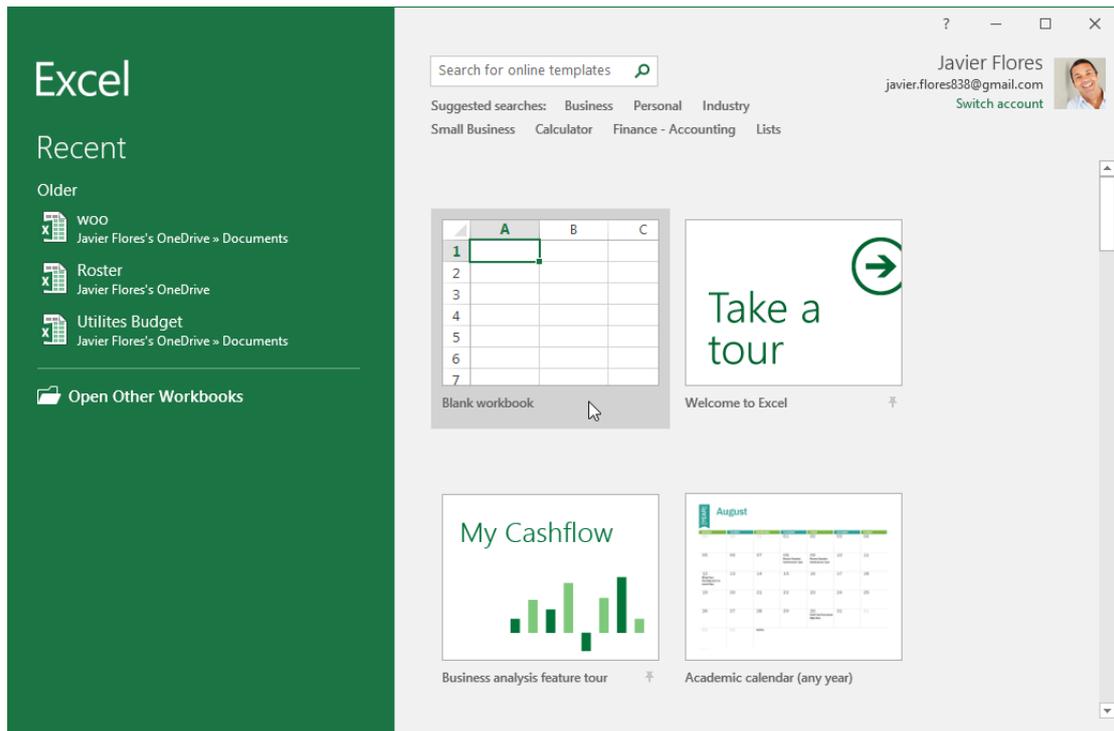


# The Excel Start Screen

When you open Excel for the first time, the **Excel Start Screen** will appear. From here, you'll be able to create a **new workbook**, choose a **template**, and access your **recently edited workbooks**.

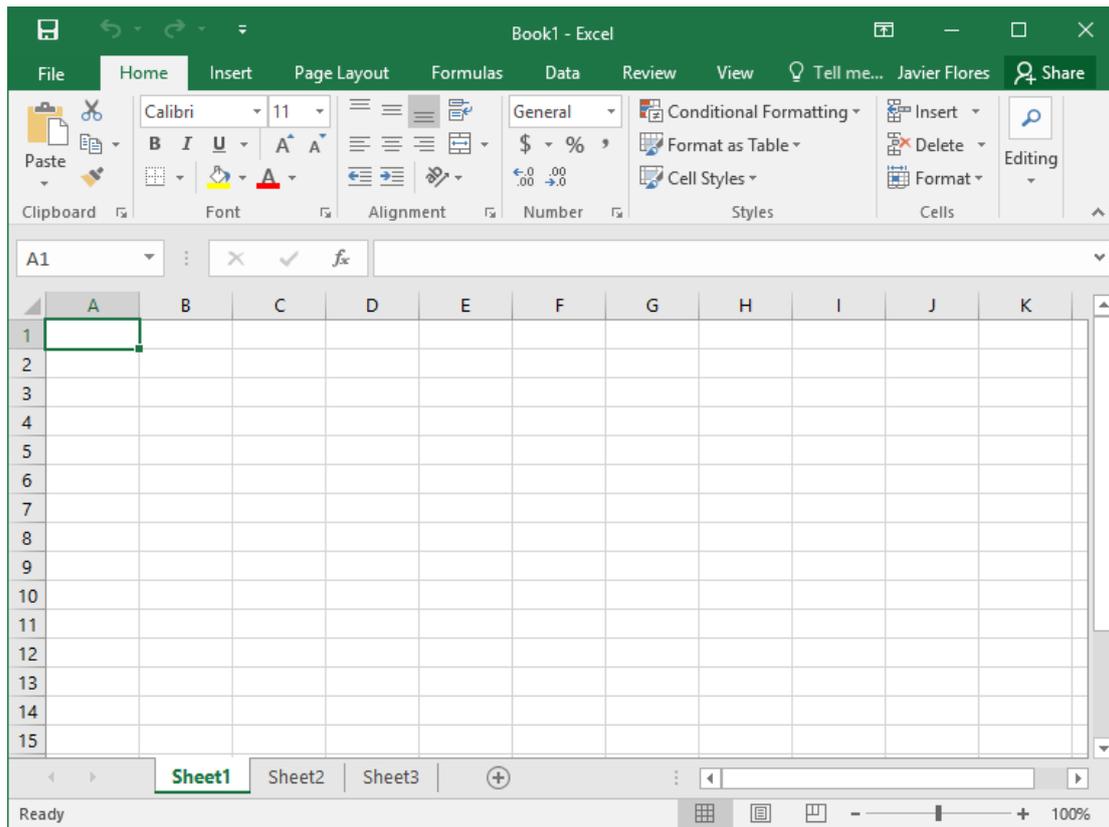
- From the **Excel Start Screen**, locate and select **Blank workbook** to access the Excel interface.



The parts of the Excel window

Some parts of the Excel window (like the **Ribbon** and **scroll bars**) are standard in most other Microsoft programs. However, there are other features that are more specific to spreadsheets, such as the **formula bar**, **name box**, and **worksheet tabs**.

Click the buttons in the interactive below to become familiar with the parts of the Excel interface.



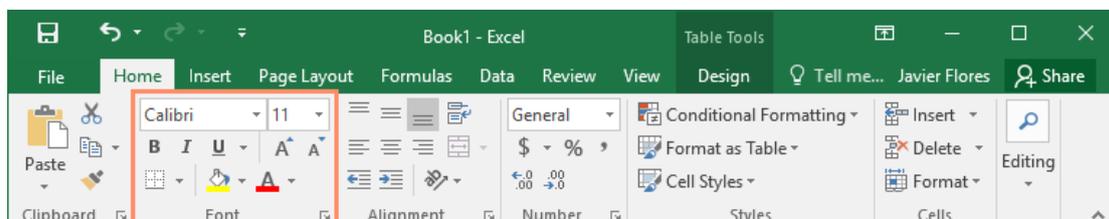
## Working with the Excel environment

The **Ribbon** and **Quick Access Toolbar** are where you will find the commands to perform common tasks in Excel. The **Backstage view** gives you various options for saving, opening a file, printing, and sharing your document.

### The Ribbon

Excel uses a **tabbed Ribbon system** instead of traditional menus. **The Ribbon** contains **multiple tabs**, each with several **groups of commands**. You will use these tabs to perform the most **common tasks** in Excel.

Each tab will have one or more groups.

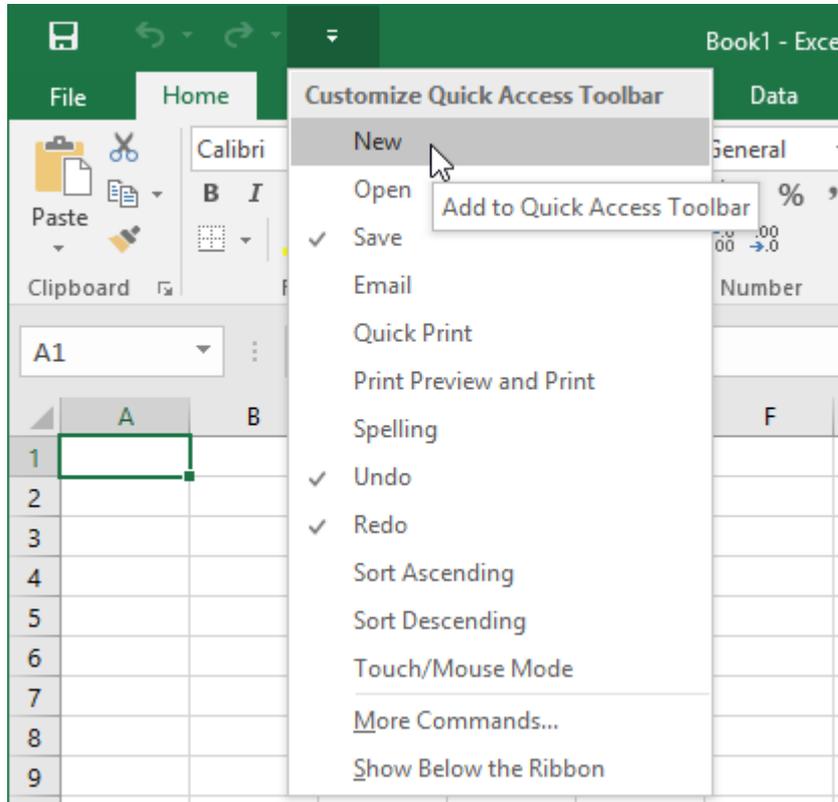


### The Quick Access Toolbar

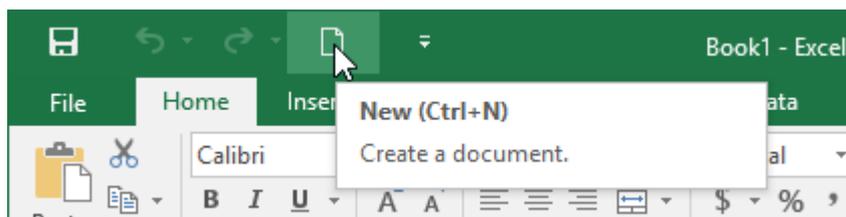
Located just above the Ribbon, the **Quick Access Toolbar** lets you access common commands no matter which tab is selected. By default, it includes the **Save**, **Undo**, and **Repeat** commands. You can add other commands depending on your preference.

To add commands to the Quick Access Toolbar:

1. Click the **drop-down arrow** to the right of the **Quick Access Toolbar**.
2. Select the **command** you want to add from the drop-down menu. To choose from additional commands, select **More Commands**.

