

## CHAPTER TWO: EDITING WORKSHEETS

### This Chapter Will Include:

- Selecting Text
- Entering Text
- Editing and Deleting Text
- Hiding and Unhiding Rows and Columns
- Using the Undo and Redo Features
- Copying and Pasting Text
- Using the Page Break Preview View

### Selecting Text

You can use the mouse and keyboard to select multiple cells at once. Here is a list of actions and their results:

Action	Result
Drag the mouse from one cell to another	Selects an adjacent range between two cells
Click one cell, press and hold <b>Shift</b> , then click another cell	Selects an adjacent range between two cells
Select a cell or range, press and hold <b>CTRL</b> , then select another cell or range using the drag method	Selects a nonadjacent range of cells
Click a column heading	Selects all the cells in the column
Click a row heading	Selects all the cells in the row
Click the upper-left corner of the worksheet (the blank gray cell between Column A and Row 1)	Selects all the cells in the worksheet

### Entering Text

To enter text, follow these steps:

1. Move the cell pointer to the cell you want to enter text in.
2. Begin typing.
3. If you do not see text appear in the active cell, double-click and a blinking cursor should appear. You should now be able to enter text.
4. If you enter a date, Excel will automatically adjust the format to look something like this: 6/5/2007. You will find out how to change this format later.
5. Excel aligns all numbers with the right side of the cell. Additionally, it is not necessary to add dollar signs or commas to numbers. This is a special formatting option you can use to format all numbers to have dollar signs and commas. Again, you will read more about this later.
6. When you are done, press the **Enter** or **Tab** keys, or click another cell.
7. If you have entered a large amount of text in one cell, much of the text will seem to have disappeared when you move the cell pointer to a different cell. To confirm that your text is still there, move the cell pointer back to the cell with text. In the **Formula toolbar**, all the text entered in the cell will appear.

8. If you enter so many numbers in a cell that they cannot all be displayed, your cell will look like this:



You will read about adjusting cell width and height in Chapter Three.

## Editing and Deleting Text

There are several ways to edit and delete text. Remember these rules when modifying text:

- To edit data in a cell, double-click the cell and a blinking cursor will appear. Text or numbers will be inserted whenever the cursor is. If the cursor is placed between two characters, the text you type will appear between those characters.
- To erase data entered in a cell, make sure it is the active cell and press the **Delete** key.
- You can combine the Delete key with the keyboard functions listed above to delete greater amounts of text.
- You can use the **Backspace** key to delete one character behind the cursor, or the Delete key to delete one character in front of the cursor.
  - You can select more than one character in a cell by clicking and dragging the cursor across each character. Once data is selected, any text typed using the keyboard will replace the selected text.
- If a large block of text or multiple cells are selected when the Delete key is used, the entire selection will be deleted.
- If a large block of text or multiple cells are selected when the Backspace key is used, only the first cell in the selection will be erased.
- An additional way to erase a large group of cells is by selecting cells and using the **fill handle** to drag a gray area across the selected area. The fill handle appears as a small black square in the lower-right corner of a cell:



Click the fill handle and drag it up and left across the selected cells. Your cells should look like this:

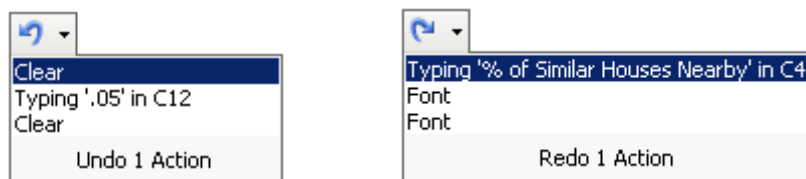


	A	B	C	E
1	<b>Houses in the Louisville Area</b>			
2				
3				
4	<b>Color</b>	<b>Location</b>	<b>% of Similar Houses Nearby</b>	<b>Price</b>
5	Blue House	Lexington Rd.	0.15	\$200,000
6	Red House	Pennsylvania Ave.	0.05	\$175,000
7	Green House	St. Regis Way	0	\$185,000
8	Yellow House	Sterling Rd.	0.3	\$150,000
9	Green House	Taylorville Rd.	0.25	\$250,000
10	White House	Lowe Rd.	0.75	\$190,000
11	Purple House	Frankfort Ave.	0.02	\$210,000

- To unhide cells, select the columns or rows around the hidden ones. Right-click once again and choose **Unhide** from the drop-down menu. The hidden cells will appear once more.

