

CHAPTER TWO: EDITING AND VIEWING WORKSHEETS

This Chapter Will Include:

- Selecting Cells
- 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
- Using the Page Layout View

Selecting Cells

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 Shift , then click another cell	Selects an adjacent range between two cells
Select a cell or range, press and hold CTRL , 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:

Date Viewed
March 4, 2007
#####
#####
#####
March 13, 2007
April 1, 2007
April 23, 2007

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

9. If you have entered a large amount of text in one cell, it will appear to be cut off. Click the **Wrap Text** icon in the **Alignment group** on the **Home** tab to have the cell resize itself vertically so that all text is visible.

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:

Total	\$1,360,000	Fill Handle
Average	\$194,286	
Minimum	\$150,000	
Maximum	\$250,000	

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	Houses in the Louisville Area			
2				
3				
4	Color	Location	% of Similar Houses Nearby	Price
5	Blue House	Lexington Rd.	15%	\$200,000
6	Red House	Pennsylvania Ave.	5%	\$175,000
7	Green House	St. Regis Way	0%	\$185,000
8	Yellow House	Sterling Rd.	30%	\$150,000
9	Gray House	Taylorville Rd.	25%	\$250,000
10	White House	Lowe Rd.	75%	\$190,000
11	Purple House	Frankfort Ave.	2%	\$210,000
12				
13				\$1,360,000
14				\$194,286
15				\$150,000
16				\$250,000

- 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 2007, 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 **Quick Access 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:

1. On the **Quick Access toolbar**, find the **Redo** button.
2. The Redo button works the same way as the Undo button; simply click the drop-down arrow next to it to see a list of available actions you can perform. To repeat only the most recent action, you can click the Redo button without opening the drop-down menu.

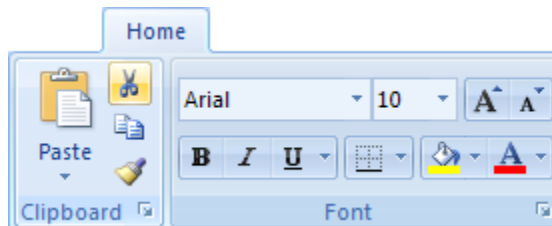
Copying and Pasting Text

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. **Cutting** text removes selected cells and stores the information in the computer's memory. **Copying** text stores selected cells in the computer's memory without deleting it from the worksheet. **Pasting** text places cells that were previously cut or copied wherever the cursor is.

There are three methods for moving text: using the **cut**, **copy**, and **paste** functions on the Ribbon or Quick Access Toolbar, using the **Office Clipboard**, or using the **drag-and-drop method**.

To use the Cut, Copy, and Paste functions, follow these steps:

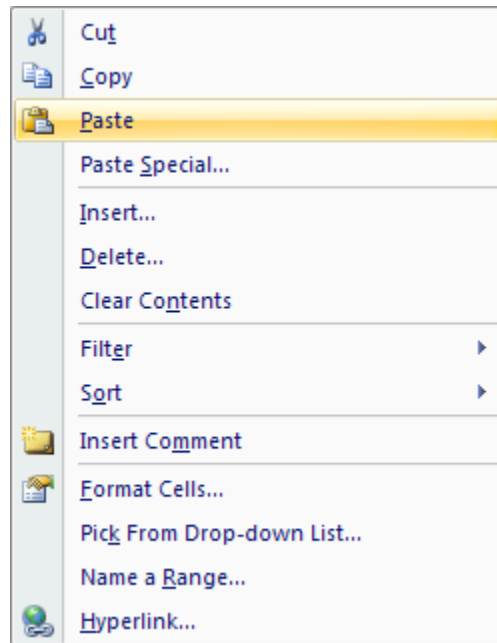
1. To **cut** a selection, highlight the area you want to cut and do one of three things:
 - a. Right-click on the area and select **Cut** from the menu that appears
 - b. Find the **Cut** command on the **Clipboard** group of the **Home tab** and click it



- c. Optionally, you can add the **Cut** icon to the **Quick Access Menu** for easy access
2. To **copy** a selection, highlight the area 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 **Clipboard** group of the **Home tab** and click it
 - c. Optionally, you can add the **Copy** icon to the **Quick Access Menu** for easy access



3. To **paste** a selection of text, move the cursor to where you want the pasted text to appear and do one of three things:
 - a. Right-click and select **Paste** from the menu that appears

