

MICROSOFT EXCEL



Cell Basics

Contents

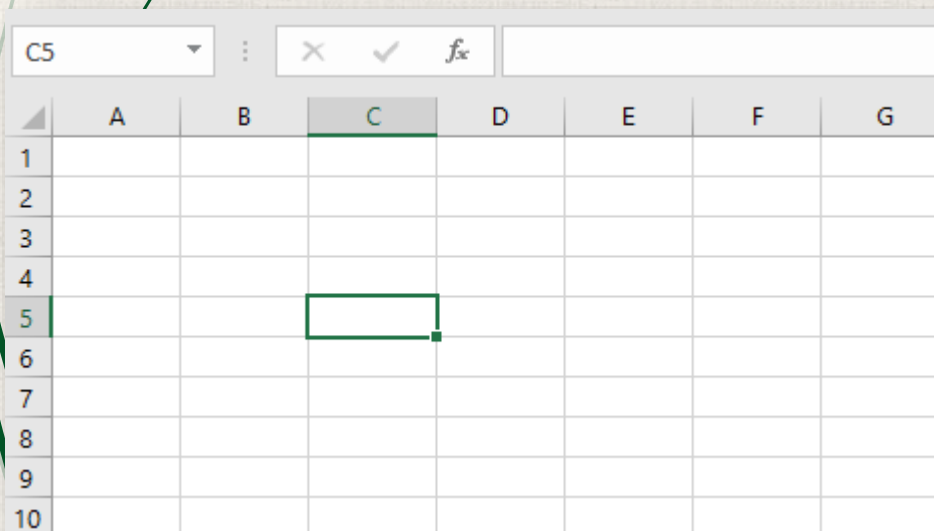
- Introduction
 - Understanding cells
 - To select a cell
 - To select a cell range
- Cell Content
 - To insert content
 - To delete (or clear) cell content
 - To delete cells
 - To copy and paste cell content
 - To access more paste options
 - To cut and paste cell content
 - To drag and drop cells
 - To use the fill handle
 - To continue a series with the fill handle
- Practice

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.

Understanding Cells

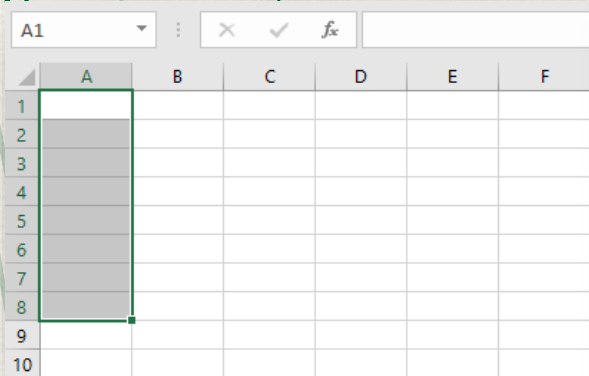
- Every worksheet is made up of thousands of rectangles, which are called **cells**. A cell is the **intersection** of a **row** and a **column**—in other words, where a row and column meet.
- Columns are identified by **letters (A, B, C)**, while rows are identified by **numbers (1, 2, 3)**. Each cell 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**.



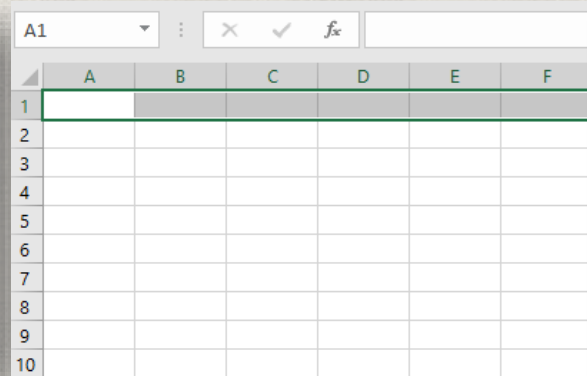
- Note that the cell address also appears in the **Name box** in the top-left corner, and that a cell's **column** and **row headings** are **highlighted** when the cell is selected.

