
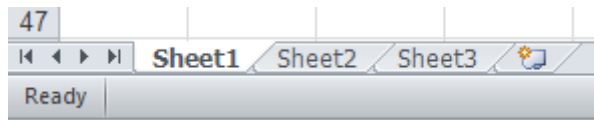


## **Manipulating Cells & Worksheets**

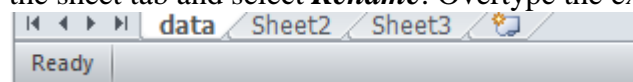
# Manipulating Cells and Worksheets

## Naming and Renaming Worksheets

Excel worksheets (Sheet1, Sheet2, etc.) are accessed by clicking on the tab with the sheet's name at the bottom of the workbook. If there are many worksheets in your workbook and the tab for the one you want is not visible at the bottom of the screen then you can scroll to the one you want using these buttons. .

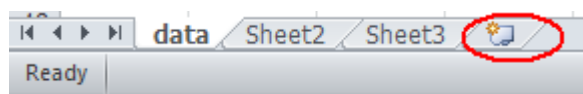


It is useful to give worksheets a meaningful name so you can find the information you want. To do this either, double click on the sheet tab, for example *Sheet1*, or **right mouse click** on the sheet tab and select **Rename**. Overtyping the existing sheet name with your chosen name.



## New Worksheets

To insert a new worksheet then click on the button circled below or right click on a worksheet tab and choose **Insert...** and then choose **Worksheet**.

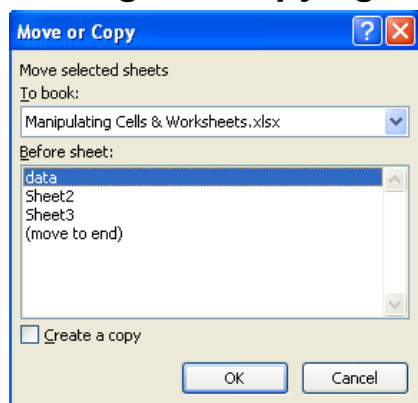


## Deleting Worksheets

Right mouse click the Sheet Tab and select **Delete**.

*Note You can use <Ctrl> key and Click to select several sheets to be deleted simultaneously. You can also select more than one sheet at a time for other reasons, such as copying worksheets.*

## Moving and Copying Worksheets



Worksheets can be moved or copied within the same, or to another workbook, or to a new workbook. To move or copy within the same workbook, click on the worksheet name tab and **drag** the sheet to its new position (to move the sheet) or hold down the <Ctrl> key and drag (to copy the sheet).

Alternatively, right mouse click the worksheet name tab and select **Move or Copy...** The **Move or Copy** dialogue will appear. **To Book:** indicates the workbook where you want to move or copy the selected sheets. You can move it within the present workbook (the default option), or to another open workbook, or to a new book by choosing from the **To book:** drop down menu.

**Before Sheet:** identifies where the selected sheet(s) is to be placed.

**Create A Copy** creates a copy of the sheet(s) when checked.

## Selecting Cells

### <Ctrl>

A series of cells, part of a row, a column etc. can be selected by dragging across the cells. To select cells that are not adjacent to each other, select the first series of cells. Then press down the <Ctrl> key and highlight the next series of cells.

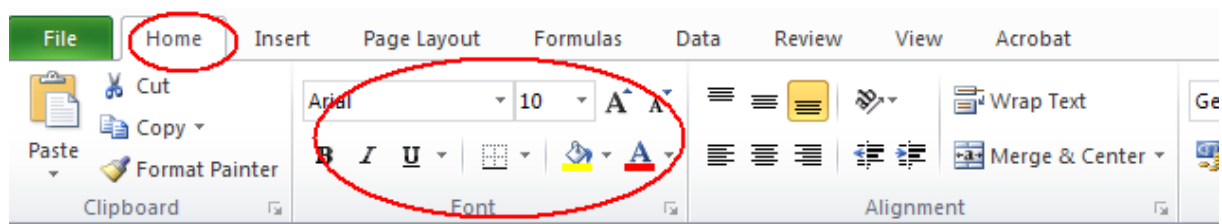
	D1				
	A	B	C	D	E
1	8			5	
2	5	5		5	
3	2	8		5	
4	5	6		5	
5		3			
6			2		
7			2		
8			5		
9			5		

### <Shift>

The shift key can be used to select a series of adjacent cells. Click on the first cell in the series. Press the <Shift> key and click on the last cell in the series. All cells will be selected.

