

Manipulation of Cells & Spreadsheet

Modifying / Editing Cell Content

▪ Deleting data

➤ Deleting data only

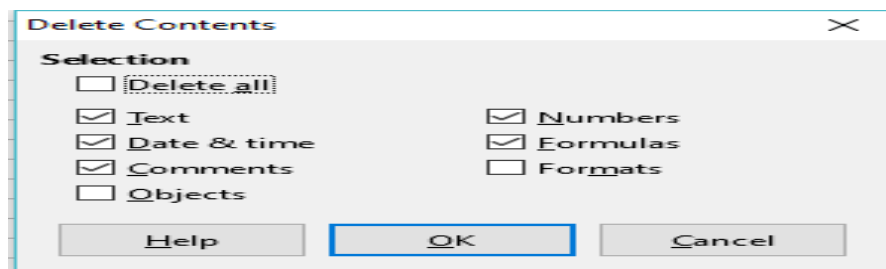
Data can be deleted from a cell without deleting any of the cells formatting. Click in the cell to select it and then press the Delete key.

➤ Deleting data and formatting

Data and cell formatting can be deleted from a cell at the same time.

1) Click in the cell to select it.

2) Press the Backspace key or right-click in the cell and select “Clear Contents” from the context menu, that open “Delete Contents” dialog. Here you can delete the different aspects of the data in the cell or to delete everything in the cell.



▪ Replacing data

To completely replace data in a cell and insert new data, select the cell and type in the new data. The new data will replace the data already contained in the cell but will retain the original formatting used in the cell.

Alternatively, select the cell and click in the Input Line on the Formula Bar, then double-click on the data to highlight it completely and type the new data.

▪ Changing data

Sometimes it is necessary to edit the contents of cell without removing all of the data from the cell. For example, changing the phrase “Sales in Qtr. 2” to “Sales rose in Qtr” can be done as follows:

➤ Using the keyboard

- 1) Click in the cell to select it.
- 2) Press the F2 key and the cursor is placed at the end of the cell.
- 3) Use the keyboard arrow keys to reposition the cursor where you want to start entering the new data in the cell.
- 4) When you have finished, press the Enter key and your editing changes are saved.

Using the mouse

Double-click on the cell to select it and place the cursor in the cell for editing.

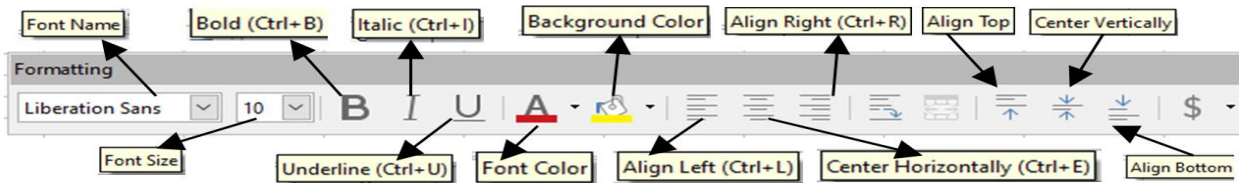
Alternatively edit cell contents in the formula bar

- Reposition the cursor to where you want to start entering the new data in the cell.
- Single-click to select the cell.
- Move the cursor to the Input Line on the Formula Bar and click at the position where you want to start entering the new data in the cell.

Formatting Cell (Font, Alignment and Style)

To change font Name and font Size and style:

- 1) Select the cells or characters in cell
- 2) Go to menu Format → cells
- 3) Select the Font, Font style and font size under Font Tab.



Other way for formatting is formatting toolbar

- 1) Select the cell or characters in cell.
- 2) For change Name: Click the small triangle on the right of the Font Name box on the Formatting toolbar and select a font from the drop-down list.
- 3) For change Size: Click on the small triangle on the right of the Font Size on the Formatting toolbar and select a size from the drop-down list.
- 4) For change Style: Click on the Bold, Italic, Underline, Font Color, or Background Color icons on the Formatting toolbar.
- 5) For change the horizontal paragraph alignment: click on one of the three alignment icons (Align Left, Center Horizontal, or Align Right).

6) For change the vertical alignment of the text in the cell: click on one of the three alignment icons (Align Top, center Vertical, Align Bottom).

For more options, go to menu Format – >Cells. Select one of the tab options then select more formatting option.

Multiple lines of text

Multiple lines of text can be entered into a single cell using manual line breaks or automatic wrapping.

➤ **Manual line breaks**

To insert a manual line break while typing in a cell, press Ctrl + Enter. In the input line of the formula bar, press Shift + Enter.

➤ **Automatic wrapping**

To automatically wrap multiple lines of text in a cell, use the following method:

- 1) Right-click on the cell and select Format Cells from the context menu, or go to Format > Cells on the Menu bar, or press Ctrl+1, to open the Format Cells dialog.
- 2) Click on the Alignment tab.
- 3) Under Properties, select Wrap text automatically and click OK.

