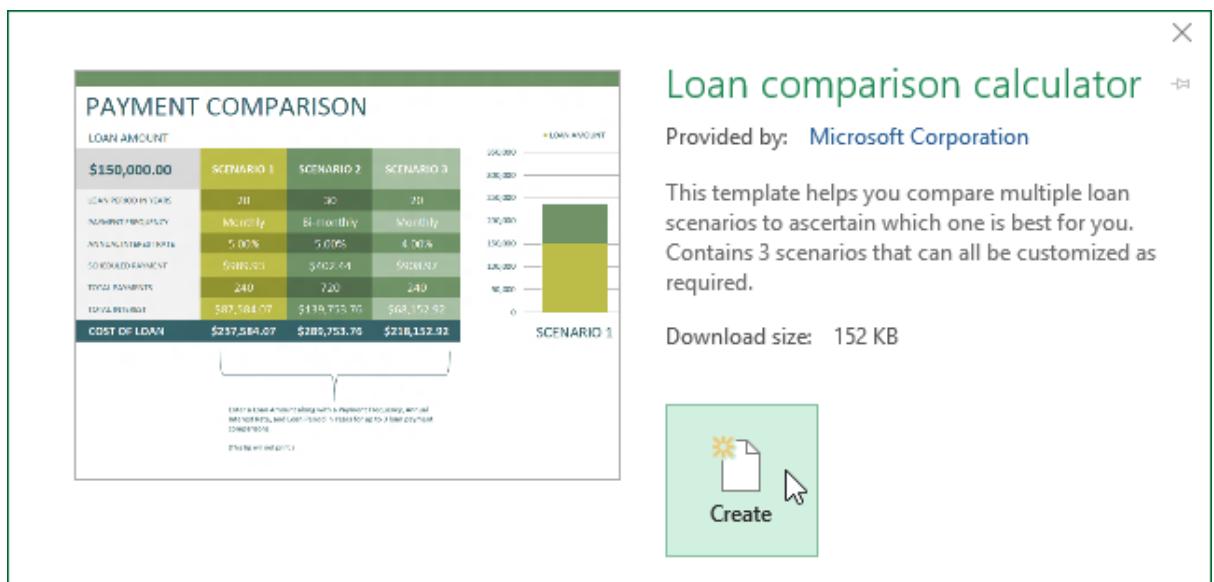
1. Click the **File** tab to access **Backstage view**.



2. Select **New**. Several templates will appear below the **Blank workbook** option.
3. Select a **template** to review it.



4. A **preview** of the template will appear, along with **additional information** on how the template can be used.
5. Click **Create** to use the selected template.



6. A new workbook will appear with the **selected template**.

You can also browse templates by **category** or use the **search bar** to find something more specific.

New

Home 

Budget Overview

Balance		Projected Actual Available		Actual Actual Expenses		Actual Actual Income		Projected Actual Income	
Actual Income	Actual Expenses	Actual Income	Actual Expenses	Actual Income	Actual Expenses	Actual Income	Actual Expenses	Projected Income	Projected Expenses
\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000

Income

Actual	Projected
Income 1: \$1,000	Income 1: \$1,000
Income 2: \$1,000	Income 2: \$1,000
Total Income: \$2,000	Total Income: \$2,000

Expenses

Actual	Projected
Housing: \$1,000	Housing: \$1,000
Food: \$1,000	Food: \$1,000
Utilities and Services: \$1,000	Utilities and Services: \$1,000
Entertainment: \$1,000	Entertainment: \$1,000
Transportation: \$1,000	Transportation: \$1,000
Personal Care: \$1,000	Personal Care: \$1,000
Leisure: \$1,000	Leisure: \$1,000
Storage or Household: \$1,000	Storage or Household: \$1,000
Total Expenses: \$6,000	Total Expenses: \$6,000

Family budget (monthly)



FAMILY MONTHLY

Budget Planner

March 2011



Category	Value
Total Income	\$6,000
Total Expenses	\$6,000

Cash Flow

Property	Value
Total Income	\$6,000
Total Expense	\$6,000

Family monthly budget planner

Category

Category	Count
Budgets	25
Family	24
Household	15
Personal	14
Expense	9
Calculator	8
Charts	8
Lists	8
Planners	6
Monthly	5

It's important to note that not all templates are created by Microsoft. Many are created by third-party providers and even individual users, so some templates may work better than others.

1.8. Save and Save As

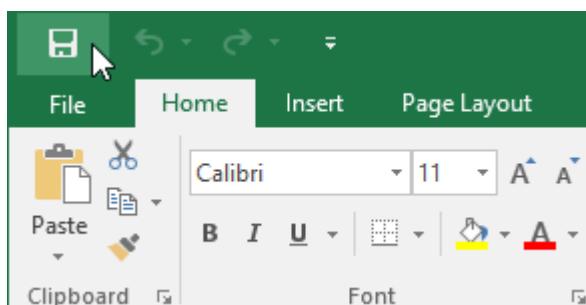
Excel offers two ways to save a file: **Save** and **Save As**. These options work in similar ways, with a few important differences:

- **Save:** When you create or edit a workbook, you'll use the **Save** command to save your changes. You'll use this command most of the time. When you save a file, you'll only need to choose a file name and location the first time. After that, you can just click the **Save** command to save it with the same name and location.
- **Save As:** You'll use this command to create a **copy** of a workbook while keeping the original. When you use **Save As**, you'll need to choose a different name and/or location for the copied version.

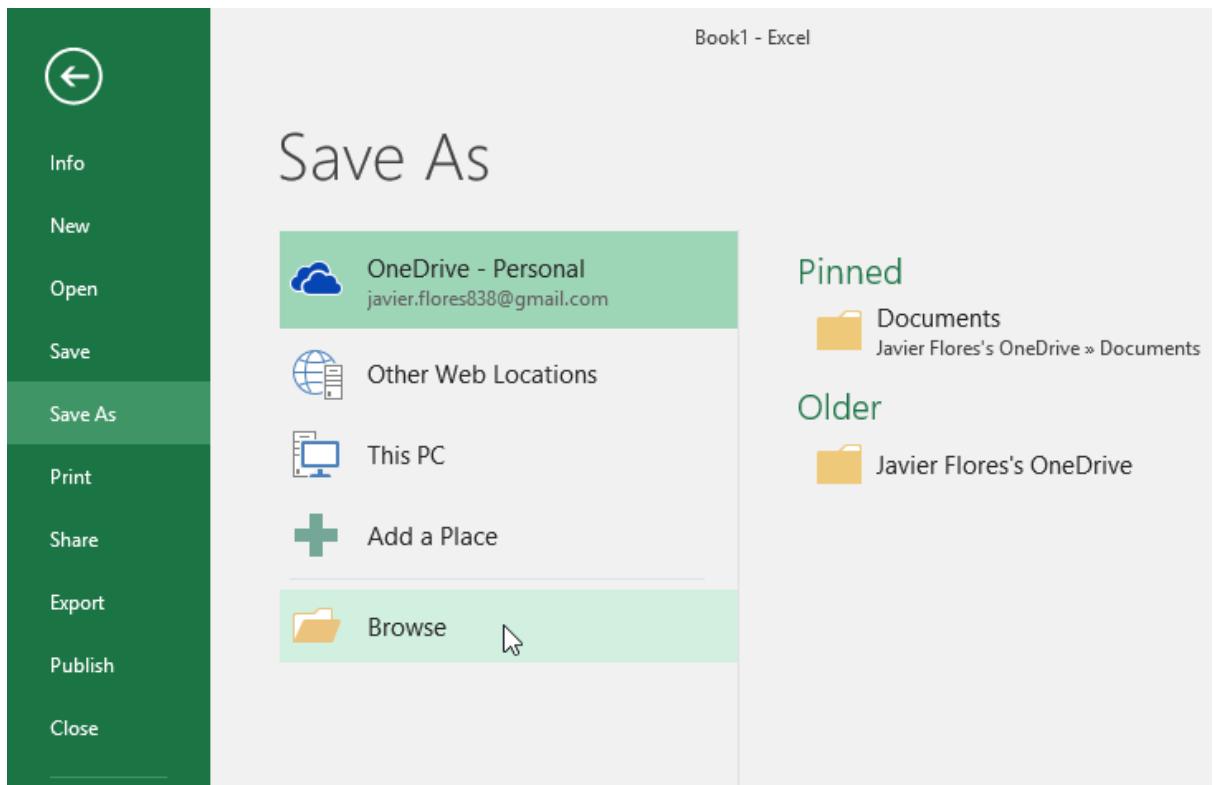
1.8.1. To save a workbook:

It's important to **save your workbook** whenever you start a new project or make changes to an existing one. Saving early and often can prevent your work from being lost. You'll also need to pay close attention to **where you save** the workbook so it will be easy to find later.

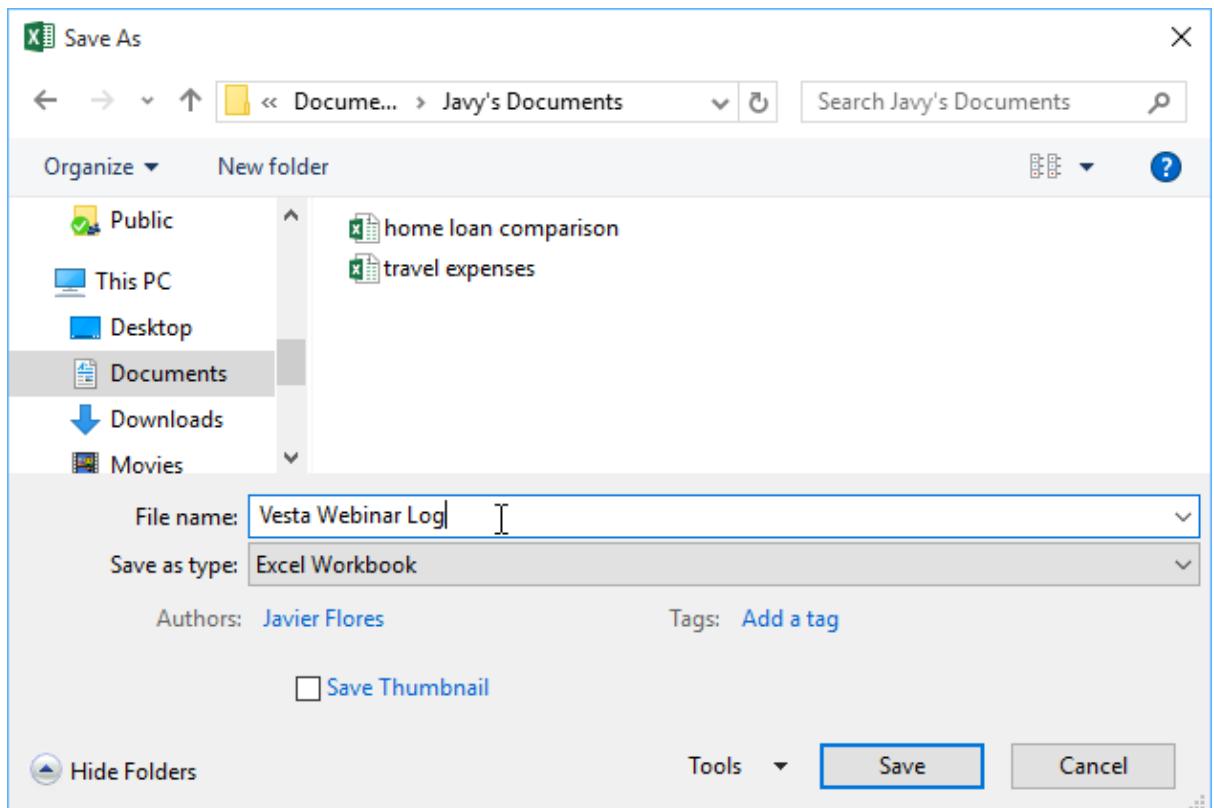
1. Locate and select the **Save** command on the **Quick Access Toolbar**.



2. If you're saving the file for the first time, the **Save As** pane will appear in **Backstage view**.
3. You'll then need to choose **where to save** the file and give it a **file name**. To save the workbook to your computer, select **Computer**, then click **Browse**. Alternatively, you can click **OneDrive** to save the file to your OneDrive.



4. The **Save As** dialog box will appear. Select the **location** where you want to save the workbook.
5. Enter a **file name** for the workbook, then click **Save**.



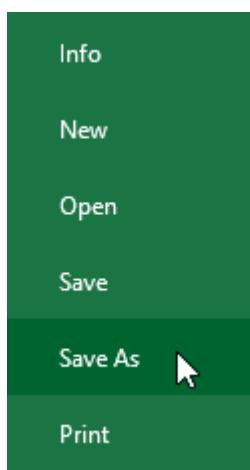
6. The workbook will be **saved**. You can click the **Save** command again to save your changes as you modify the workbook.

You can also access the **Save** command by pressing **Ctrl+S** on your keyboard.

1.8.2. Using Save As to make a copy

If you want to save a **different version** of a workbook while keeping the original, you can create a **copy**. For example, if you have a file named **Sales Data**, you could save it as **Sales Data 2** so you'll be able to edit the new file and still refer back to the original version.

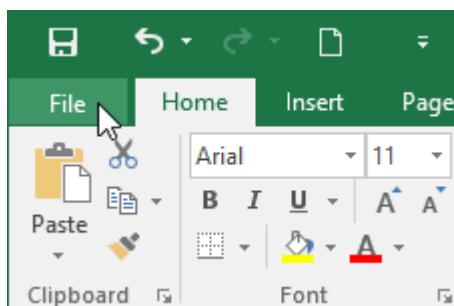
To do this, you'll click the **Save As** command in Backstage view. Just like when saving a file for the first time, you'll need to choose **where to save** the file and give it a new **file name**.



1.8.3. To change the default save location:

If you don't want to use **OneDrive**, you may be frustrated that OneDrive is selected as the default location when saving. If you find it inconvenient to select **Computer** each time, you can change the **default save location** so **Computer** is selected by default.

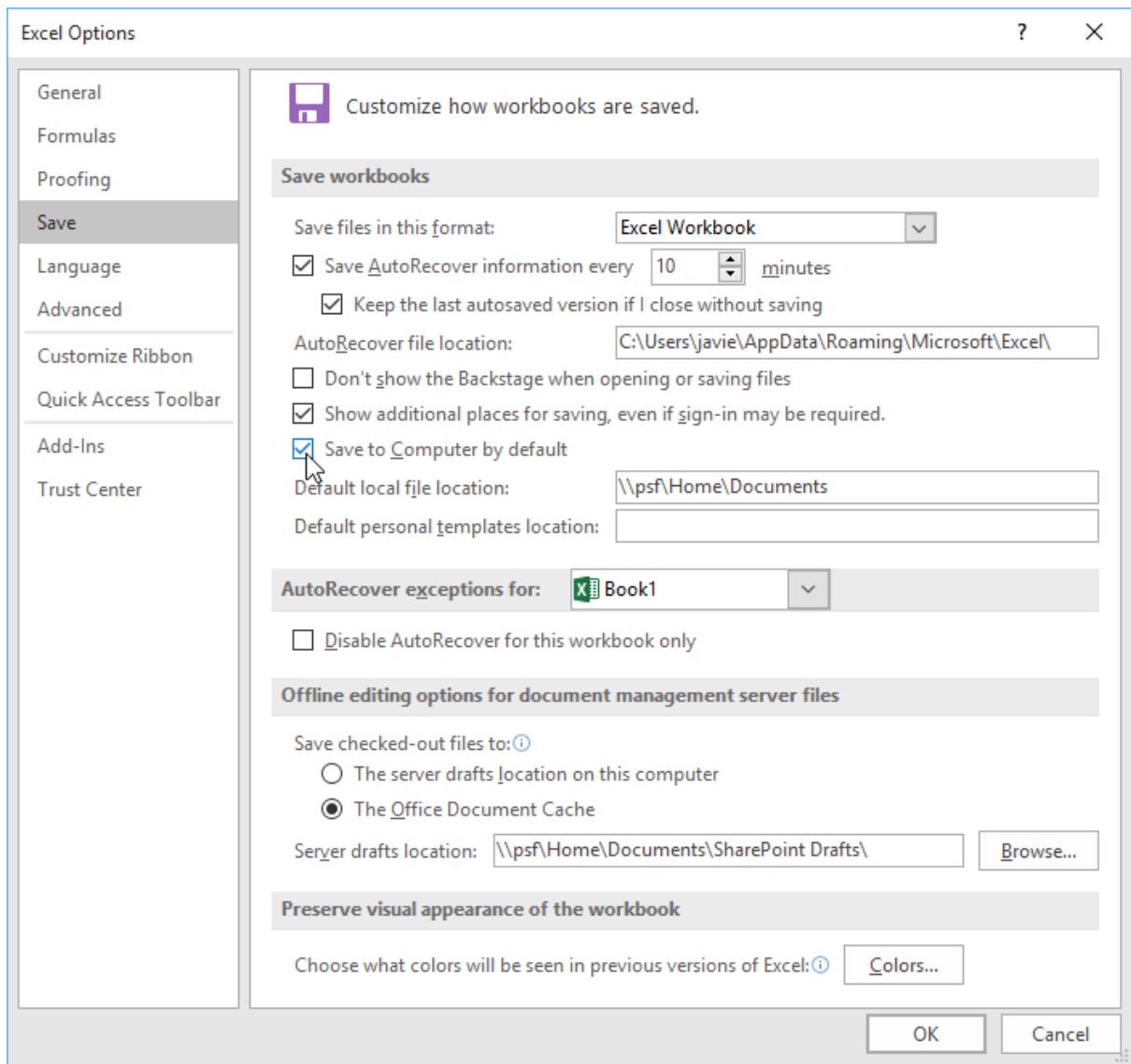
1. Click the **File** tab to access **Backstage view**.



2. Click **Options**.



3. The **Excel Options** dialog box will appear. Select **Save**, **check the box** next to **Save to Computer by default**, then click **OK**. The default save location will be changed.

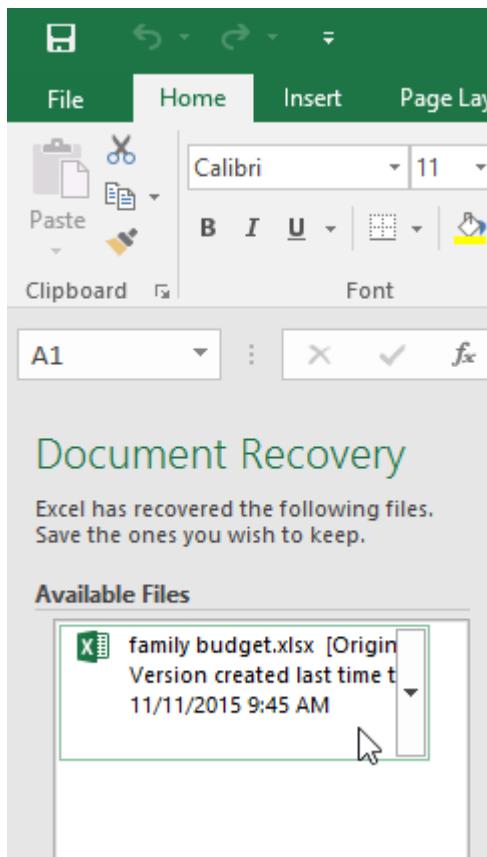


1.8.4. AutoRecover

Excel automatically saves your workbooks to a temporary folder while you are working on them. If you forget to save your changes or if Excel crashes, you can restore the file using **AutoRecover**.

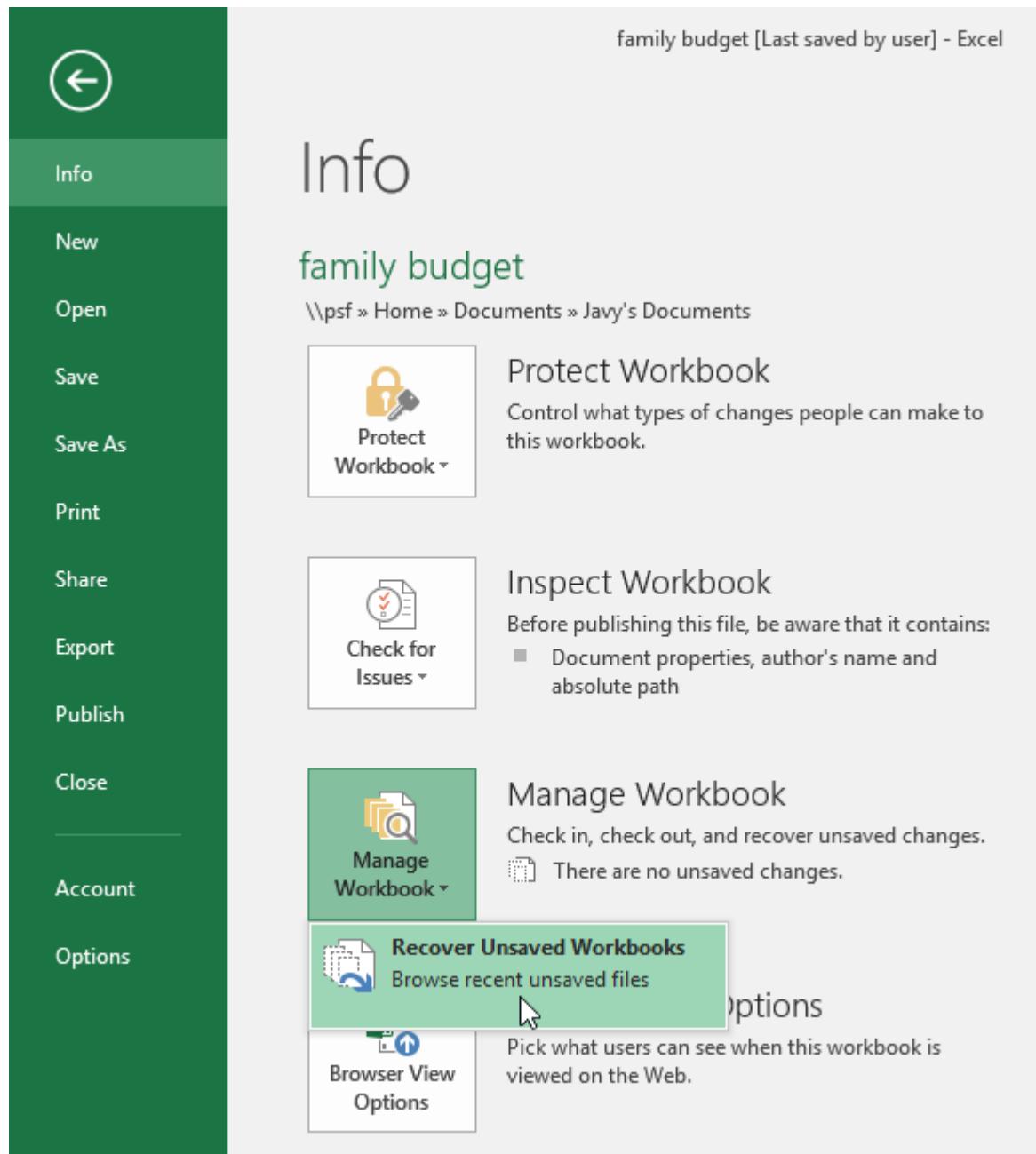
1.8.4.1. To use AutoRecover:

1. Open Excel. If **autosaved versions** of a file are found, the **Document Recovery** pane will appear.
2. Click to **open** an available file. The workbook will be **recovered**.



By default, Excel autosaves every 10 minutes. If you are editing a workbook for less than 10 minutes, Excel may not create an autosaved version.

If you don't see the file you need, you can browse all autosaved files from **Backstage view**. Just select the **File** tab, click **Manage Versions**, then choose **Recover Unsaved Workbooks**.



1.8.5. Exporting workbooks

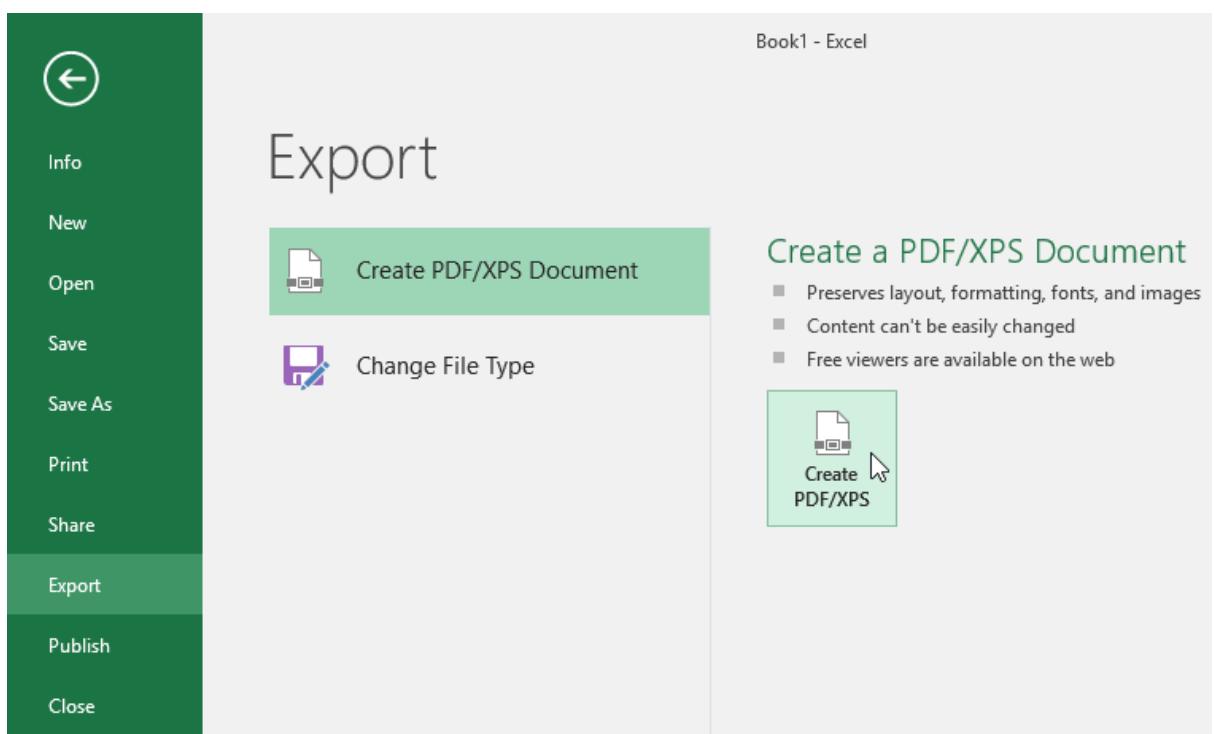
By default, Excel workbooks are saved in the **.xlsx** file type. However, there may be times when you need to use **another file type**, such as a **PDF** or **Excel 97-2003 workbook**. It's easy to **export** your workbook from Excel to a variety of file types.

