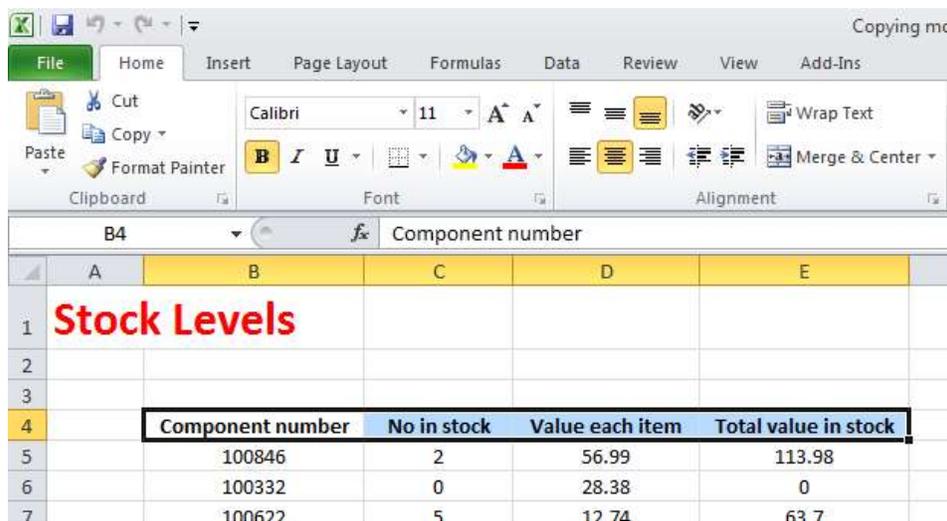# Manipulating cells and cell content

Copying a cell or range contents within a workbook

- Open a workbook called **Copying moving and deleting**.
- Select a cell, range, row or column to copy. In this case select the range **B4** to **E4**.
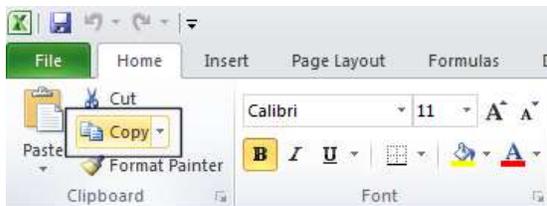
  TIP: A range like this is often written as **B4:E4**.

  Your screen will look something like this:

- Press **Ctrl+C** to copy the selected range to the Clipboard.

  TIP: To copy a selected item to the Clipboard using the Ribbon, click on the **Home** tab and then click on the **Copy** icon in the **Clipboard** group on the **Ribbon**.

- Click at the location you wish to paste the data to. In this case click on cell **B14** and press the **Ctrl+V** keys to paste the data from the Clipboard.

  TIP: To paste an item from the Clipboard using the Ribbon, click on the **Home** tab and then click on the **Paste** icon, in the **Clipboard** group on the **Ribbon**.

- Your data will now look like this.

TIP: You can use the same technique to copy entire rows or columns. Pressing **Ctrl+A** will select everything within a worksheet and allow you to copy the entire worksheet contents to the Clipboard when you press **Ctrl+C.**

Deleting cell contents

- Select the range that you wish to delete the contents of. In this case select the range **B10:E10**, as illustrated.

- Press the **Del** key and the cell contents will be deleted.

  TIP: You can use the same technique to delete entire rows or column contents. Pressing **Ctrl+A** will select everything within a worksheet and allow you to delete the entire worksheet contents when you press the **Del** key.