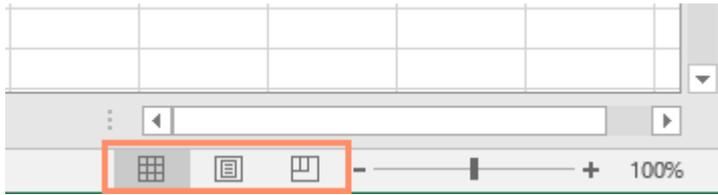


3. The command will be **added** to the Quick Access Toolbar.

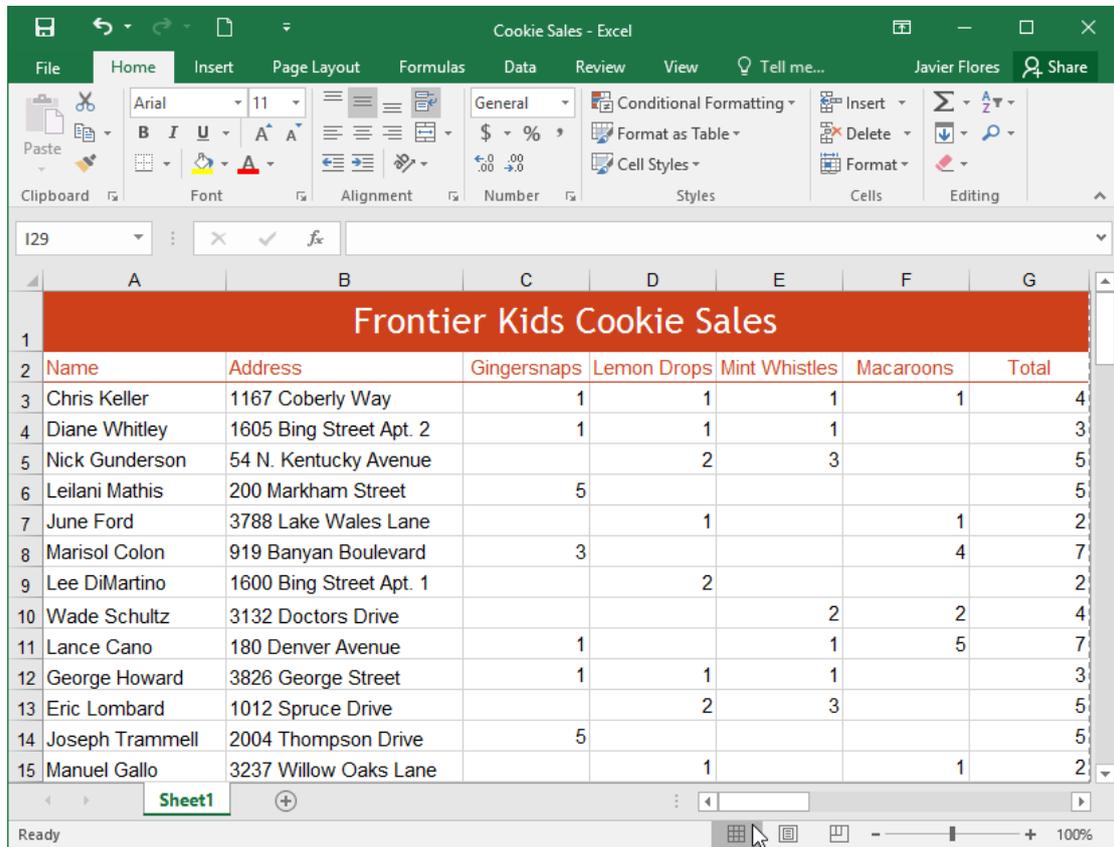


## Worksheet views

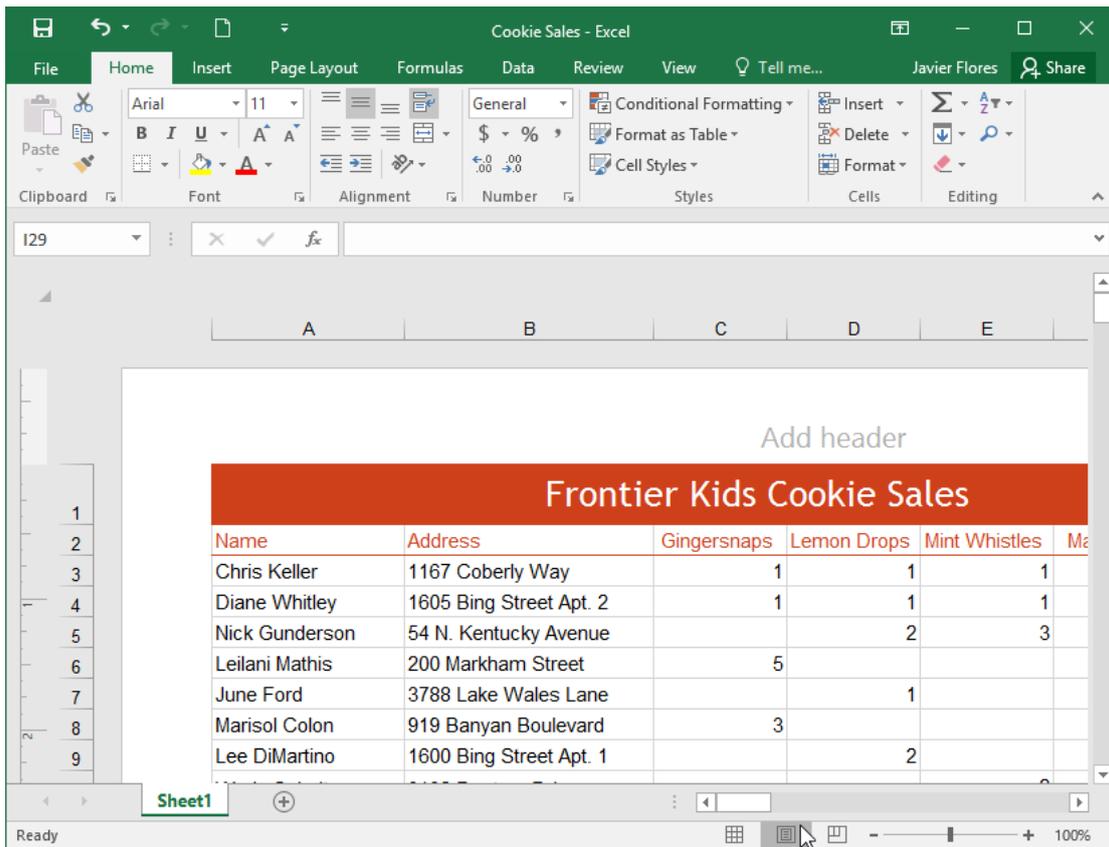
Excel has a variety of viewing options that change how your workbook is displayed. These views can be useful for various tasks, especially if you're planning to **print** the spreadsheet. To **change worksheet views**, locate the commands in the bottom-right corner of the Excel window and select **Normal view**, **Page Layout view**, or **Page Break view**.



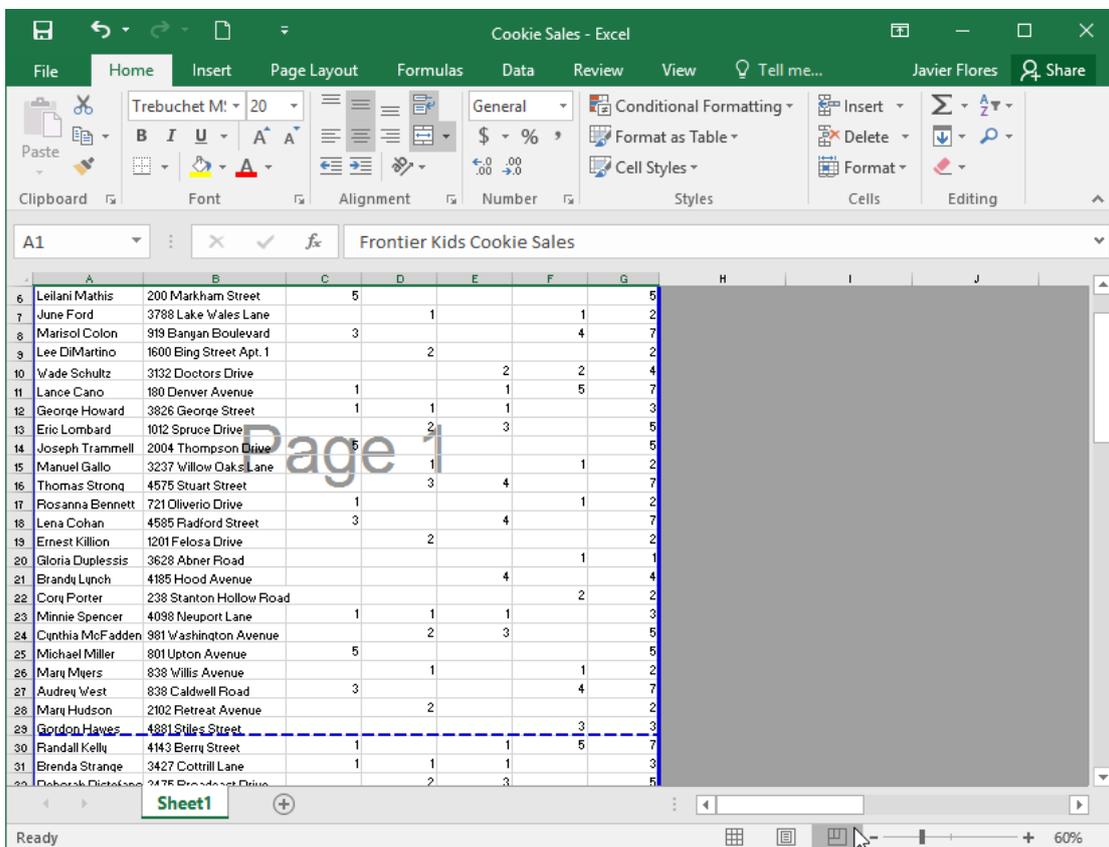
- **Normal view** is the default view for all worksheets in Excel.



- **Page Layout view** displays how your worksheets will appear when printed. You can also add headers and footers in this view.



- **Page Break view** allows you to change the location of page breaks, which is especially helpful when printing a lot of data from Excel.



## Backstage view

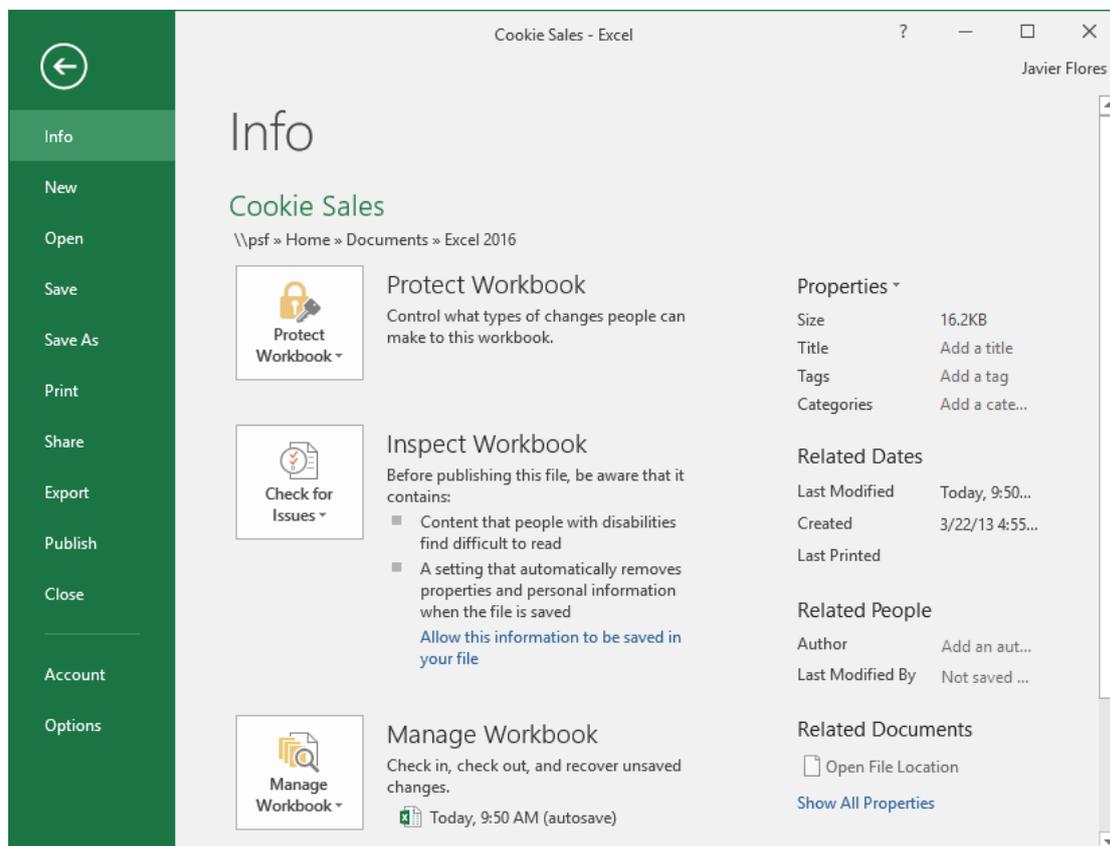
**Backstage view** gives you various options for saving, opening a file, printing, and sharing your workbooks.

To access Backstage view:

1. Click the **File** tab on the **Ribbon**. **Backstage view** will appear.



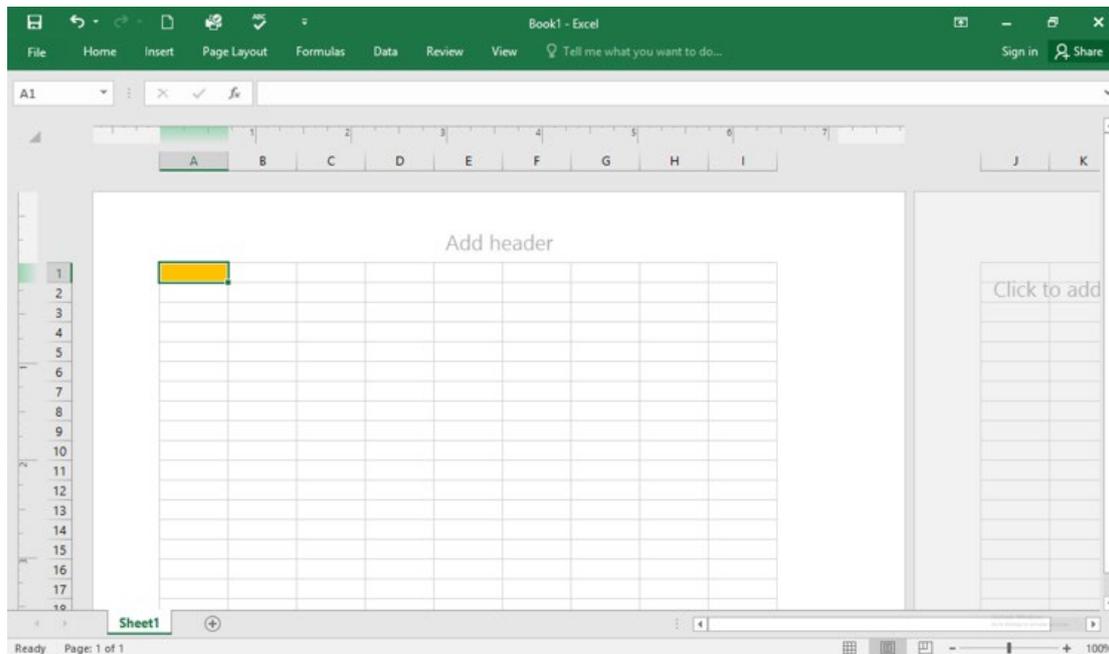
Click the buttons in the interactive below to learn more about using Backstage view.



## Challenge!

1. Open **Excel**.
2. Click **Blank Workbook** to open a new spreadsheet.
3. Change the **Ribbon Display Options** to **Show Tabs**.

4. Using the **Customize Quick Access Toolbar**, click to add **New**, **Quick Print**, and **Spelling**.
5. In the **Tell me bar**, type the word **Color**. Hover over **Fill Color** and choose **yellow**. This will fill a cell with the color yellow.
6. Change the worksheet view to the **Page Layout** option.
7. When you're finished, your screen should look like this:



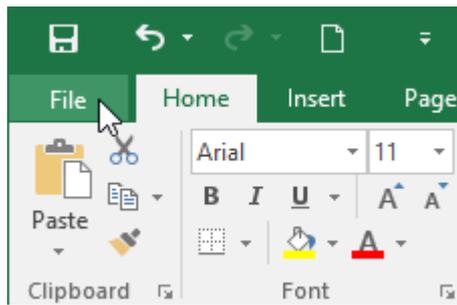
8. Change the **Ribbon Display Options** back to **Show Tabs and Commands**.
9. **Close** Excel and **Don't Save** changes.