1.8.5.1. To export a workbook as a PDF file:

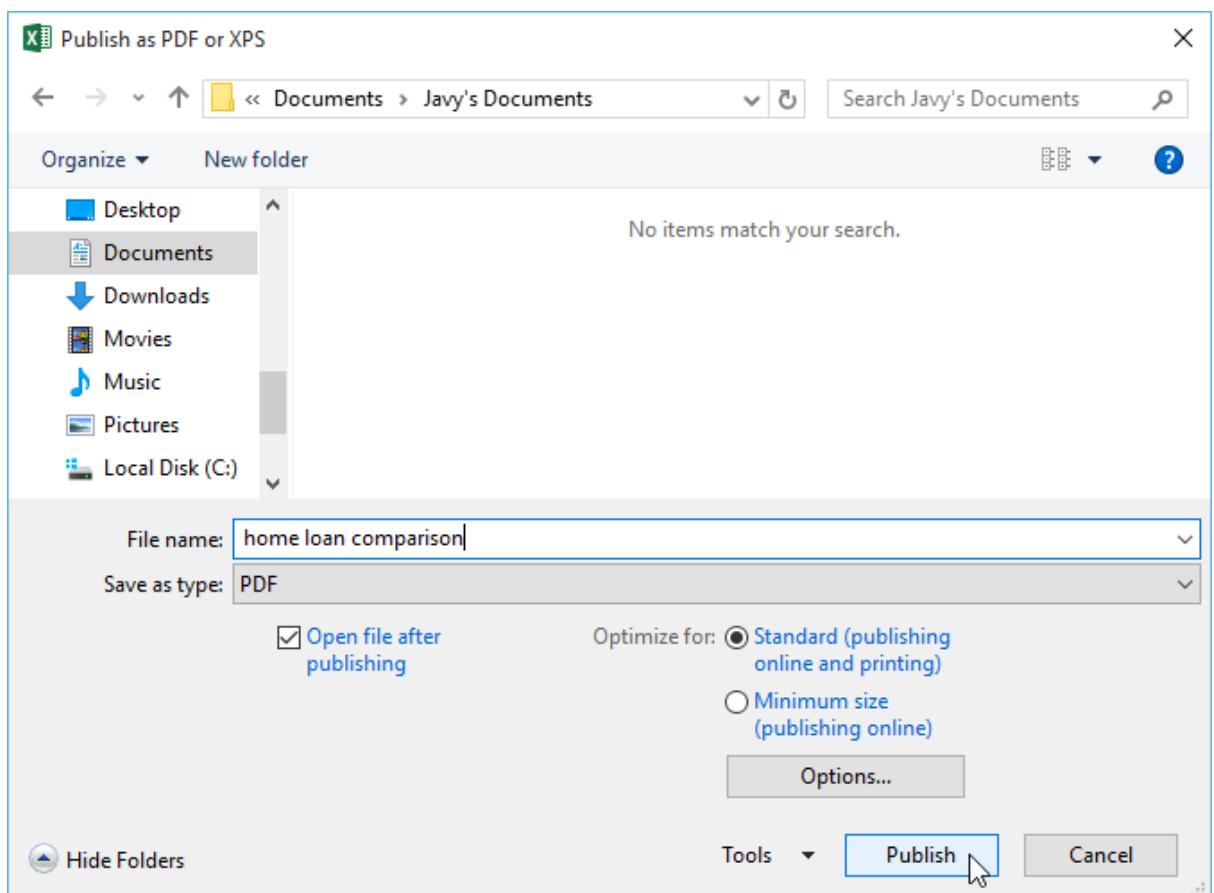
Exporting your workbook as an **Adobe Acrobat document**, commonly known as a **PDF file**, can be especially useful if you're sharing a workbook with someone who does not have Excel. A PDF will make it possible for recipients to view but not edit the content of your workbook.

1. Click the **File** tab to access **Backstage view**.

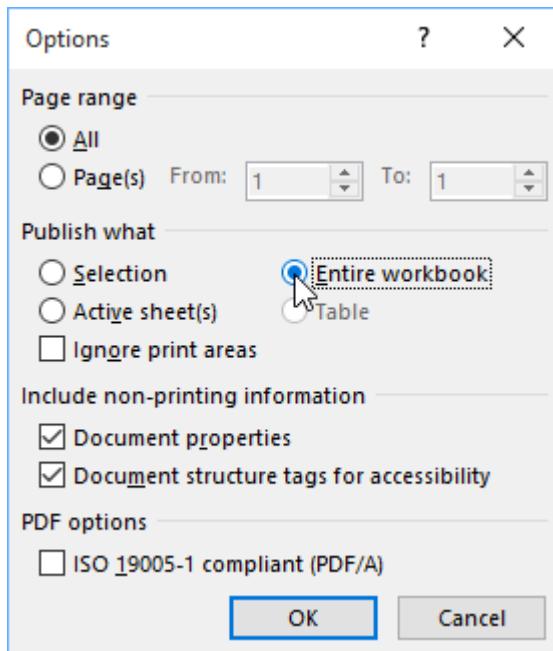
2. Click **Export**, then select **Create PDF/XPS**.



3. The **Save As** dialog box will appear. Select the **location** where you want to export the workbook, enter a **file name**, then click **Publish**.



By default, Excel will only export the **active worksheet**. If you have multiple worksheets and want to save all of them in the same PDF file, click **Options** in the **Save As** dialog box. The **Options** dialog box will appear. Select **Entire workbook**, then click **OK**.

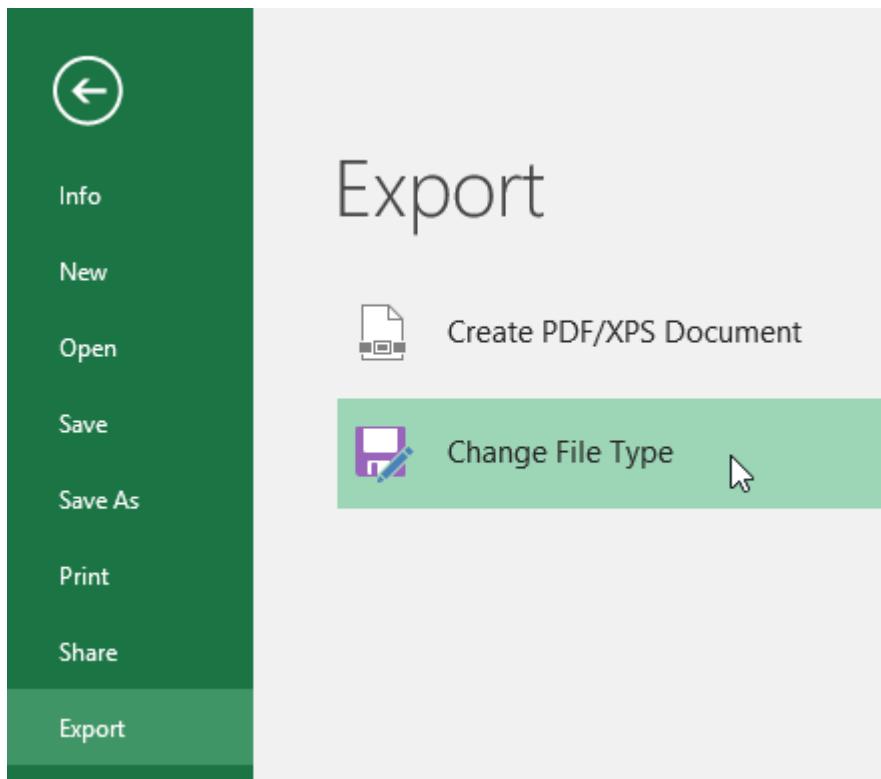


Whenever you export a workbook as a PDF, you'll also need to consider how your workbook data will appear on each **page** of the PDF, just like **printing** a workbook. Visit our [Page Layout and Printing](#) lesson to learn more about what to consider before exporting a workbook as a PDF.

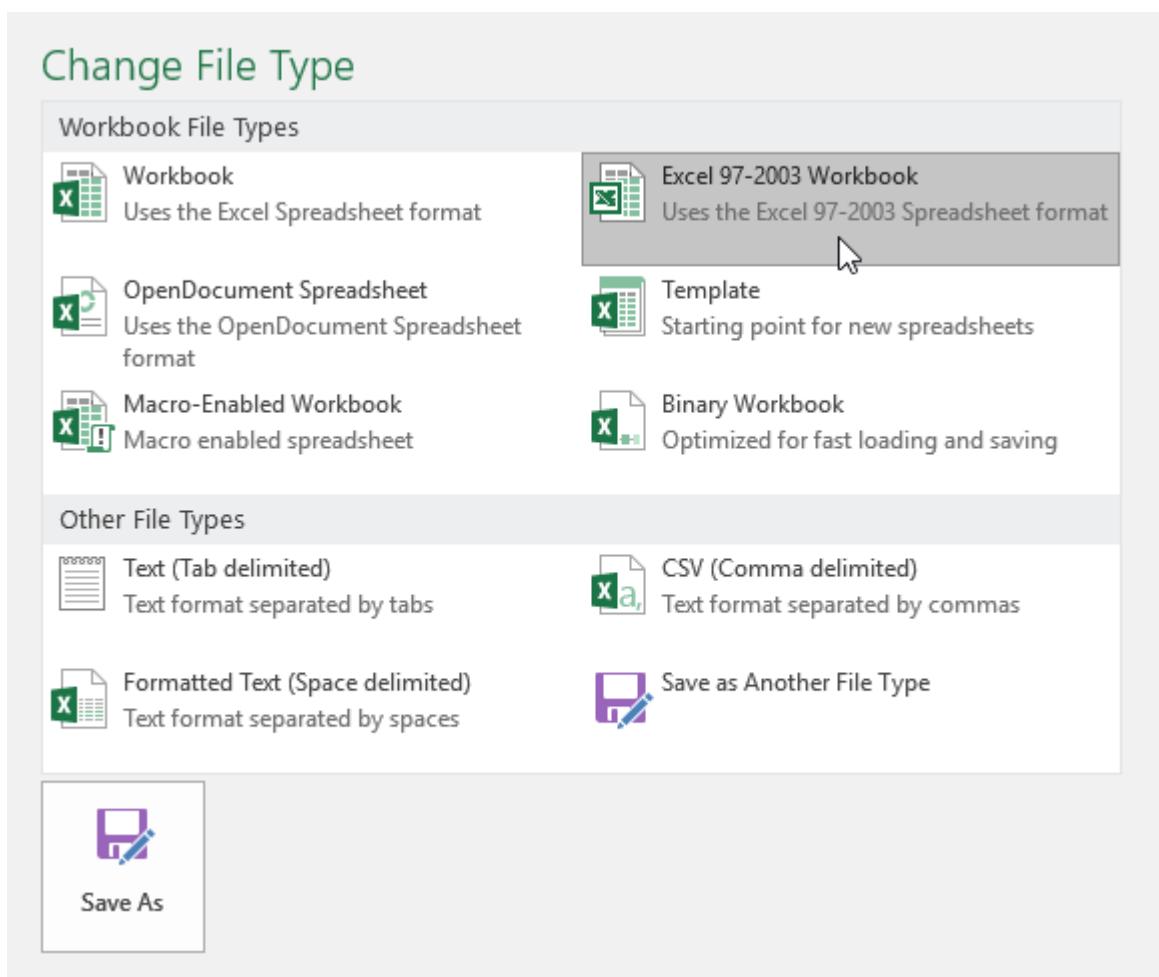
1.8.6. To export a workbook to other file types:

You may also find it helpful to export your workbook to other file types, such as an **Excel 97-2003 workbook** if you need to share with people using an older version of Excel, or a **.CSV** file if you need a **plain-text version** of your workbook.

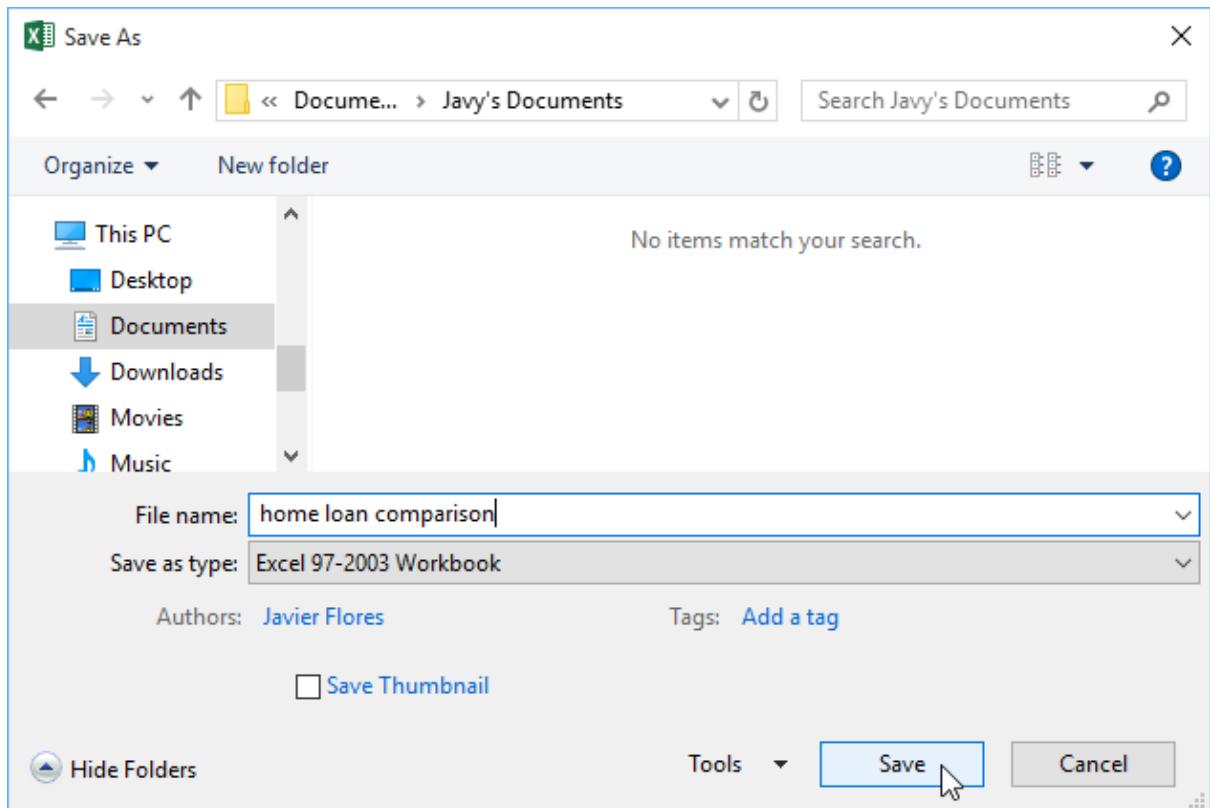
1. Click the **File** tab to access **Backstage view**.
2. Click **Export**, then select **Change File Type**.



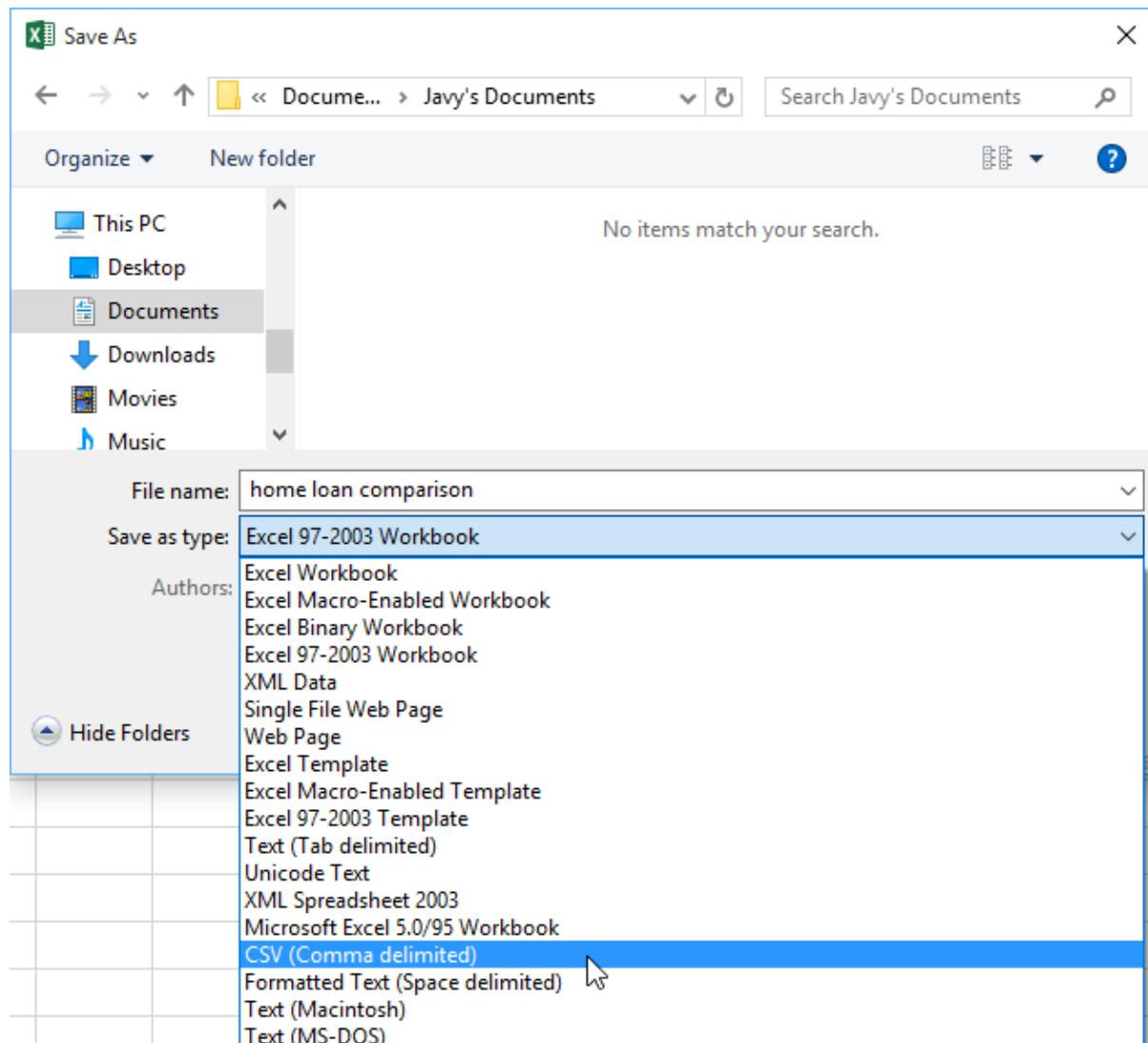
3. Select a common **file type**, then click **Save As**.



4. The **Save As** dialog box will appear. Select the **location** where you want to export the workbook, enter a **file name**, then click **Save**.



You can also use the **Save as type:** drop-down menu in the **Save As** dialog box to save workbooks in a variety of file types.



1.9. Working with Cells and Sheets

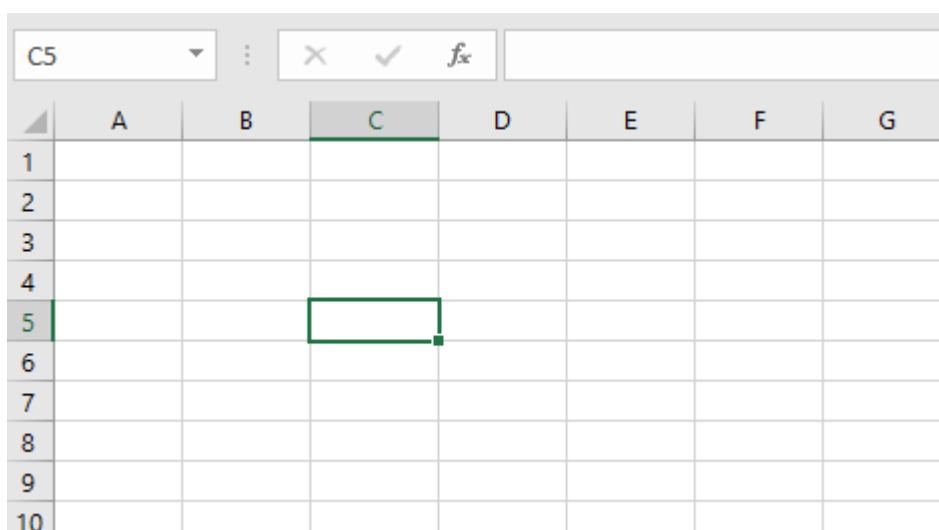
1.10. Introduction

Whenever you work with Excel, you'll enter information—or content—into cells. Cells are the basic building blocks of a worksheet. You'll need to learn the basics of cells and cell content to calculate, analyze, and organize data in Excel.

1.11. Understanding cells

Every worksheet is made up of thousands of rectangles, which are called **cells**. A cell is the **intersection** of a **row** and a **column**—in other words, where a row and column meet.

Columns are identified by **letters (A, B, C)**, while rows are identified by **numbers (1, 2, 3)**. Each cell has its own **name**—or **cell address**—based on its column and row. In the example below, the selected cell intersects **column C** and **row 5**, so the cell address is **C5**.



	A	B	C	D	E	F	G
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Note that the cell address also appears in the **Name box** in the top-left corner, and that a cell's **column** and **row headings** are **highlighted** when the cell is selected.

You can also select **multiple cells** at the same time. A group of cells is known as a **cell range**. Rather than a single cell address, you will refer to a cell range using the cell addresses of the **first** and **last** cells in the cell range, separated by a **colon**. For example, a cell range that included cells A1, A2, A3, A4, and A5 would be written as **A1:A5**. Take a look at the different cell ranges below:

- Cell range **A1:A8**

A1		B	C	D	E	F	G
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

- Cell range **A1:F1**

A1		B	C	D	E	F	G
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

- Cell range **A1:F8**

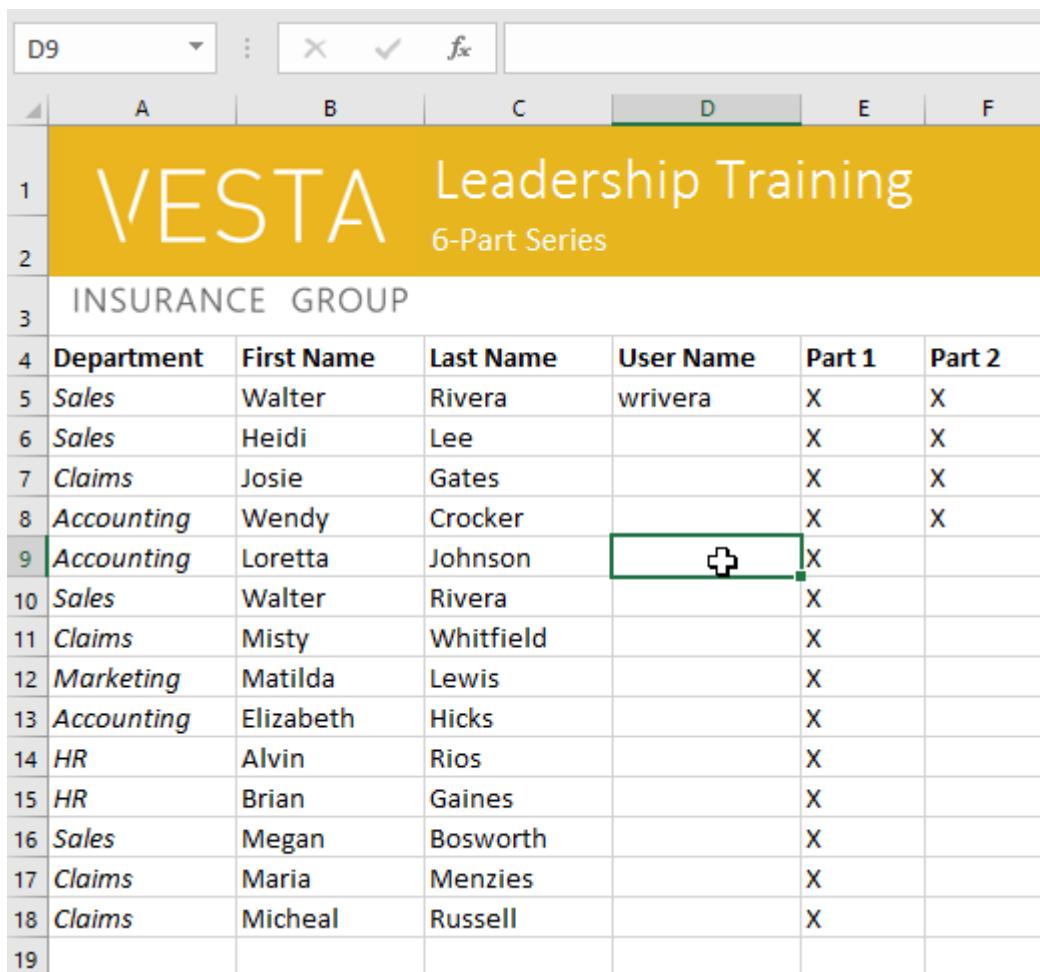
A1		B	C	D	E	F	G
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

If the columns in your spreadsheet are labeled with numbers instead of letters, you'll need to change the default **reference style** for Excel.