Moving the contents of a cell or range within a workbook

- Select the range to wish to move and then cut it to the Clipboard. In this case select the data, as illustrated.
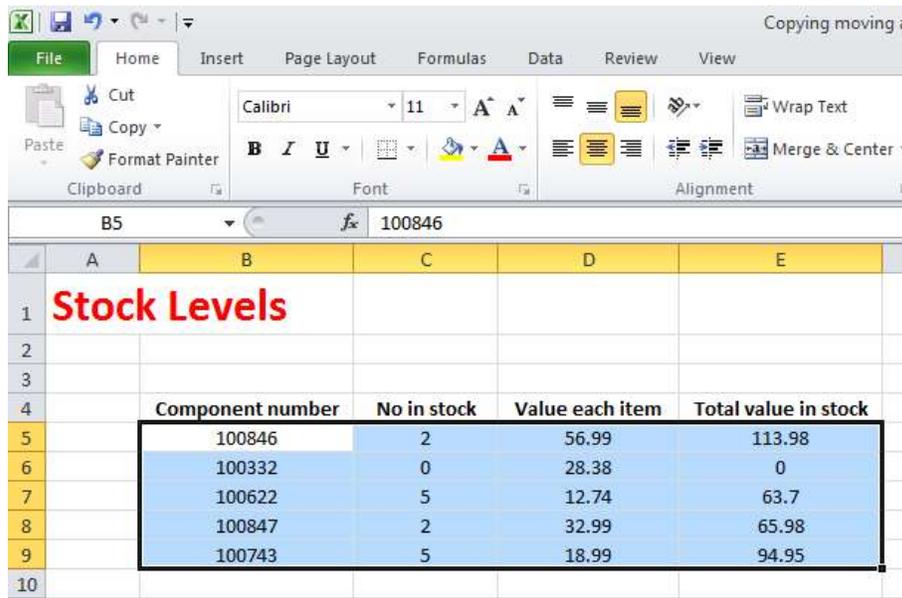
- Press the **Ctrl+X** keys to cut the selected data to the Clipboard.
  Click at the location you wish to move the selected data to, in this case click in cell **B15**, and press **Ctrl+V**, to paste the data.

  TIP: You can use the same technique to move entire rows or columns.

- Save your changes and close the workbook.

Editing cell content

- It is easy to edit existing data within a cell or to replace existing data within a cell. Open a workbook called **Editing**.
- Click on cell **B3**. Double click in front of the word **'Region'** and insert the word **'Sales'** followed by a space. Press the **Enter** key to commit your changes to the cell.

- Click on cell **B7**. Double click on the word **'West'**, to select it and then over type the selected word with the word **'Central'**. Press the **Enter** key to commit your changes to the cell.

Undo and Redo

- Click on the **Undo** icon (top-left of your screen) to reverse the last action. Try it now.

- Click on the **Redo** icon (top-left of your screen) to reapply the last action. Try it now.
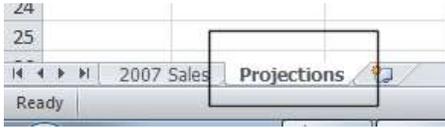

- Save your changes and close the workbook.

Copying data between worksheets (within the same workbook)

- Open a workbook called **Worksheet manipulation**.
- Select a cell, range, row or column to copy. In this case select the range **B3:C8**. Your screen will look something like this:

- Press **Ctrl+C** to copy the selected range to the Clipboard. Click on the second worksheet tab (called **Projections**).
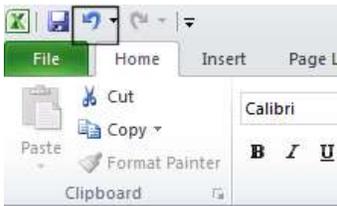

You will now see the contents of the second, empty worksheet displayed.

- Click at the location you wish to paste the data to. In this case click on cell **C4** and press the **Ctrl+V** keys to paste the data from the Clipboard. You have successfully copied selected data from one worksheet to another worksheet within the same workbook.

    BEFORE CONTINUING: Click on the **Undo** icon to undo this copy.

    The **Undo** icon is displayed towards the top-left of your screen.

    Leave the workbook open and carry on to the next section.