Understanding Cells

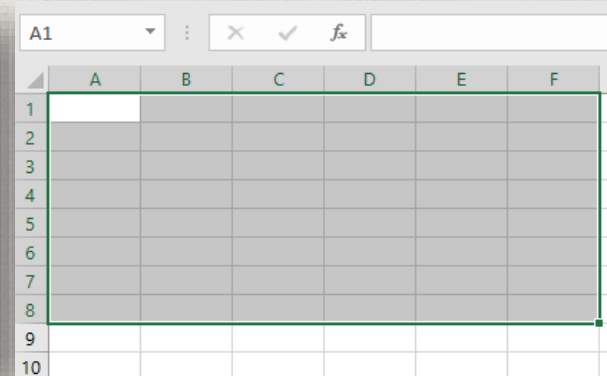
You can also select **multiple cells** at the same time. A group of cells is known as a **cell range**. Rather than a single cell address, you will refer to a cell range using the cell addresses of the **first** and **last** cells in the cell range, separated by a **colon**. For example, a cell range 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**



Cell range **A1:F1**



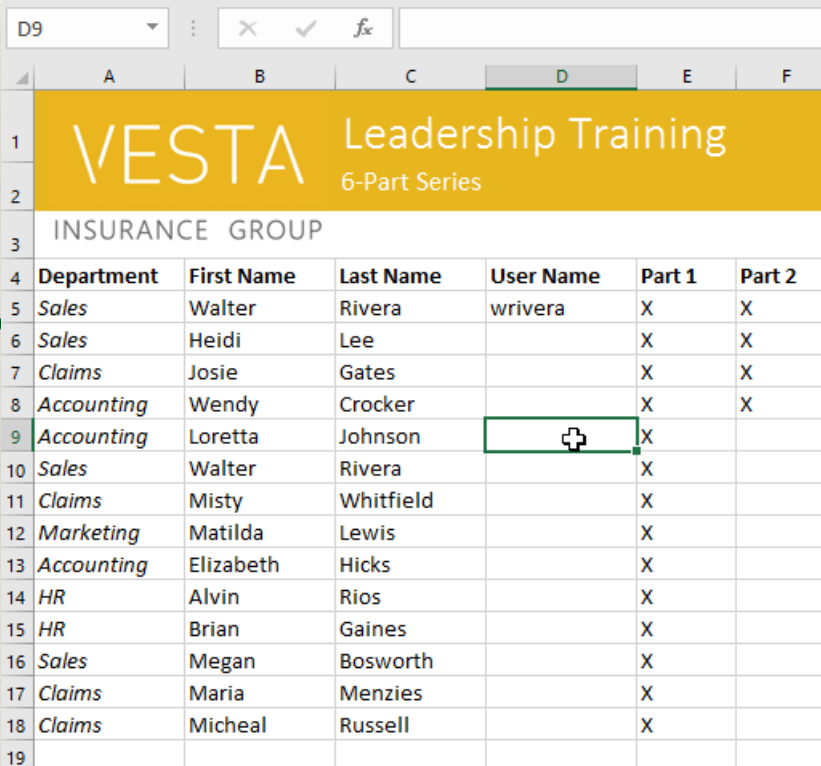
Cell range **A1:F8**

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

Selecting 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.

Selecting a cell range

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

	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						

- 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**.
- Release the mouse to **select** the desired cell range. The cells will remain selected until you click another cell in the worksheet.