1.11.1. To select a cell:

To input or edit cell content, you'll first need to **select** the cell.

1. Click a **cell** to select it. In our example, we'll select cell **D9**.
2. A **border** will appear around the selected cell, and the **column heading** and **row heading** will be highlighted. The cell will remain selected until you click another cell in the worksheet.



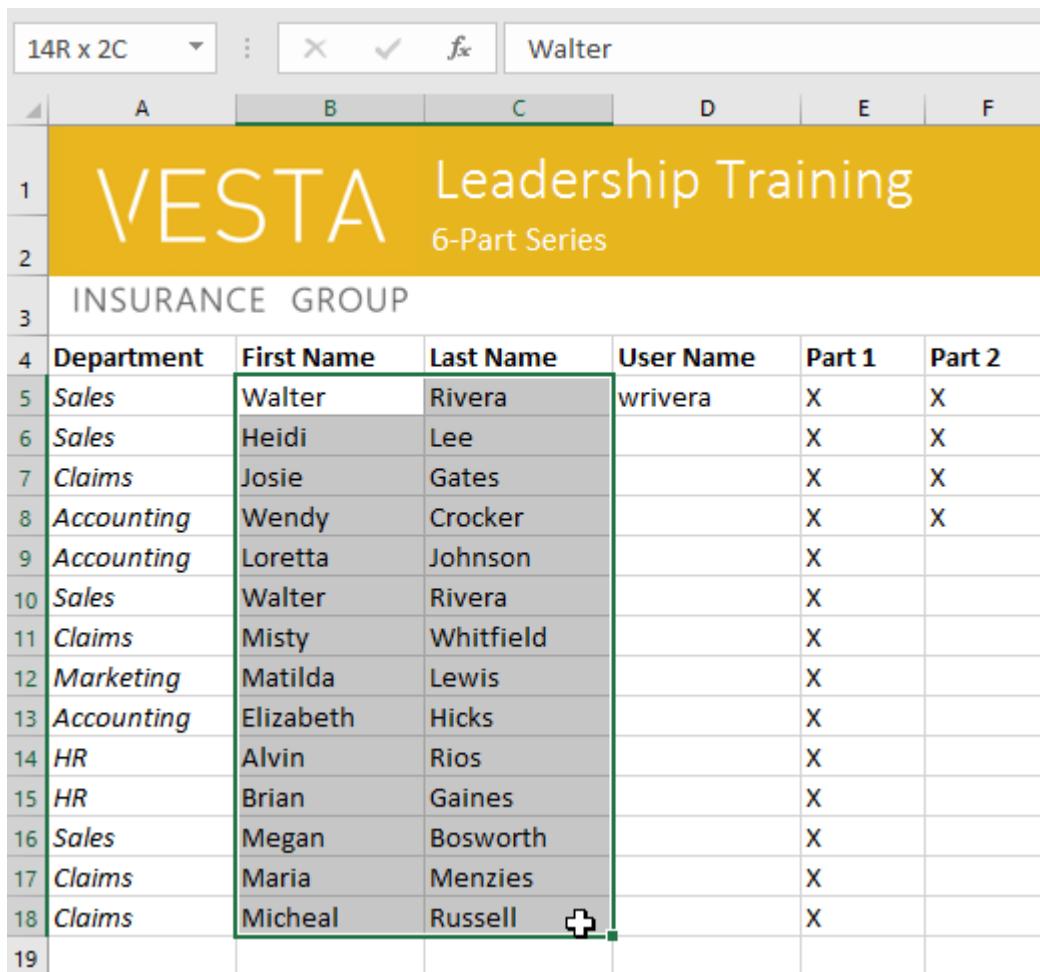
	A	B	C	D	E	F
1	VESTA		Leadership Training			
2			6-Part Series			
3	INSURANCE GROUP					
4	Department	First Name	Last Name	User Name	Part 1	Part 2
5	Sales	Walter	Rivera	wrivera	X	X
6	Sales	Heidi	Lee		X	X
7	Claims	Josie	Gates		X	X
8	Accounting	Wendy	Crocker		X	X
9	Accounting	Loretta	Johnson	+	X	
10	Sales	Walter	Rivera		X	
11	Claims	Misty	Whitfield		X	
12	Marketing	Matilda	Lewis		X	
13	Accounting	Elizabeth	Hicks		X	
14	HR	Alvin	Rios		X	
15	HR	Brian	Gaines		X	
16	Sales	Megan	Bosworth		X	
17	Claims	Maria	Menzies		X	
18	Claims	Micheal	Russell		X	
19						

You can also select cells using the **arrow keys** on your keyboard.

1.11.2. To select a cell range:

Sometimes you may want to select a larger group of cells, or a **cell range**.

1. Click and drag the mouse until all of the **adjoining cells** you want to select are **highlighted**. In our example, we'll select the cell range **B5:C18**.
2. Release the mouse to **select** the desired cell range. The cells will remain selected until you click another cell in the worksheet.

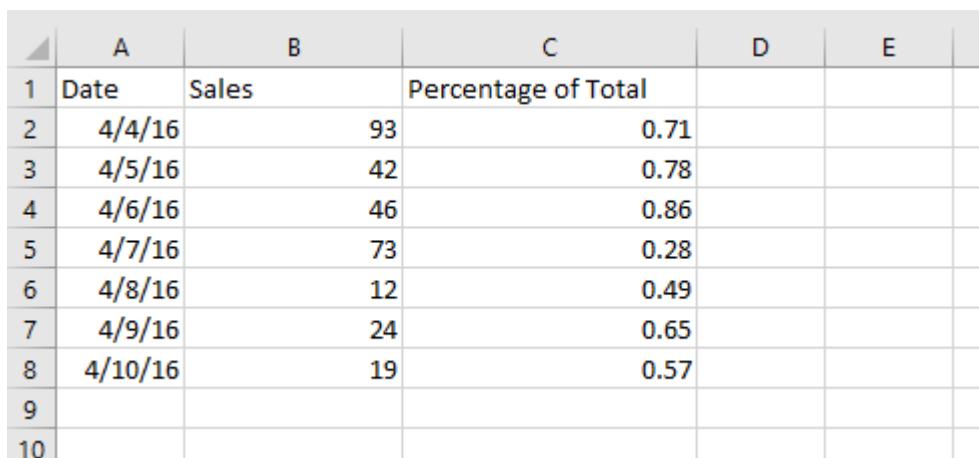


	Department	First Name	Last Name	User Name	Part 1	Part 2
5	Sales	Walter	Rivera	wrivera	X	X
6	Sales	Heidi	Lee		X	X
7	Claims	Josie	Gates		X	X
8	Accounting	Wendy	Crocker		X	X
9	Accounting	Loretta	Johnson		X	
10	Sales	Walter	Rivera		X	
11	Claims	Misty	Whitfield		X	
12	Marketing	Matilda	Lewis		X	
13	Accounting	Elizabeth	Hicks		X	
14	HR	Alvin	Rios		X	
15	HR	Brian	Gaines		X	
16	Sales	Megan	Bosworth		X	
17	Claims	Maria	Menzies		X	
18	Claims	Micheal	Russell		X	
19						

1.12. Cell content

Any information you enter into a spreadsheet will be stored in a cell. Each cell can contain different types of **content**, including **text**, **formatting**, **formulas**, and **functions**.

- **Text:** Cells can contain **text**, such as letters, numbers, and dates.



	A	B	C	D	E
1	Date	Sales	Percentage of Total		
2	4/4/16	93	0.71		
3	4/5/16	42	0.78		
4	4/6/16	46	0.86		
5	4/7/16	73	0.28		
6	4/8/16	12	0.49		
7	4/9/16	24	0.65		
8	4/10/16	19	0.57		
9					
10					

- **Formatting attributes:** Cells can contain **formatting attributes** that change the way letters, numbers, and dates are displayed. For example, percentages can appear as 0.15 or 15%. You can even change a cell's **text or background color**.

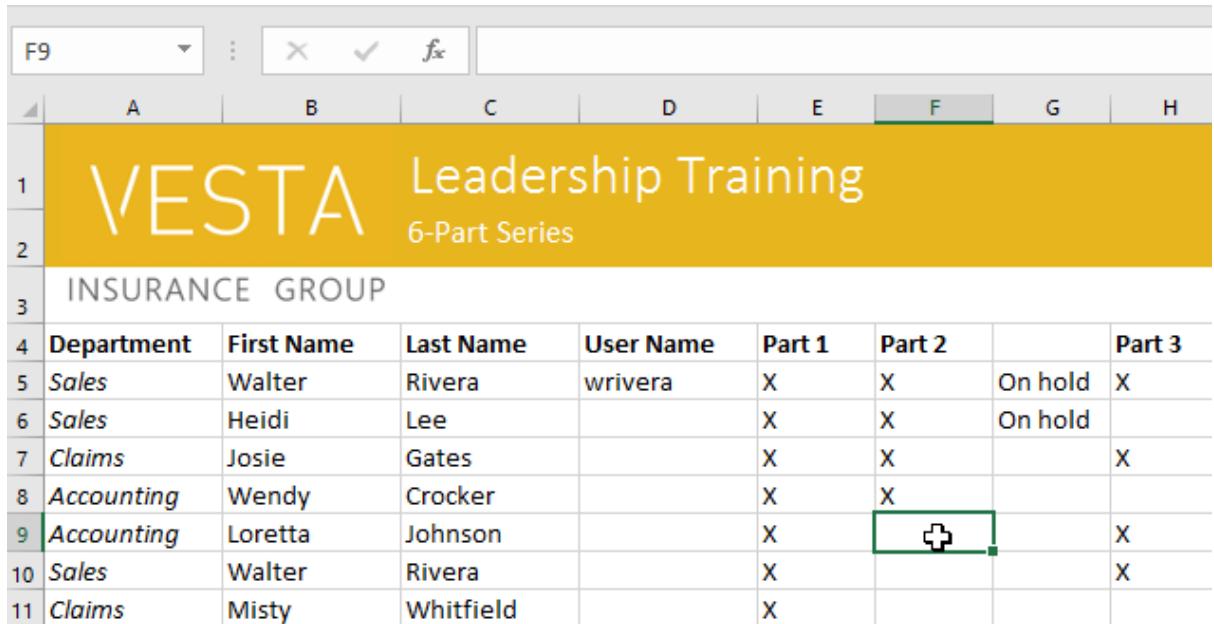
	A	B	C	D	E
1	Date	Sales	Percentage of Total		
2	April 4, 2016	\$93.00	71%		
3	April 5, 2016	\$42.00	78%		
4	April 6, 2016	\$46.00	86%		
5	April 7, 2016	\$73.00	28%		
6	April 8, 2016	\$12.00	49%		
7	April 9, 2016	\$24.00	65%		
8	April 10, 2016	\$19.00	57%		
9					
10					

- **Formulas and functions:** Cells can contain **formulas** and **functions** that calculate cell values. In our example, **SUM(B2:B8)** adds the value of each cell in the cell range B2:B8 and displays the total in cell B9.

	A	B	C	D	E
1	Date	Sales	Percentage of Total		
2	April 4, 2016	\$93.00	71%		
3	April 5, 2016	\$42.00	78%		
4	April 6, 2016	\$46.00	86%		
5	April 7, 2016	\$73.00	28%		
6	April 8, 2016	\$12.00	49%		
7	April 9, 2016	\$24.00	65%		
8	April 10, 2016	\$19.00	57%		
9	Weekly Sales	\$309.00			
10					

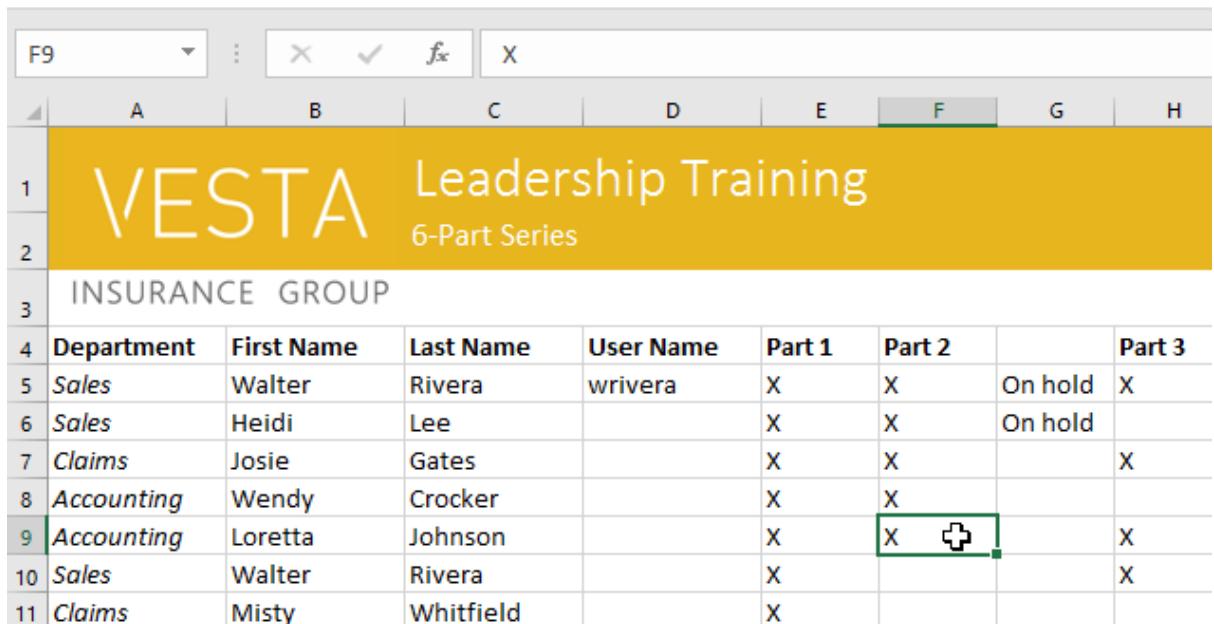
1.12.1. To insert content:

1. Click a **cell** to select it. In our example, we'll select cell **F9**.



	A	B	C	D	E	F	G	H					
1	VESTA	Leadership Training											
2	6-Part Series												
INSURANCE GROUP													
4	Department	First Name	Last Name	User Name	Part 1	Part 2		Part 3					
5	Sales	Walter	Rivera	wrivera	X	X	On hold	X					
6	Sales	Heidi	Lee		X	X	On hold						
7	Claims	Josie	Gates		X	X		X					
8	Accounting	Wendy	Crocker		X	X							
9	Accounting	Loretta	Johnson		X		+ (green)	X					
10	Sales	Walter	Rivera		X			X					
11	Claims	Misty	Whitfield		X								

2. Type something into the selected cell, then press **Enter** on your keyboard. The content will appear in the **cell** and the **formula bar**. You can also input and edit cell content in the formula bar.



	A	B	C	D	E	F	G	H					
1	VESTA	Leadership Training											
2	6-Part Series												
INSURANCE GROUP													
4	Department	First Name	Last Name	User Name	Part 1	Part 2		Part 3					
5	Sales	Walter	Rivera	wrivera	X	X	On hold	X					
6	Sales	Heidi	Lee		X	X	On hold						
7	Claims	Josie	Gates		X	X		X					
8	Accounting	Wendy	Crocker		X	X							
9	Accounting	Loretta	Johnson		X	+ (green)		X					
10	Sales	Walter	Rivera		X			X					
11	Claims	Misty	Whitfield		X								

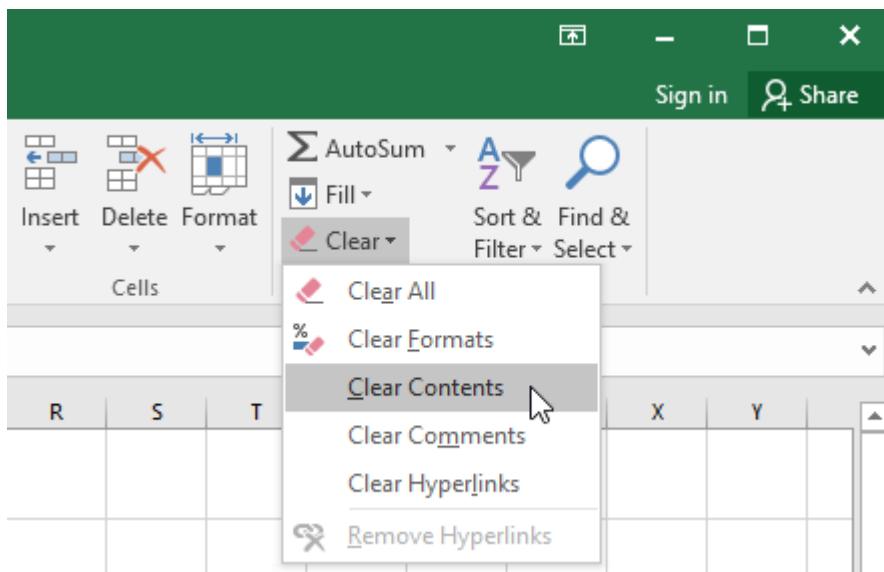
1.12.2. To delete (or clear) cell content:

1. Select the **cell(s)** with content you want to delete. In our example, we'll select the cell range **A10:H10**.

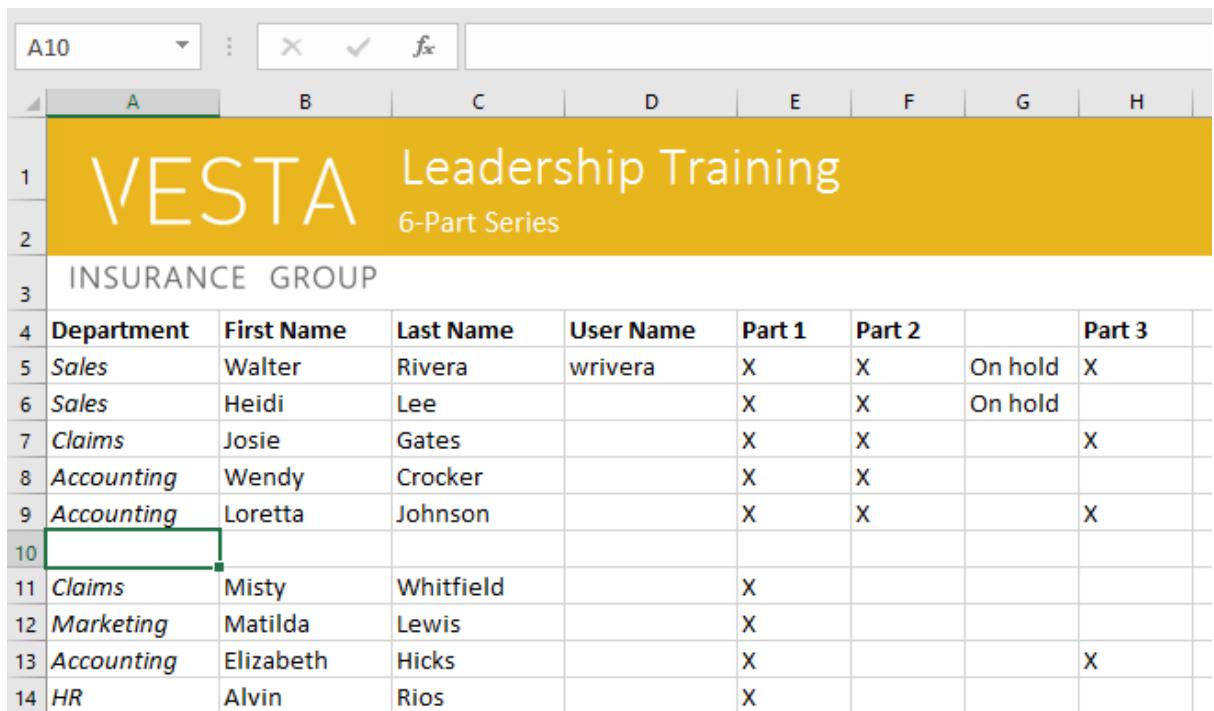
A10 : Sales

Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3
Sales	Walter	Rivera	wrivera	X	X	On hold
Sales	Heidi	Lee		X	X	On hold
Claims	Josie	Gates		X	X	
Accounting	Wendy	Crocker		X	X	
Accounting	Loretta	Johnson		X	X	X
Sales	Walter	Rivera		X		X
Claims	Misty	Whitfield		X		
Marketing	Matilda	Lewis		X		
Accounting	Elizabeth	Hicks		X		X
HR	Alvin	Rios		X		

2. Select the **Clear** command on the **Home** tab, then click **Clear Contents**.



3. The cell contents will be deleted.



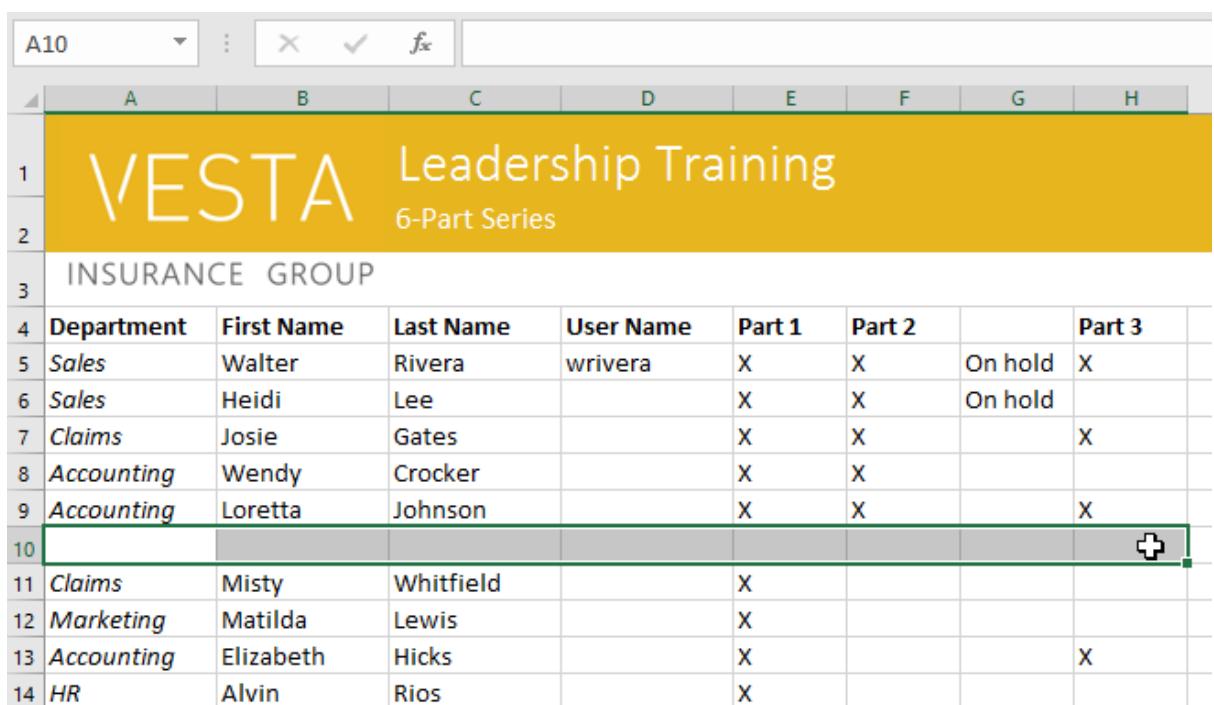
	Department	First Name	Last Name	User Name	Part 1	Part 2		Part 3
5	Sales	Walter	Rivera	wrivera	X	X	On hold	X
6	Sales	Heidi	Lee		X	X	On hold	
7	Claims	Josie	Gates		X	X		X
8	Accounting	Wendy	Crocker		X	X		
9	Accounting	Loretta	Johnson		X	X		X
10								
11	Claims	Misty	Whitfield		X			
12	Marketing	Matilda	Lewis		X			
13	Accounting	Elizabeth	Hicks		X			X
14	HR	Alvin	Rios		X			

You can also use the **Delete** key on your keyboard to delete content from **multiple cells** at once. The **Backspace** key will only delete content from one cell at a time.

1.12.3. To delete cells:

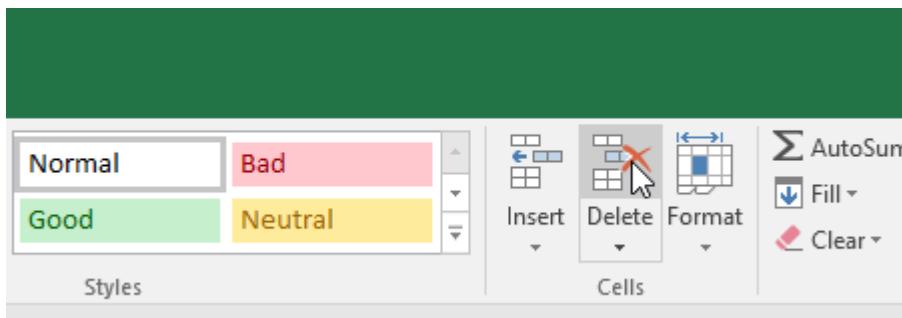
There is an important difference between deleting the content of a cell and **deleting the cell itself**. If you delete the entire cell, the cells below it will **shift to fill in the gaps** and **replace the deleted cells**.