Moving data between worksheets (within the same workbook)

- Switch back to the first worksheet within the workbook called **Worksheet manipulation**.
- Select a cell, range, row or column to move. In this case select the range **B3:C8**. Your screen will look something like this:

- Press **Ctrl+X** to cut (move) the selected range to the Clipboard.
- Click on the second worksheet tab (called **Projections**).
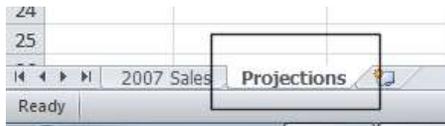
You will now see the contents of the second, empty worksheet displayed.

- Click at the location you wish to paste the data to. In this case click on cell **C4** and press the **Ctrl+V** keys to paste the data from the Clipboard. You have successfully moved selected data from one worksheet to another worksheet within the same workbook.
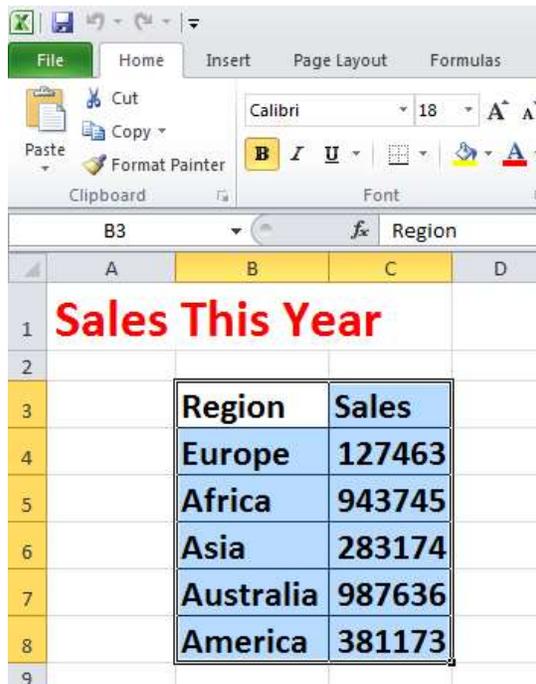
- Save your changes and close the workbook.

Moving data worksheets (in different workbooks)

- Open a workbook called **Between workbooks 1**.
- Open a second workbook called **Between workbooks 2**.
- Display the contents of the **Between workbooks 1** workbook.

NOTE: To switch between multiple open workbooks, click on the **Excel** icon displayed within the Taskbar at the bottom of the screen and click on **Between Workbooks 1**.
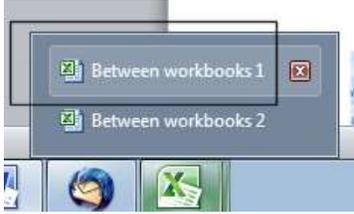
- Within the **Between workbooks 1** workbook, select a cell, range, row or column to move. In this case select the range **B3:C8**. Your screen will look something like this:

- Press **Ctrl+X** to cut (move) the selected range to the Clipboard.

- Switch to the second workbook (called **Between workbooks 2**).
- Click at the location you wish to paste the data to. In this case click on cell **C4** and press the **Ctrl+V** keys to paste the data from the Clipboard. You have successfully moved selected data from one workbook to another workbook.

   NOTE: You could have selected a different worksheet within the second workbook if you wanted.

   Leave the workbook open and carry on to the next exercise.

Copying data between worksheets (in different workbooks)

- Select the data in the second workbook.
- Press **Ctrl+C** to copy the selected data to the Clipboard.
- Switch back to the first workbook.
- Click where you wish to paste the data to.
- Press **Ctrl+V** to paste the data from the Clipboard.