## Using the Undo and Redo Features

Many computer programs, including Microsoft Excel, store recent changes you have made to a worksheet in the computer's memory. If you have performed an action that you would like to reverse, simply click the **Undo** button. Similarly, if you have undone an action that you want to perform again, click the **Redo** button. Once you close the worksheet, Excel will no longer remember any changes you have made and the Undo/Redo features cannot be used.



To use the Undo button, follow these steps:

- On the **Standard toolbar**, find the **Undo** button.
- Click the **down arrow** next to the Undo button to display a list of actions you can reverse.
- Note that if you would like to undo an action that is in the middle of the list, you must undo all the actions listed before it first.
- Click the action you wish to reverse and the worksheet will update with the changes.
- If you want to reverse only the most recent action, you can simply click the Undo button without opening the Undo drop-down menu.

To use the Redo button, follow these steps:

- On the **Standard toolbar**, find the **Redo** button.
- Click the **down arrow** next to the Redo button to display a list of actions you can repeat.

3. Note that if you would like to redo an action that is in the middle of the list, you must redo all the actions listed before it first.
4. Click the action you wish to repeat and the worksheet will update with the changes.
5. If you want to repeat only the most recent action, you can simply click the Redo button without opening the Redo drop-down menu.

## Copying and Pasting Text

Using the **cut**, **copy**, and **paste** functions, you can move text in a worksheet from one location to another, or even move text from one worksheet to another. There are three methods for moving text: using the **cut**, **copy**, and **paste** functions on the Standard toolbar, using the **Office Clipboard**, or using the **drag-and-drop method**.

Using the Cut, Copy, and Paste Functions:

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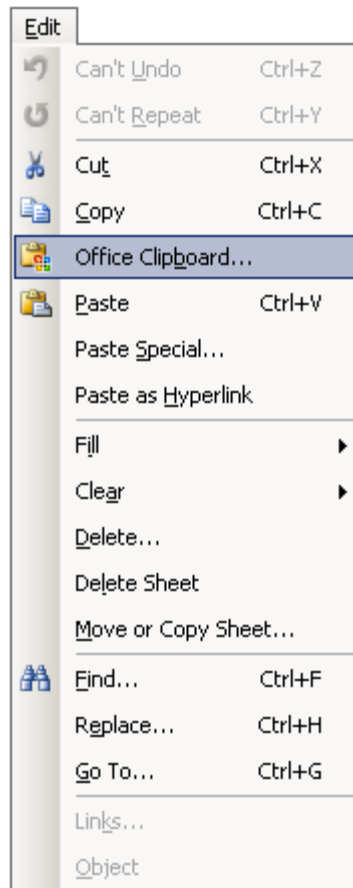
1. To **cut** a selection, highlight the cell or cells you want to cut and do one of three things:
  - a. Right-click on the area and select **Cut** from the menu that appears
  - b. Find the **Cut** command on the **Standard toolbar** and click it
  - c. Go to **Edit** on the **Menu toolbar** and select **Cut**
2. To **copy** a selection, highlight the cell or cells you want to copy and do one of three things:
  - a. Right-click on the area and select **Copy** from the menu that appears
  - b. Find the **Copy** command on the **Standard toolbar** and click it
  - c. Go to **Edit** on the **Menu toolbar** and select **Copy**
3. To **paste** a selection, move the cursor to the cell you want the pasted text to appear and do one of three things:
  - a. Right-click and select **Paste** from the menu that appears
  - b. Find the **Paste** command on the **Standard toolbar** and click it
  - c. Go to **Edit** on the **Menu toolbar** and select **Paste**
  - d. *Note:* if you copy more than one cell, the pasted selection will ensure that the data is spread across the same number of cells as were copied

Using the Office Clipboard:

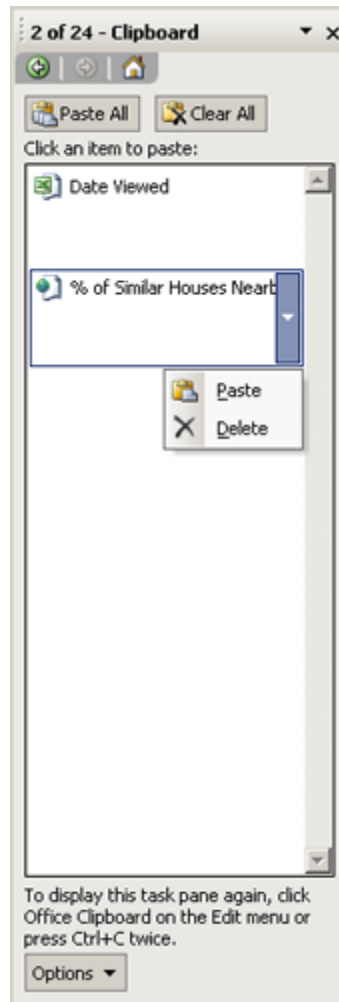
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The Office Clipboard is a toolbar on the right side of the screen that stores multiple items that have been copied. When two items are copied in a row, the clipboard automatically appears. You can use the clipboard to paste items or to remove them from the copied list.

1. Select a line cell or group of cells you wish to cut or copy and use one of the methods above to cut or copy the text.
2. Select another cell or group of cells and use one of the methods above to cut or copy the text. A new toolbar will open on the right side of the screen containing the two items you copied.
  - a. If you wish to open the Office Clipboard before you begin copying items, click on **Edit** in the **Menu toolbar** and select **Office Clipboard**.



3. In the Office Clipboard toolbar, hover your mouse over one of the copied items. By clicking on the item, you can paste the data into the worksheet wherever the cell pointer is.
4. When you hover your mouse over the item, you should notice that an arrow appears to the right of the item. Click on the arrow to reveal a drop-down list with the **Paste** and **Delete** commands.



5. To remove the copied item from the clipboard, click the **Delete** command.
6. To paste all the items in the clipboard, select the **Paste All** button at the top of the clipboard.
7. To delete all the items from the clipboard, select the **Clear All** button at the top of the clipboard.

#### Using the Drag-and-Drop Method:

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The drag-and drop method allows you to click and drag a cell or group of cells from one location to another. You can also copy cells using this method. In some cases, this can be faster than cutting or copying cells using the previous two methods.

To move cells using the drag-and-drop method, follow these steps:

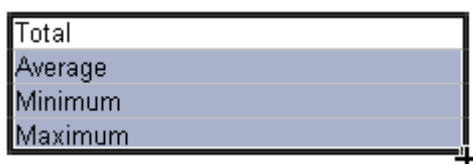
1. Select the cell or cells you wish to move.
2. Move the cell pointer to the black border surrounding the cells. Your mouse should look like this:



3. Click and drag the cell or cells to their new location. When you move your mouse, a light gray border will appear indicating the space your cells take up. When you have the cells in the right position, release your mouse. This should move the data in the cells to their new location.

To copy text using the drag-and-drop method, follow these steps:

1. Select the cell or cells you wish to move.
2. Move the cell pointer to the small black square in the lower-right corner of the selected cell or cells. Your mouse should turn into a black cross, known as the **fill handle**, that looks like this:



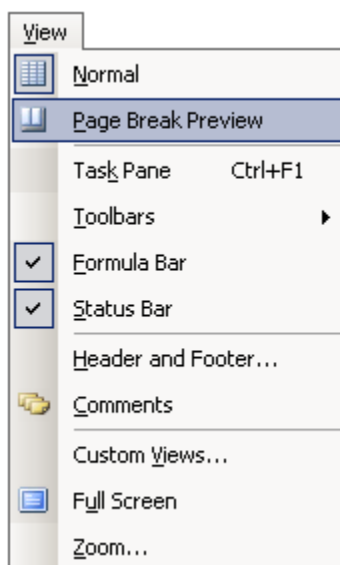
3. Click and drag the cell or cells to the area you want them copied to. Note that cells copied using this method can only be moved to cell adjacent to the initial location of the copied cells.
4. When you move your mouse, a light gray border will appear indicating where the cells will be copied. When you have the cells in the right position, release your mouse. This should copy the data to all the cells you selected with the gray border.