1. Select the **cell(s)** you want to delete. In our example, we'll select **A10:H10**.



	Department	First Name	Last Name	User Name	Part 1	Part 2		Part 3
5	Sales	Walter	Rivera	wrivera	X	X	On hold	X
6	Sales	Heidi	Lee		X	X	On hold	
7	Claims	Josie	Gates		X	X		X
8	Accounting	Wendy	Crocker		X	X		
9	Accounting	Loretta	Johnson		X	X		X
10								
11	Claims	Misty	Whitfield		X			
12	Marketing	Matilda	Lewis		X			
13	Accounting	Elizabeth	Hicks		X			X
14	HR	Alvin	Rios		X			

2. Select the **Delete** command from the **Home** tab on the **Ribbon**.



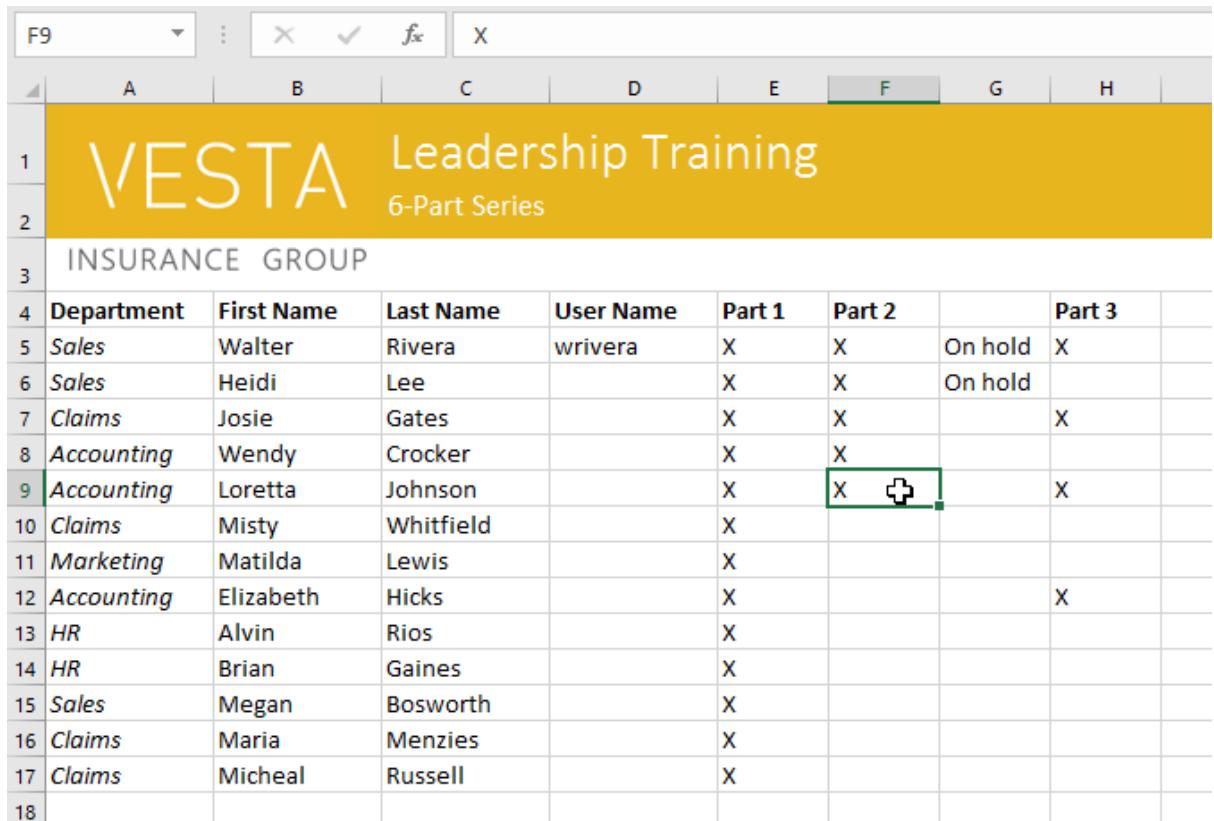
3. The cells below will **shift up** and **fill in the gaps**.

Claims									
	A	B	C	D	E	F	G	H	
1	VESTA Leadership Training								
2	6-Part Series								
3	INSURANCE GROUP								
4	Department	First Name	Last Name	User Name	Part 1	Part 2		Part 3	
5	Sales	Walter	Rivera	wrivera	X	X	On hold	X	
6	Sales	Heidi	Lee		X	X	On hold		
7	Claims	Josie	Gates		X	X		X	
8	Accounting	Wendy	Crocker		X	X			
9	Accounting	Loretta	Johnson		X	X		X	
10	Claims	Misty	Whitfield		X				
11	Marketing	Matilda	Lewis		X				
12	Accounting	Elizabeth	Hicks		X			X	
13	HR	Alvin	Rios		X				
14	HR	Brian	Gaines		X				

1.12.4. To copy and paste cell content:

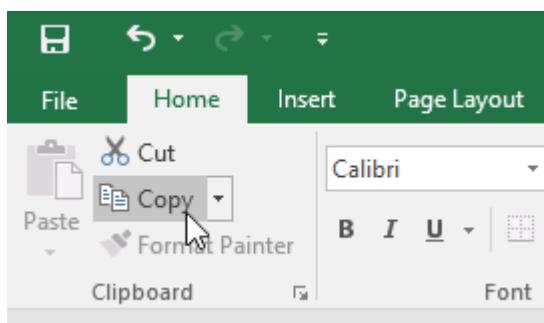
Excel allows you to **copy** content that is already entered into your spreadsheet and **paste** that content to other cells, which can save you time and effort.

1. Select the **cell(s)** you want to **copy**. In our example, we'll select F9.



	Department	First Name	Last Name	User Name	Part 1	Part 2		Part 3
5	Sales	Walter	Rivera	wrivera	X	X	On hold	X
6	Sales	Heidi	Lee		X	X	On hold	
7	Claims	Josie	Gates		X	X		X
8	Accounting	Wendy	Crocker		X	X		
9	Accounting	Loretta	Johnson		X	X		X
10	Claims	Misty	Whitfield		X			
11	Marketing	Matilda	Lewis		X			
12	Accounting	Elizabeth	Hicks		X			X
13	HR	Alvin	Rios		X			
14	HR	Brian	Gaines		X			
15	Sales	Megan	Bosworth		X			
16	Claims	Maria	Menzies		X			
17	Claims	Micheal	Russell		X			
18								

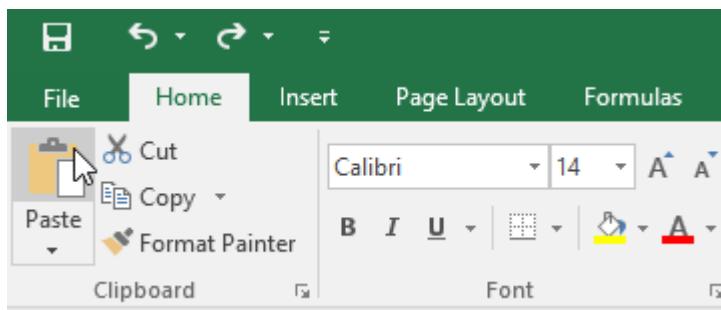
2. Click the **Copy** command on the **Home** tab, or press **Ctrl+C** on your keyboard.



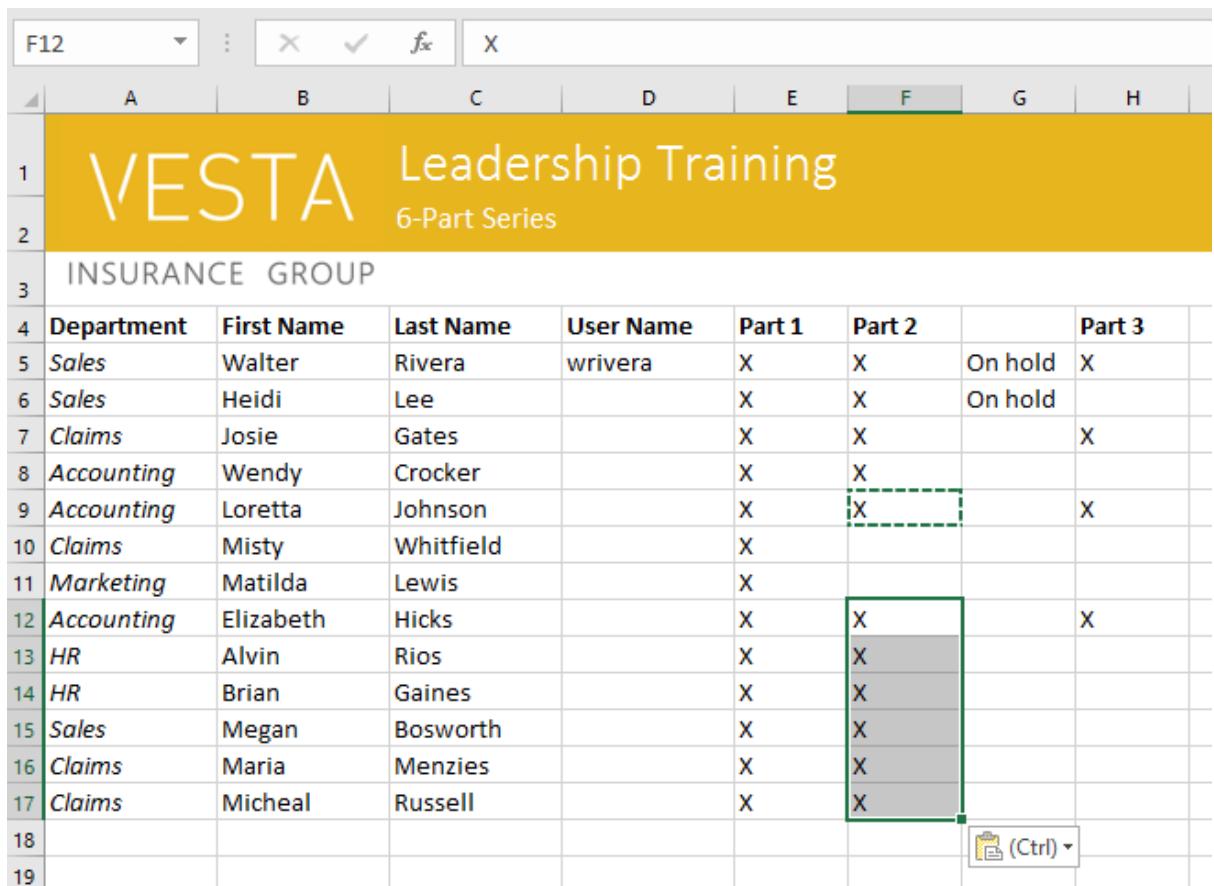
3. Select the **cell(s)** where you want to **paste** the content. In our example, we'll select F12:F17. The copied cell(s) will have a **dashed box** around them.

F12	A	B	C	D	E	F	G	H
1	VESTA		Leadership Training					
2	6-Part Series							
3	INSURANCE GROUP							
4	Department	First Name	Last Name	User Name	Part 1	Part 2		Part 3
5	Sales	Walter	Rivera	wrivera	X	X	On hold	X
6	Sales	Heidi	Lee		X	X	On hold	
7	Claims	Josie	Gates		X	X		X
8	Accounting	Wendy	Crocker		X	X		
9	Accounting	Loretta	Johnson		X	X		X
10	Claims	Misty	Whitfield		X			
11	Marketing	Matilda	Lewis		X			
12	Accounting	Elizabeth	Hicks		X			X
13	HR	Alvin	Rios		X			
14	HR	Brian	Gaines		X			
15	Sales	Megan	Bosworth		X			
16	Claims	Maria	Menzies		X			
17	Claims	Micheal	Russell		X			
18								

4. Click the **Paste** command on the **Home** tab, or press **Ctrl+V** on your keyboard.



5. The content will be **pasted** into the selected cells.

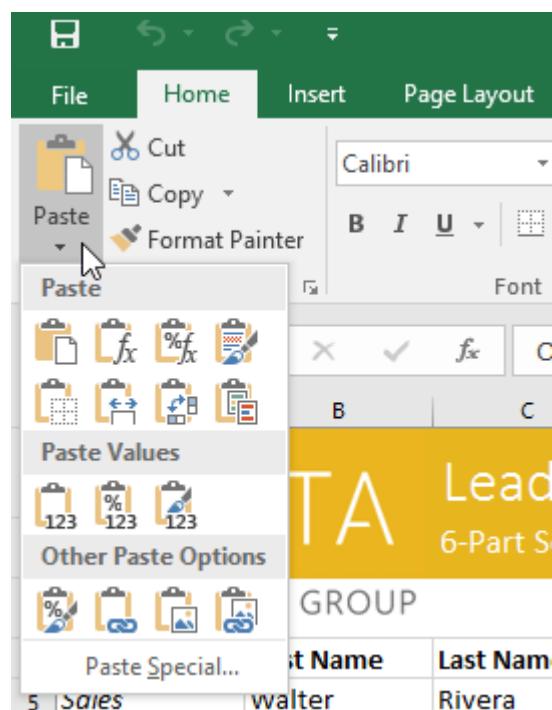


A screenshot of Microsoft Excel showing a table with data. The table has columns for Department, First Name, Last Name, User Name, Part 1, Part 2, and Part 3. The Part 2 column is highlighted with a green selection box. The data includes rows for Sales, Claims, Accounting, Marketing, HR, and Sales again. The 'Part 2' column for the first four rows contains 'X', while for the last two it contains 'X' with a green border.

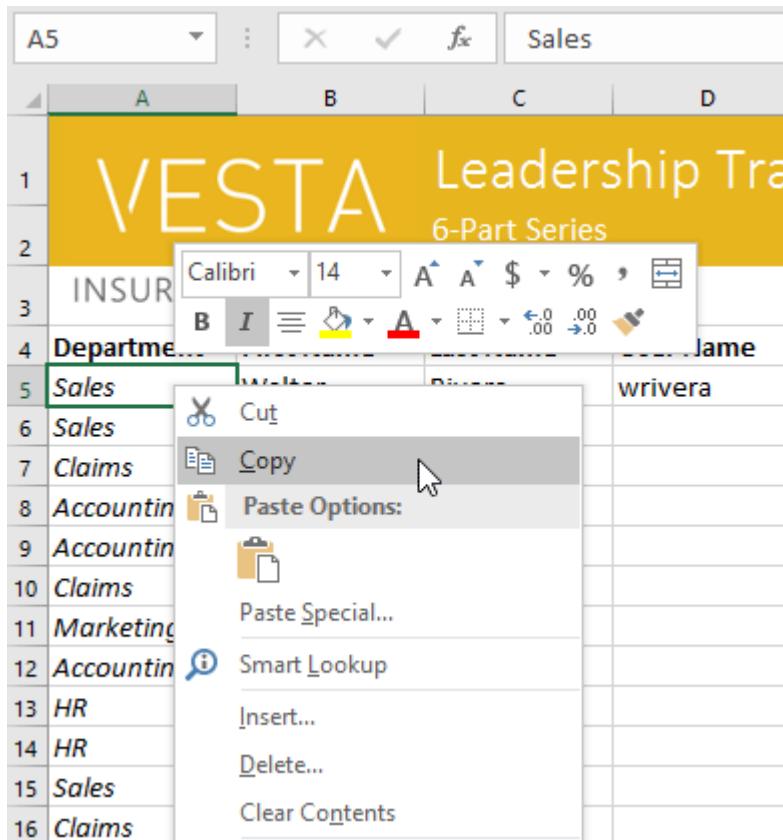
	A	B	C	D	E	F	G	H
1	VESTA	Leadership Training						
2		6-Part Series						
3	INSURANCE GROUP							
4	Department	First Name	Last Name	User Name	Part 1	Part 2		Part 3
5	Sales	Walter	Rivera	wrivera	X	X	On hold	X
6	Sales	Heidi	Lee		X	X	On hold	
7	Claims	Josie	Gates		X	X		X
8	Accounting	Wendy	Crocker		X	X		
9	Accounting	Loretta	Johnson		X	X		X
10	Claims	Misty	Whitfield		X			
11	Marketing	Matilda	Lewis		X			
12	Accounting	Elizabeth	Hicks		X	X		X
13	HR	Alvin	Rios		X	X		
14	HR	Brian	Gaines		X	X		
15	Sales	Megan	Bosworth		X	X		
16	Claims	Maria	Menzies		X	X		
17	Claims	Micheal	Russell		X	X		
18								
19								

1.12.5. To access more paste options:

You can also access **additional paste options**, which are especially convenient when working with cells that contain **formulas** or **formatting**. Just click the **drop-down arrow** on the **Paste** command to see these options.



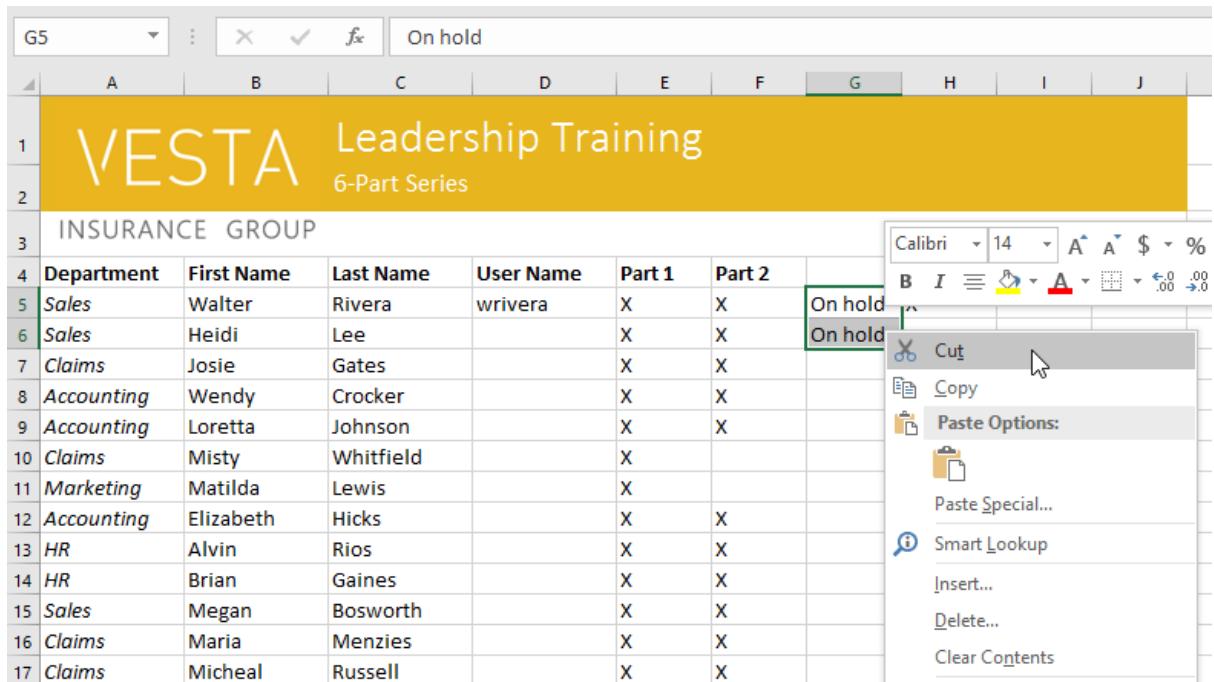
Instead of choosing commands from the Ribbon, you can access commands quickly by **right-clicking**. Simply select the **cell(s)** you want to **format**, then right-click the mouse. A **drop-down menu** will appear, where you'll find several **commands** that are also located on the Ribbon.



1.12.6. To cut and paste cell content:

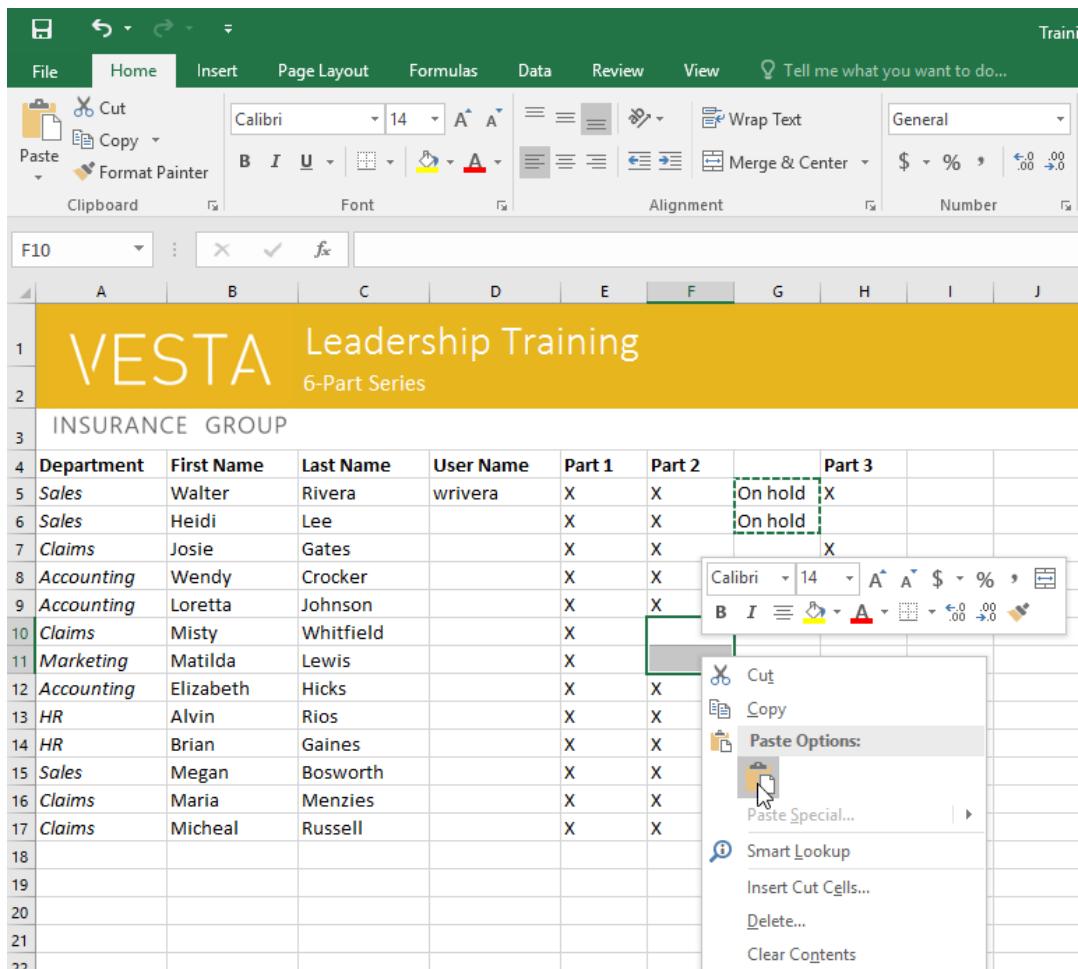
Unlike copying and pasting, which **duplicates** cell content, **cutting** allows you to **move** content between cells.

1. Select the **cell(s)** you want to **cut**. In our example, we'll select **G5:G6**.
2. Right-click the mouse and select the **Cut** command. Alternatively, you can use the command on the **Home** tab, or press **Ctrl+X** on your keyboard.



Department	First Name	Last Name	User Name	Part 1	Part 2	
Sales	Walter	Rivera	wrivera	X	X	On hold
Sales	Heidi	Lee		X	X	On hold
Claims	Josie	Gates		X	X	
Accounting	Wendy	Crocker		X	X	
Accounting	Loretta	Johnson		X	X	
Claims	Misty	Whitfield		X		
Marketing	Matilda	Lewis		X		
Accounting	Elizabeth	Hicks		X	X	
HR	Alvin	Rios		X	X	
HR	Brian	Gaines		X	X	
Sales	Megan	Bosworth		X	X	
Claims	Maria	Menzies		X	X	
Claims	Micheal	Russell		X	X	

3. Select the cells where you want to **paste** the content. In our example, we'll select **F10:F11**. The cut cells will now have a **dashed box** around them.
4. Right-click the mouse and select the **Paste** command. Alternatively, you can use the command on the **Home** tab, or press **Ctrl+V** on your keyboard.



Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3
Sales	Walter	Rivera	wrivera	X	X	On hold
Sales	Heidi	Lee		X	X	On hold
Claims	Josie	Gates		X	X	X
Accounting	Wendy	Crocker		X	X	
Accounting	Loretta	Johnson		X	X	
Claims	Misty	Whitfield		X		
Marketing	Matilda	Lewis		X		
Accounting	Elizabeth	Hicks		X	X	
HR	Alvin	Rios		X	X	
HR	Brian	Gaines		X	X	
Sales	Megan	Bosworth		X	X	
Claims	Maria	Menzies		X	X	
Claims	Micheal	Russell		X	X	

5. The cut content will be **removed** from the original cells and **pasted** into the selected cells.

VESTA Leadership Training 6-Part Series						
INSURANCE GROUP						
Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3
Sales	Walter	Rivera	wrivera	X	X	X
Sales	Heidi	Lee		X	X	
Claims	Josie	Gates		X	X	
Accounting	Wendy	Crocker		X	X	
Accounting	Loretta	Johnson		X	X	X
Claims	Misty	Whitfield		X	On hold	
Marketing	Matilda	Lewis		X	On hold	
Accounting	Elizabeth	Hicks		X	X	X
HR	Alvin	Rios		X	X	
HR	Brian	Gaines		X	X	
Sales	Megan	Bosworth		X	X	
Claims	Maria	Menzies		X	X	
Claims	Micheal	Russell		X	X	

1.12.7. To drag and drop cells:

Instead of cutting, copying, and pasting, you can **drag and drop** cells to move their contents.