   You have now copied selected data from one workbook to another workbook.
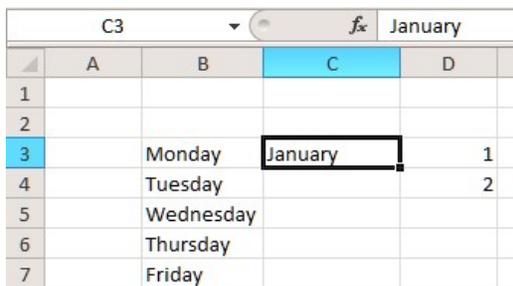
AutoFill

- Open a workbook called **AutoFill**.
- Click on cell **B3** which contains the word **Monday**.
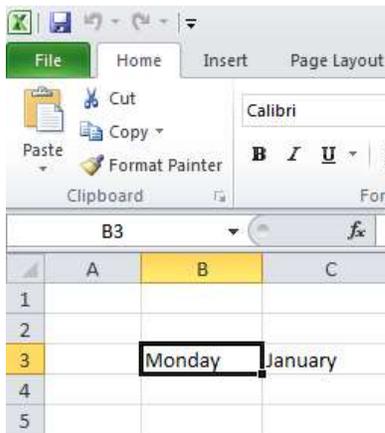
- Move the mouse pointer to the bottom-right corner of this cell and the mouse pointer shape will change to the shape of a small black cross. When the mouse pointer changes shape, press the mouse button down, and while keeping it pressed move slowly down the page to cell **B7**. When you release the mouse button you will see that Excel has 'AutoFilled' the range you dragged across with days of the week.
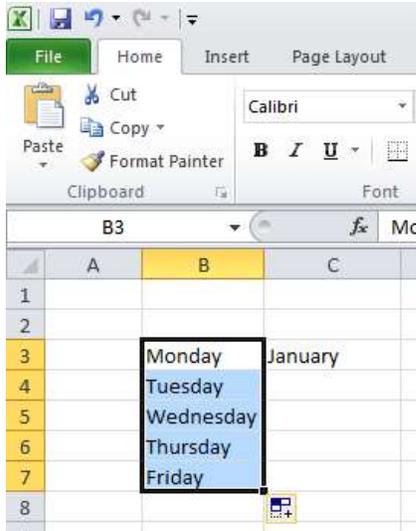
- Click on cell **C3** which contains the word **January**.

- Use the AutoFill feature to automatically create a column containing all the months of the year.
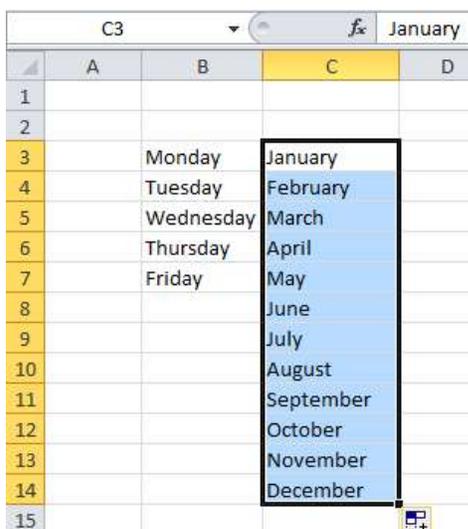
- Select the cell range **D3:D4**.

	A	B	C	D
1				
2				
3		Monday	January	1
4		Tuesday	February	2
5		Wednesday	March	
6		Thursday	April	

- Use **AutoFill** to extend the series down the page. As you will see the series becomes **1,2,3,4,5,6,7** etc.

	A	B	C	D	E
1					
2					
3		Monday	January	1	
4		Tuesday	February	2	
5		Wednesday	March	3	
6		Thursday	April	4	
7		Friday	May	5	
8			June	6	
9			July	7	
10			August	8	
11			September	9	
12			October	10	
13			November		
14			December		

- Select the cell range **E3:E4**.

	A	B	C	D	E
1					
2					
3		Monday	January	1	2
4		Tuesday	February	2	4
5		Wednesday	March	3	
6		Thursday	April	4	

- Use **AutoFill** to extend the series down the page. As you will see the series becomes **2,4,6,8,10** etc.
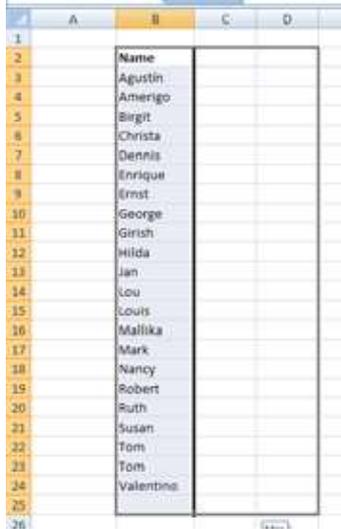
- Save your changes and close the workbook.