## Creating and Opening Workbooks

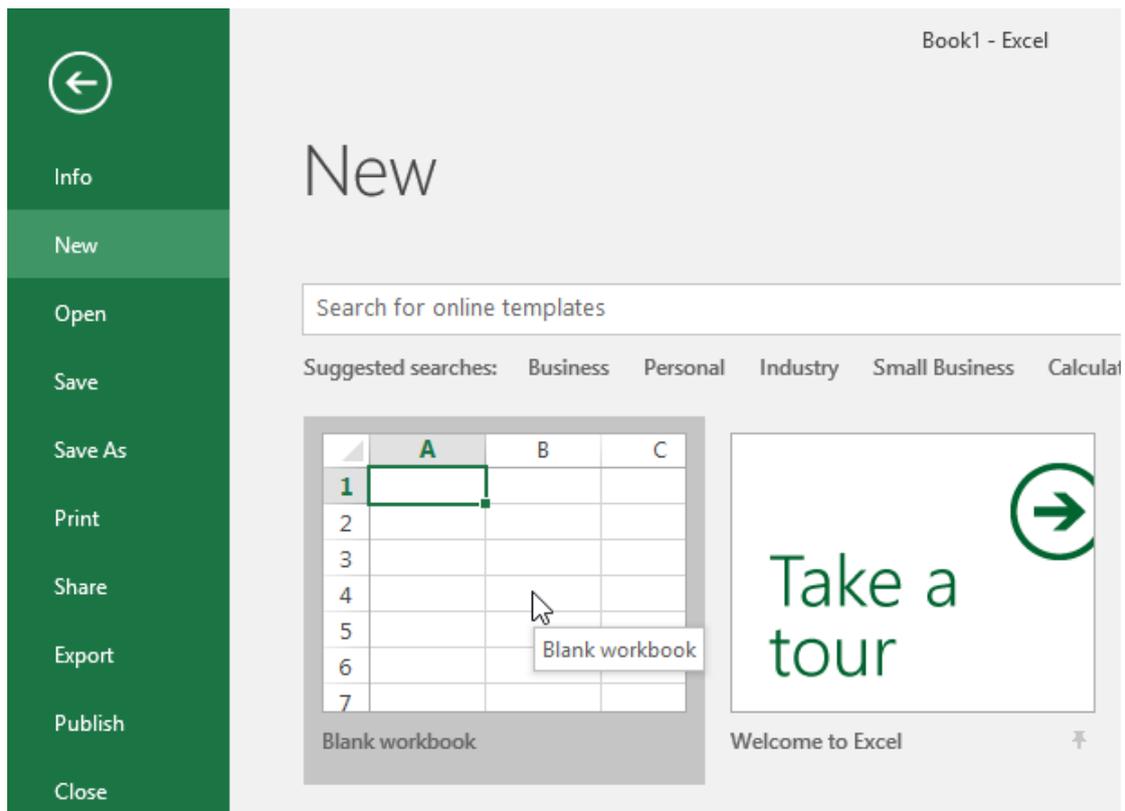
Excel files are called **workbooks**. Whenever you start a new project in Excel, you'll need to **create a new workbook**. There are several ways to start working with a workbook in Excel. You can choose to **create a new workbook**—either with a **blank workbook** or a predesigned **template**—or **open an existing workbook**.

To create a new blank workbook:

1. Select the **File** tab. **Backstage view** will appear.



2. Select **New**, then click **Blank workbook**.

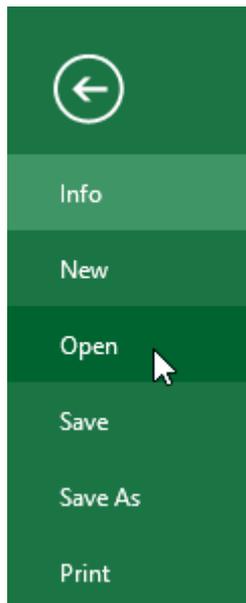


3. A new blank workbook will appear.

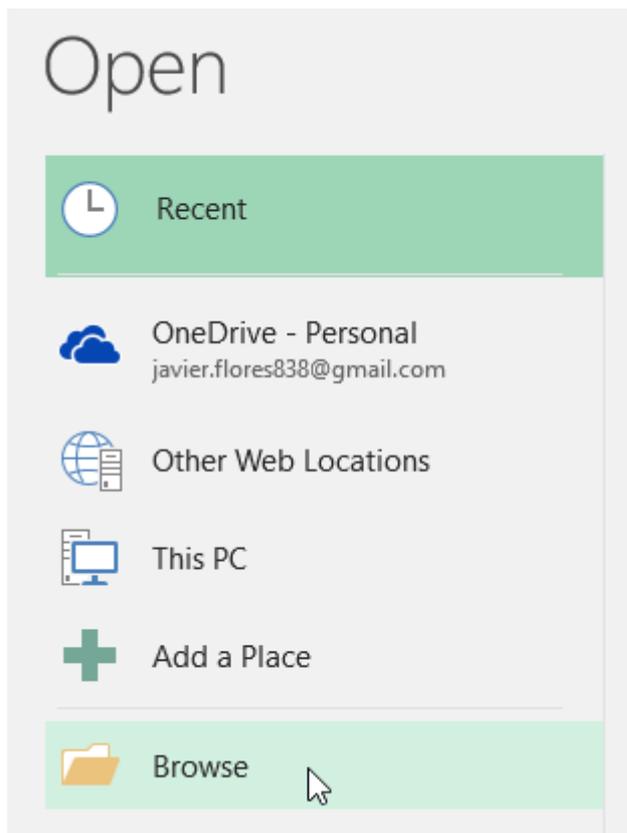
To open an existing workbook:

In addition to creating new workbooks, you'll often need to open a workbook that was previously saved.

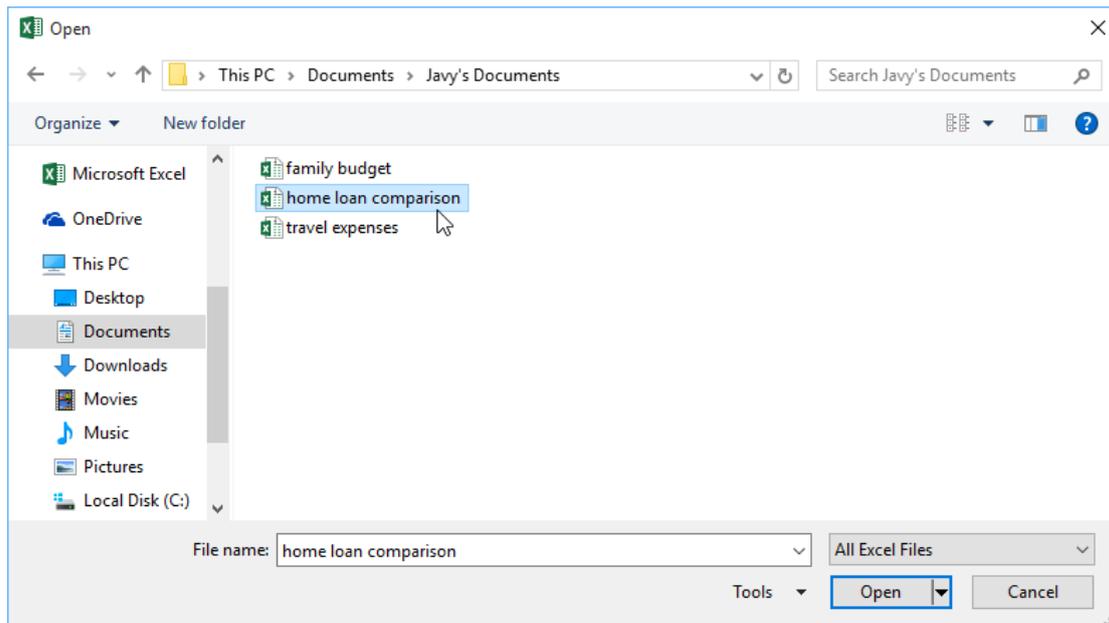
1. Navigate to **Backstage view**, then click **Open**.



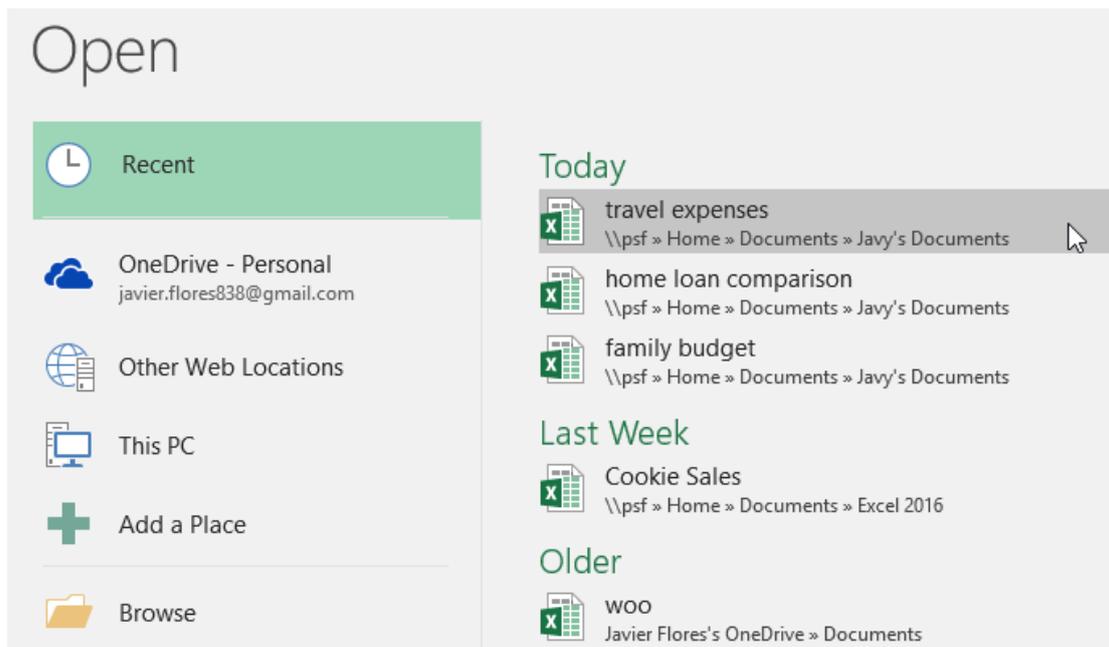
2. Select **Computer**, then click **Browse**. You can also choose **OneDrive** to open files stored on your **OneDrive**.



3. The **Open** dialog box will appear. Locate and select your **workbook**, then click **Open**.



If you've opened the desired workbook recently, you can browse your **Recent Workbooks** rather than search for the file.



## Saving and Sharing Workbooks

### Save and Save As

Excel offers two ways to save a file: **Save** and **Save As**. These options work in similar ways, with a few important differences:

- **Save:** When you create or edit a workbook, you'll use the **Save** command to save your changes. You'll use this command most of the time. When you save a

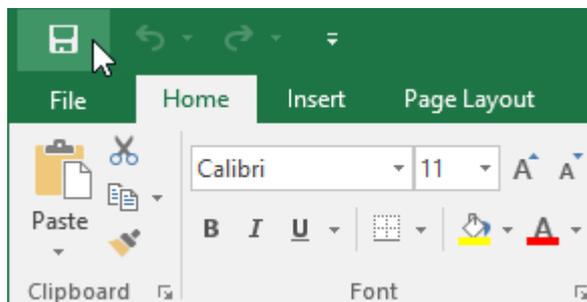
file, you'll only need to choose a file name and location the first time. Then you can just click the Save command to save it with the same name and location.

- **Save As:** You'll use this command to create a **copy** of a workbook while keeping the original. When you use Save As, you'll need to choose a different name and/or location for the copied version.

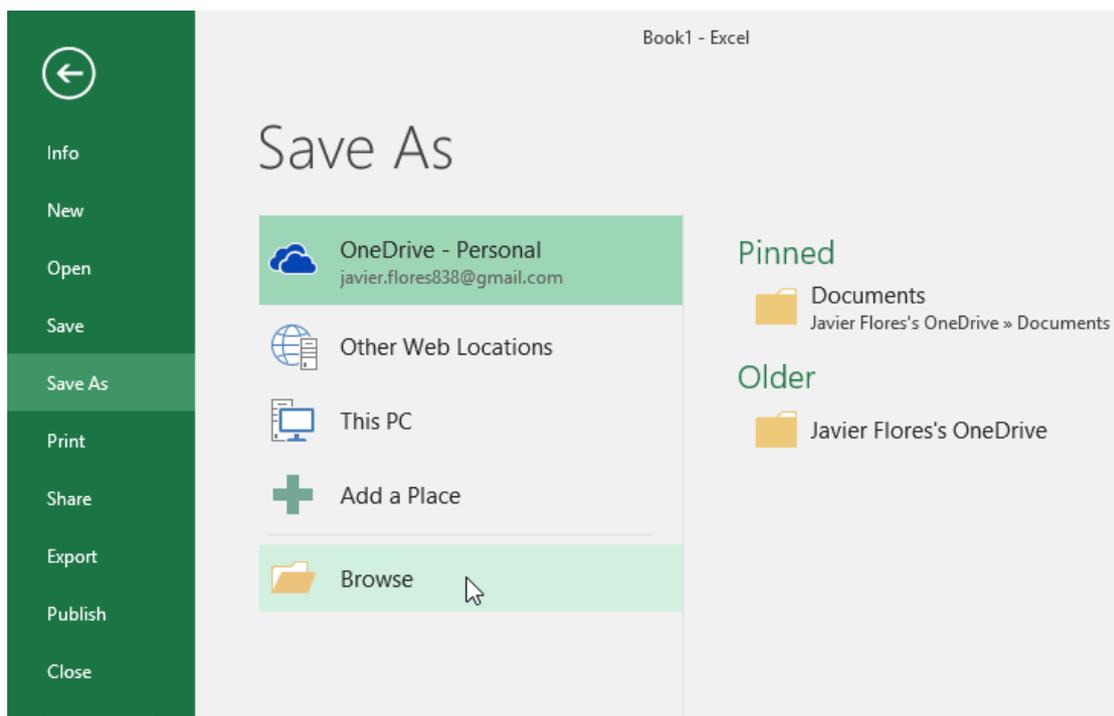
To save a workbook:

It's important to **save your workbook** whenever you start a new project or make changes to an existing one. Saving early and often can prevent your work from being lost. You'll also need to pay close attention to **where you save** the workbook so it will be easy to find later.