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						

Cell Content

- ❖ **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					

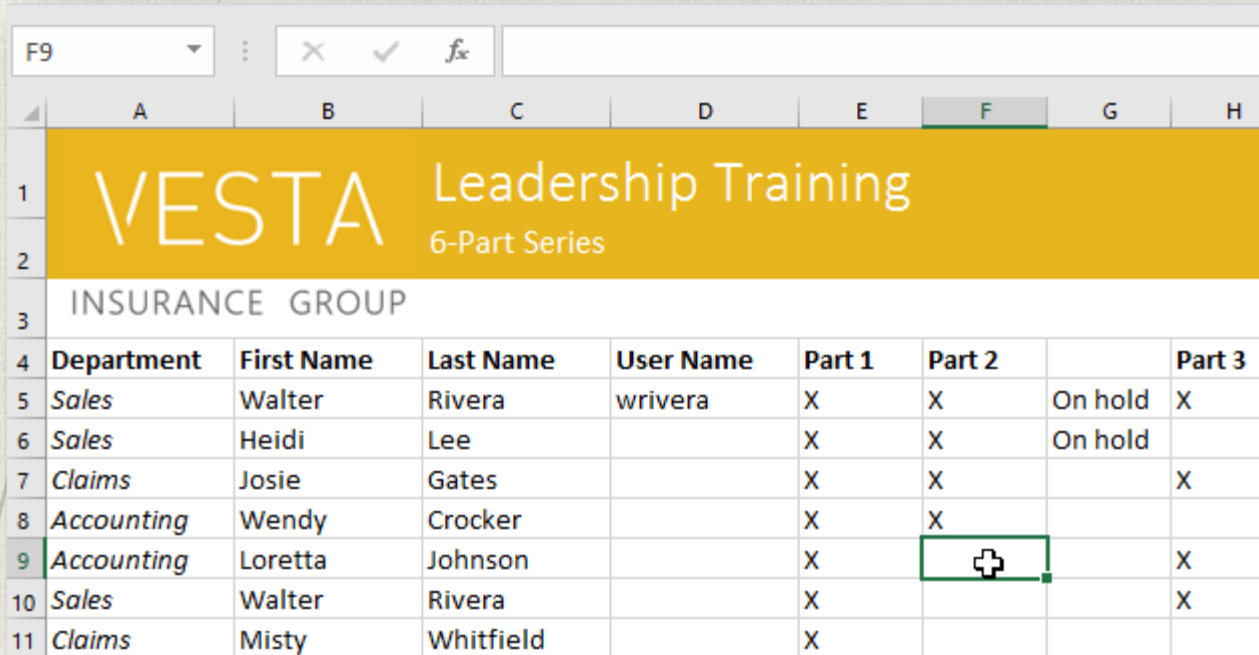
Cell Content

- ❖ **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.

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					

Inserting cell content

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



The screenshot shows an Excel spreadsheet with the following data:

	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
10	Sales	Walter	Rivera		X			X
11	Claims	Misty	Whitfield		X			

Inserting cell content

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.

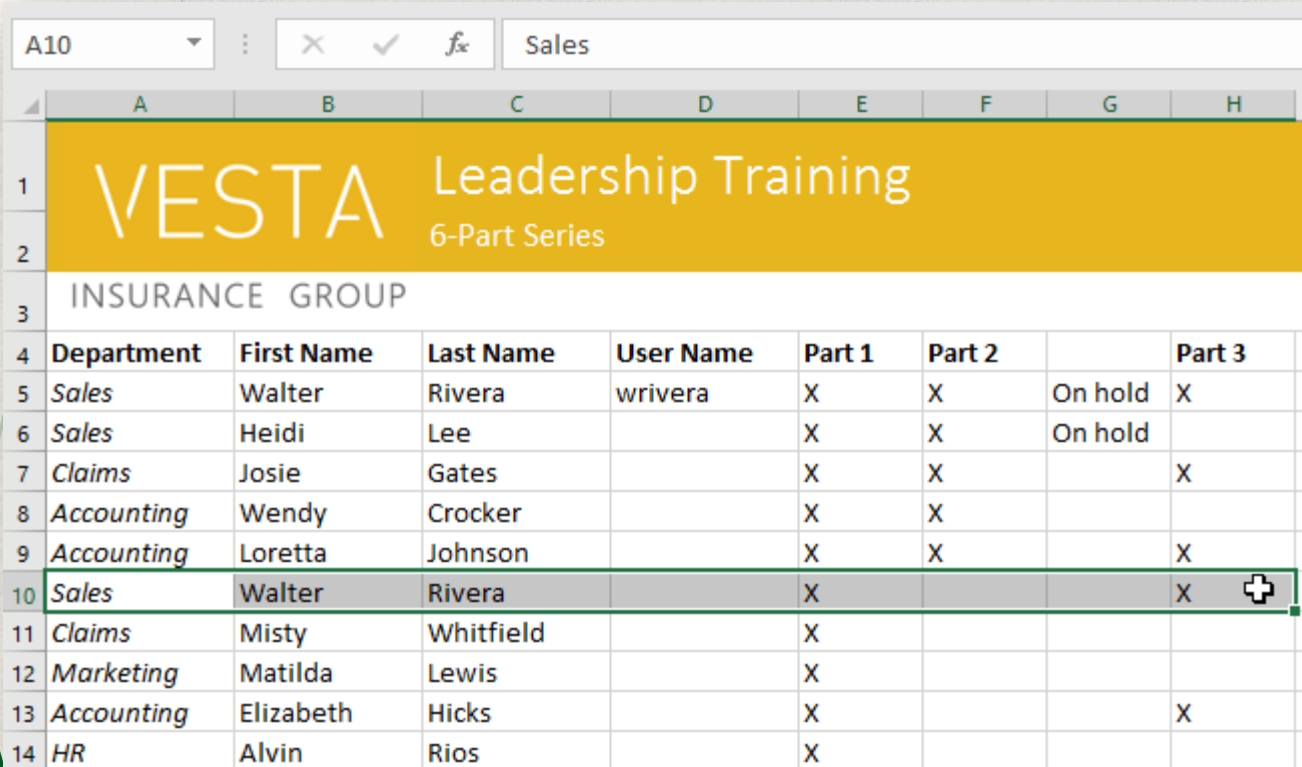
The screenshot shows an Excel spreadsheet with the following data:

	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	Sales	Walter	Rivera		X			X
11	Claims	Misty	Whitfield		X			

The formula bar at the top shows the active cell is F9, containing the text 'X'.

Deleting cell content

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

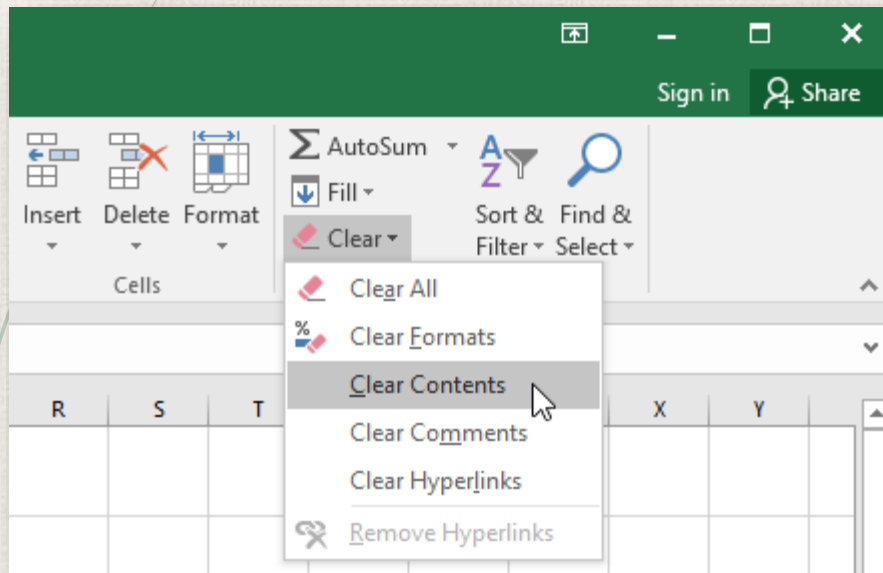


The screenshot shows an Excel spreadsheet with the following data:

	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	Sales	Walter	Rivera		X			X
11	Claims	Misty	Whitfield		X			
12	Marketing	Matilda	Lewis		X			
13	Accounting	Elizabeth	Hicks		X			X
14	HR	Alvin	Rios		X			