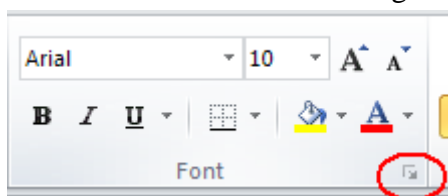
## Changing Fonts

The font used for displaying the contents of cells can be changed as can the individual characters within a cell. Select the cells whose font is to be changed. Use the Font section of the ribbon on the **Home** tab to change the type face or size of the characters.

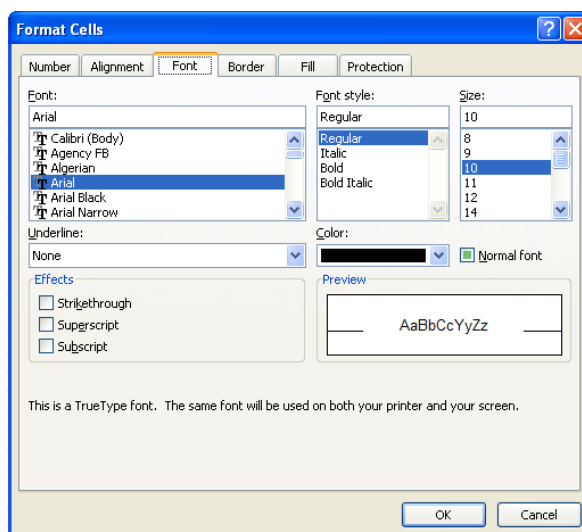


Click on the bold, italic and underline buttons ( **B** *I* U ) to change the style of font.

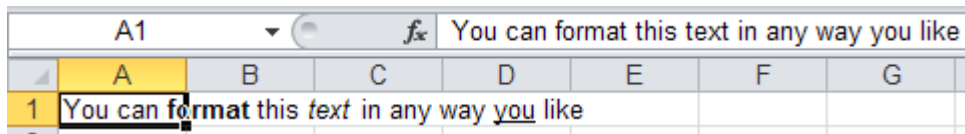
An alternative method, with more options, is to click the right mouse button and select **Format Cells** or to click on the arrow circled below. The **Format Cells** dialogue





box is then displayed. Select the Font tabbed option. Choose the required features and click on OK.



Individual characters within a cell can have different fonts applied to them. Highlight the characters displayed on the Formula bar cell and make the changes as described above.

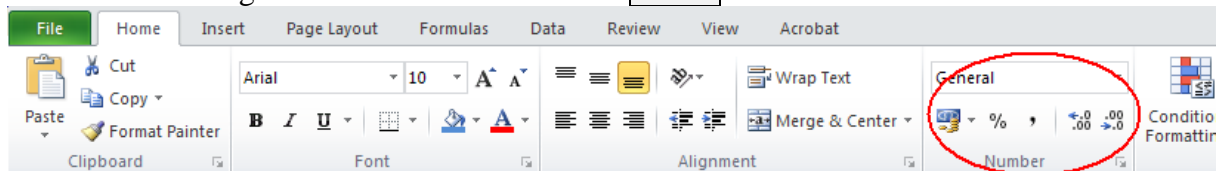




## Changing Colours

The colour of highlighted cells and characters can be changed by clicking on the **Font Colour** button  and selecting a colour. The background of a cell can be changed by clicking on the **Fill Colour** style icon.  Background colours for individual characters cannot be chosen.

## Formatting Numbers

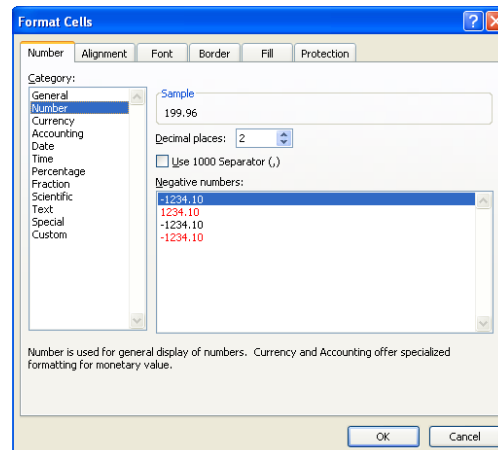
This is done through the **Number** section on the **Home** ribbon.



If you want a range of cells to show the same number of, or no, decimal places, a quick way to achieve this is to highlight these cells and click on the increase decimal  and decrease decimal  buttons to display the desired number of decimal places.


An alternative way, which offers additional numeric formats, is to highlight the cells, click the right mouse button, select **Format cells...** to display the **Format Cells** dialogue box and select the **Number** tabbed option.