1. Select the **cell(s)** you want to **move**. In our example, we'll select **H4:H12**.
2. Hover the mouse over the **border** of the selected cell(s) until the mouse changes to a **pointer with four arrows**.

H4 A B C D E F G H I

Part 3

	Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3
5	Sales	Walter	Rivera	wrivera	X	X	X
6	Sales	Heidi	Lee		X	X	X
7	Claims	Josie	Gates		X	X	X
8	Accounting	Wendy	Crocker		X	X	X
9	Accounting	Loretta	Johnson		X	X	X
10	Claims	Misty	Whitfield		X	On hold	X
11	Marketing	Matilda	Lewis		X	On hold	X
12	Accounting	Elizabeth	Hicks		X	X	X
13	HR	Alvin	Rios		X	X	X
14	HR	Brian	Gaines		X	X	X
15	Sales	Megan	Bosworth		X	X	X
16	Claims	Maria	Menzies		X	X	X
17	Claims	Micheal	Russell		X	X	X
18							

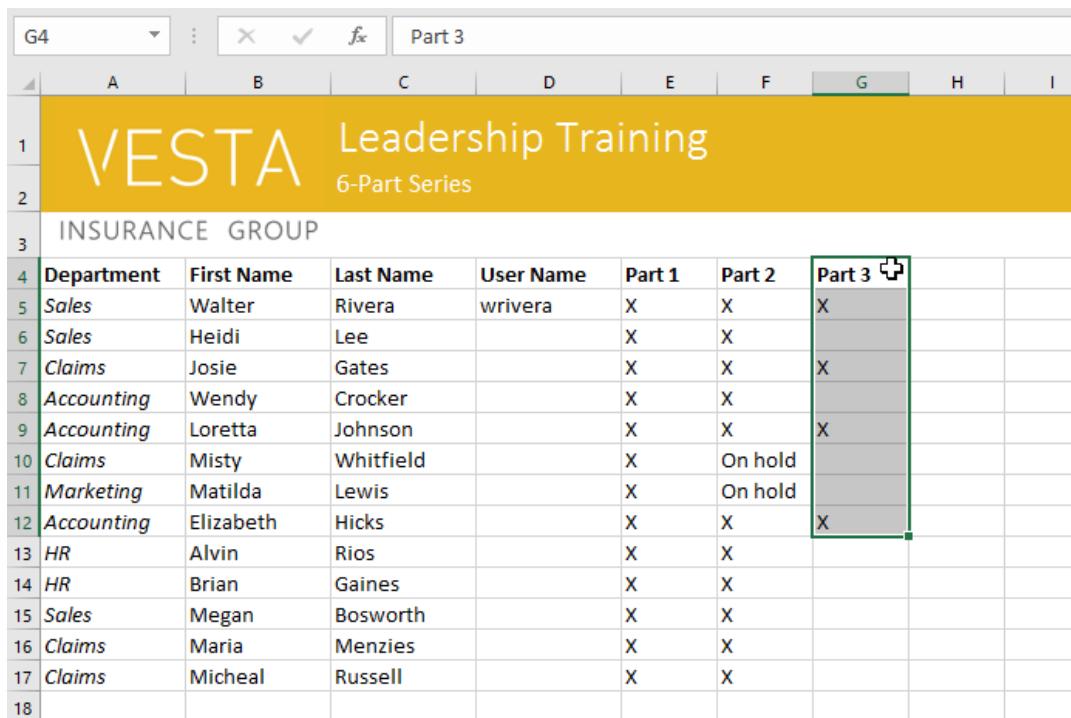
- Click and drag the cells to the **desired location**. In our example, we'll move them to **G4:G12**.

H4 A B C D E F G H I

Part 3

	Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3
5	Sales	Walter	Rivera	wrivera	X	X	X
6	Sales	Heidi	Lee		X	X	X
7	Claims	Josie	Gates		X	X	X
8	Accounting	Wendy	Crocker		X	X	X
9	Accounting	Loretta	Johnson		X	X	X
10	Claims	Misty	Whitfield		X	On hold	X
11	Marketing	Matilda	Lewis		X	On hold	X
12	Accounting	Elizabeth	Hicks		X	X	X
13	HR	Alvin	Rios		X	X	X
14	HR	Brian	Gaines		X	X	X
15	Sales	Megan	Bosworth		X	X	X
16	Claims	Maria	Menzies		X	X	X
17	Claims	Micheal	Russell		X	X	X
18							

- Release the mouse. The cells will be **dropped** in the selected location.

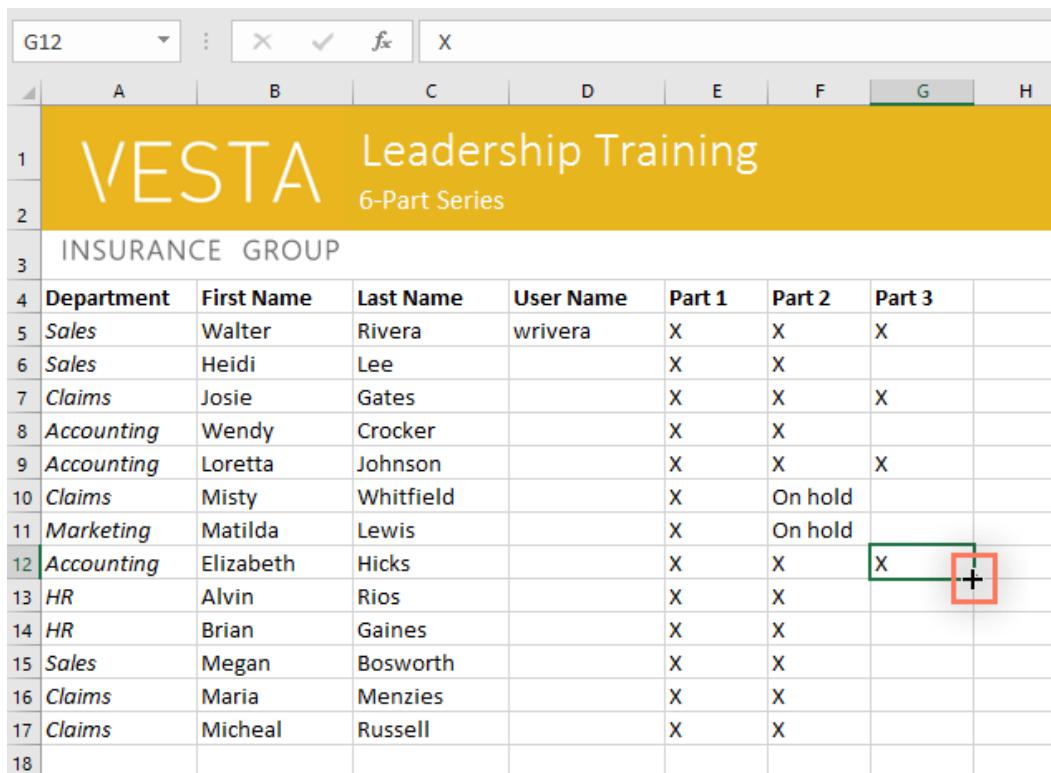


						Part 3	
1	VESTA	Leadership Training					
2		6-Part Series					
3	INSURANCE GROUP						
4	Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3
5	Sales	Walter	Rivera	wrivera	X	X	X
6	Sales	Heidi	Lee		X	X	
7	Claims	Josie	Gates		X	X	X
8	Accounting	Wendy	Crocker		X	X	
9	Accounting	Loretta	Johnson		X	X	X
10	Claims	Misty	Whitfield		X	On hold	
11	Marketing	Matilda	Lewis		X	On hold	
12	Accounting	Elizabeth	Hicks		X	X	X
13	HR	Alvin	Rios		X	X	
14	HR	Brian	Gaines		X	X	
15	Sales	Megan	Bosworth		X	X	
16	Claims	Maria	Menzies		X	X	
17	Claims	Micheal	Russell		X	X	
18							

1.12.8. To use the fill handle:

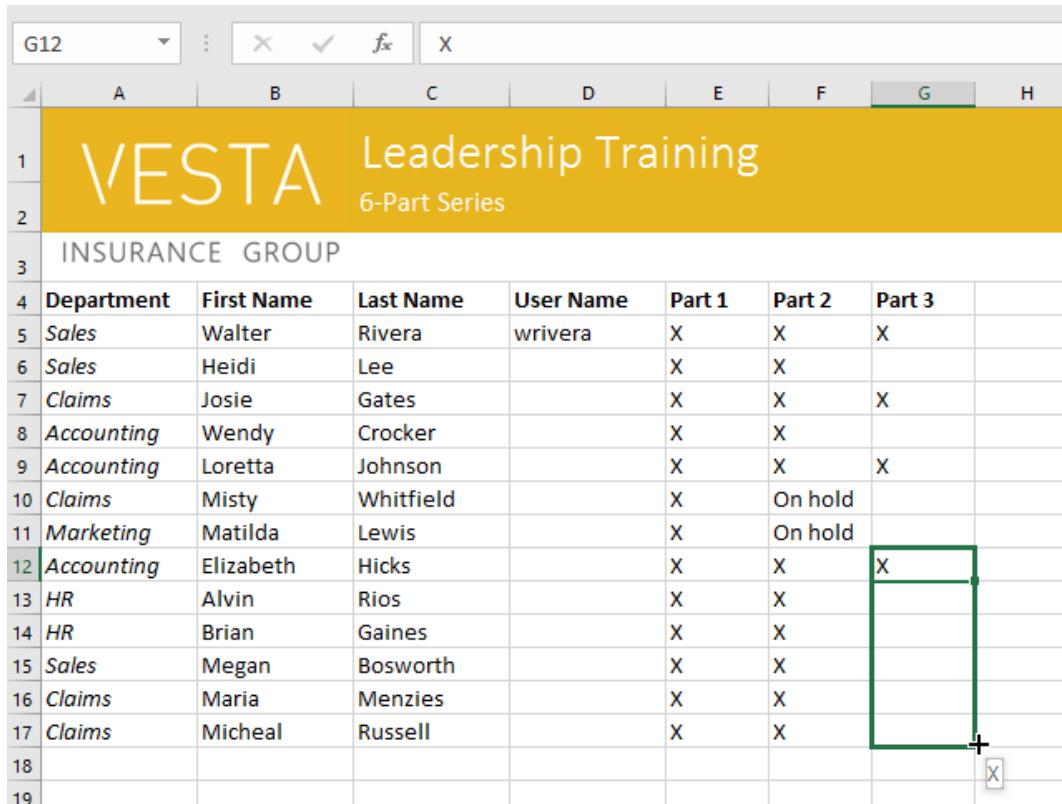
If you're copying cell content to adjacent cells in the same row or column, the **fill handle** is a good alternative to the copy and paste commands.

1. Select the **cell(s)** containing the content you want to use, then hover the mouse over the lower-right corner of the cell so the **fill handle** appears.



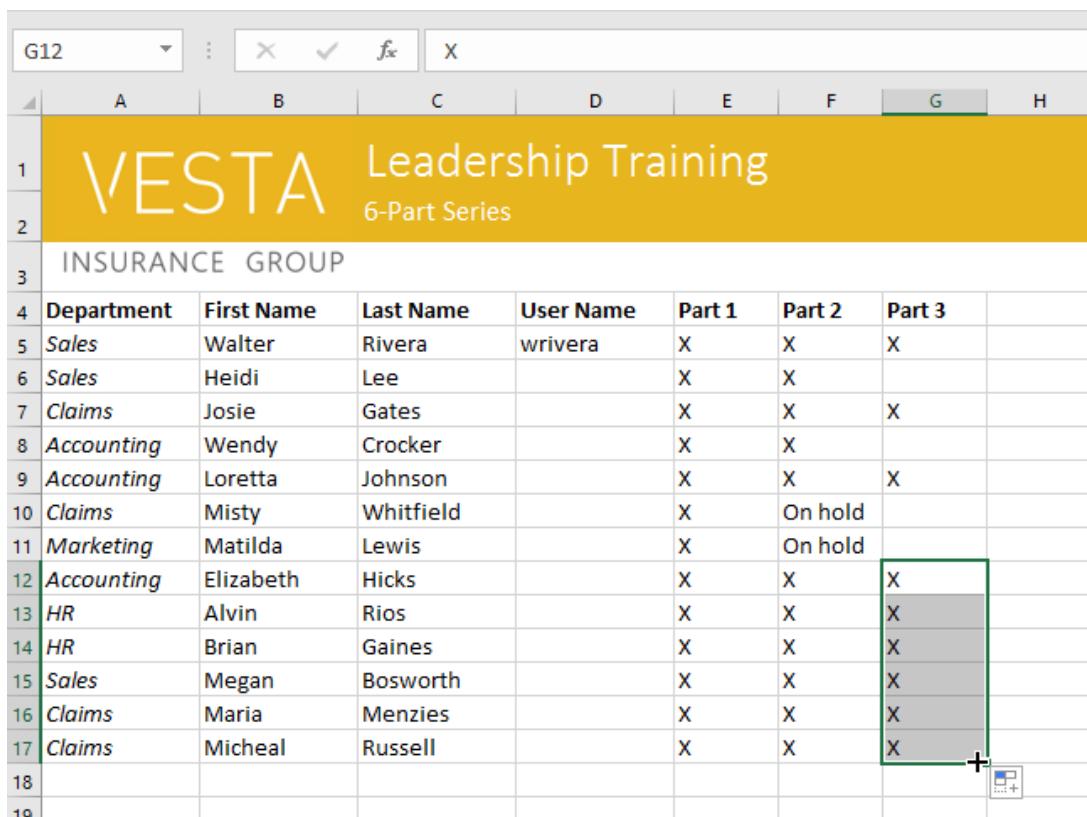
1	VESTA	Leadership Training					
2		6-Part Series					
3	INSURANCE GROUP						
4	Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3
5	Sales	Walter	Rivera	wrivera	X	X	X
6	Sales	Heidi	Lee		X	X	
7	Claims	Josie	Gates		X	X	X
8	Accounting	Wendy	Crocker		X	X	
9	Accounting	Loretta	Johnson		X	X	X
10	Claims	Misty	Whitfield		X	On hold	
11	Marketing	Matilda	Lewis		X	On hold	
12	Accounting	Elizabeth	Hicks		X	X	X
13	HR	Alvin	Rios		X	X	
14	HR	Brian	Gaines		X	X	
15	Sales	Megan	Bosworth		X	X	
16	Claims	Maria	Menzies		X	X	
17	Claims	Micheal	Russell		X	X	
18							

2. Click and drag the **fill handle** until all of the cells you want to fill are selected. In our example, we'll select **G13:G17**.



	Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3	
5	Sales	Walter	Rivera	wrivera	X	X	X	
6	Sales	Heidi	Lee		X	X		
7	Claims	Josie	Gates		X	X	X	
8	Accounting	Wendy	Crocker		X	X		
9	Accounting	Loretta	Johnson		X	X	X	
10	Claims	Misty	Whitfield		X	On hold		
11	Marketing	Matilda	Lewis		X	On hold		
12	Accounting	Elizabeth	Hicks		X	X	X	
13	HR	Alvin	Rios		X	X		
14	HR	Brian	Gaines		X	X		
15	Sales	Megan	Bosworth		X	X		
16	Claims	Maria	Menzies		X	X		
17	Claims	Micheal	Russell		X	X		
18								
19								

3. Release the mouse to **fill** the selected cells.

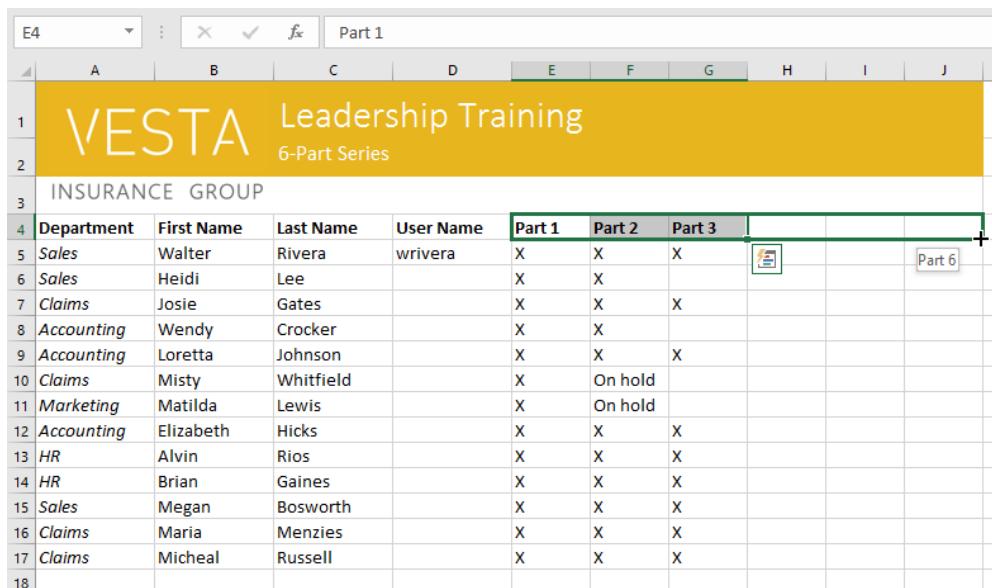


	Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3	
5	Sales	Walter	Rivera	wrivera	X	X	X	
6	Sales	Heidi	Lee		X	X		
7	Claims	Josie	Gates		X	X	X	
8	Accounting	Wendy	Crocker		X	X		
9	Accounting	Loretta	Johnson		X	X	X	
10	Claims	Misty	Whitfield		X	On hold		
11	Marketing	Matilda	Lewis		X	On hold		
12	Accounting	Elizabeth	Hicks		X	X	X	
13	HR	Alvin	Rios		X	X	X	
14	HR	Brian	Gaines		X	X	X	
15	Sales	Megan	Bosworth		X	X	X	
16	Claims	Maria	Menzies		X	X	X	
17	Claims	Micheal	Russell		X	X	X	
18								
19								

1.12.9. To continue a series with the fill handle:

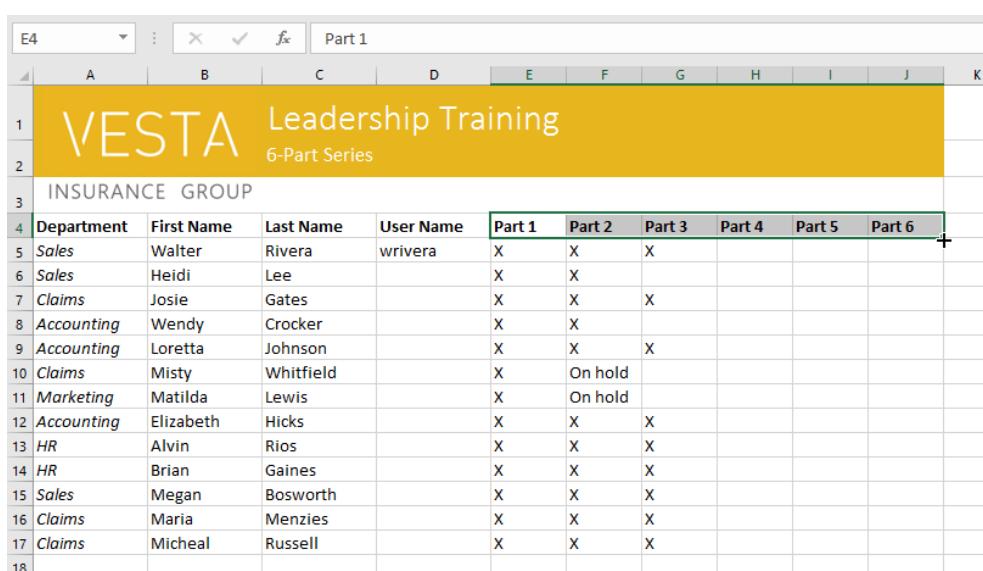
The fill handle can also be used to **continue a series**. Whenever the content of a row or column follows a sequential order, like **numbers (1, 2, 3)** or **days (Monday, Tuesday, Wednesday)**, the fill handle can guess what should come next in the series. In most cases, you will need to select **multiple cells** before using the fill handle to help Excel determine the series order. Let's take a look at an example:

1. Select the cell range that contains the series you want to continue. In our example, we'll select **E4:G4**.
2. Click and drag the fill handle to continue the series.



VESTA Leadership Training				6-Part Series			
INSURANCE GROUP							
Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3	
Sales	Walter	Rivera	wrivera	X	X	X	
Sales	Heidi	Lee		X	X		
Claims	Josie	Gates		X	X	X	
Accounting	Wendy	Crocker		X	X		
Accounting	Loretta	Johnson		X	X	X	
Claims	Misty	Whitfield		X	On hold		
Marketing	Matilda	Lewis		X	On hold		
Accounting	Elizabeth	Hicks		X	X	X	
HR	Alvin	Rios		X	X	X	
HR	Brian	Gaines		X	X	X	
Sales	Megan	Bosworth		X	X	X	
Claims	Maria	Menzies		X	X	X	
Claims	Micheal	Russell		X	X	X	

3. Release the mouse. If Excel understood the series, it will be continued in the selected cells. In our example, Excel added **Part 4**, **Part 5**, and **Part 6** to **H4:J4**.



VESTA Leadership Training				6-Part Series					
INSURANCE GROUP									
Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3	Part 4	Part 5	Part 6
Sales	Walter	Rivera	wrivera	X	X	X			
Sales	Heidi	Lee		X	X				
Claims	Josie	Gates		X	X	X			
Accounting	Wendy	Crocker		X	X				
Accounting	Loretta	Johnson		X	X	X			
Claims	Misty	Whitfield		X	On hold				
Marketing	Matilda	Lewis		X	On hold				
Accounting	Elizabeth	Hicks		X	X	X			
HR	Alvin	Rios		X	X	X			
HR	Brian	Gaines		X	X	X			
Sales	Megan	Bosworth		X	X	X			
Claims	Maria	Menzies		X	X	X			
Claims	Micheal	Russell		X	X	X			

You can also **double-click** the fill handle instead of clicking and dragging. This can be useful with larger spreadsheets, where clicking and dragging may be awkward.

Watch the video below to see an example of double-clicking the fill handle.

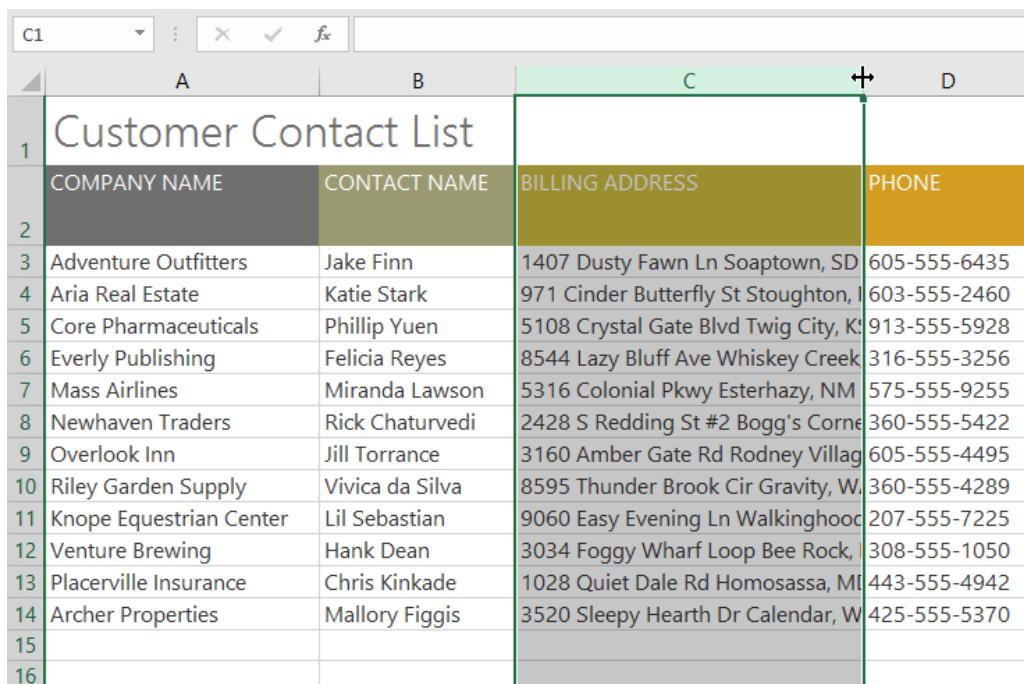
1.13. Modifying Columns, Rows, and Cells

By default, every row and column of a new workbook is set to the same **height** and **width**. Excel allows you to modify column width and row height in different ways, including **wrapping text** and **merging cells**.