Copying a data range using AutoFill

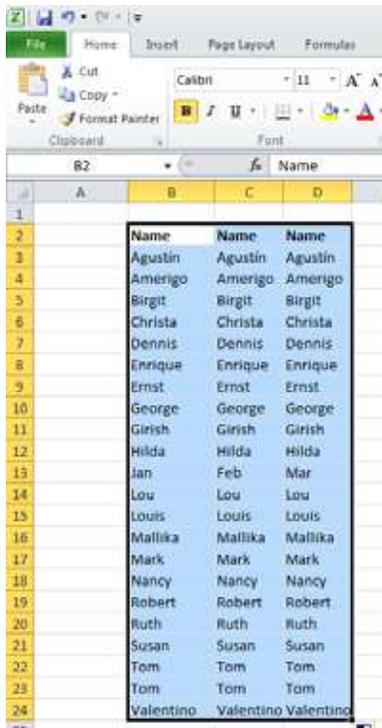- Open a workbook called **AutoFill a data range**.
- Select the range **B2:B24**.

- Move the mouse pointer to the bottom-right corner of this range and the mouse pointer shape will change to the shape of a small black cross. When the mouse pointer changes shape, press the mouse button down, and while keeping it pressed move slowly to the right, by two columns.

When you release the mouse button you will see that Excel has 'AutoFilled' the range you dragged across with data, as illustrated below.
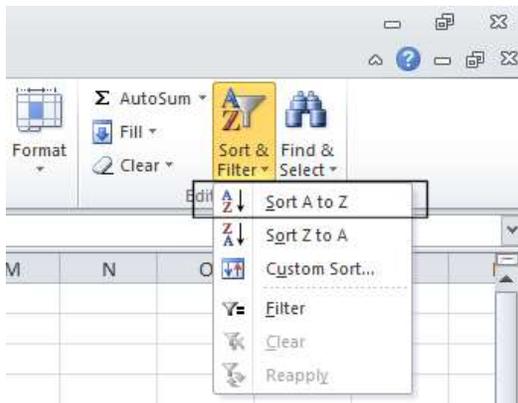
- Save your changes and close the workbook.
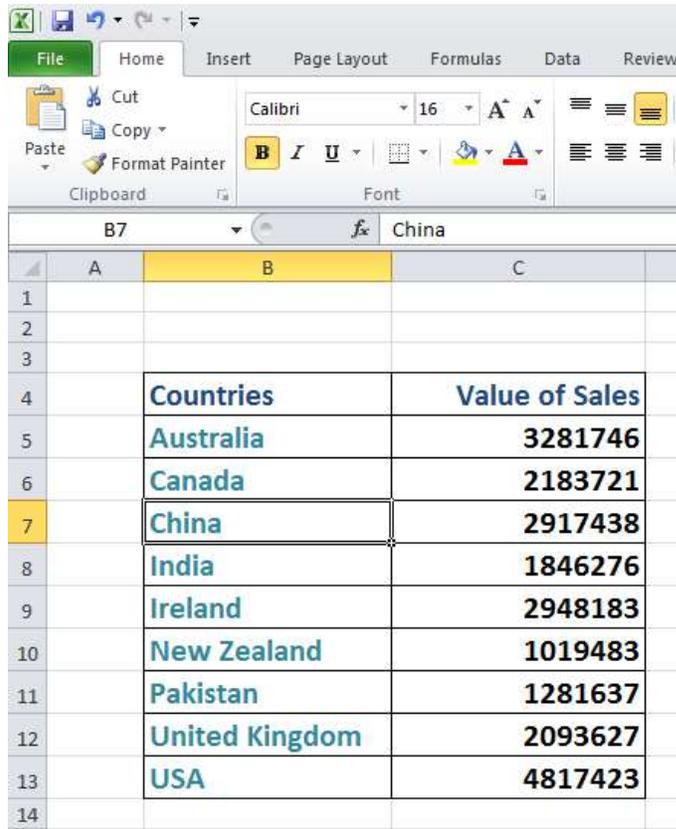
Sorting a cell range