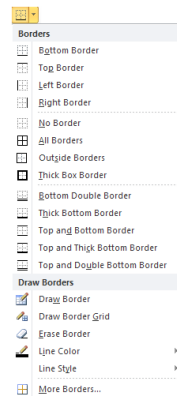
Select **Number** from the **Category:** list. Excel allows you to specify the number of decimal places and how negative numbers should be displayed.




## Creating Borders and Lines

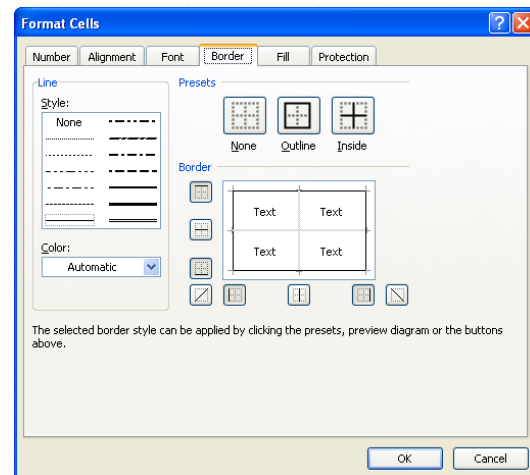
To create border around a series of cells or to place a line above or below a row, highlight the cells. The quick way to add a line is to click on the dropdown menu beside the

**Borders** button  in the **Font** group of the **Home** tab. A window of border styles is displayed, click on the required one(s). To remove a border highlight the cells you want to remove the borders from and click on the no border option.

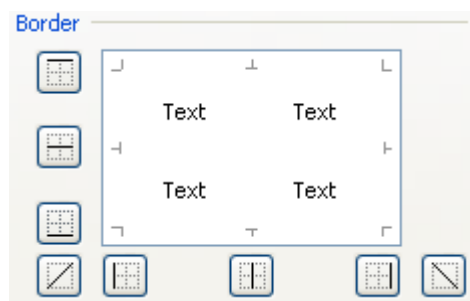


A greater range of features are offered in the **Border** tab of the **Format Cells** dialogue box which is accessed by clicking the right mouse button and selecting **Format Cells** or clicking on the arrow in corner of the **Font** group .

You can select your line style and colour from the options on the left and then choose from the preset options or...



...add and remove borders to the edges and the centre of your selected cells by clicking on the icons surrounding the picture in the **Border** section or clicking on the picture where you want the borders to go.

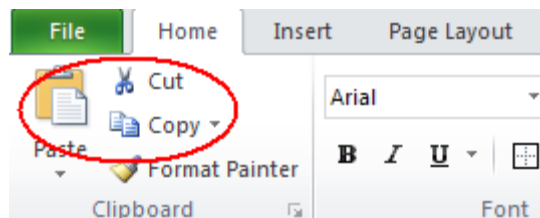


## Cut/Copy/Paste


The standard Window's Cut, Copy and Paste buttons can be used to:

1. Move information within the Workbook.
2. Transfer information from or to another window application.
- 3.

The Paste button offers multiple options if you click the down arrow part of the button.




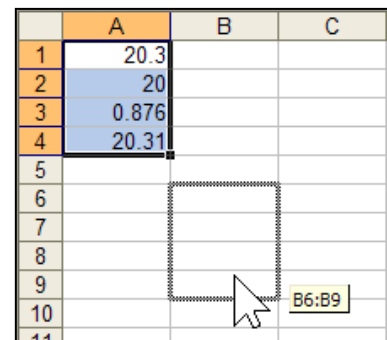
## Format Painter

If a cell has a format that you would like to recreate in other cells then you can copy and paste the format by using the **Format Painter**.  **Format Painter** Select the cell that you want to copy and then click once on the format painter and then on the cell you want to copy the format to. If you double-click on the format painter then you can paste the format many times. Press the Esc key or click on the format painter again to cancel it.


## Moving cells with the mouse

Excel also provides ways to do this using the mouse. This technique is intended for moving cells short distances.

1. Select the cell(s) to be moved.
2. Position the cursor over the border and click the left mouse button. The cursor changes to .
3. Drag the selection to where you want to move the data to and release the mouse button.




## Copying cells with the mouse

This is the same except you press down the <Ctrl> key as you move. The cursor has a plus added to it .