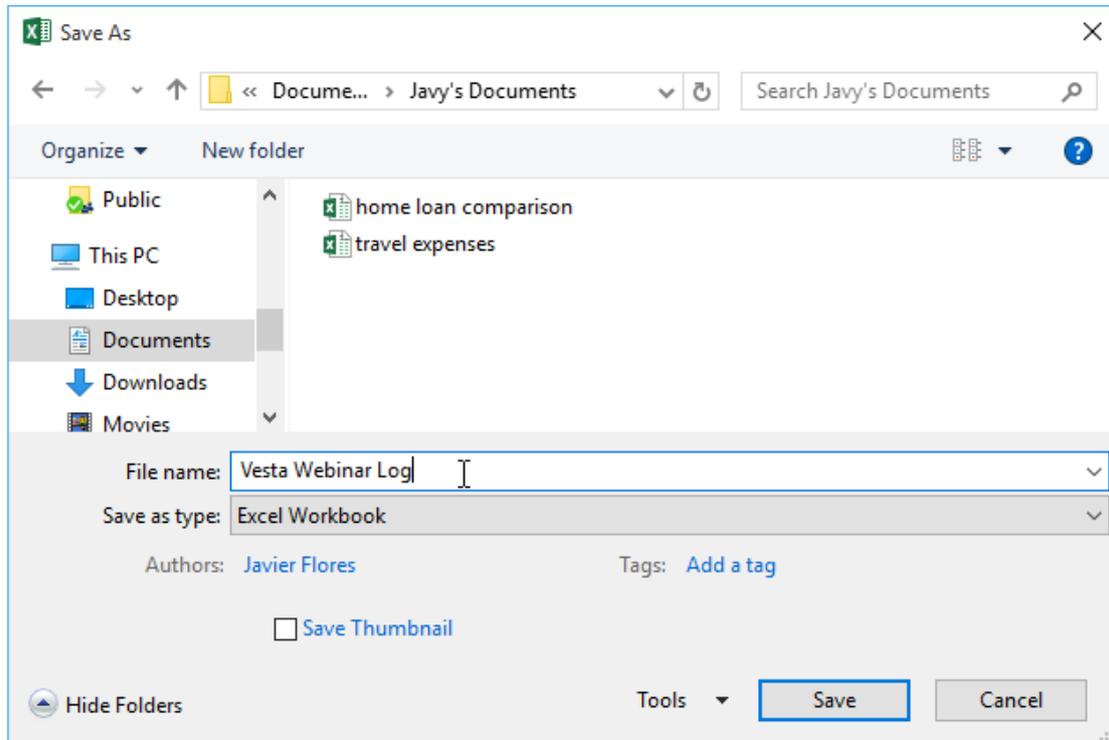
1. Locate and select the **Save** command on the **Quick Access Toolbar**.



2. If you're saving the file for the first time, the **Save As** pane will appear in **Backstage view**.
3. You'll then need to choose **where to save** the file and give it a **file name**. To save the workbook to your computer, select **Computer**, then click **Browse**. You can also click **OneDrive** to save the file to your OneDrive.



4. The **Save As** dialog box will appear. Select the **location** where you want to save the workbook.
5. Enter a **file name** for the workbook, then click **Save**.



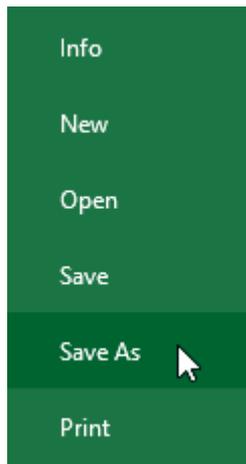
6. The workbook will be **saved**. You can click the **Save** command again to save your changes as you modify the workbook.

You can also access the **Save** command by pressing **Ctrl+S** on your keyboard.

## Using Save As to make a copy

If you want to save a **different version** of a workbook while keeping the original, you can create a **copy**. For example, if you have a file named **Sales Data**, you could save it as **Sales Data 2** so you'll be able to edit the new file and still refer back to the original version.

To do this, click the **Save As** command in Backstage view. Just like when saving a file for the first time, you'll need to choose **where to save** the file and give it a new **file name**.

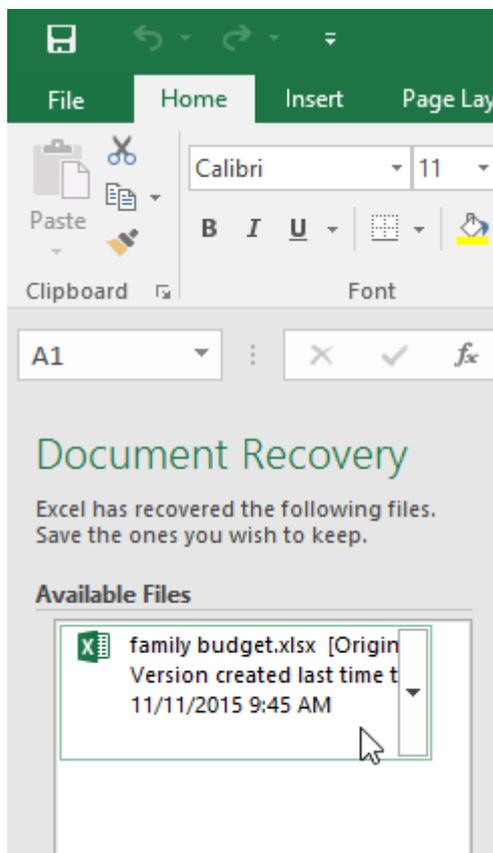


## AutoRecover

Excel automatically saves your workbooks to a temporary folder while you are working on them. If you forget to save your changes or if Excel crashes, you can restore the file using **AutoRecover**.

To use AutoRecover:

1. Open Excel. If **autosaved versions** of a file are found, the **Document Recovery** pane will appear.
2. Click to **open** an available file. The workbook will be **recovered**.



By default, Excel autosaves every 10 minutes. If you are editing a workbook for less than 10 minutes, Excel may not create an autosaved version.

If you don't see the file you need, you can browse all autosaved files from **Backstage view**. Just select the **File** tab, click **Manage Workbook**, then choose **Recover Unsaved Workbooks**.



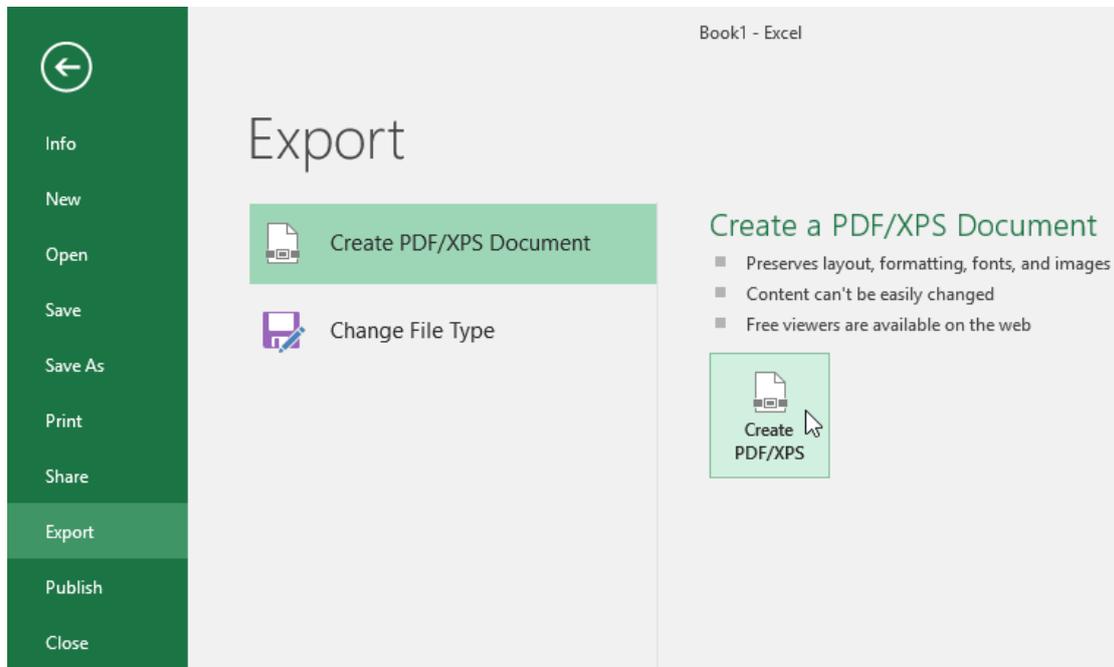
## Exporting workbooks

By default, Excel workbooks are saved in the **.xlsx** file type. However, there may be times when you need to use **another file type**, like a **PDF** or **Excel 97-2003 workbook**. It's easy to **export** your workbook from Excel to a variety of file types.

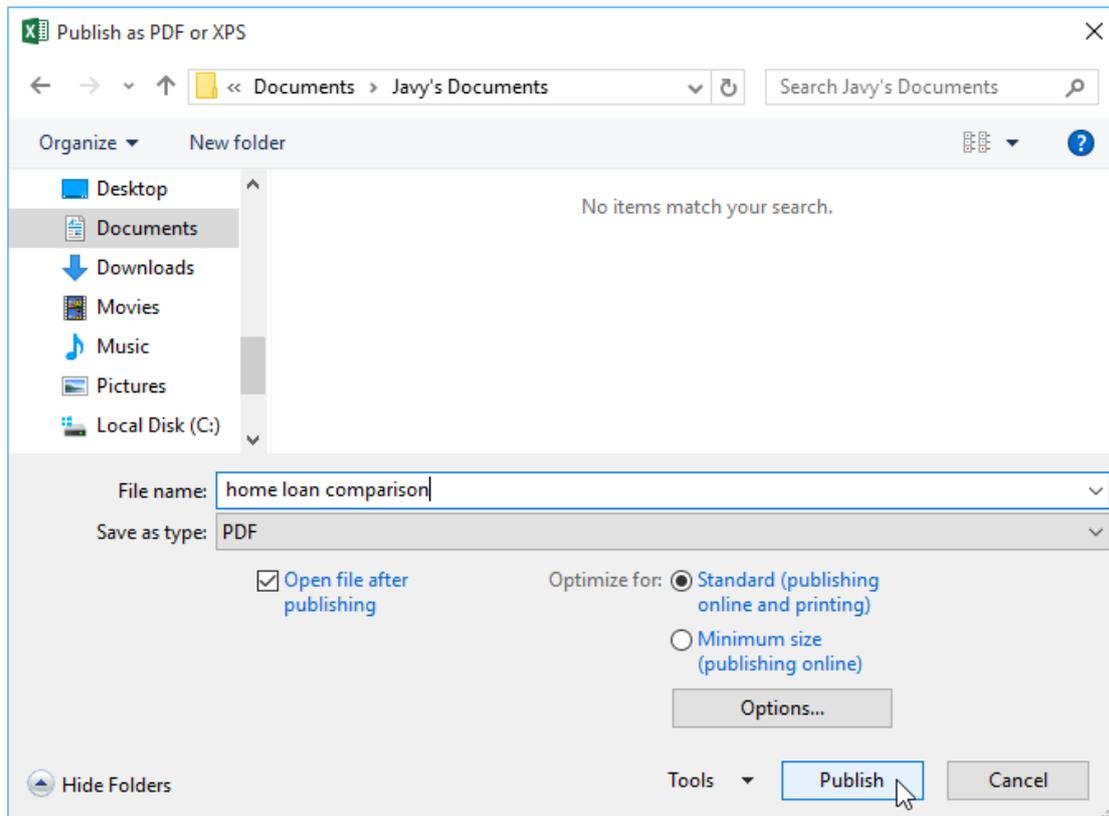
To export a workbook as a PDF file:

Exporting your workbook as an **Adobe Acrobat document**, commonly known as a **PDF file**, can be especially useful if you're sharing a workbook with someone who does not have Excel. A PDF will make it possible for recipients to view but not edit the content of your workbook.

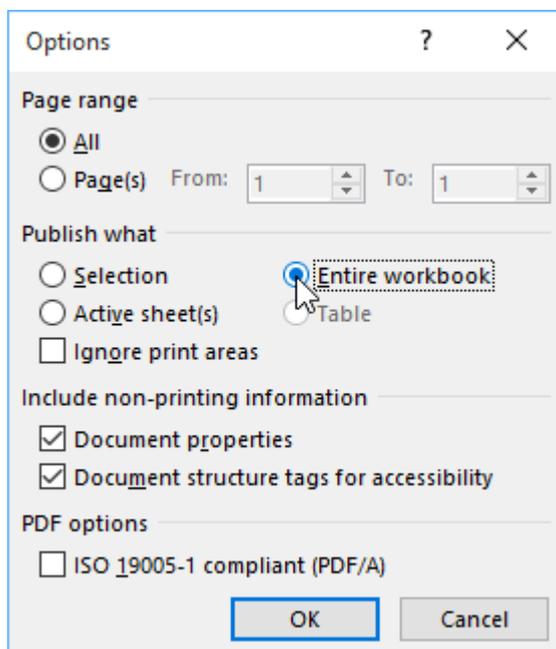
1. Click the **File** tab to access **Backstage view**.
2. Click **Export**, then select **Create PDF/XPS**.



3. The **Save As** dialog box will appear. Select the **location** where you want to export the workbook, enter a **file name**, then click **Publish**.



By default, Excel will only export the **active worksheet**. If you have multiple worksheets and want to save all of them in the same PDF file, click **Options** in the **Save As** dialog box. The **Options** dialog box will appear. Select **Entire workbook**, then click **OK**.