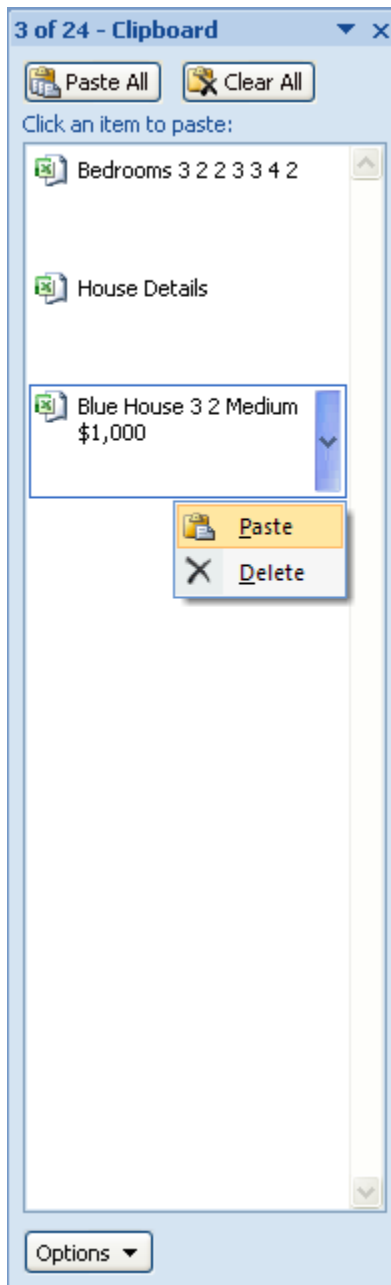


- b. Find the **Paste** command on the **Clipboard** group of the **Home tab** and click it
- c. Optionally, you can add the **Paste** icon to the **Quick Access Menu** for easy access
- d. *Note:* if you copy more than one cell, the pasted selection will ensure that the data is spread across the same number of cells as were copied

To use the Office Clipboard, follow these steps:

The Office Clipboard is a task pane on the left side of the screen that stores multiple items that have been cut or copied. You can use the clipboard to paste items or to remove them from the copied list.

1. To open the Office Clipboard, click the **Dialog Box Launcher** in the bottom-right corner of the **Clipboard** group on the **Home tab**. This will open the **Office Clipboard Task Pane**.
2. Cut or copy a cell or group of cells and notice that the data appears in the Clipboard.
3. In the Office Clipboard task pane, 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.
8. To close the Clipboard task pane, click the X in the upper-right corner. Note that closing the task pane does not delete copied text.

To use the drag-and-drop method, follow these steps:

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 using the previous two methods.

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	Color of House
4	Blue House
5	Red House
6	Green House
7	Yellow House
8	Gray House
9	White House
10	Purple House

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.
4. To copy text, select the cell or cells you wish to move. 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:

Size of Kitchen
Medium
Small
Medium
Large
Medium
Large
Small

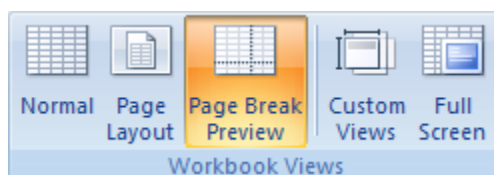
5. Click and drag the cell or cells to the area you want them copied to. Note that cells copied using this method can only be moved to cell adjacent to the initial location of the copied cells.
6. When you move your mouse, a light gray border will appear indicating where the cells will be copied. When 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. Click the **Page Break Preview** icon in the **Workbook Views** group under the **View** tab.



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

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

- To exit the Workbook View group and click **Normal**.
- Note that once you have adjusted page breaks, black dashed lines appear in your worksheet indicating the breaks.

Using the Page Layout View

The Page Layout View in Excel 2007 is lifted from the Print Layout View in Microsoft Word. This view allows you to see the worksheet as it appears on a printed page, much like the Print Preview view.

To use Page Layout View, follow these steps:

- Click the **Page Layout** icon in the **Workbook Views group** on the **View** tab.
- In this view, you can use the **Show/Hide group** to turn on or off rulers, gridlines, headings, and the formula bar.
- To return to the Normal View, click the **Normal** icon in the Workbook Views group.

Houses in the Louisville Area

Color	Location	% of Similar Houses Nearby	Date Viewed	Price
Blue House	Leighton Rd.	8%	March 4, 2007	\$200,000
Red House	Pennsylvania Ave.	5%	February 8, 2007	\$175,000
Green House	St. Pags Vlg	6%	January 20, 2007	\$185,000
Yellow House	Shelby Rd.	30%	February 21, 2007	\$190,000
Gray House	Taylorville Rd.	25%	March 12, 2007	\$250,000
White House	Love Rd.	75%	April 1, 2007	\$180,000
Purple House	Franklin Ave.	2%	April 23, 2007	\$210,000
Total				\$1,300,000
Average				\$174,286
Minimum				\$150,000
Maximum				\$250,000

Color of House	# of Bedrooms	# of Bathrooms	Size of Kitchen	Approximate Cost of Repairs
Blue House	3	2	Medium	\$1,000
Red House	2	2	Small	\$5,000
Green House	2	1	Medium	\$1,500
Yellow House	3	3	Large	\$2,000
Gray House	3	2	Medium	\$2,500
White House	4	3	Large	\$6,000
Purple House	2	3	Small	\$2,300

House Description	Total Approximate Cost
Blue House	\$200,000
Red House	\$175,000
Green House	\$185,000
Yellow House	\$190,000
Gray House	\$250,000
White House	\$180,000
Purple House	\$210,300