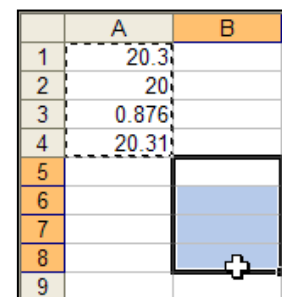
## Moving cells with Cut/Paste

Select the cell(s) to be moved.


1. Click on the Cut button  **Cut** .
2. Click on the top-left cell of the new area, or select the entire area.



3. Click on the Paste button **Paste** .



## Copying cells with Copy/Paste

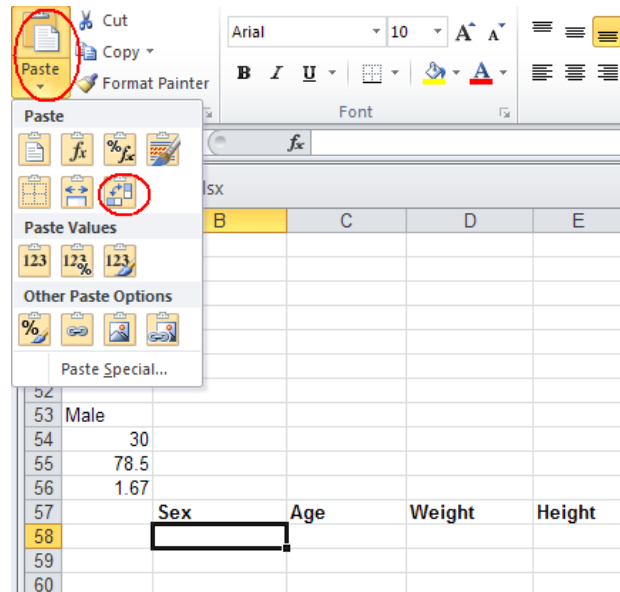
This is similar to moving except click on the Copy button  **Copy** at step 2.

## Swapping rows and columns when copying – Transpose

It can be useful to copy cells in a column (organised vertically) and place them in a row (organised horizontally).

After copying the data click on the cell you want the first piece of data to be copied to (selected in row 58 below). Then, on the **Home** ribbon click on the drop down **Paste** button and choose the Transpose button.

Alternatively, you can get to this button after copying by right-clicking on the cell you want to paste in and choosing the **Transpose** button.



After transposing the data will then look like this:

53	Male				
54		30			
55		78.5			
56		1.67			
57		Sex	Age	Weight	Height
58		Male	30	78.5	1.67

*Note for Cut, Copy and Paste actions:*

- The cut or copied area is highlighted with a moving dashed border.
- The new and old areas can overlap.
- If you abandon cut or copy actions, the cells may still have the dashed border around them. Press the <Esc> key to cancel the border.

## Auto Fill

If you have a repeating series of value that you wish to enter into a row or column, Excel provides a quick way to do this. Suppose that you want to enter 2, 4, 6, 8, 10.... up to 20.

1. Enter 2 and 4 in the first two cells of the series.
2. Highlight these two cells by clicking on A1 and dragging to A2. Release the mouse button
3. Point to the bottom right corner of the highlighted area. The cursor changes to a plus shape **+**
4. Drag down, or across the next cells (A3 to A10). All adjacent 10 cells (A1 to A10) are highlighted with a thick border. Release the mouse button.
5. Excel automatically fills in the sequence of values for you.

	A	B
1	2	
2	4	
3		
4		
5		
6		
7		
8		
9		
10		
11		

*Note: A sequence of Dates can be set up in the same way.*


## AutoFill Custom Lists

Custom lists are lists that are routinely used in your workbook, for example Mon, Tue, Wed, etc., are commonly used labels. Excel will automatically enter the items from a custom list for you. Type an entry from an existing custom list, for example Mon, drag the bottom right corner of this cell down/across the next six cells. The other days of the week are filled in for you.

If you highlight too many cells Excel begins the series again. Highlighting thirteen cells following a Mon cell will give a two weeks series of Mon.....Sun.

Click the **File** tab and then click **Options**. The **Excel Options** dialog box appears. Choose **Advanced** from the menu on the left. The Advanced options appear in the right pane. Scroll down to the General section (at the bottom) and click the **Edit Custom Lists** button in the middle of the General section. The Custom Lists dialog box appears.

You can either click inside the **List Entries** list box and then type each entry (in the desired order), pressing Enter after each list item. Then click the

**Add** button. Or, click on this icon  beside the Import button and then highlight the required cells and then click the **Import** button.

The new list appears in the Custom Lists box.

Then Click **OK** twice to close both dialogue boxes.

Now you can use the custom list in a worksheet.