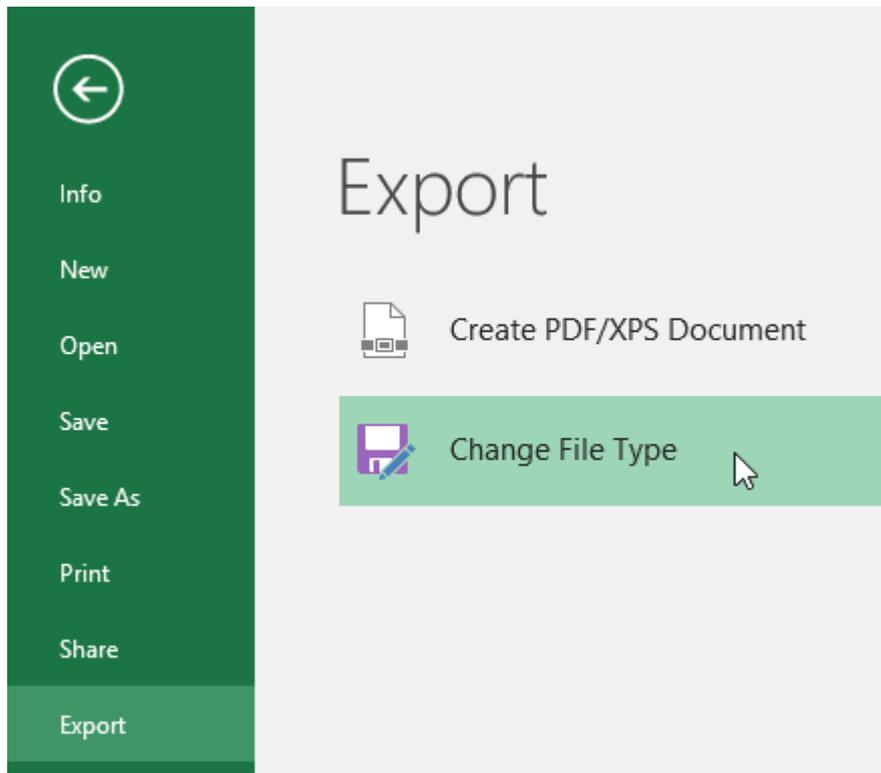


Whenever you export a workbook as a PDF, you'll also need to consider how your workbook data will appear on each **page** of the PDF, just like **printing** a workbook. Visit our [Page Layout and Printing](#) lesson to learn more about what to consider before exporting a workbook as a PDF.

## To export a workbook to other file types:

You may also find it helpful to export your workbook to other file types, like an **Excel 97-2003 workbook** if you need to share with people using an older version of Excel, or a **.CSV file** if you need a **plain-text version** of your workbook.

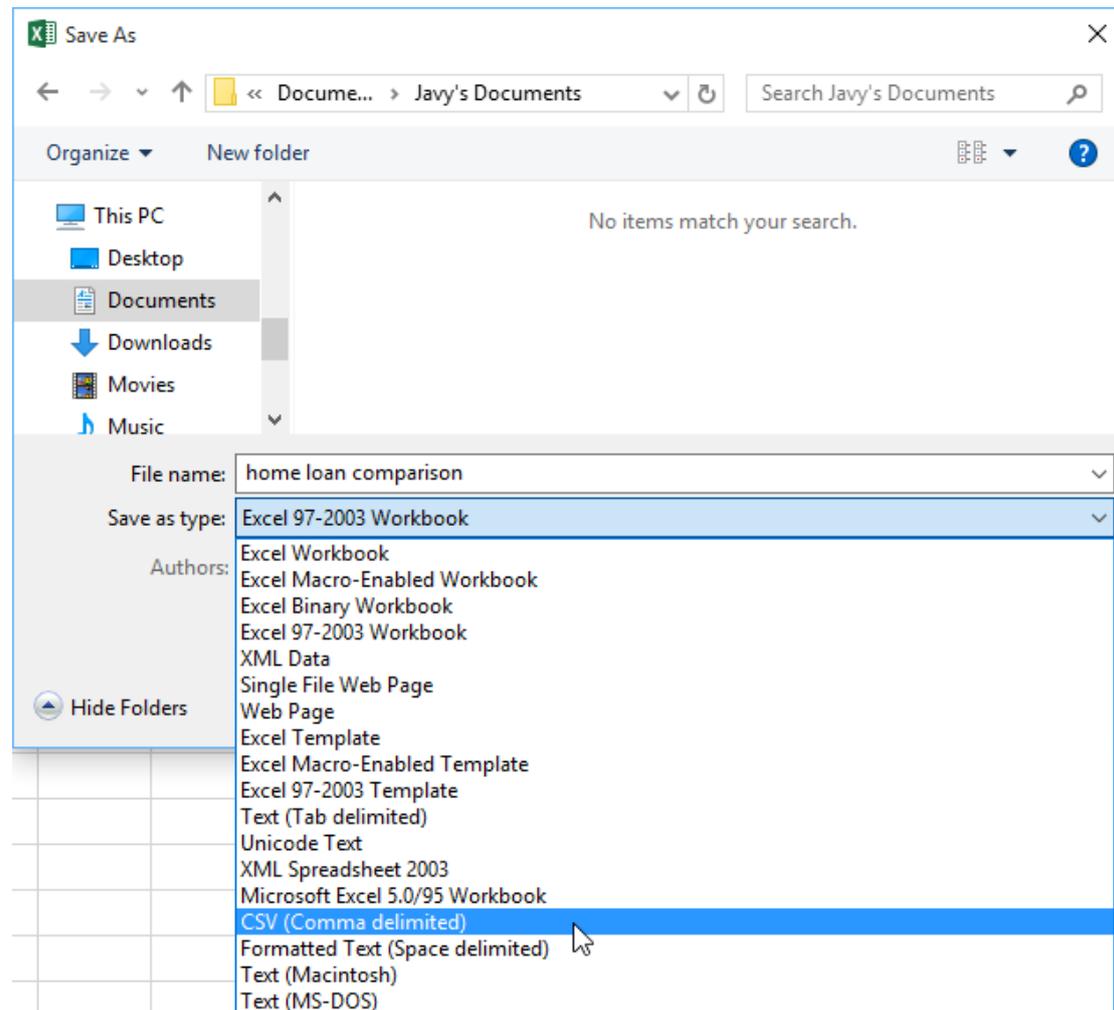
1. Click the **File** tab to access **Backstage view**.
2. Click **Export**, then select **Change File Type**.



3. Select a common **file type**, then click **Save As**.



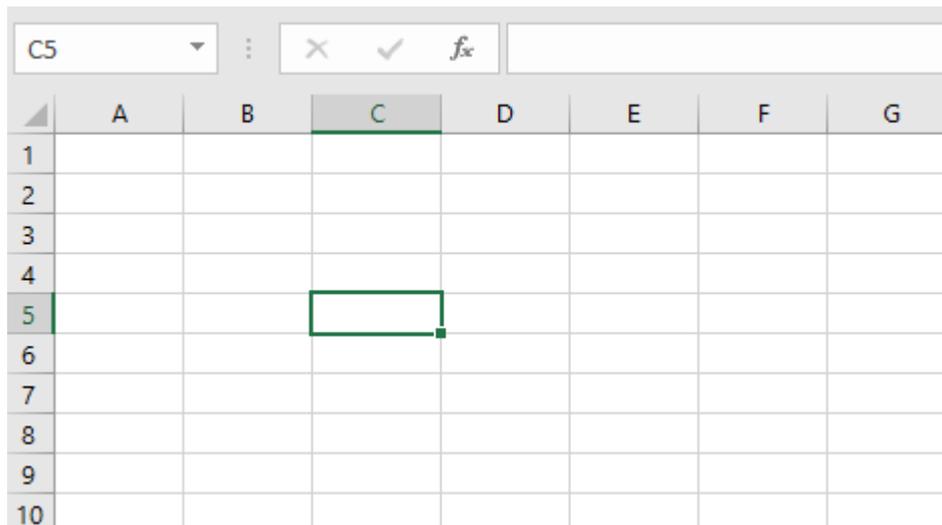
You can also use the **Save as type:** drop-down menu in the **Save As** dialog box to save workbooks in a variety of file types.



## 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, it's where a row and column meet.

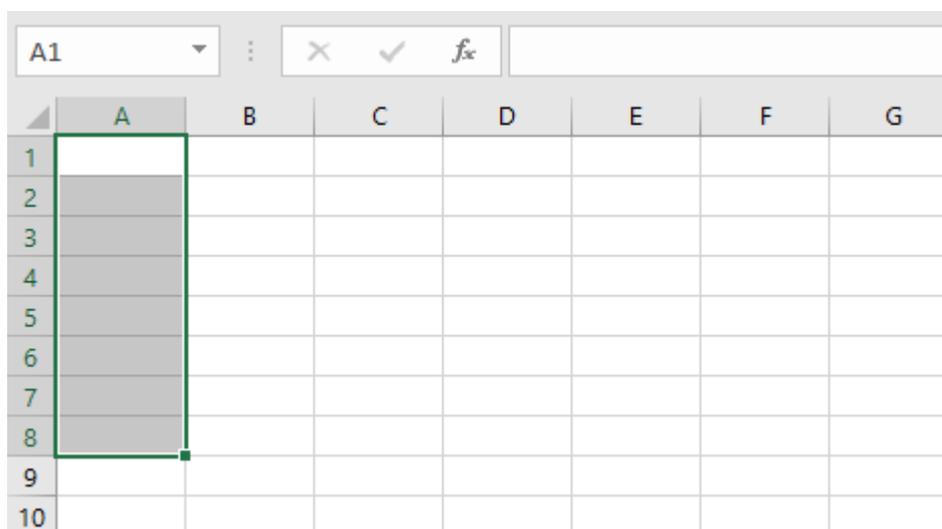
Columns are identified by **letters (A, B, C)**, while rows are identified by **numbers (1, 2, 3)**. Each cell has its own **name**—or **cell address**—based on its column and row. In the example below, the selected cell intersects **column C** and **row 5**, so the cell address is **C5**.



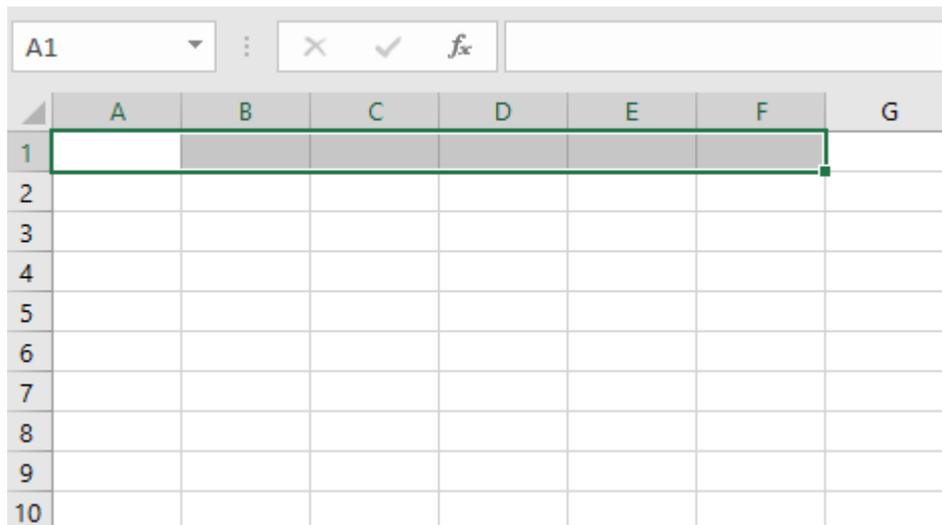
Note that the cell address also appears in the **Name box** in the top-left corner, and that a cell's **column** and **row headings** are **highlighted** when the cell is selected.

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:

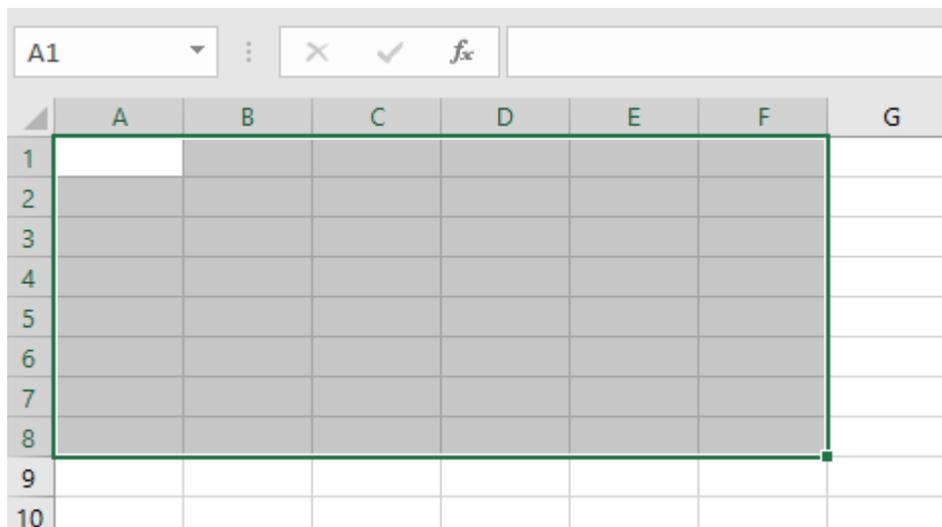
- Cell range **A1:A8**



- Cell range **A1:F1**



- Cell range **A1:F8**



## To select 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.

VESTA Leadership Training 6-Part Series						
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.

### To select a cell range:

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

1. 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**.
2. Release the mouse to **select** the desired cell range. The cells will remain selected until you click another cell in the worksheet.

14R x 2C		Walter				
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						

### 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					

- **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					

- **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					
=SUM(B2:B8)					
	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					

To insert content:

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

F9								
	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			

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.