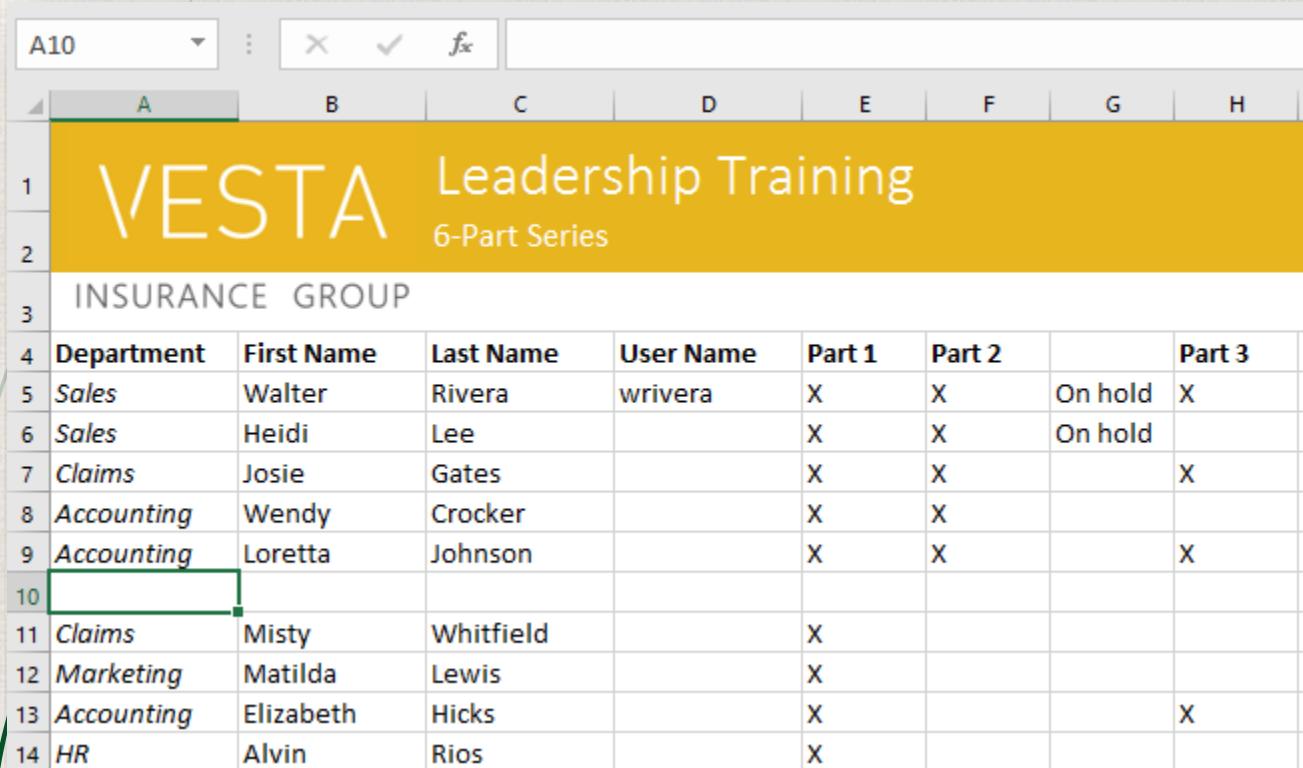
Deleting cell content

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



Deleting cell content

2. The cell contents will be deleted.



The screenshot shows an Excel spreadsheet with a yellow header row (row 1) containing 'VESTA Leadership Training' and '6-Part Series'. Row 2 is empty. Row 3 is a white header row for an 'INSURANCE GROUP' table. The table has columns: Department, First Name, Last Name, User Name, Part 1, Part 2, (empty), and Part 3. Row 10, cell A10, is highlighted with a green border, indicating it is the active cell. The formula bar at the top shows 'A10' and a blank formula.

	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								
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.

Deleting 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**.

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

A10

✕

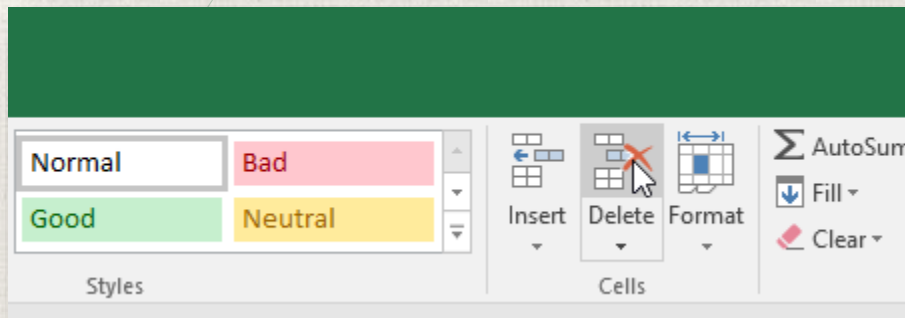
✓

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	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								
11	Claims	Misty	Whitfield		X			
12	Marketing	Matilda	Lewis		X			
13	Accounting	Elizabeth	Hicks		X			X
14	HR	Alvin	Rios		X			