## Using the Page Break Preview View

The **Page Break Preview View** is similar to the **Print Preview** feature you saw in Chapter One. Page Break Preview allows you view your worksheet as it would be seen when printed. In addition, you can use it to adjust the cut-off point for fitting cells on a printed page.

To use the Page Break Preview, follow these steps:

1. On the **Menu toolbar**, click **View** and select **Page Break Preview**.



- Your worksheet will open in a new view similar to that of the Print Preview feature. In this view, the text "Page One," "Page Two," and so forth appears in gray in the background. A **blue dashed line** indicates a break between two pages vertically, while a **solid blue line** indicates a break between two pages horizontally.

	A	B	C	D	E
1	<b>Houses in the Louisville Area</b>				
2					
3					
4	<b>Color</b>	<b>Location</b>	<b>% of Similar Houses Nearby</b>	<b>Date Viewed</b>	<b>Price</b>
5	Blue House	Lexington Rd.	15%	March 4, 2007	\$200,000
6	Red House	Pennsylvania Ave.	5%	#####	\$175,000
7	Green House	St. Regis Way	0%	January 20, 2007	\$185,000
8	Yellow House	Sterling Rd.	30%	#####	\$150,000
9	Green House	Taylorville Rd.	25%	March 13, 2007	\$250,000
10	White House	Lowe Rd.	75%	April 1, 2007	\$190,000
11	Purple House	Frankfort Ave.	2%	April 23, 2007	\$210,000
12					
13				Total	\$1,360,000
14				Average	\$194,286
15				Minimum	\$150,000
16				Maximum	\$250,000
17					
18					
19					
20	<b>House Description</b>	<b>Total</b>	<b>Approximate Cost</b>		
21	Blue House		\$201,000		
22	Red House		\$180,000		
23	Green House		\$186,500		
24	Yellow House		\$152,000		
25	Gray House		\$252,500		
26	White House		\$196,000		
27	Purple House		\$212,300	\$2,300	
28					
29					
30					
31	<b>Color of House</b>	<b>Bedrooms</b>	<b>Bathrooms</b>	<b>Size of Kitchen</b>	<b>Approximate Cost of Repair</b>
32	Blue House	3	2	Medium	\$1,000
33	Red House	2	2	Small	\$5,000
34	Green House	2	1	Medium	\$1,500
35	Yellow House	3	3	Large	\$2,000
36	Gray House	3	2.5	Medium	\$2,500
37	White House	4	3	Large	\$6,000
38	Purple House	2	3	Small	\$2,300

- To adjust the page breaks, hover your mouse anywhere on one of the blue lines. When your mouse turns into a pointed arrow, click and drag the line. Release the mouse when you have the break you want. Cells that no longer appear on the page appear with a gray background.

	A	B	C	D	E
1	<b>Houses in the Louisville Area</b>				
2					
3					
4	<b>Color</b>	<b>Location</b>	<b>% of Similar Houses Nearby</b>	<b>Date Viewed</b>	<b>Price</b>
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9	Green House	Taylorville Rd.	25%	March 13, 2007	\$250,000
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12					
13					
14	Page 1				Total
15					\$1,360,000
16					Average
17					\$194,286
18					Minimum
19					\$150,000
20					Maximum
21					\$250,000
20	<b>House Description</b>		<b>Total Approximate Cost</b>		
21	Blue House		\$201,000		
22	Red House		\$180,000		
23	Green House		\$186,500		
24	Yellow House		\$152,000		
25	Gray House		\$252,500		
26	White House		\$196,000		
27	Purple House		\$212,300	\$2,300	
28					
29					
30					
31	<b>Color of House</b>	<b>Bedrooms</b>	<b>Bathrooms</b>	<b>Size of Kitchen</b>	<b>Approximate Cost of Repairs</b>
32	Blue House	3		2 Medium	\$1,000
33	Red House	2		2 Small	\$5,000
34	Green House	2		1 Medium	\$1,500
35	Yellow House	3		3 Large	\$2,000
36	Gray House	3		2.5 Medium	\$2,500
37	White House	4		3 Large	\$6,000
38	Purple House	2		3 Small	\$2,300

- To exit the Page Break Preview view, return to View on the Menu toolbar and select **Normal**.
- Note that once you have adjusted page breaks, black dashed lines appear in your worksheet indicating the breaks.