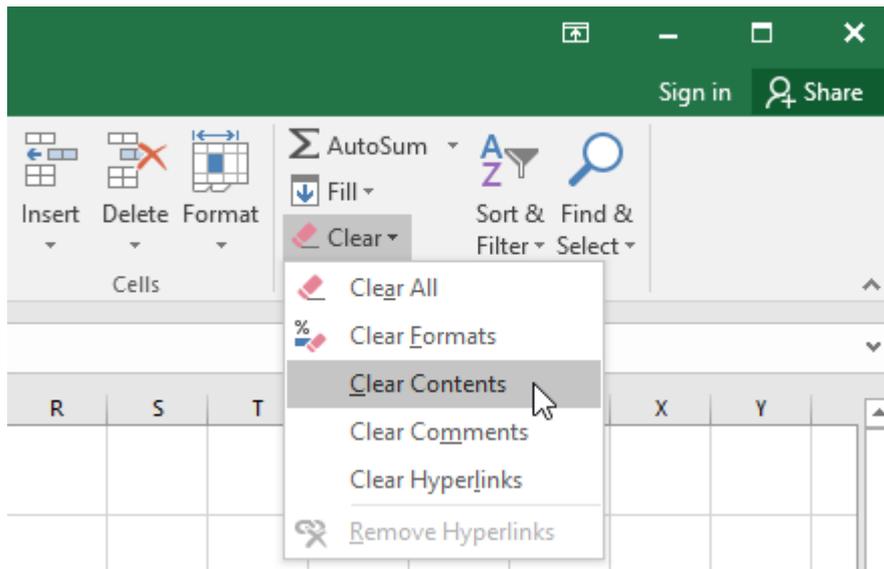
	A	B	C	D	E	F	G	H
1	VESTA Leadership Training							
2	6-Part Series							
3	INSURANCE GROUP							
4	Department	First Name	Last Name	User Name	Part 1	Part 2		Part 3
5	Sales	Walter	Rivera	wrivera	X	X	On hold	X
6	Sales	Heidi	Lee		X	X	On hold	
7	Claims	Josie	Gates		X	X		X
8	Accounting	Wendy	Crocker		X	X		
9	Accounting	Loretta	Johnson		X	X		X
10	Sales	Walter	Rivera		X			X
11	Claims	Misty	Whitfield		X			

To delete (or clear) cell content:

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

	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			

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



3. The cell contents will be deleted.

Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3
Sales	Walter	Rivera	wrivera	X	X	On hold
Sales	Heidi	Lee		X	X	On hold
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		
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.

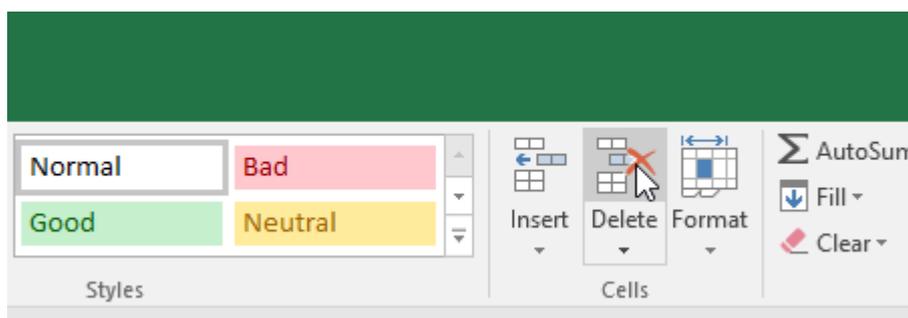
To delete cells:

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**.

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

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	On hold	X
Sales	Heidi	Lee		X	X	On hold	
Claims	Josie	Gates		X	X		X
Accounting	Wendy	Crocker		X	X		
Accounting	Loretta	Johnson		X	X		X
Claims	Misty	Whitfield		X			
Marketing	Matilda	Lewis		X			
Accounting	Elizabeth	Hicks		X			X
HR	Alvin	Rios		X			

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



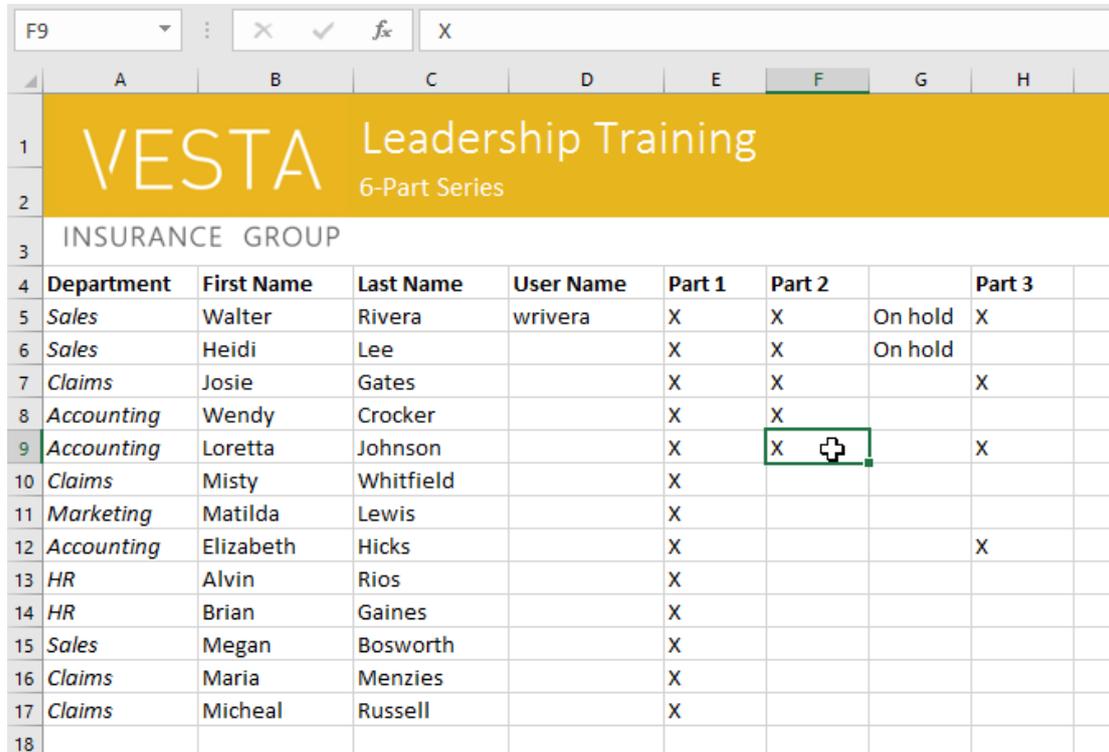
3. The cells below will **shift up** and **fill in the gaps**.

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	On hold	X
Sales	Heidi	Lee		X	X	On hold	
Claims	Josie	Gates		X	X		X
Accounting	Wendy	Crocker		X	X		
Accounting	Loretta	Johnson		X	X		X
Claims	Misty	Whitfield		X			
Marketing	Matilda	Lewis		X			
Accounting	Elizabeth	Hicks		X			X
HR	Alvin	Rios		X			
HR	Brian	Gaines		X			

## To copy and paste cell content:

Excel allows you to **copy** content that is already entered into your spreadsheet and **paste** this content to other cells, which can save you time and effort.

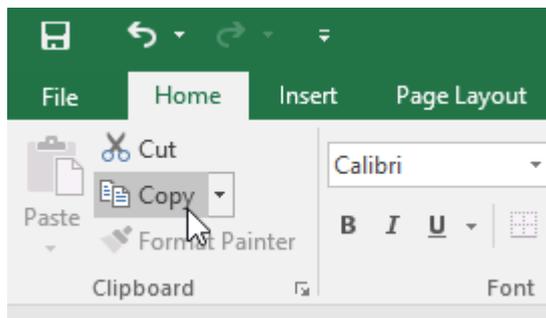
1. Select the **cell(s)** you want to **copy**. In our example, we'll select **F9**.



The screenshot shows an Excel spreadsheet with a yellow header row containing 'VESTA Leadership Training' and '6-Part Series'. Below the header is a table with the following data:

Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3
Sales	Walter	Rivera	wrivera	X	X	On hold
Sales	Heidi	Lee		X	X	On hold
Claims	Josie	Gates		X	X	
Accounting	Wendy	Crocker		X	X	
Accounting	Loretta	Johnson		X	X	X
Claims	Misty	Whitfield		X		
Marketing	Matilda	Lewis		X		
Accounting	Elizabeth	Hicks		X		X
HR	Alvin	Rios		X		
HR	Brian	Gaines		X		
Sales	Megan	Bosworth		X		
Claims	Maria	Menzies		X		
Claims	Micheal	Russell		X		

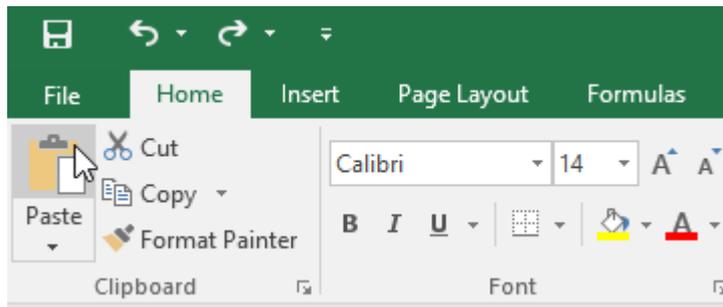
2. Click the **Copy** command on the **Home** tab, or press **Ctrl+C** on your keyboard.



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.

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	On hold	X
Sales	Heidi	Lee		X	X	On hold	
Claims	Josie	Gates		X	X		X
Accounting	Wendy	Crocker		X	X		
Accounting	Loretta	Johnson		X	X		X
Claims	Misty	Whitfield		X			
Marketing	Matilda	Lewis		X			
Accounting	Elizabeth	Hicks		X			X
HR	Alvin	Rios		X			
HR	Brian	Gaines		X			
Sales	Megan	Bosworth		X			
Claims	Maria	Menzies		X			
Claims	Micheal	Russell		X			

4. Click the **Paste** command on the **Home** tab, or press **Ctrl+V** on your keyboard.

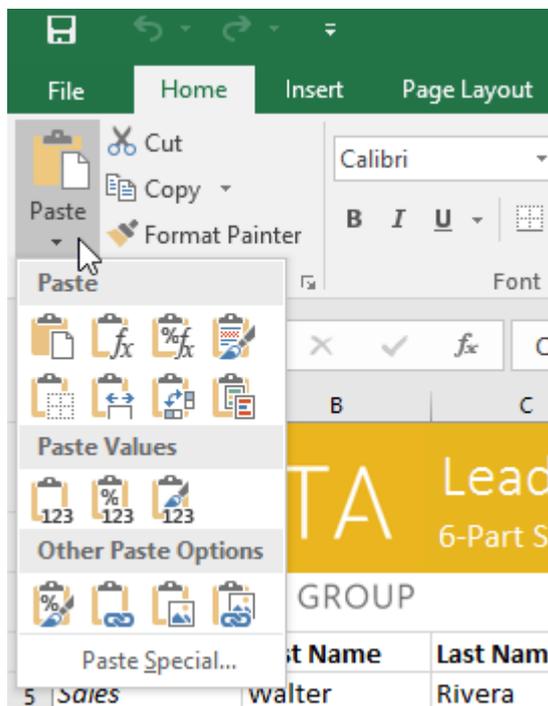


5. The content will be **pasted** into the selected cells.

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	On hold	X
Sales	Heidi	Lee		X	X	On hold	
Claims	Josie	Gates		X	X		X
Accounting	Wendy	Crocker		X	X		
Accounting	Loretta	Johnson		X	X		X
Claims	Misty	Whitfield		X			
Marketing	Matilda	Lewis		X			
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		

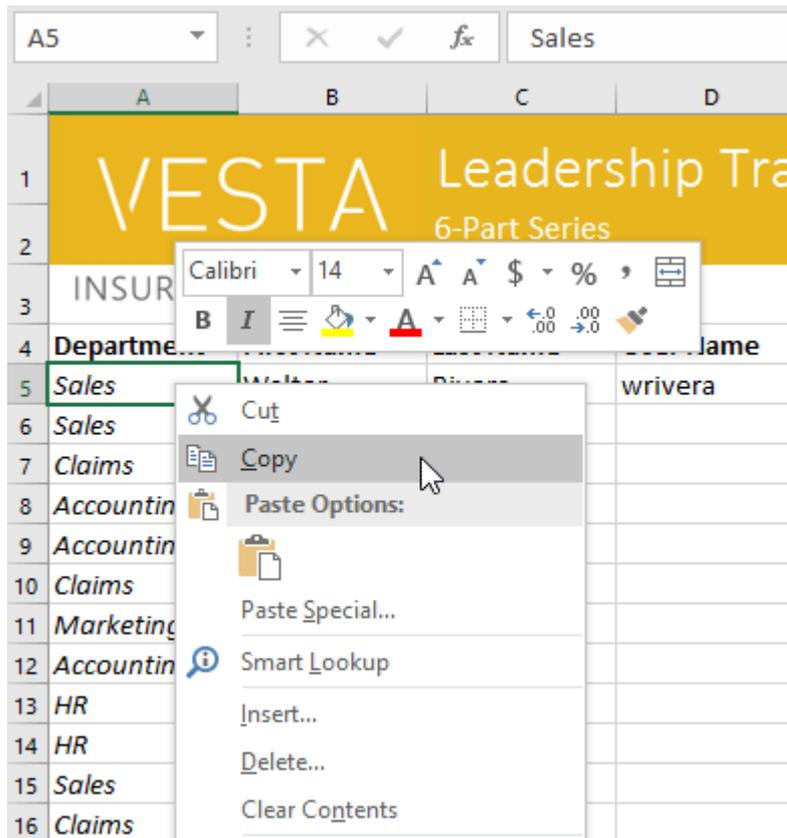
## To access additional paste options:

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.