- Open a workbook called **Sorting**.

- The data within column **B** consists of text, while the data in column **C** consists of numbers.

- Click within the data contained within column **B**.

- Click on the **Home** tab and from within the **Editing** group click on the **Sort & Filter** button.
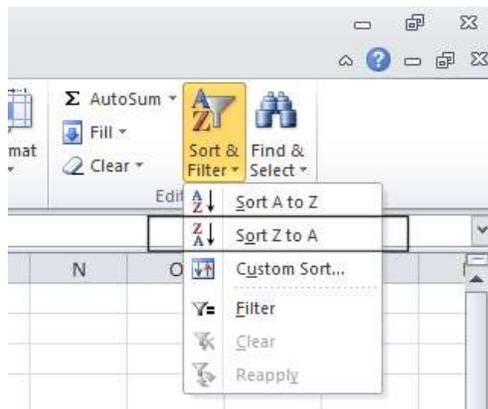

- Click on the **Sort A to Z** option.

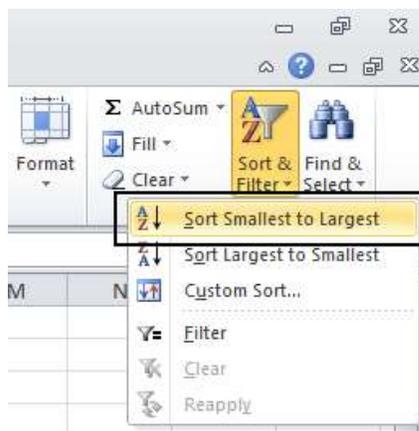- The data will be displayed as illustrated.

- Click on the **'Sort Z to A'** option under the **Sort & Filter** button.

- The data will be displayed as illustrated.

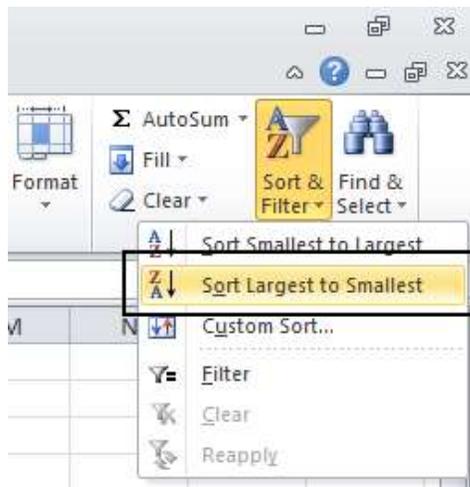| Countries	Value of Sales
USA	4817423
United Kingdom	2093627
Pakistan	1281637
New Zealand	1019483
Ireland	2948183
India	1846276
China	2917438
Canada	2183721
Australia	3281746

- Click within the data contained in column **C**.
- Click on the **Home** tab, and from within the **Editing** group click on the **Sort & Filter** button. From the drop down list displayed, click on the **Sort Smallest to Largest** option.

The data will be displayed as illustrated.

Countries	Value of Sales
New Zealand	1019483
Pakistan	1281637
India	1846276
United Kingdom	2093627
Canada	2183721
China	2917438
Ireland	2948183
Australia	3281746
USA	4817423

- Click on the **'Sort Largest to Smallest'** option.