Deleting cells

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



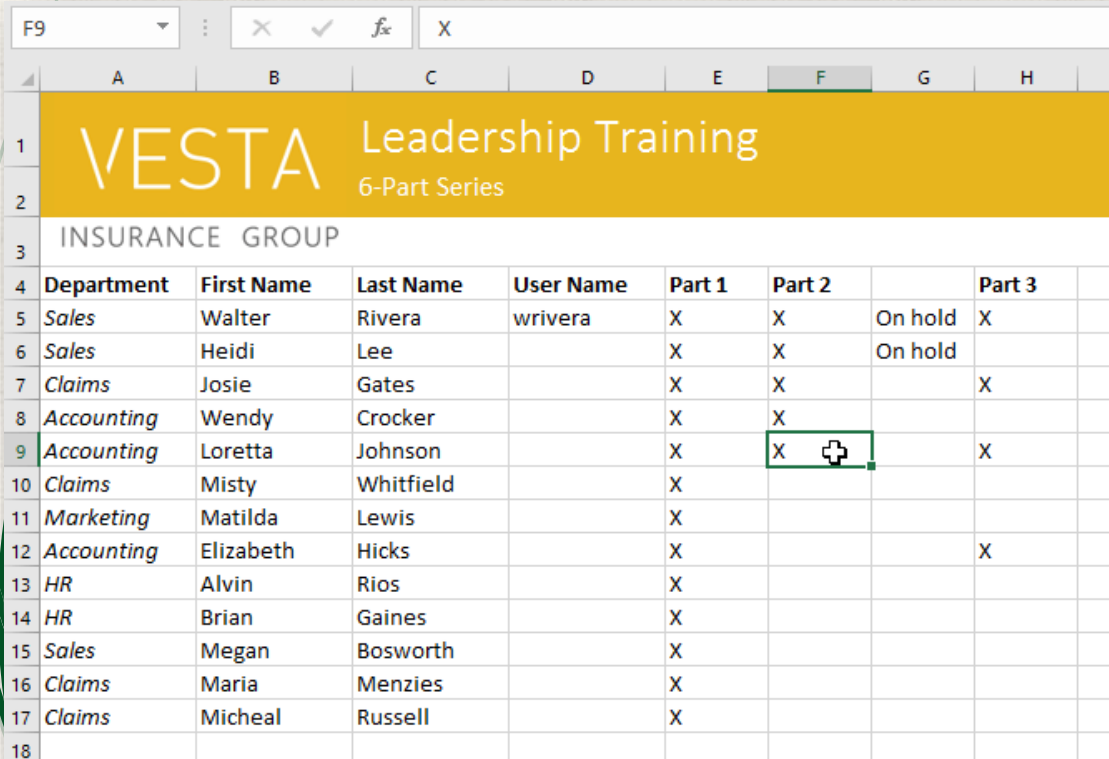
3. The cells below will **shift up** and **fill in the gaps**.

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		

Copy & 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**.



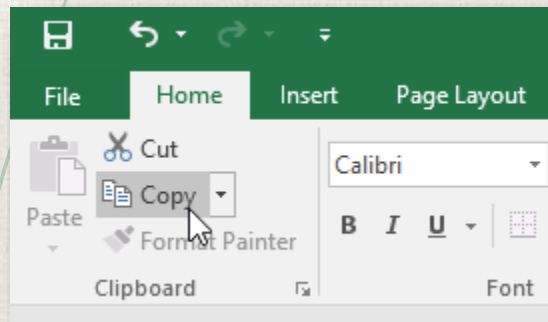
The screenshot shows an Excel spreadsheet with the following data:

	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								

Cell F9 is selected, showing the value 'X' in the formula bar.

Copy & Paste cell content

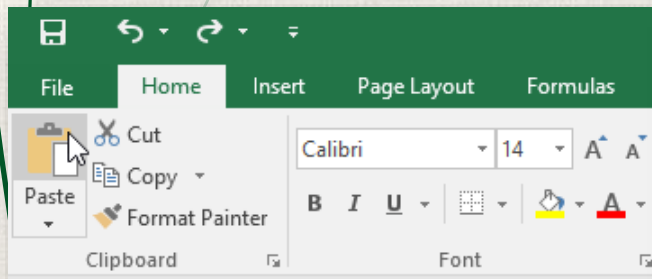
2. Click the **Copy** command on the **Home** tab, or press **Ctrl+C** on your keyboard.
3. Select the **cell(s)** where you want to **paste** the content. In our example, we'll select **F12:F17**. The copied cell(s) will have a **dashed box** around them.