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

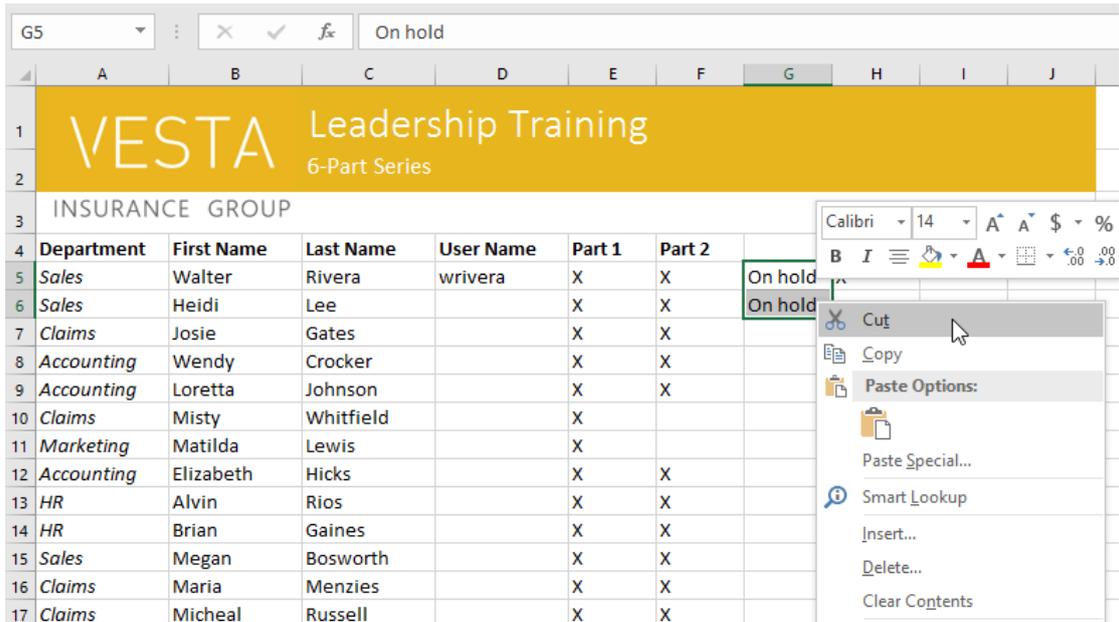
mouse. A **drop-down menu** will appear, where you'll find several **commands** that are also located on the Ribbon.



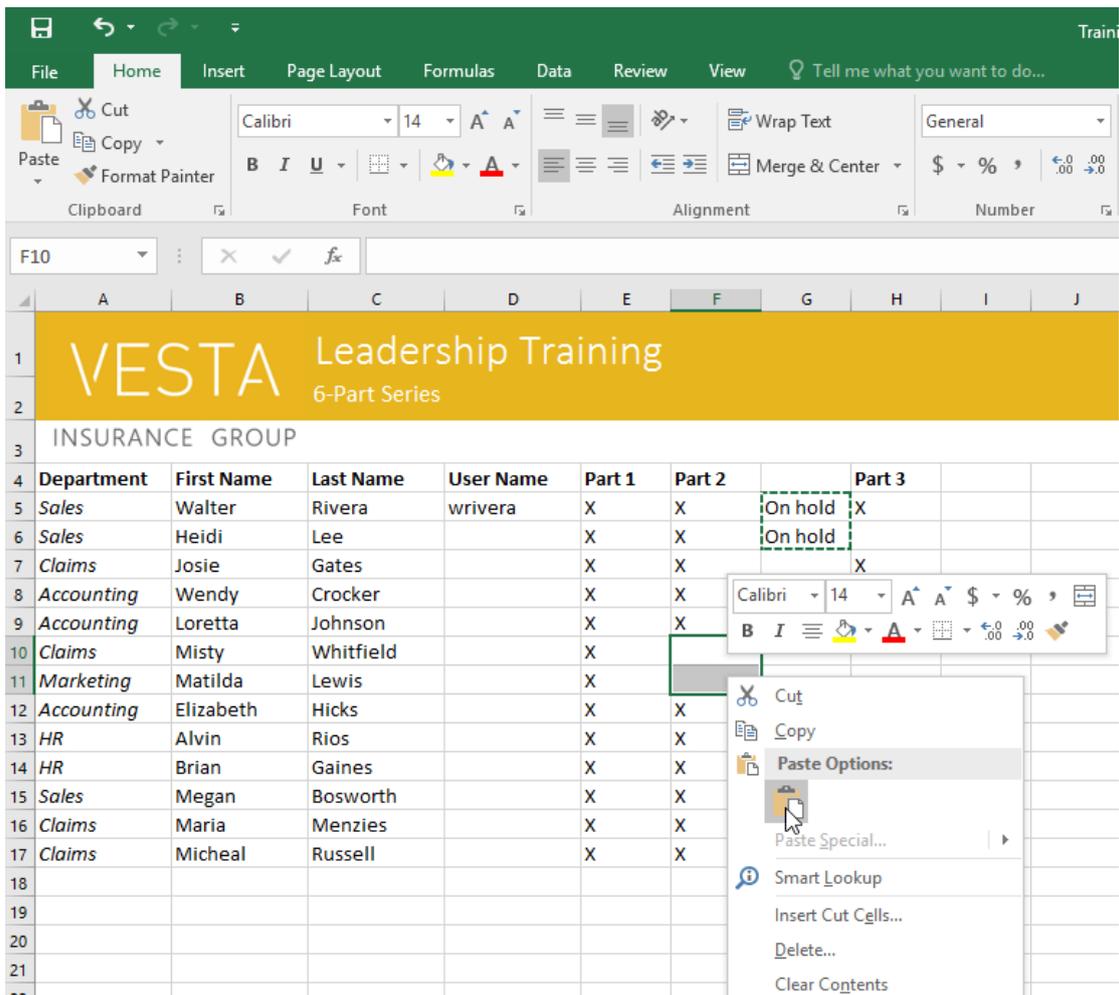
### To cut and paste cell content:

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. You can also use the command on the **Home** tab, or press **Ctrl+X** on your keyboard.



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. You can also use the command on the **Home** tab, or press **Ctrl+V** on your keyboard.



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

### To drag and drop cells:

Instead of cutting, copying, and pasting, you can **drag and drop** cells to move their contents.

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**.

H4    Part 3

	A	B	C	D	E	F	G	H	I
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									

3. Click and drag the cells to the **desired location**. In our example, we'll move them to **G4:G12**.

H4    Part 3

	A	B	C	D	E	F	G	H	I
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									

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

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	

## To use the fill handle:

If you're copying cell content to adjacent cells in the same row or column, the **fill handle** is a good alternative to the copy and paste commands.

1. Select the **cell(s)** containing the content you want to use, then hover the mouse over the lower-right corner of the cell so the **fill handle** appears.

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	

- Click and drag the **fill handle** until all of the cells you want to fill are selected. In our example, we'll select **G13:G17**.

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	

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

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	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



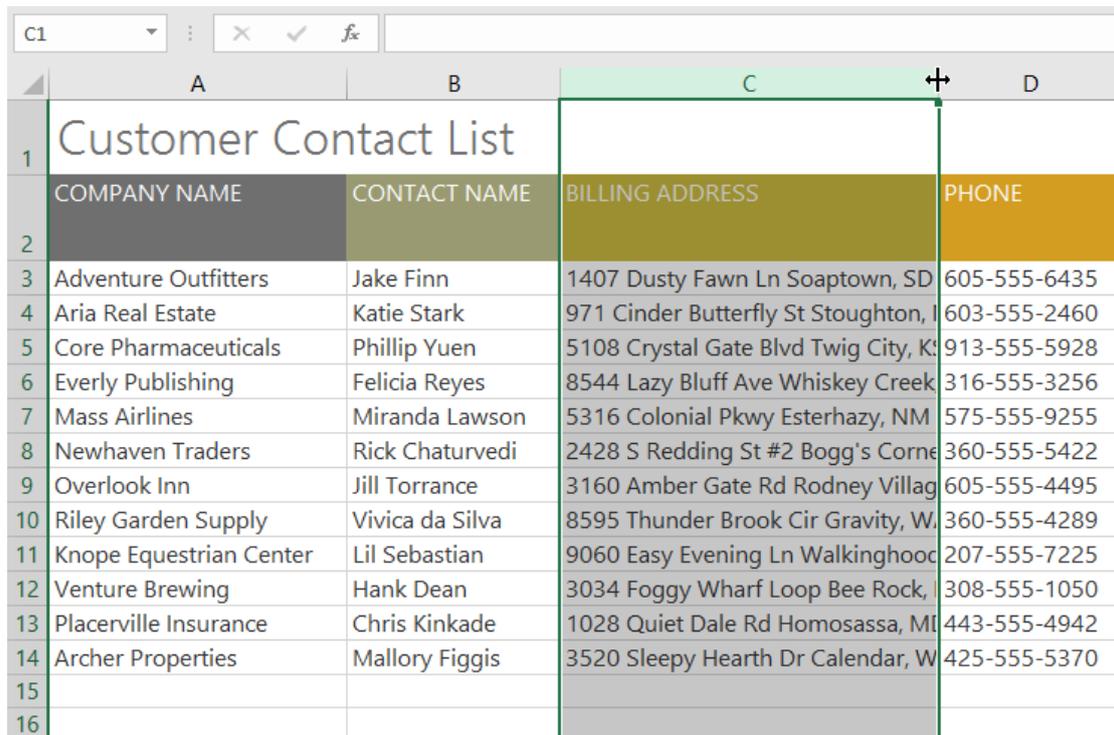
You can also **double-click** the fill handle instead of clicking and dragging. This can be useful with larger spreadsheets, where clicking and dragging may be awkward.

## Modifying Columns, Rows, and Cells

### To modify column width:

In our example below, column C is too narrow to display all of the content in these cells. We can make all of this content visible by changing the **width** of column C.

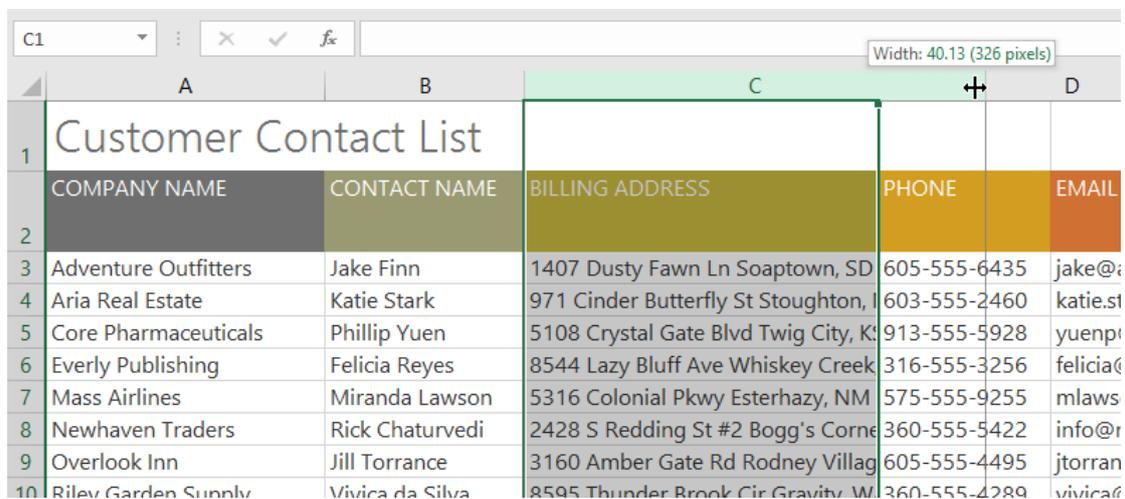
1. Position the mouse over the **column line** in the **column heading** so the cursor becomes a **double arrow**.



The screenshot shows a spreadsheet with the following data:

	A	B	C	D
1	Customer Contact List			
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	PHONE
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD	605-555-6435
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, I	603-555-2460
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, K	913-555-5928
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek	316-555-3256
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM	575-555-9255
8	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corne	360-555-5422
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Villag	605-555-4495
10	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, W	360-555-4289
11	Knope Equestrian Center	Lil Sebastian	9060 Easy Evening Ln Walkinghoo	207-555-7225
12	Venture Brewing	Hank Dean	3034 Foggy Wharf Loop Bee Rock, I	308-555-1050
13	Placerville Insurance	Chris Kinkade	1028 Quiet Dale Rd Homosassa, MI	443-555-4942
14	Archer Properties	Mallory Figgis	3520 Sleepy Hearth Dr Calendar, W	425-555-5370
15				
16				

2. Click and drag the mouse to **increase** or **decrease** the column width.



The screenshot shows the same spreadsheet as above, but with column C's width increased. A tooltip above column C indicates "Width: 40.13 (326 pixels)". The data is now fully visible in column C.

	A	B	C	D	E
1	Customer Contact List				
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	PHONE	EMAIL
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD	605-555-6435	jake@i
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, I	603-555-2460	katie.st
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, K	913-555-5928	yuenpr
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek	316-555-3256	felicia@
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM	575-555-9255	mlaws
8	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corne	360-555-5422	info@r
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Villag	605-555-4495	jtorranc
10	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, W	360-555-4289	vivica@

3. Release the mouse. The **column width** will be changed.

	A	B	C	D
1	Customer Contact List			
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	PHONE
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-6435
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204	603-555-2460
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208	913-555-5928
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689	316-555-3256
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431	575-555-9255
8	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corner, WA 98175	360-555-5422
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD 57324	605-555-4495
10	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, WA 99304	360-555-4289
11	Knope Equestrian Center	Lil Sebastian	9060 Easy Evening Ln Walkinghood, ME 04126	207-555-7225
12	Venture Brewing	Hank Dean	3034 Foggy Wharf Loop Bee Rock, NE 69823	308-555-1050
13	Placerville Insurance	Chris Kinkade	1028 Quiet Dale Rd Homosassa, MD 21610	443-555-4942
14	Archer Properties	Mallory Figgis	3520 Sleepy Hearth Dr Calendar, WA 99340	425-555-5370
15				
16				

With numerical data, the cell will display **pound signs (#####)** if the column is too narrow. Simply **increase the column width** to make the data visible.

## To AutoFit column width:

The **AutoFit** feature will allow you to set a column's width to fit its content **automatically**.

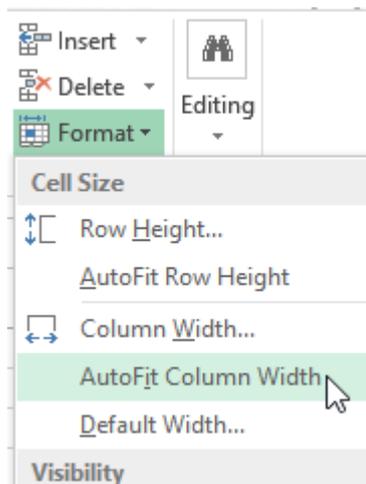
1. Position the mouse over the **column line** in the **column heading** so the cursor becomes a **double arrow**.