1.13.1. To modify column width:

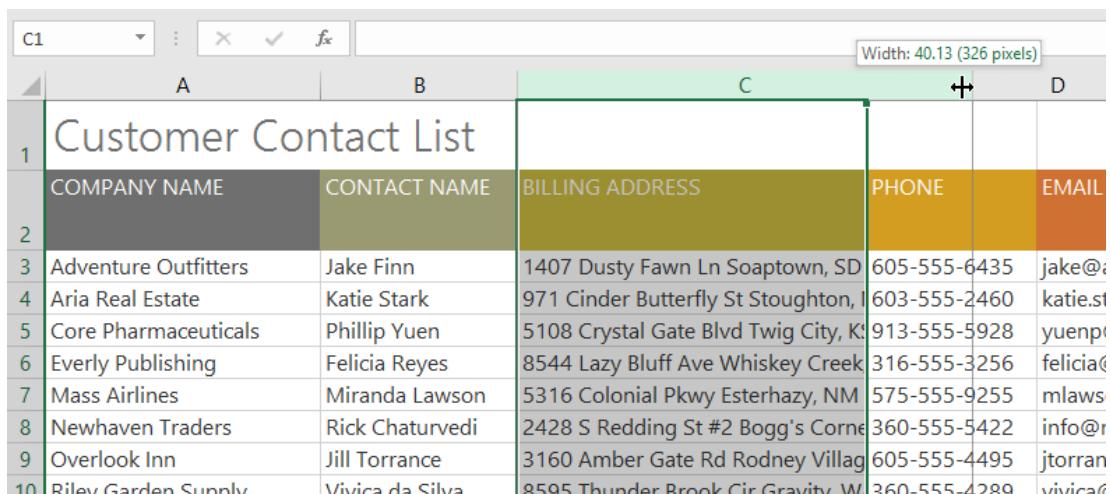
In our example below, column C is too narrow to display all of the content in these cells. We can make all of this content visible by changing the **width** of column C.

1. Position the mouse over the **column line** in the **column heading** so the cursor becomes a **double arrow**.



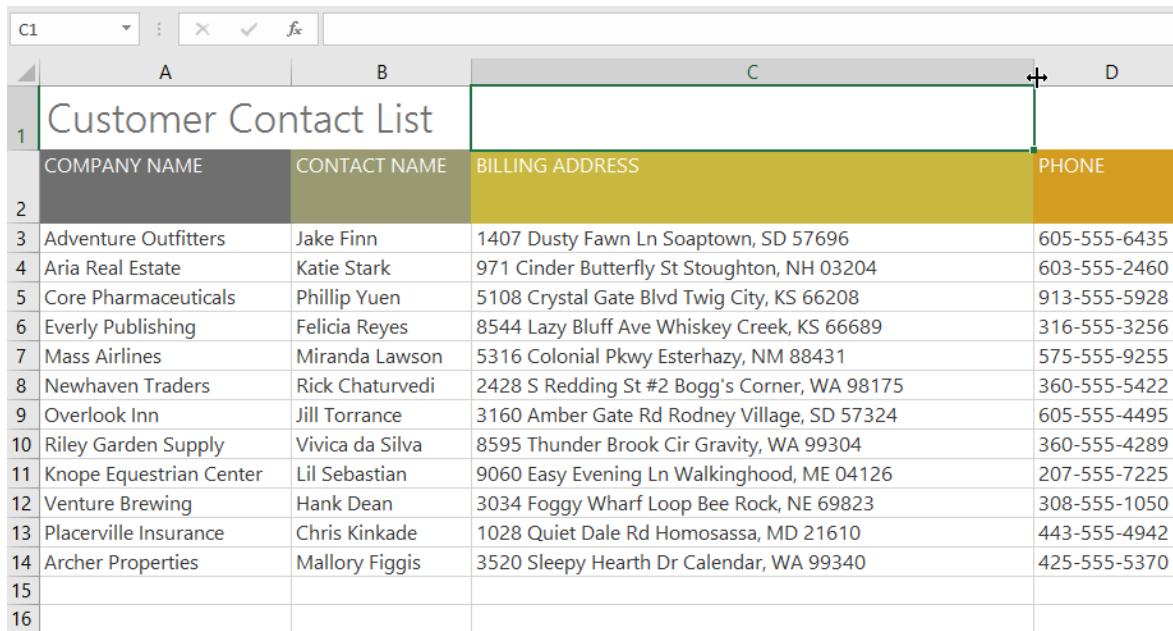
C1	A	B	C	D
1	Customer Contact List			
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	PHONE
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD	605-555-6435
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, I	603-555-2460
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, K	913-555-5928
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek	316-555-3256
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM	575-555-9255
8	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corne	360-555-5422
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Villag	605-555-4495
10	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, W	360-555-4289
11	Knope Equestrian Center	Lil Sebastian	9060 Easy Evening Ln Walkinghood	207-555-7225
12	Venture Brewing	Hank Dean	3034 Foggy Wharf Loop Bee Rock,	308-555-1050
13	Placerville Insurance	Chris Kinkade	1028 Quiet Dale Rd Homosassa, MI	443-555-4942
14	Archer Properties	Mallory Figgis	3520 Sleepy Hearth Dr Calendar, W	425-555-5370
15				
16				

2. Click and drag the mouse to **increase** or **decrease** the column width.



C1	A	B	C	D
1	Customer Contact List			
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	PHONE
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD	605-555-6435
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, I	603-555-2460
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, K	913-555-5928
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek	316-555-3256
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM	575-555-9255
8	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corne	360-555-5422
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Villag	605-555-4495
10	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, W	360-555-4289

3. Release the mouse. The **column width** will be changed.



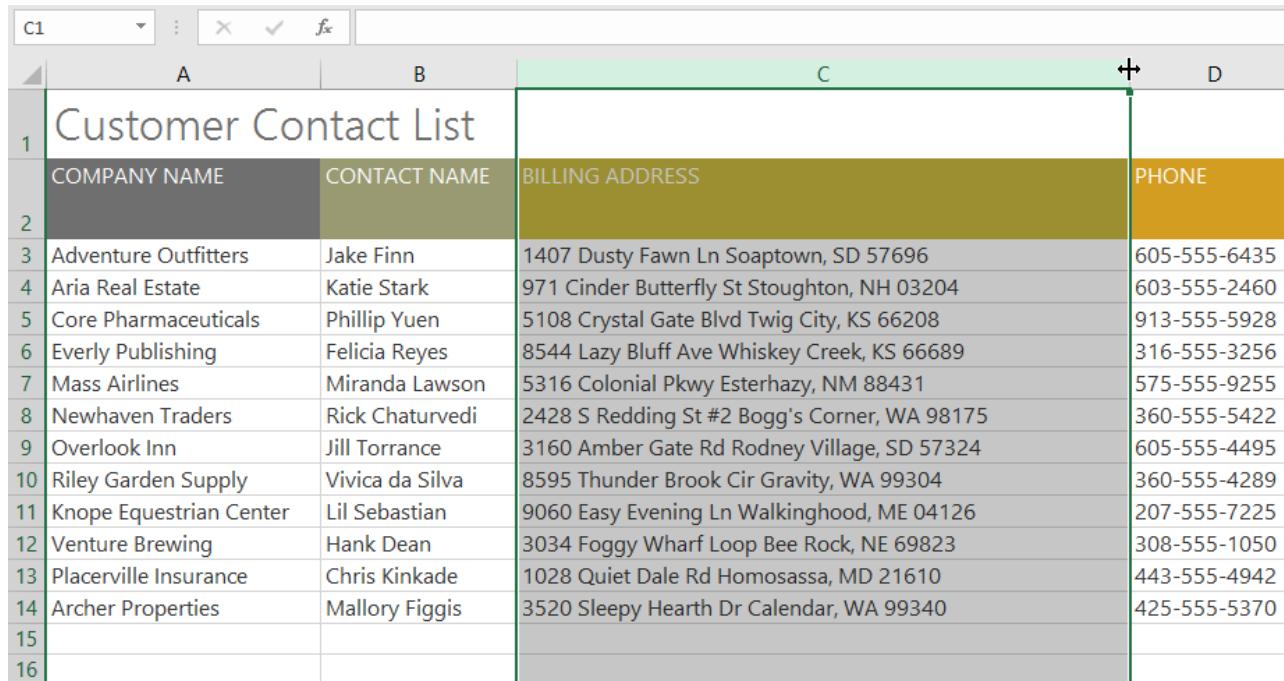
	A	B	C	D
1	Customer Contact List			
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	PHONE
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-6435
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204	603-555-2460
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208	913-555-5928
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689	316-555-3256
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431	575-555-9255
8	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corner, WA 98175	360-555-5422
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD 57324	605-555-4495
10	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, WA 99304	360-555-4289
11	Knope Equestrian Center	Lil Sebastian	9060 Easy Evening Ln Walkinghood, ME 04126	207-555-7225
12	Venture Brewing	Hank Dean	3034 Foggy Wharf Loop Bee Rock, NE 69823	308-555-1050
13	Placerville Insurance	Chris Kinkade	1028 Quiet Dale Rd Homosassa, MD 21610	443-555-4942
14	Archer Properties	Mallory Figgins	3520 Sleepy Hearth Dr Calendar, WA 99340	425-555-5370
15				
16				

With numerical data, the cell will display **pound signs** (# #####) if the column is too narrow. Simply **increase the column width** to make the data visible.

1.13.2. To AutoFit column width:

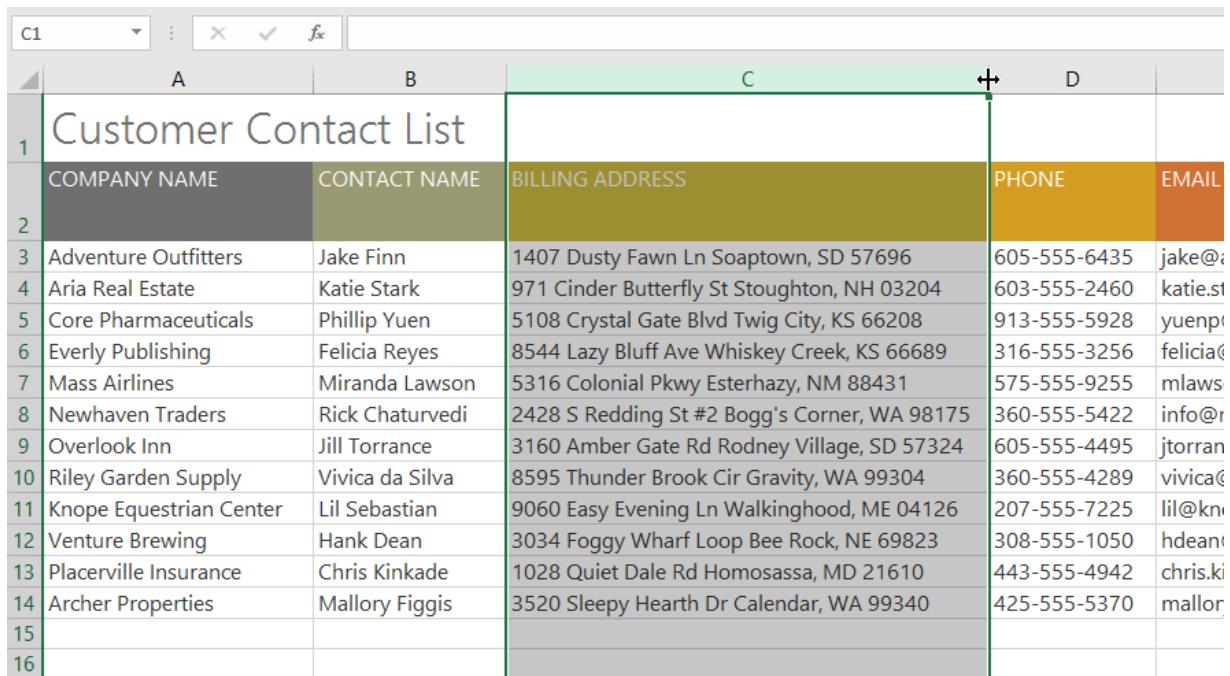
The **AutoFit** feature will allow you to set a column's width to fit its content **automatically**.

1. Position the mouse over the **column line** in the **column heading** so the cursor becomes a **double arrow**.



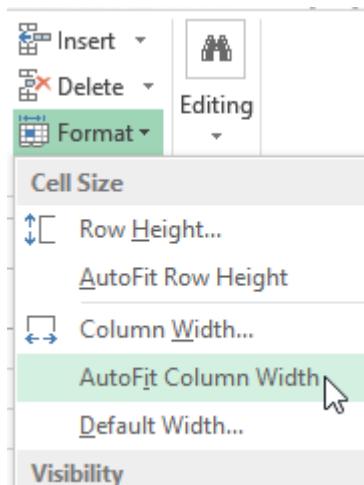
	A	B	C	D
1	Customer Contact List			
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	PHONE
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-6435
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204	603-555-2460
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208	913-555-5928
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689	316-555-3256
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431	575-555-9255
8	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corner, WA 98175	360-555-5422
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD 57324	605-555-4495
10	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, WA 99304	360-555-4289
11	Knope Equestrian Center	Lil Sebastian	9060 Easy Evening Ln Walkinghood, ME 04126	207-555-7225
12	Venture Brewing	Hank Dean	3034 Foggy Wharf Loop Bee Rock, NE 69823	308-555-1050
13	Placerville Insurance	Chris Kinkade	1028 Quiet Dale Rd Homosassa, MD 21610	443-555-4942
14	Archer Properties	Mallory Figgins	3520 Sleepy Hearth Dr Calendar, WA 99340	425-555-5370
15				
16				

2. Double-click the mouse. The **column width** will be changed automatically to fit the content.



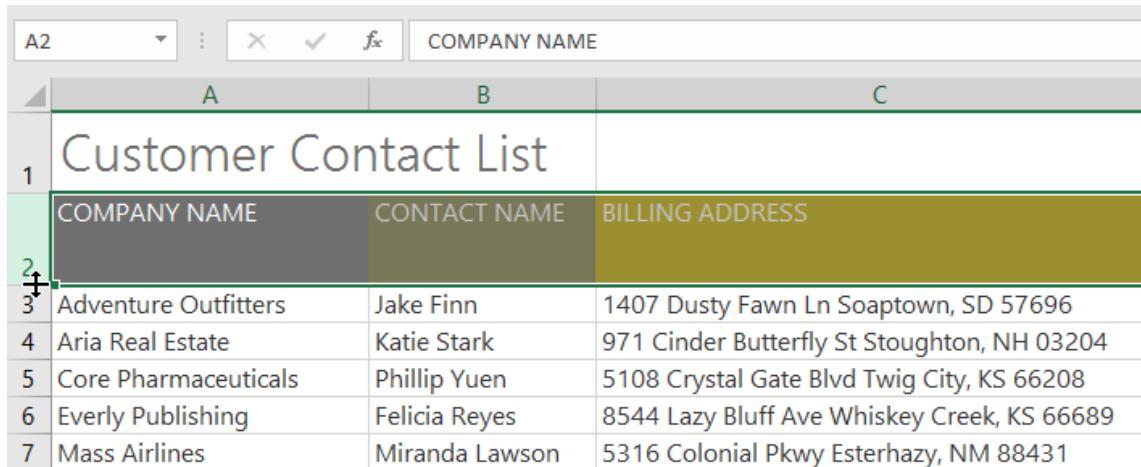
C1	A	B	C	D
1	Customer Contact List			
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	PHONE
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-6435
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204	603-555-2460
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208	913-555-5928
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689	316-555-3256
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431	575-555-9255
8	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corner, WA 98175	360-555-5422
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD 57324	605-555-4495
10	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, WA 99304	360-555-4289
11	Knope Equestrian Center	Lil Sebastian	9060 Easy Evening Ln Walkinghood, ME 04126	207-555-7225
12	Venture Brewing	Hank Dean	3034 Foggy Wharf Loop Bee Rock, NE 69823	308-555-1050
13	Placerville Insurance	Chris Kinkade	1028 Quiet Dale Rd Homosassa, MD 21610	443-555-4942
14	Archer Properties	Mallory Figgis	3520 Sleepy Hearth Dr Calendar, WA 99340	425-555-5370
15				
16				

You can also AutoFit the width for several columns at the same time. Simply select the columns you want to AutoFit, then select the **AutoFit Column Width** command from the **Format** drop-down menu on the **Home** tab. This method can also be used for **row height**.



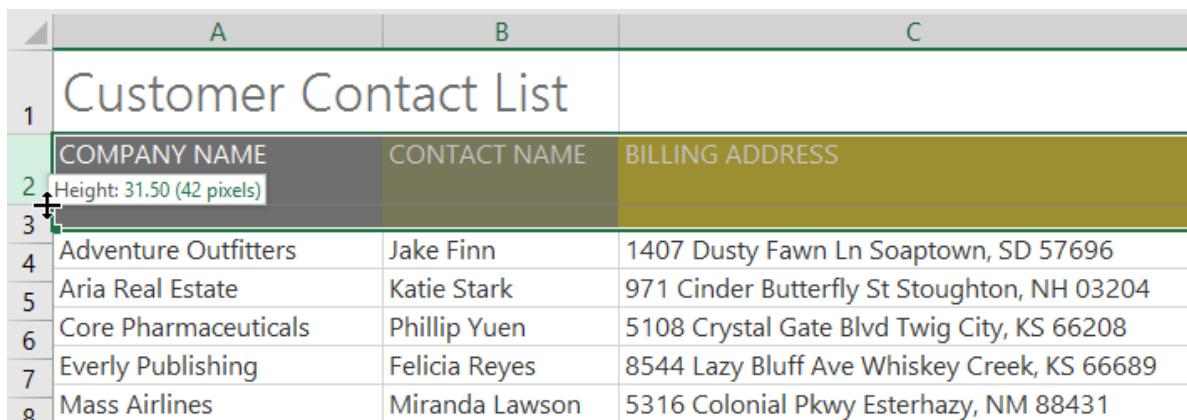
1.13.3. To modify row height:

1. Position the **cursor** over the **row line** so the cursor becomes a **double arrow**.



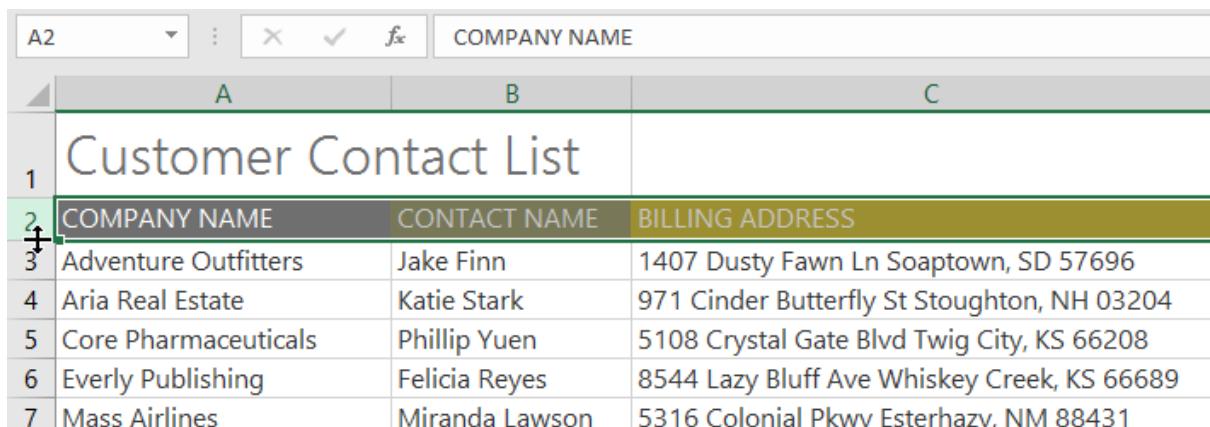
Customer Contact List		
COMPANY NAME	CONTACT NAME	BILLING ADDRESS
Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696
Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204
Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208
Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689
Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431

2. Click and drag the mouse to **increase** or **decrease** the row height.



Customer Contact List		
COMPANY NAME	CONTACT NAME	BILLING ADDRESS
Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696
Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204
Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208
Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689
Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431

3. Release the mouse. The **height** of the selected row will be changed.

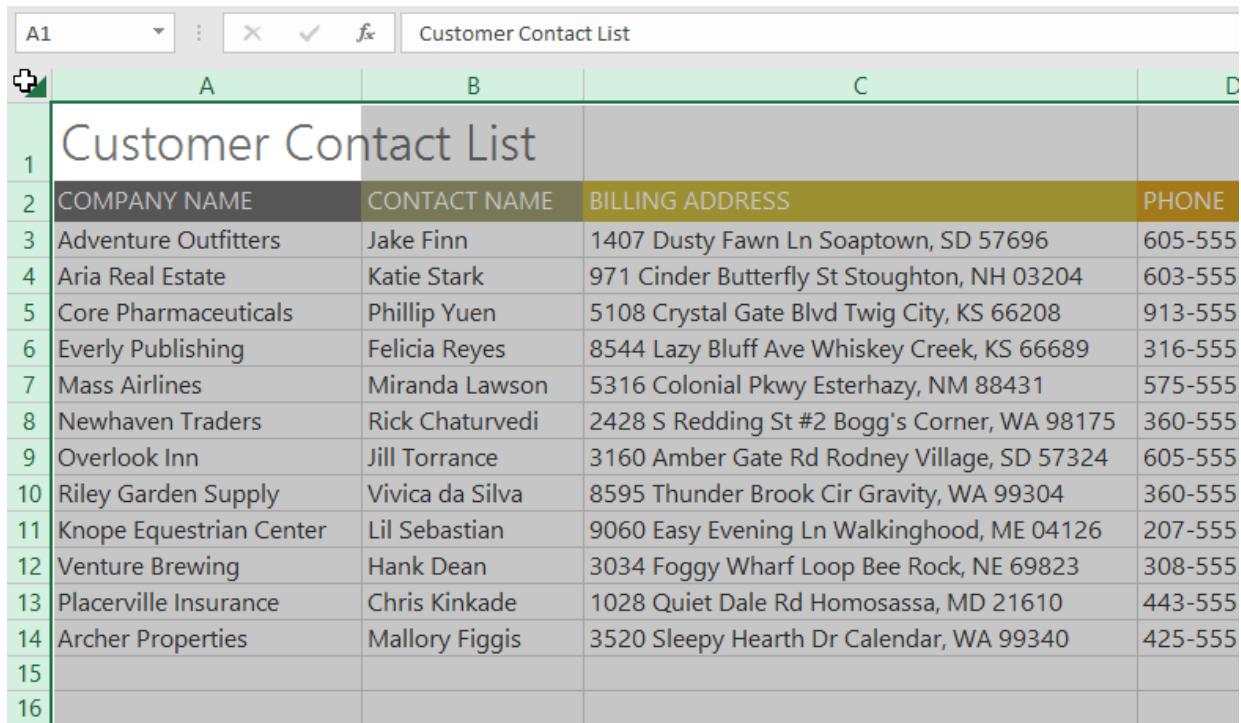


Customer Contact List		
COMPANY NAME	CONTACT NAME	BILLING ADDRESS
Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696
Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204
Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208
Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689
Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431

1.13.4. To modify all rows or columns:

Instead of resizing rows and columns individually, you can modify the height and width of every row and column at the same time. This method allows you to set a **uniform size** for every row and column in your worksheet. In our example, we will set a **uniform row height**.

1. Locate and click the **Select All** button just below the **name box** to select every cell in the worksheet.



Customer Contact List			
	COMPANY NAME	CONTACT NAME	BILLING ADDRESS
2	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696
3	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204
4	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208
5	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689
6	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431
7	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corner, WA 98175
8	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD 57324
9	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, WA 99304
10	Knope Equestrian Center	Lil Sebastian	9060 Easy Evening Ln Walkinghood, ME 04126
11	Venture Brewing	Hank Dean	3034 Foggy Wharf Loop Bee Rock, NE 69823
12	Placerville Insurance	Chris Kinkade	1028 Quiet Dale Rd Homosassa, MD 21610
13	Archer Properties	Mallory Figgis	3520 Sleepy Hearth Dr Calendar, WA 99340
14			
15			
16			

2. Position the mouse over a **row line** so the cursor becomes a **double arrow**.
3. Click and drag the mouse to **increase** or **decrease** the row height, then release the mouse when you are satisfied. The row height will be changed for the entire worksheet.

Customer Contact List

A	B	C	D
1	Customer Contact List		
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431
8	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corner, WA 98175
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD 57324
10	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, WA 99304

1.13.5. Inserting, deleting, moving, and hiding

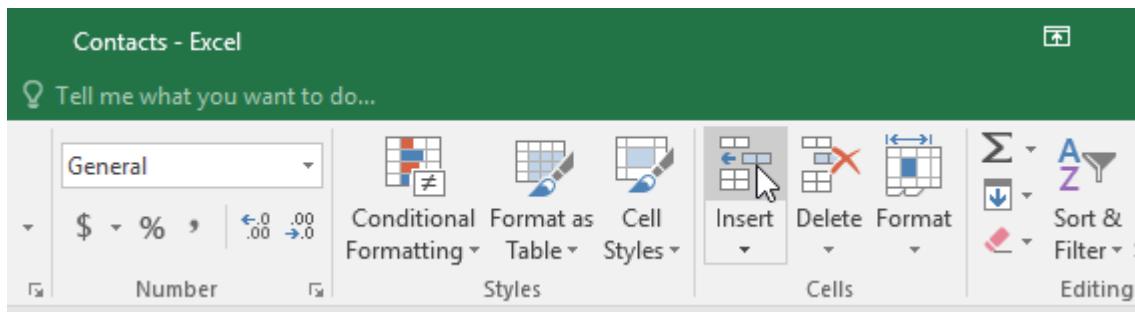
After you've been working with a workbook for a while, you may find that you want to **insert** new columns or rows, **delete** certain rows or columns, **move** them to a different location in the worksheet, or even **hide** them.

1.13.6. To insert rows:

1. Select the **row heading** below where you want the new row to appear. In this example, we want to insert a row between rows 4 and 5, so we'll select **row 5**.