	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								

Copy & Paste cell content

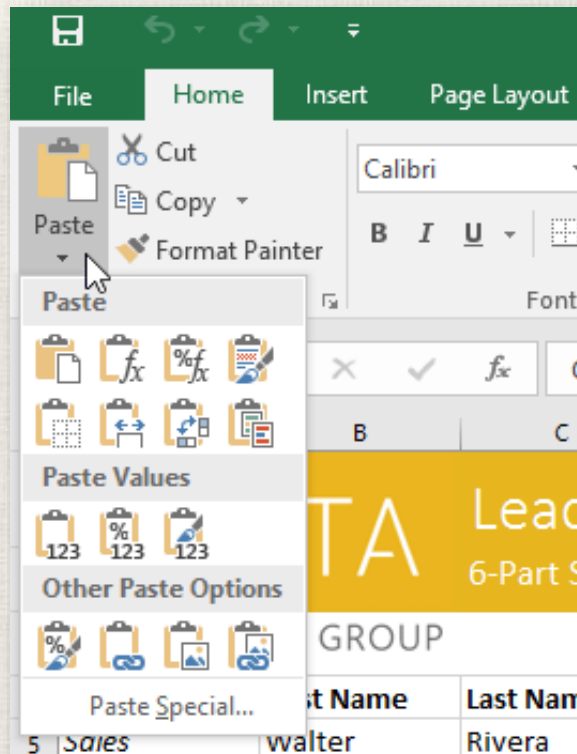
4. Click the **Paste** command on the **Home** tab, or press **Ctrl+V** on your keyboard.
5. The content will be **pasted** into the selected cells.



	A	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								

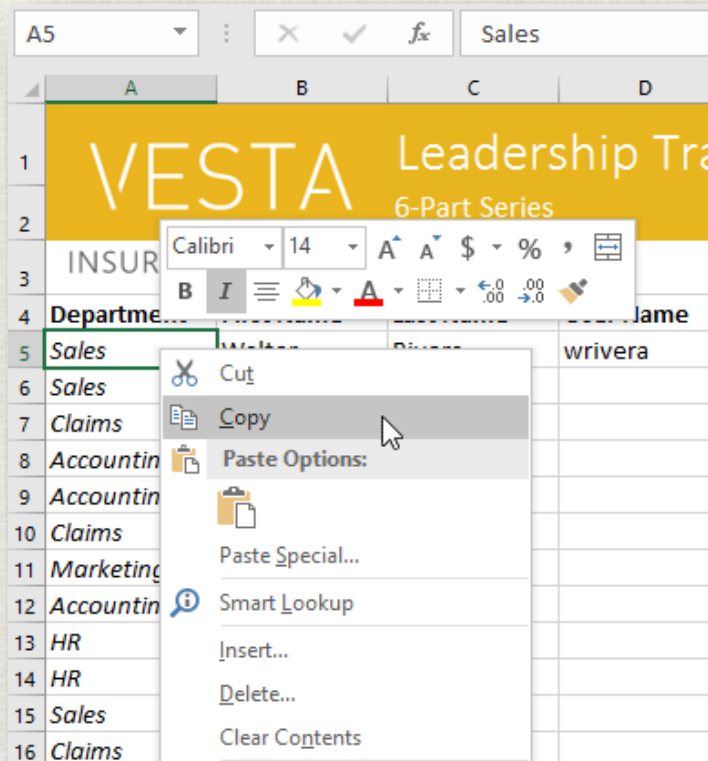
More Paste options

- 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.



More Paste 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.



Cut & 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.