Shrinking text to fit the cell

The font size of the data in a cell can automatically adjust to fit inside cell borders. To do this, select the Shrink to fit cell size option under Properties in the Format Cells dialog on the Alignment page.

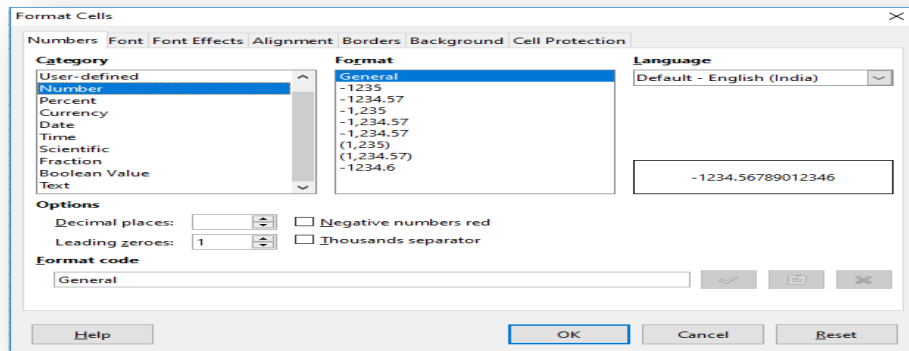
Formatting numbers

Several different number formats can be applied to cells by using icons on the Formatting toolbar. Select the cell, and then click the relevant icon to change the number format.

For more control or to select other number formats, use the Numbers page of the Format Cells dialog.

- Apply any of the data types in the Category list to the data.
- Control the number of decimal places and leading zeros in Options.
- Enter a custom format code.

- The Language setting controls the local settings for the different formats such as the date format and currency symbol.



Cut, Copy, Paste & Paste Special

There are many way to perform cut, copy and Paste operation.

To copy and paste,

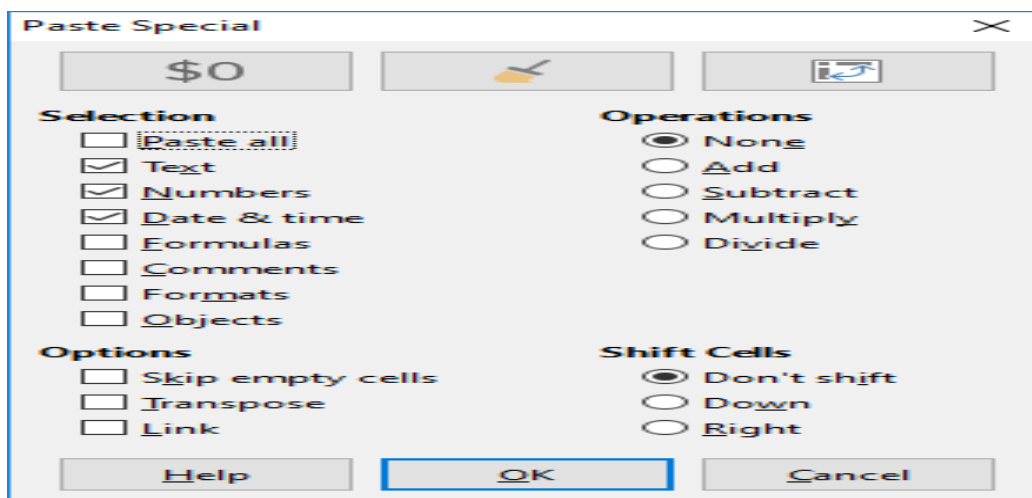
- Select the texts or cells.
- Then select copy option from standard toolbar or edit menu or popup menu or shortcut key (Ctrl + c).
- Then select the position for paste.
- Then select Paste option from standard toolbar or edit menu or popup menu or shortcut key (Ctrl + v).

Paste Special

After copying content, paste special tool can paste content with more control of how the content is displayed or functions when pasted from the clipboard.

Paste Special can paste contents text, number, Date & time, formulas, comments, formats or all.

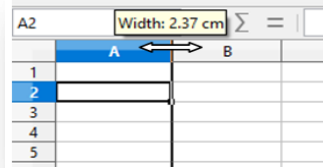
- If we want paste only result not formula then select text number and date & time checkbox from paste special window.
- If we want to copy comment only then select Comment checkbox only.



Changing Cell Height and Width

To change column width

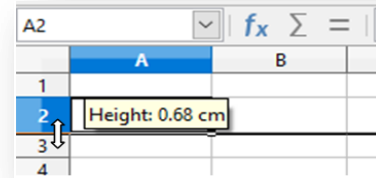
- Position the mouse over the column line in the column heading. Cursor will change in resize cursor. Hold and drag horizontal.



- Or From the menu bar, click on Format menu -> columns -> width option, input width value and click OK.
- To Auto fit column width, double click on column line.

To change row height

- Position the mouse over the row line in the row heading. Cursor will change in resize cursor. Hold and drag horizontal.



- Or From the menu bar, click on Format menu -> rows -> height option, input height value and click OK .
- To Auto fit row height, double click on row line.

Exercise:

- Write short notes on Modifying/Editing cell Contents.