The data will be displayed as illustrated.

| Countries	Value of Sales
USA	4817423
Australia	3281746
Ireland	2948183
China	2917438
Canada	2183721
United Kingdom	2093627
India	1846276
Pakistan	1281637
New Zealand	1019483

- Save your changes and close the workbook.

Searching and replacing data

- Open a workbook called **Search and replace**.
- Press **Ctrl+F** to start the **Search** utility (or click on the **Home** tab, then click on the **Find & Select** icon, from the menu displayed select the **Find** command).

  This will display the **Find and Replace** dialog box, as illustrated.
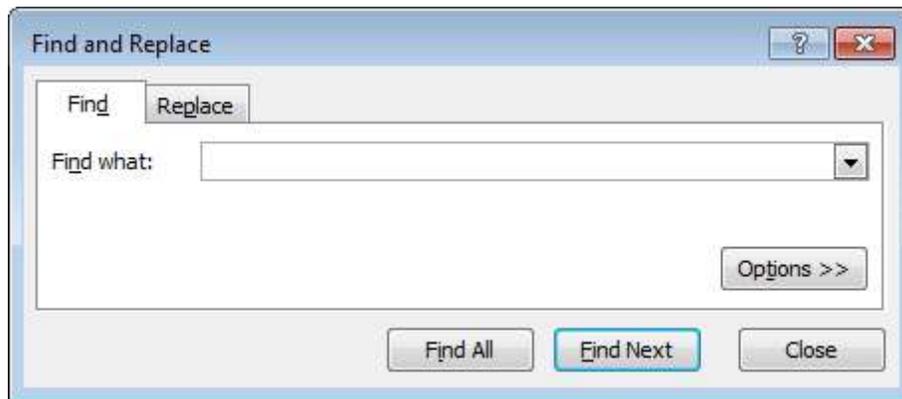
- Within the **Find what** section of the dialog box, enter the word '**Blue**'. Click on the **Find Next** button and you will find the next occurrence of the word Blue. Keep pressing on this button to find all occurrences within the worksheet.
- Click on the **Replace** tab within the **Find and Replace** dialog box.
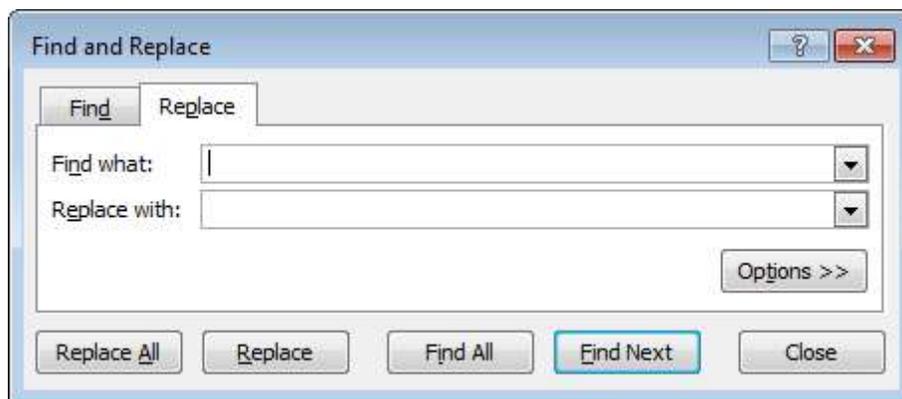
- Within the **Find what** section type in the word '**Blue**'.
- Within the **Replace with** section type in the word '**Purple**'.
- Click on the **Find Next** button and once found click on the **Replace** button. Carry on replacing all occurrence of the word **Blue** with the word **Purple**.
- Close the **Find and Replace** dialog box.

- Press **Ctrl+H** to display the **Find and Replace** dialog box, with the **Replace** tab already selected for you.
- Within the **Find what** section type in the word '**Red**'.
- Within the **Replace with** section type in the word '**Orange**'.
- Click on the **Replace All** button and all occurrences of the word **Red** will immediately be replaced by the word **Orange**.

- Save your changes and close the workbook.