The screenshot shows an Excel spreadsheet with the following data:

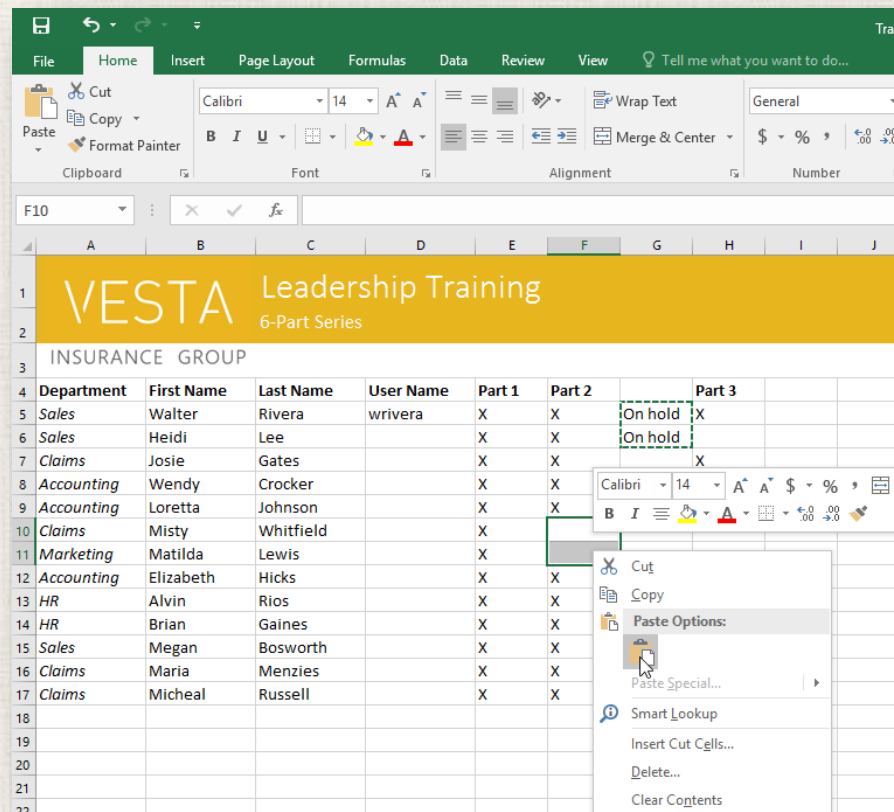
VESTA Leadership Training 6-Part Series						
INSURANCE GROUP						
Department	First Name	Last Name	User Name	Part 1	Part 2	
Sales	Walter	Rivera	wrivera	X	X	
Sales	Heidi	Lee		X	X	
Claims	Josie	Gates		X	X	
Accounting	Wendy	Crocker		X	X	
Accounting	Loretta	Johnson		X	X	
Claims	Misty	Whitfield		X		
Marketing	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	

The right-click context menu is open over cells G5 and G6, showing the following options:

- Cut
- Copy
- Paste Options:
 - Paste Special...
- Smart Lookup
- Insert...
- Delete...
- Clear Contents

Cut & Paste cell content

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.



Cut & Paste cell content

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

F10

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fx

On hold

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		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. 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**.

[illegible]

- 

H4

Part 3

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	
HR	Brian	Gaines		X	X	
Sales	Megan	Bosworth		X	X	
Claims	Maria	Menzies		X	X	
Claims	Micheal	Russell		X	X	

G4:G12

Drag & Drop cells

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

[illegible]

Using Fill Handle

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

G12 X

	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	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								

Series with 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:

2. Click and drag the fill handle to continue the series.

[illegible]

Series with Fill Handle

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				

Practice

- Open our **practice workbook**.
- Select cell **D6** and type **hlee**.
- **Clear the contents** in row 14.
- **Delete** column G.
- Using either **cut and paste** or **drag and drop**, move the contents of row 18 to row 14.
- Use the **fill handle** to put an X in cells F9:F17.

Solution

	C	D	E	F	G	H	I
1	Leadership Training						
2	6-Part Series						
3							
4	Last Name	User Name	Part 1	Part 2	Part 3		
5	Rivera	wrivera	X	X	X		
6	Lee	hlee	X	X			
7	Gates		X	X	X		
8	Crocker		X	X			
9	Johnson		X	X	X		
10	Rivera		X	X	X		
11	Whitfield		X	X			
12	Lewis		X	X			
13	Hicks		X	X	X		
14	Russell		X	X			
15	Gaines		X	X			
16	Bosworth		X	X			
17	Menzies		X	X			



THE END
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