A	B	C	
1	Customer Contact List		
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431

2. Click the **Insert** command on the **Home** tab.



3. The new row will appear **above** the selected row.

	A	B	C
1	Customer Contact List		
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204
5			
6	Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208
7	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689
8	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431

When inserting new rows, columns, or cells, you will see a **paintbrush icon** next to the inserted cells. This button allows you to choose how Excel formats these cells. By default, Excel formats inserted rows with the same formatting as the cells in the row above. To access more options, hover your mouse over the icon, then click the **drop-down arrow**.

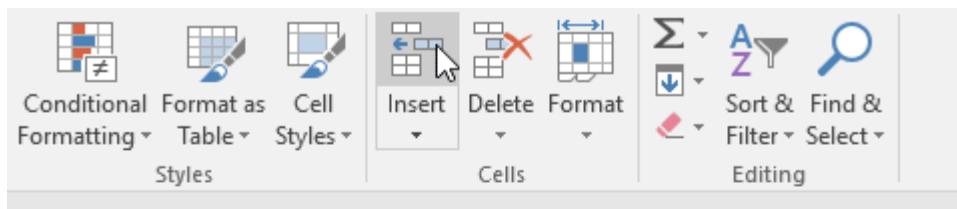
4	Aria Real Estate	Katie Stark
5		
6	 Pharmaceuticals	Phillip Yuen
7	<input checked="" type="radio"/> Format Same As <u>Above</u> <input type="radio"/> Format Same As <u>Below</u> <input type="radio"/> Clear Formatting	Felicia Reyes
8	Mass Airlines	Miranda Lawson

1.13.7. To insert columns:

1. Select the **column heading** to the right of where you want the new column to appear. For example, if you want to insert a column between columns D and E, select **column E**.

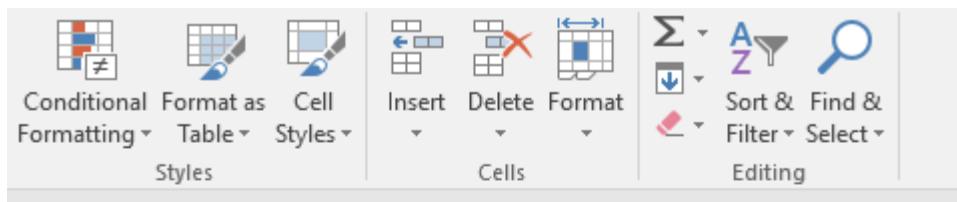
	D	E	F
	PHONE	EMAIL ADDRESS	
	605-555-6435	jake@adventureoutfitters.com	
	603-555-2460	katie.stark@ariarealestate.com	
	913-555-5928	yuenp@corepharmaceuticals.com	
	316-555-3256	felicia@everlypublishing.com	
	575-555-9255	mlawson@massairlines.com	
	360-555-5422	info@newhaventraders.com	
	605-555-4495	jtorrance@overlookinn.com	

2. Click the **Insert** command on the **Home** tab.



	D	E	F
	PHONE	EMAIL ADDRESS	
	605-555-6435	jake@adventureoutfitters.com	
	603-555-2460	katie.stark@ariarealestate.com	

3. The **new column** will appear **to the left** of the selected column.



	D	E	F
	PHONE		EMAIL ADDRESS
	605-555-6435		jake@adventureoutfitters.com
	603-555-2460		katie.stark@ariarealestate.com

When inserting rows and columns, make sure you select the entire row or column by clicking the **heading**. If you select only a cell in the row or column, the **Insert** command will only insert a new cell.

1.13.8. To delete a row or column:

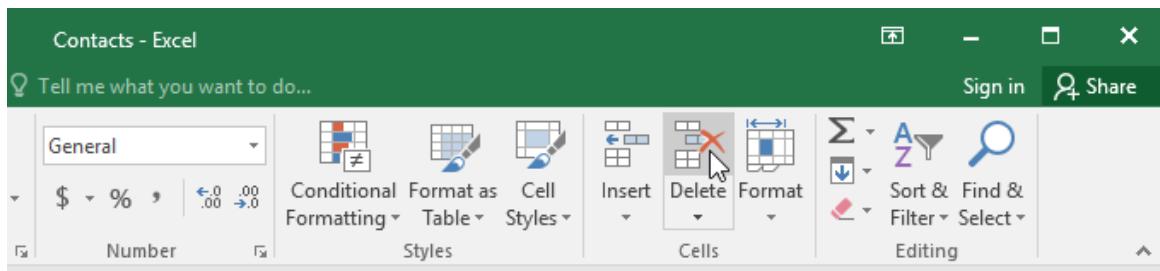
It's easy to delete a row or column that you no longer need. In our example we'll delete a row, but you can delete a column the same way.

1. Select the **row** you want to delete. In our example, we'll select **row 9**.

7	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689
8	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431
9	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corner, WA 98175
10	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD 57324
11	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, WA 99304

Sheet 1

2. Click the **Delete** command on the **Home** tab.



3. The **selected row** will be deleted, and those around it will **shift**. In our example, **row 10** has moved up, so it's now **row 9**.

7	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689
8	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD 57324
10	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, WA 99304
11	Knope Equestrian Center	Lil Sebastian	9060 Easy Evening Ln Walkinghood, ME 04126

It's important to understand the difference between **deleting** a row or column and simply **clearing its contents**. If you want to remove the **content** from a row or column without causing others to shift, **right-click a heading**, then select **Clear Contents** from the drop-down menu.

8	Mass Airlines	Segoe UI 12	A A \$ % ,	316 Colonial Pkwy
9	Newhaven Traders	B I		2428 S Redding St
10	Overlook Inn			Torrance 3160 Amber Gate
11	Riley Garden			Vivica da Silva 8595 Thunder Bro
12	Knope Eque			Sebastian 9060 Easy Evening
13	Venture Bre			Link Dean 3034 Foggy Whar

1.13.9. To move a row or column:

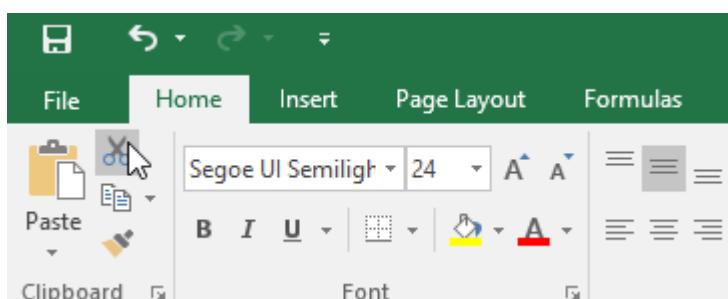
Sometimes you may want to **move** a column or row to rearrange the content of your worksheet. In our example we'll move a column, but you can move a row in the same way.

1. Select the desired **column heading** for the column you want to move.



BILLING ADDRESS	PHONE	FAX	EMAIL
1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-6435		jake@acme.com
971 Cinder Butterfly St Stoughton, NH 03204	603-555-2460		katie.staff@acme.com
5108 Crystal Gate Blvd Twig City, KS 66208	913-555-5928		yuenp@acme.com
8544 Lazy Bluff Ave Whiskey Creek, KS 66689	316-555-3256		felicia@acme.com
5316 Colonial Pkwy Esterhazy, NM 88431	575-555-9255		mlawson@acme.com

2. Click the **Cut** command on the **Home** tab, or press **Ctrl+X** on your keyboard.



3. Select the **column heading** to the right of where you want to move the column. For example, if you want to move a column between columns E and F, select **column F**.

BILLING ADDRESS	PHONE	FAX	EMAIL ADDRESS
1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-6435		jake@adventureoutfitters.com
971 Cinder Butterfly St Stoughton, NH 03204	603-555-2460		katie.stark@ariarealestate.com
5108 Crystal Gate Blvd Twig City, KS 66208	913-555-5928		yuenp@corepharmaceuticals.com
8544 Lazy Bluff Ave Whiskey Creek, KS 66689	316-555-3256		felicia@everlypublishing.com
5316 Colonial Pkwy Esterhazy, NM 88431	575-555-9255		mlawson@massairlines.com

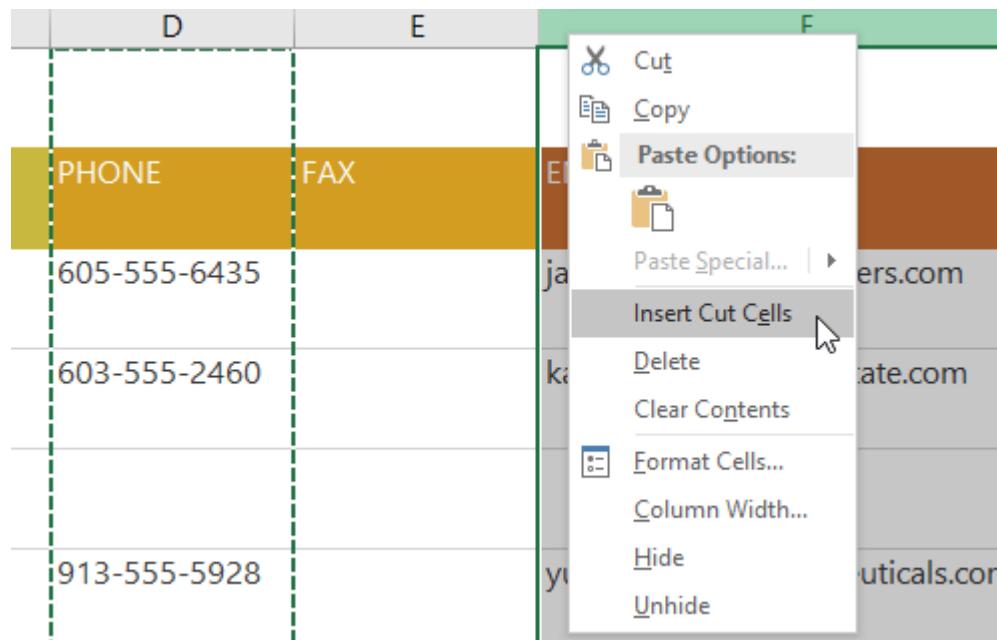
4. Click the **Insert** command on the **Home** tab, then select **Insert Cut Cells** from the drop-down menu.

The screenshot shows the Microsoft Excel ribbon with the 'Insert' tab selected. A dropdown menu is open under the 'Insert' button, showing options: 'Insert Cut Cells' (which is highlighted with a cursor), 'Insert Sheet Rows', 'Insert Sheet Columns', and 'Insert Sheet'. The main worksheet area shows a table with columns labeled 'PHONE', 'FAX', and 'EMAIL ADDRESS'.

5. The column will be **moved** to the selected location, and the columns around it will shift.

C	D	E	F
BILLING ADDRESS	FAX	PHONE	EMAIL ADDRESS
1407 Dusty Fawn Ln Soaptown, SD 57696		605-555-6435	jake@adventureoutfitt
971 Cinder Butterfly St Stoughton, NH 03204		603-555-2460	katie.stark@ariareales
5108 Crystal Gate Blvd Twig City, KS 66208		913-555-5928	yuenp@corepharmace
8544 Lazy Bluff Ave Whiskey Creek, KS 66689		316-555-3256	felicia@everlypublis
5316 Colonial Pkwy Esterhazy, NM 88431		575-555-9255	mlawson@massairline

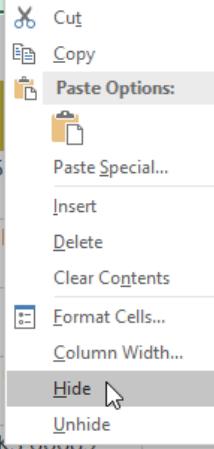
You can also access the **Cut** and **Insert** commands by right-clicking the mouse and selecting the **desired commands** from the drop-down menu.



1.13.10. To hide and unhide a row or column:

At times, you may want to **compare** certain rows or columns without changing the organization of your worksheet. To do this, Excel allows you to **hide** rows and columns as needed. In our example we'll hide a few columns, but you can hide rows in the same way.

1. Select the **columns** you want to **hide**, right-click the mouse, then select **Hide** from the **formatting** menu. In our example, we'll hide columns C, D, and E.



B	C	D	E	F
LIST	BILLING ADDRESS	PHONE	EMAIL ADDRESS	
1. Finn	1407 Dusty Fawn Ln Soaptown, SD 55555	605-555-6435	jake@adventureoutfitters.com	
2. Stark	971 Cinder Butterfly St Stoughton, NJ 07860	603-555-2460	katie.stark@ariarealestate.com	
3. Yuen	5108 Crystal Gate Blvd Twig City, KS 66666	913-555-5928	yuenp@corepharmaceuticals.com	
4. Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66666	316-555-3256	felicia@everlypublishing.com	
5. Lawson	5316 Colonial Pkwy Esterhazy, NM 88431	575-555-9255	mlawson@massairlines.com	
6. Torrance	3160 Amber Gate Rd Rodney Village, SD 57324	605-555-4495	jtorrance@overlookinn.com	

2. The columns will be **hidden**. The **green column line** indicates the location of the hidden columns.

1	A	B	F	G	H
2	COMPANY NAME	CONTACT NAME	EMAIL ADDRESS		
3	Adventure Outfitters	Jake Finn	jake@adventureoutfitters.com		
4	Aria Real Estate	Katie Stark	katie.stark@ariarealestate.com		
5	Bishop Research				
6	Core Pharmaceuticals	Phillip Yuen	yuenp@corepharmaceuticals.com		
7	Everly Publishing	Felicia Reyes	felicia@everlypublishing.com		
8	Mass Airlines	Miranda Lawson	mlawson@massairlines.com		
9	Overlook Inn	Jill Torrance	jtorrance@overlookinn.com		

3. To **unhide** the columns, select the columns on **both sides** of the hidden columns. In our example, we'll select columns **B** and **F**. Then right-click the mouse and select **Unhide** from the **formatting** menu.

A	B	C	D	E	F	G	H
1 Customer Contact List							
2 COMPANY NAME	CONTACT NAME	EMAIL ADDRESS					
3 Adventure Outfitters	Jake Finn	jake@adventureoutfitters.com					
4 Aria Real Estate	Katie Stark	katie.stark@ariarealestate.com					
5 Bishop Research							
6 Core Pharmaceuticals	Phillip Yuen	yuenp@corepharma.com					
7 Everly Publishing	Felicia Reyes	felicia@everlypublishing.com					
8 Mass Airlines	Miranda Lawson	mlawson@massairlines.com					
9 Overlook Inn	Jill Torrance	jtorrance@overlookinn.com					

4. The hidden columns will reappear.

B	C	D	E	F
List				
NAME	BILLING ADDRESS	FAX	PHONE	EMAIL ADDRESS
1	1407 Dusty Fawn Ln Soaptown, SD 57696		605-555-6435	jake@adventureoutfitters.com
ark	971 Cinder Butterfly St Stoughton, NH 03204		603-555-2460	katie.stark@ariarealestate.com
uen	5108 Crystal Gate Blvd Twig City, KS 66208		913-555-5928	yuenp@corepharma.com
eyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689		316-555-3256	felicia@everlypublishing.com
Lawson	5316 Colonial Pkwy Esterhazy, NM 88431		575-555-9255	mlawson@massairlines.com
nce	3160 Amber Gate Rd Rodney Village, SD 57324		605-555-4495	jtorrance@overlookinn.com

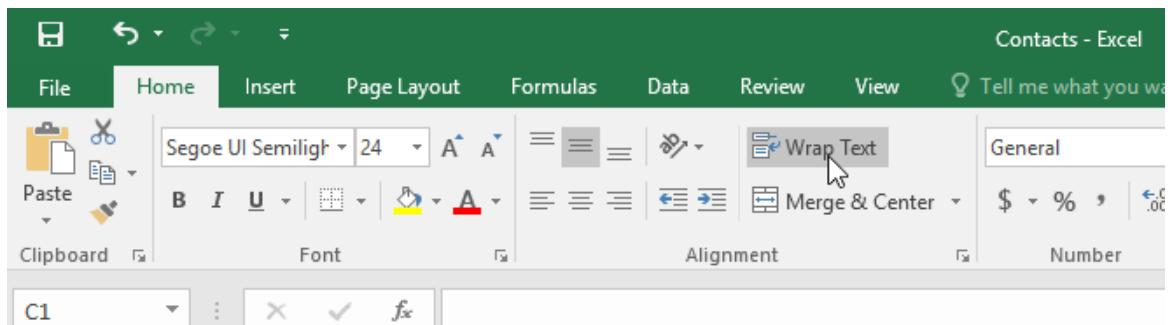
1.14. Wrapping text and merging cells

Whenever you have too much cell content to be displayed in a single cell, you may decide to **wrap the text** or **merge** the cell rather than resize a column. Wrapping the text will automatically modify a cell's **row height**, allowing cell contents to be displayed **on multiple lines**. Merging allows you to combine a cell with adjacent empty cells to create **one large cell**.

1.14.1. To wrap text in cells:

1. Select the cells you want to wrap. In this example, we'll select the cells in **column C**.

2. Click the **Wrap Text** command on the **Home** tab.



The screenshot shows the Microsoft Excel ribbon with the 'Home' tab selected. In the 'Font' section of the ribbon, the 'Wrap Text' button is highlighted with a cursor. Below the ribbon, a table titled 'Customer Contact List' is displayed. The table has four columns: 'COMPANY NAME', 'CONTACT NAME', 'BILLING ADDRESS', and 'FAX'. The first row contains the column headers. Rows 2 through 9 contain data entries. The 'COMPANY NAME' and 'CONTACT NAME' columns are merged across the first two rows. The 'BILLING ADDRESS' and 'FAX' columns are merged across the last two rows. The data is as follows:

	A	B	C	D
1	Customer Contact List			
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	FAX
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soap	605-555-8495
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St St	603-555-3478
5	Bishop Research	William Bell	2201 Treasure Ct Ste 301	206-555-2305
6	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Tv	913-555-3461
7	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whis	316-555-3454
8	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Ester	575-555-2376
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rod	605-555-4495

3. The text in the selected cells will be **wrapped**.

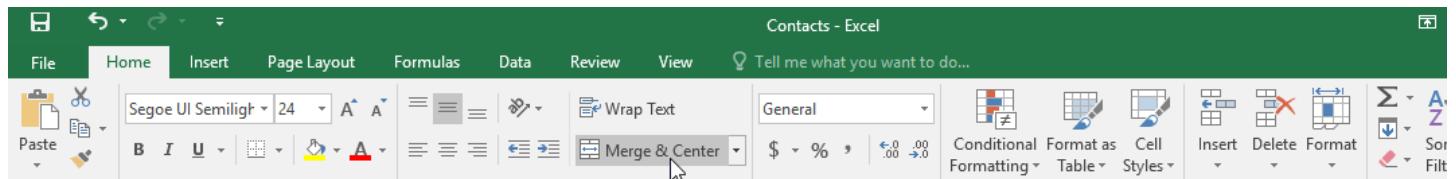
	A	B	C	D
1	Customer Contact List			
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	FAX
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-8495
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204	603-555-3478
5	Bishop Research	William Bell	2201 Treasure Ct Ste 301 Good Thunder, WA	206-555-2305
6	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208	913-555-3461
7	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS	316-555-3454
8	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431	575-555-2376
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD	605-555-4495

Click the **Wrap Text** command again to **unwrap** the text.

1.14.2. To merge cells using the Merge & Center command:

1. Select the **cell range** you want to merge. In our example, we'll select **A1:F1**.
2. Click the **Merge & Center** command on the **Home** tab. In our example, we'll select the cell range **A1:F1**.

Contacts - Excel



A1 Customer Contact List

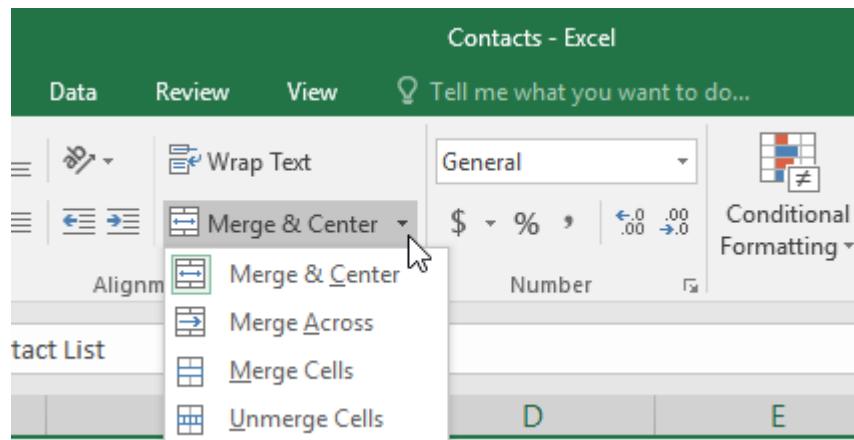
	A	B	C	D	E	F
1	Customer Contact List					
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	FAX	PHONE	EMAIL ADDRESS
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-8495	605-555-6435	jake@adventureoutfitters.com
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204	603-555-3478	603-555-2460	katie.stark@ariarealestate.com
5	Bishop Research	William Bell	2201 Treasure Ct Ste 301 Good Thunder, WA	206-555-2305	206-555-2303	wbell@bishopresearch.com

3. The selected cells will be **merged**, and the text will be **centered**.

Customer Contact List						
	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	FAX	PHONE	EMAIL ADDRESS
1	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-8495	605-555-6435	jake@adventureoutfitters.com
2	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204	603-555-3478	603-555-2460	katie.stark@ariarealestate.com
3	Bishop Research	William Bell	2201 Treasure Ct Ste 301 Good Thunder, WA	206-555-2305	206-555-2303	wbell@bishopresearch.com
4						
5						

1.14.3. To access more merge options:

If you click the drop-down arrow next to the **Merge & Center** command on the **Home** tab, the **Merge** drop-down menu will appear.



From here, you can choose to:

- **Merge & Center:** merges the selected cells into **one cell** and **centers** the text
- **Merge Across:** merges the selected cells into **larger cells** while keeping each **row** separate
- **Merge Cells:** merges the selected cells into one cell but **does not center** the text
- **Unmerge Cells:** unmerges selected cells

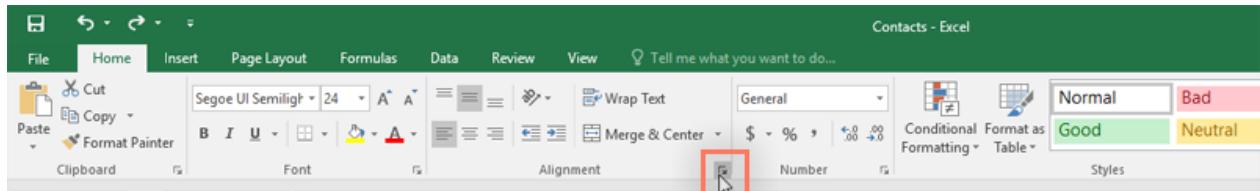
You'll want to be careful when using this feature. If you merge multiple cells that all contain data, Excel will keep only the contents of the upper-left cell and discard everything else.

1.14.4. To center across selection:

Merging can be useful for organizing your data, but it can also create problems later on. For example, it can be difficult to move, copy, and paste content from merged cells. A good alternative to merging is **Center Across Selection**, which creates a similar effect without actually combining cells.

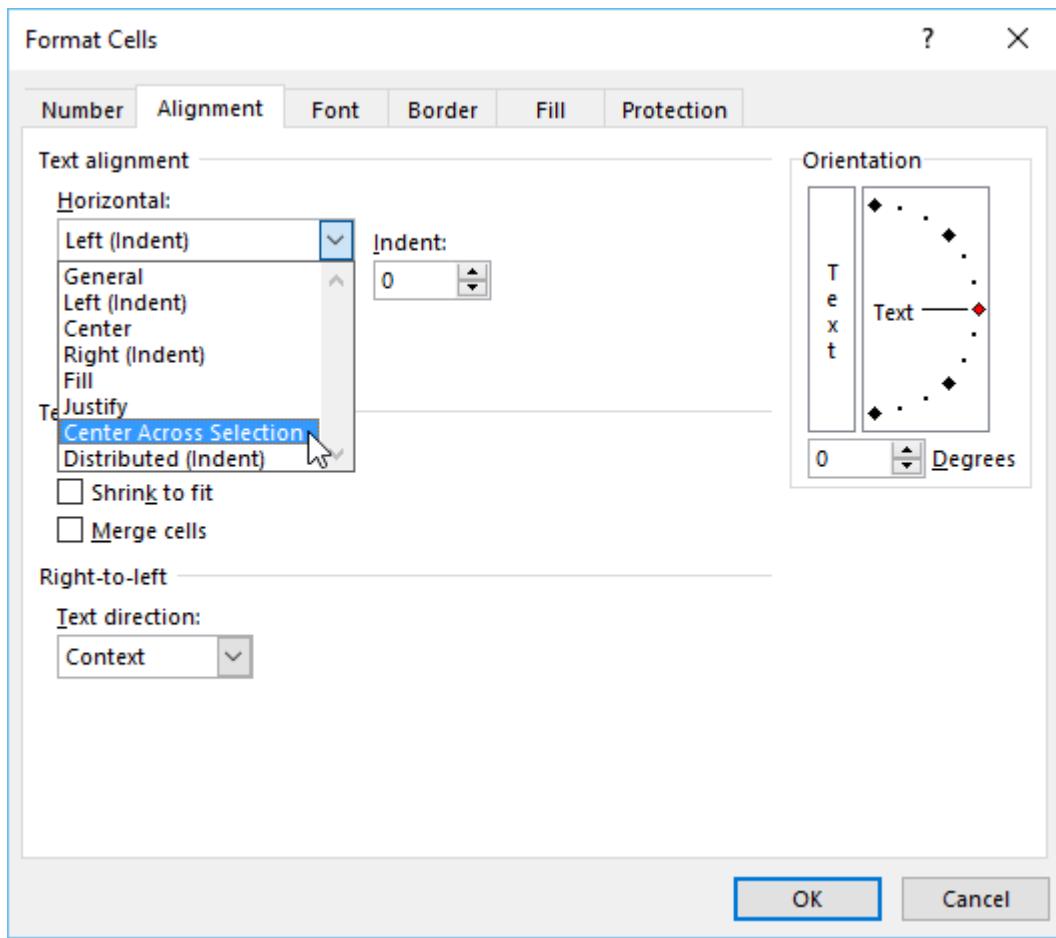
Watch the video below to learn why you should use Center Across Selection instead of merging cells.

1. Select the desired cell range. In our example, we'll select **A1:F1**. **Note:** If you already merged these cells, you should **unmerge them** before continuing to step 2.
2. Click the **small arrow** in the lower-right corner of the **Alignment** group on the **Home** tab.



1	Customer Contact List					
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	FAX	PHONE	EMAIL ADDRESS
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-8495	605-555-6435	jake@adventureoutfitters.com
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204	603-555-3478	603-555-2460	katie.stark@ariarealestate.com
5	Bishop Research	William Bell	2201 Treasure Ct Ste 301 Good Thunder, WA	206-555-2305	206-555-2303	wbell@bishopresearch.com

3. A dialog box will appear. Locate and select the **Horizontal** drop-down menu, select **Center Across Selection**, then click **OK**.



4. The content will be centered across the selected cell range. As you can see, this creates the same visual result as merging and centering, but it preserves each cell within A1:F1.

Customer Contact List

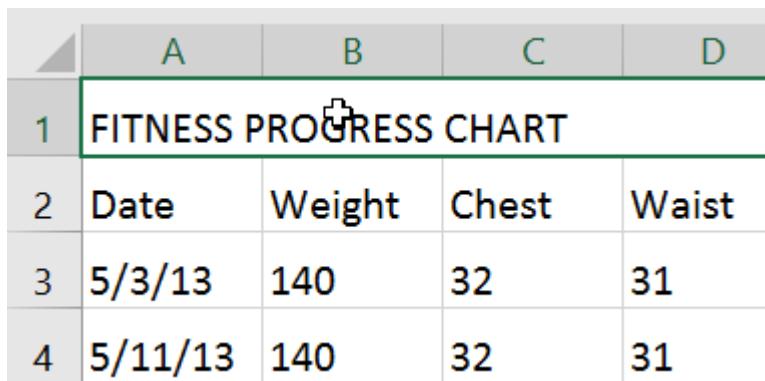
	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	FAX	PHONE	EMAIL ADDRESS
1	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-8495	605-555-6435	jake@adventureoutfitters.com
2	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204	603-555-3478	603-555-2460	katie.stark@ariarealestate.com
3	Bishop Research	William Bell	2201 Treasure Ct Ste 301 Good Thunder, WA	206-555-2305	206-555-2303	wbell@bishopresearch.com
4						
5						

1.15. Formatting Cells

All cell content uses the same **formatting** by default, which can make it difficult to read a workbook with a lot of information. Basic formatting can customize the **look and feel** of your workbook, allowing you to draw attention to specific sections and making your content easier to view and understand.

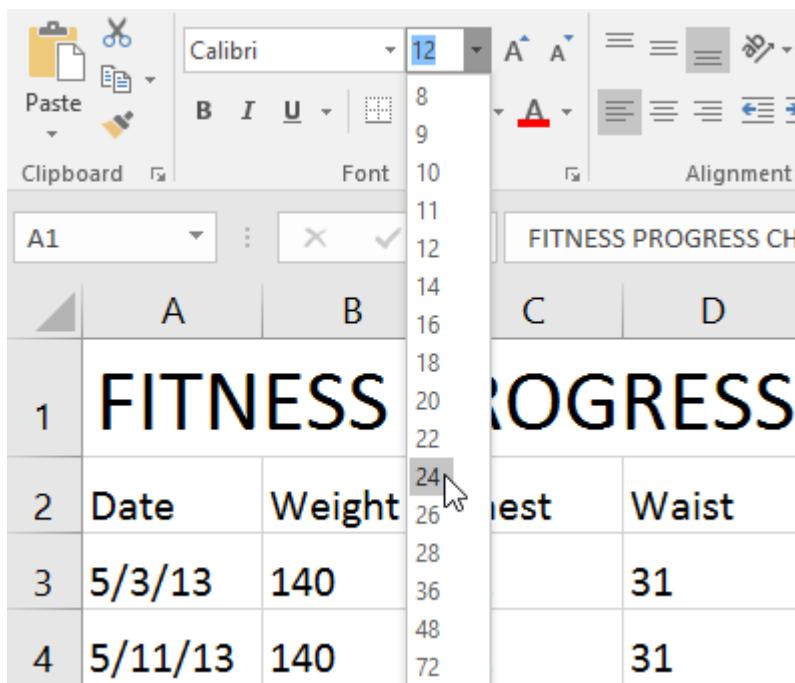
1.15.1. To change the font size:

1. Select the **cell(s)** you want to modify.



	A	B	C	D
1	FITNESS PROGRESS CHART			
2	Date	Weight	Chest	Waist
3	5/3/13	140	32	31
4	5/11/13	140	32	31

2. On the **Home** tab, click the **drop-down arrow** next to the **Font Size** command, then select the desired **font size**. In our example, we will choose **24** to make the text larger.



	A	B	C	D
1	FITNESS PROGRESS CHART			
2	Date	Weight	Chest	Waist
3	5/3/13	140	32	31
4	5/11/13	140	32	31

3. The text will change to the **selected font size**.

1	FITNESS PROGRESS CHART					
2	Date	Weight	Chest	Waist	Hips	Forearm
3	5/3/13	140	32	31	40	11.5
4	5/11/13	140	32	31	39.5	11.5

You can also use the **Increase Font Size** and **Decrease Font Size** commands or enter a **custom font size** using your keyboard.



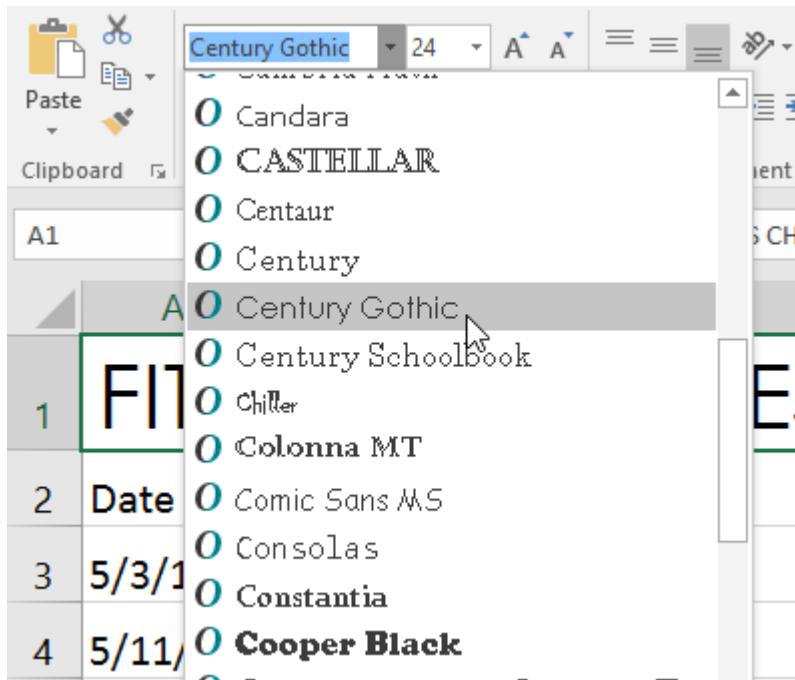
1.15.2. To change the font:

By default, the font of each new workbook is set to Calibri. However, Excel provides many other fonts you can use to customize your cell text. In the example below, we'll format our **title cell** to help distinguish it from the rest of the worksheet.

1. Select the **cell(s)** you want to modify.

1	FITNESS PROGRESS			
2	Date	Weight	Chest	Waist
3	5/3/13	140	32	31
4	5/11/13	140	32	31

2. On the **Home** tab, click the **drop-down arrow** next to the **Font** command, then select the desired **font**. In our example, we'll choose **Century Gothic**.



3. The text will change to the **selected font**.

	A	B	C	D
1	FITNESS PROGRE			
2	Date	Weight	Chest	Waist
3	5/3/13	140	32	31
4	5/11/13	140	32	31

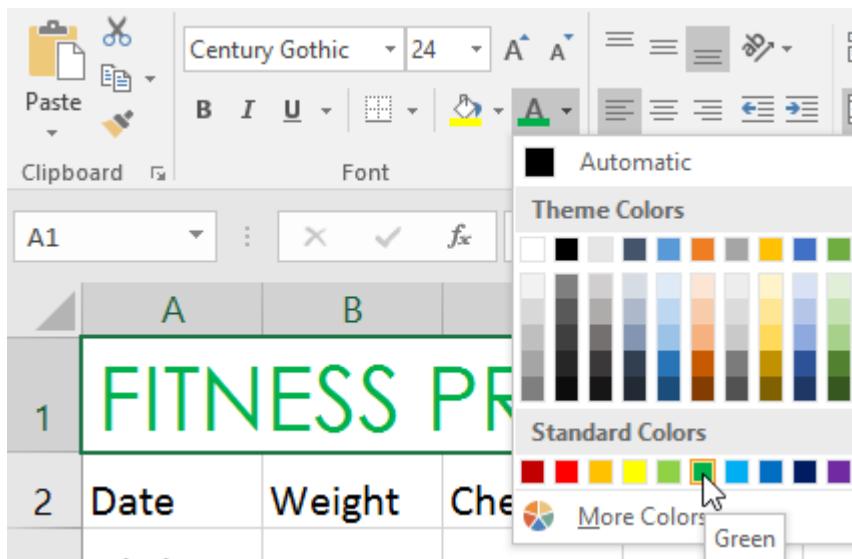
When creating a workbook in the workplace, you'll want to select a font that is easy to read. Along with Calibri, standard reading fonts include Cambria, Times New Roman, and Arial.

1.15.3. To change the font color:

1. Select the **cell(s)** you want to modify.

1	FITNESS PROGRESS				
2	Date	Weight	Chest	Waist	Hips
3	5/3/13	140	32	31	40
4	5/11/13	140	32	31	39.5

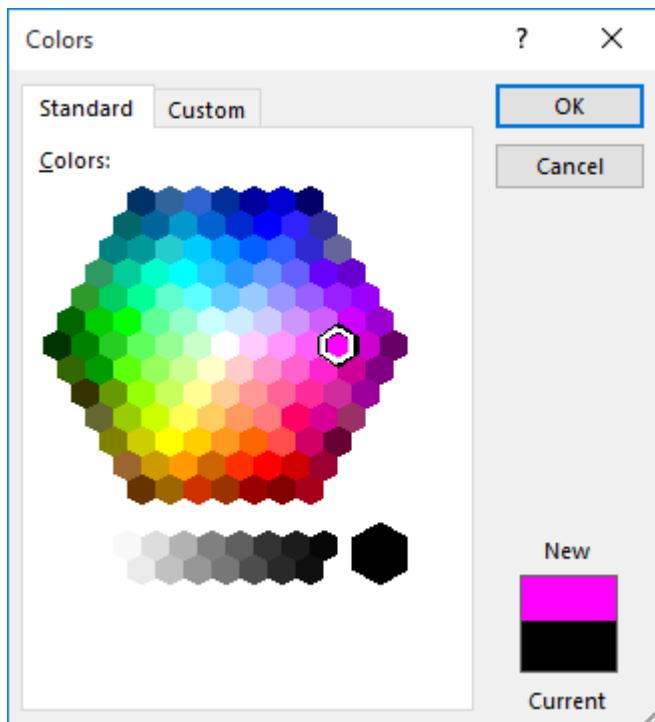
2. On the **Home** tab, click the **drop-down arrow** next to the **Font Color** command, then select the desired **font color**. In our example, we'll choose **Green**.



3. The text will change to the **selected font color**.

1	FITNESS PROGRESS				
2	Date	Weight	Chest	Waist	Hips
3	5/3/13	140	32	31	40
4	5/11/13	140	32	31	39.5

Select **More Colors** at the bottom of the menu to access additional color options. We've changed the font color to a bright pink.

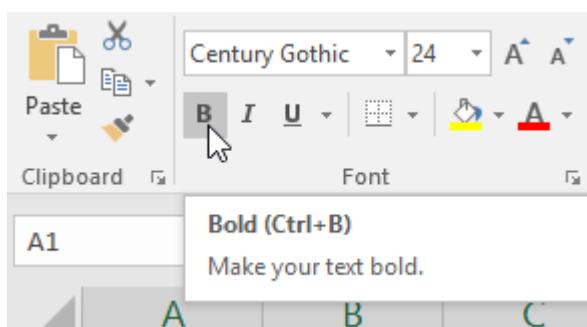


1.15.4. To use the Bold, Italic, and Underline commands:

1. Select the cell(s) you want to modify.

	A	B	C	D	E
1	FITNESS+PROGRESS				
2	Date	Weight	Chest	Waist	Hips
3	5/3/13	140	32	31	40
4	5/11/13	140	32	31	39.5

2. Click the Bold (B), Italic (I), or Underline (U) command on the Home tab. In our example, we'll make the selected cells **bold**.



3. The **selected style** will be applied to the text.

	A	B	C	D	E
1	FITNESS PROGRESS				
2	Date	Weight	Chest	Waist	Hips
3	5/3/13	140	32	31	40
4	5/11/13	140	32	31	39.5

You can also press **Ctrl+B** on your keyboard to make selected text **bold**, **Ctrl+I** to apply **italics**, and **Ctrl+U** to apply an **underline**.

1.16. Cell borders and fill colors

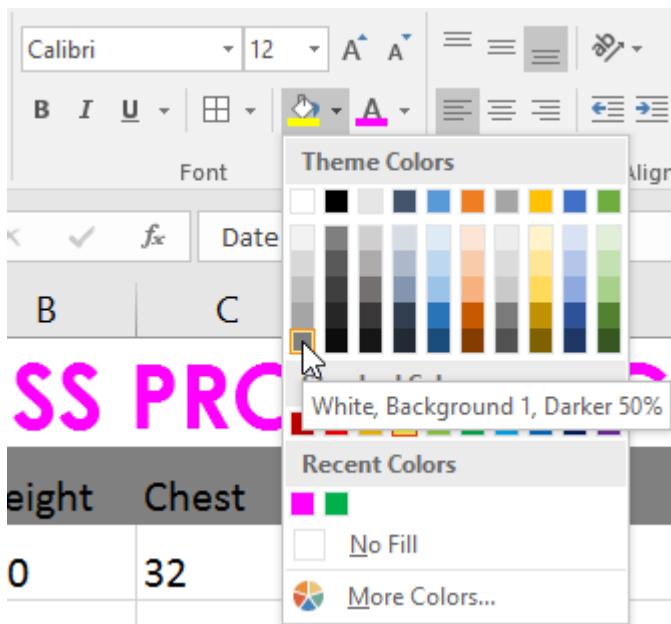
Cell borders and **fill colors** allow you to create clear and defined boundaries for different sections of your worksheet. Below, we'll add cell borders and fill color to our **header cells** to help distinguish them from the rest of the worksheet.

1.16.1. To add a fill color:

1. Select the **cell(s)** you want to modify.

	A	B	C	D	E	F	G	H	I
1	FITNESS PROGRESS CHART								
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat	Estimated Body Fat %
3	5/3/13	140	32	31	40	11.5	103.8	36.2	0.259
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1	0.258
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8	0.258
6	5/26/13	138	31	30	39	11	103.4	35.6	0.256
7	6/1/13	138	31	30	39	11	103.4	35.6	0.256

2. On the **Home** tab, click the **drop-down arrow** next to the **Fill Color** command, then select the **fill color** you want to use. In our example, we'll choose a dark gray.



3. The **selected fill color** will appear in the selected cells. We've also changed the **font color** to **white** to make it more readable with this dark fill color.

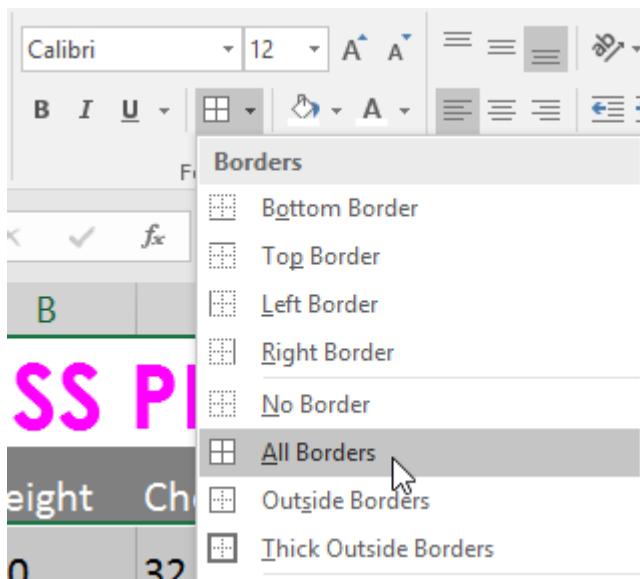
A	B	C	D	E	F	G	H	I	
1	FITNESS PROGRESS CHART								
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat	Estimated Body Fat %
3	5/3/13	140	32	31	40	11.5	103.8	36.2	0.259
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1	0.258
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8	0.258
6	5/26/13	138	31	30	39	11	103.4	35.6	0.256
7	6/1/13	138	31	30	39	11	103.4	35.6	0.256

1.16.2. To add a border:

1. Select the **cell(s)** you want to modify.

A	B	C	D	E	F	G	H	I	
1	FITNESS PROGRESS CHART								
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat	Estimated Body Fat %
3	5/3/13	140	32	31	40	11.5	103.8	36.2	0.259
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1	0.258
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8	0.258
6	5/26/13	138	31	30	39	11	103.4	35.6	0.256
7	6/1/13	138	31	30	39	11	103.4	35.6	0.256

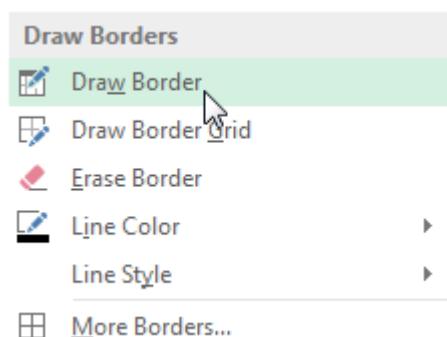
2. On the **Home** tab, click the **drop-down arrow** next to the **Borders** command, then select the **border style** you want to use. In our example, we'll choose to display **All Borders**.



3. The selected border style will appear.

A	B	C	D	E	F	G	H	I	
1	FITNESS PROGRESS CHART								
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat	Estimated Body Fat %
3	5/3/13	140	32	31	40	11.5	103.8	36.2	0.259
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1	0.258
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8	0.258
6	5/26/13	138	31	30	39	11	103.4	35.6	0.256
7	6/1/13	138	31	30	39	11	103.4	35.6	0.256

You can draw borders and change the **line style** and **color** of borders with the **Draw Borders** tools at the bottom of the Borders drop-down menu.



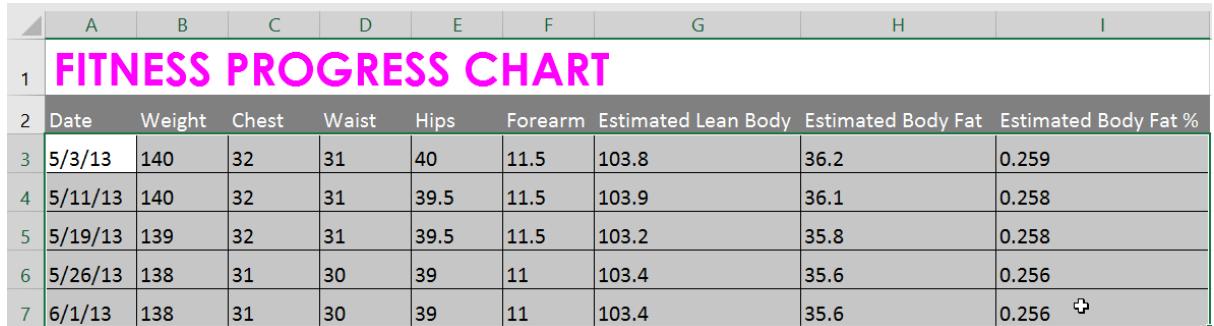
1.17. Cell styles

Instead of formatting cells manually, you can use Excel's **predesigned cell styles**. Cell styles are a quick way to include professional formatting for different parts of your workbook, such as **titles** and **headers**.

1.17.1. To apply a cell style:

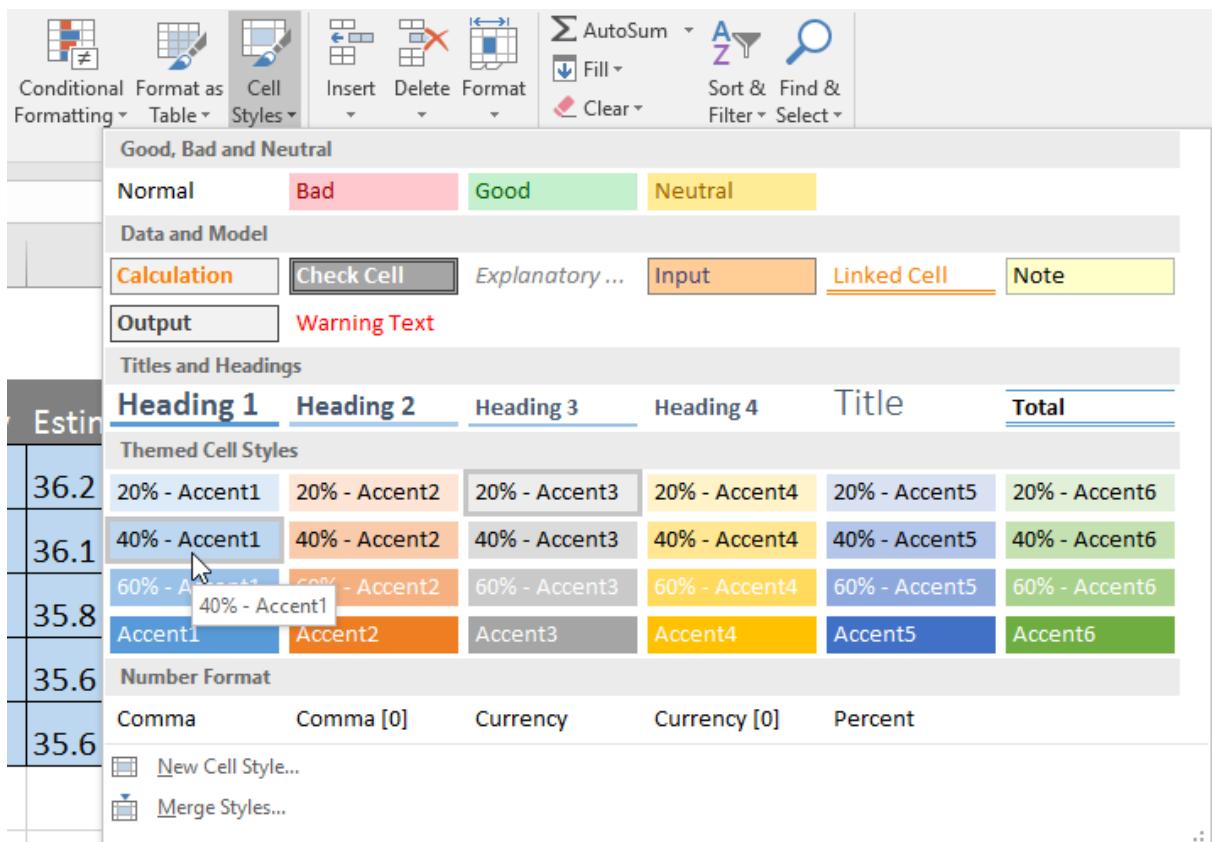
In our example, we'll apply a new cell style to our existing **title** and **header** cells.

1. Select the **cell(s)** you want to modify.



FITNESS PROGRESS CHART									
	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat	Estimated Body Fat %
3	5/3/13	140	32	31	40	11.5	103.8	36.2	0.259
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1	0.258
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8	0.258
6	5/26/13	138	31	30	39	11	103.4	35.6	0.256
7	6/1/13	138	31	30	39	11	103.4	35.6	0.256

2. Click the **Cell Styles** command on the **Home** tab, then choose the **desired style** from the drop-down menu.



3. The **selected cell style** will appear.

	A	B	C	D	E	F	G	H	I
1	FITNESS PROGRESS CHART								
2	Date	Weight	Chest	Waist	Hips	Forearm	Estimated Lean Body	Estimated Body Fat	Estimated Body Fat %
3	5/3/13	140	32	31	40	11.5	103.8	36.2	0.259
4	5/11/13	140	32	31	39.5	11.5	103.9	36.1	0.258
5	5/19/13	139	32	31	39.5	11.5	103.2	35.8	0.258
6	5/26/13	138	31	30	39	11	103.4	35.6	0.256
7	6/1/13	138	31	30	39	11	103.4	35.6	0.256

Applying a cell style will **replace** any existing cell formatting except for text alignment. You may not want to use cell styles if you've already added a lot of formatting to your workbook.