	A	B	C	D
1	Customer Contact List			
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	PHONE
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-6435
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204	603-555-2460
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208	913-555-5928
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689	316-555-3256
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431	575-555-9255
8	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corner, WA 98175	360-555-5422
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD 57324	605-555-4495
10	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, WA 99304	360-555-4289
11	Knope Equestrian Center	Lil Sebastian	9060 Easy Evening Ln Walkinghood, ME 04126	207-555-7225
12	Venture Brewing	Hank Dean	3034 Foggy Wharf Loop Bee Rock, NE 69823	308-555-1050
13	Placerville Insurance	Chris Kinkade	1028 Quiet Dale Rd Homosassa, MD 21610	443-555-4942
14	Archer Properties	Mallory Figgis	3520 Sleepy Hearth Dr Calendar, WA 99340	425-555-5370
15				
16				

2. Double-click the mouse. The **column width** will be changed automatically to fit the content.

	A	B	C	D	
1	Customer Contact List				
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	PHONE	EMAIL
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-6435	jake@:
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204	603-555-2460	katie.st
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208	913-555-5928	yuenp
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689	316-555-3256	felicia@
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431	575-555-9255	mlaws
8	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corner, WA 98175	360-555-5422	info@r
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD 57324	605-555-4495	jtorran
10	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, WA 99304	360-555-4289	vivica@
11	Knope Equestrian Center	Lil Sebastian	9060 Easy Evening Ln Walkinghood, ME 04126	207-555-7225	lil@kn
12	Venture Brewing	Hank Dean	3034 Foggy Wharf Loop Bee Rock, NE 69823	308-555-1050	hdean
13	Placerville Insurance	Chris Kinkade	1028 Quiet Dale Rd Homosassa, MD 21610	443-555-4942	chris.ki
14	Archer Properties	Mallory Figgis	3520 Sleepy Hearth Dr Calendar, WA 99340	425-555-5370	mallor
15					
16					

You can also AutoFit the width for several columns at the same time. Simply select the columns you want to AutoFit, then select the **AutoFit Column Width** command from the **Format** drop-down menu on the **Home** tab. This method can also be used for **row height**.



To modify row height:

1. Position the **cursor** over the **row line** so the cursor becomes a **double arrow**.

Customer Contact List		
COMPANY NAME	CONTACT NAME	BILLING ADDRESS
Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696
Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204
Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208
Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689
Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431

2. Click and drag the mouse to **increase** or **decrease** the row height.

Customer Contact List		
COMPANY NAME	CONTACT NAME	BILLING ADDRESS
Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696
Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204
Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208
Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689
Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431

3. Release the mouse. The **height** of the selected row will be changed.

Customer Contact List		
COMPANY NAME	CONTACT NAME	BILLING ADDRESS
Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696
Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204
Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208
Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689
Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431

## To modify all rows or columns:

Instead of resizing rows and columns individually, you can modify the height and width of every row and column at the same time. This method allows you to set a **uniform size** for every row and column in your worksheet. In our example, we will set a **uniform row height**.

1. Locate and click the **Select All** button just below the **name box** to select every cell in the worksheet.

	A	B	C	D
1	Customer Contact List			
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	PHONE
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696	605-555
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204	603-555
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208	913-555
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689	316-555
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431	575-555
8	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corner, WA 98175	360-555
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD 57324	605-555
10	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, WA 99304	360-555
11	Knope Equestrian Center	Lil Sebastian	9060 Easy Evening Ln Walkinghood, ME 04126	207-555
12	Venture Brewing	Hank Dean	3034 Foggy Wharf Loop Bee Rock, NE 69823	308-555
13	Placerville Insurance	Chris Kinkade	1028 Quiet Dale Rd Homosassa, MD 21610	443-555
14	Archer Properties	Mallory Figgis	3520 Sleepy Hearth Dr Calendar, WA 99340	425-555
15				
16				

2. Position the mouse over a **row line** so the cursor becomes a **double arrow**.
3. Click and drag the mouse to **increase** or **decrease** the row height, then release the mouse when you are satisfied. The row height will be changed for the entire worksheet.

	A	B	C	D
1	Customer Contact List			
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	PHONE
2	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696	605-555
3				
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204	603-555
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208	913-555
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689	316-555
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431	575-555
8	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corner, WA 98175	360-555
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD 57324	605-555
10	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, WA 99304	360-555

## Inserting, deleting, moving, and hiding

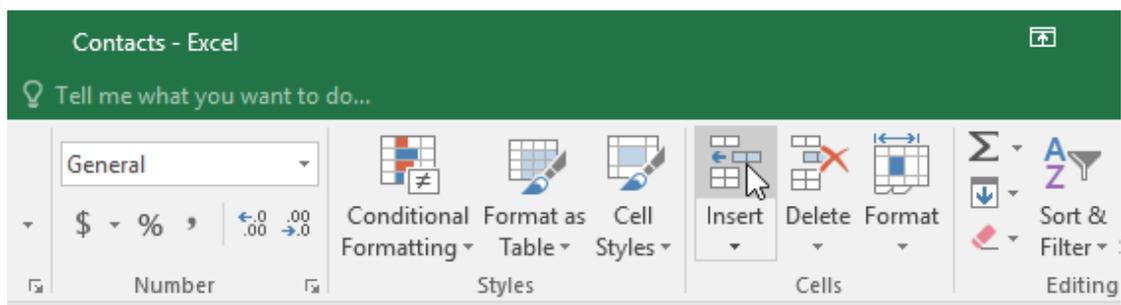
After you've been working with a workbook for a while, you may find that you want to **insert new** columns or rows, **delete** certain rows or columns, **move** them to a different location in the worksheet, or even **hide** them.

## To insert rows:

1. Select the **row heading** below where you want the new row to appear. In this example, we want to insert a row between rows 4 and 5, so we'll select **row 5**.

	A	B	C
1	Customer Contact List		
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431

2. Click the **Insert** command on the **Home** tab.



3. The **new row** will appear **above** the selected row.

	A	B	C
1	Customer Contact List		
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204
5			
6	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208
7	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689
8	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431

When inserting new rows, columns, or cells, you will see a **paintbrush icon** next to the inserted cells. This button allows you to choose how Excel formats these cells. By default, Excel formats inserted rows with the same formatting as the cells in the row above. To access additional options, hover your mouse over the icon, then click the **drop-down arrow**.

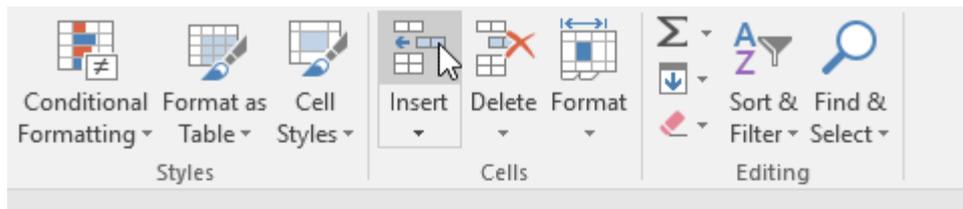
4	Aria Real Estate	Katie Stark
5		
6	Pharmaceuticals	Phillip Yuen
7		
	Mass Airlines	Miranda Lawson

### To insert columns:

1. Select the **column heading** to the right of where you want the new column to appear. For example, if you want to insert a column between columns D and E, select **column E**.

	D	E	F
	PHONE	EMAIL ADDRESS	
	605-555-6435	jake@adventureoutfitters.com	
	603-555-2460	katie.stark@ariarealestate.com	
	913-555-5928	yuenp@corepharmaceuticals.com	
	316-555-3256	felicia@everlypublishing.com	
	575-555-9255	mlawson@massairlines.com	
	360-555-5422	info@newhaventraders.com	
	605-555-4495	jtorrance@overlookinn.com	

2. Click the **Insert** command on the **Home** tab.



	D	E	F
	PHONE	EMAIL ADDRESS	
	605-555-6435	jake@adventureoutfitters.com	
	603-555-2460	katie.stark@ariarealestate.com	

3. The **new column** will appear **to the left** of the selected column.



	D	E	F
	PHONE		EMAIL ADDRESS
	605-555-6435		jake@adventureoutfitters.com
	603-555-2460		katie.stark@ariarealestate.com

When inserting rows and columns, make sure to select the entire row or column by clicking the **heading**. If you select only a cell in the row or column, the **Insert** command will only insert a new cell.

### To delete a row or column:

It's easy to delete a row or column that you no longer need. In our example we'll delete a row, but you can delete a column the same way.

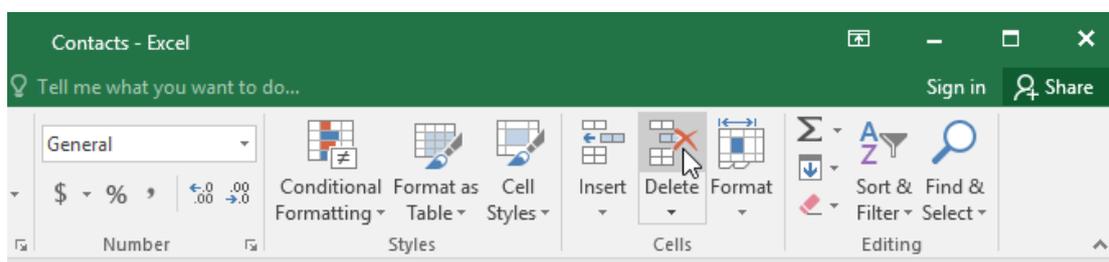
1. Select the **row** you want to delete. In our example, we'll select **row 9**.

7	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689
8	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431
9	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corner, WA 98175
10	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD 57324
11	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, WA 99304

Sheet 1

Ready

2. Click the **Delete** command on the **Home** tab.



3. The **selected row** will be deleted, and those around it will **shift**. In our example, **row 10** has moved up, so it's now **row 9**.

7	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689
8	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD 57324
10	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, WA 99304
11	Knope Equestrian Center	Lil Sebastian	9060 Easy Evening Ln Walkinghood, ME 04126

Sheet 1

Ready

It's important to understand the difference between **deleting** a row or column and simply **clearing its contents**. If you want to remove the **content** from a row or column without causing others to shift, **right-click a heading**, then select **Clear Contents** from the drop-down menu.

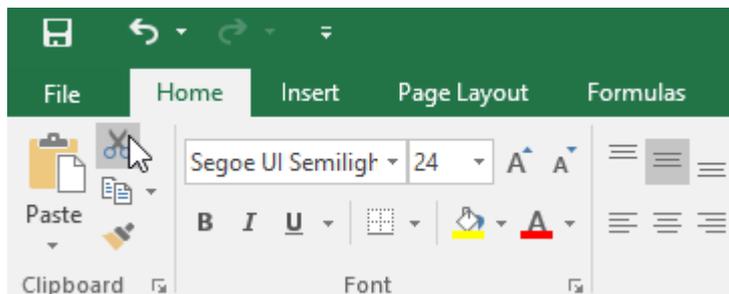
## To move a row or column:

Sometimes you may want to **move** a column or row to rearrange the content of your worksheet. In our example we'll move a column, but you can move a row in the same way.

1. Select the desired **column heading** for the column you want to move.

C	D	E	
BILLING ADDRESS	PHONE	FAX	EMAIL ADDRESS
1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-6435		jake@adventurec
971 Cinder Butterfly St Stoughton, NH 03204	603-555-2460		katie.stark@ariare
5108 Crystal Gate Blvd Twig City, KS 66208	913-555-5928		yuenp@corephar
8544 Lazy Bluff Ave Whiskey Creek, KS 66689	316-555-3256		felicia@everlyput
5316 Colonial Pkwy Esterhazy, NM 88431	575-555-9255		mlawson@massa

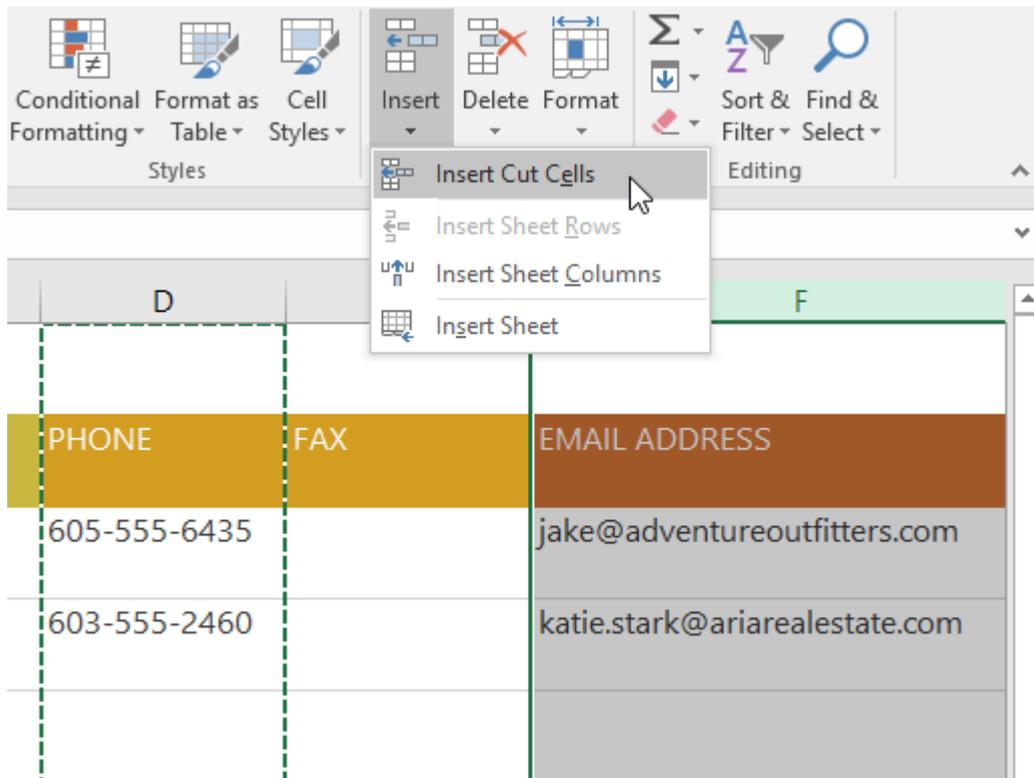
2. Click the **Cut** command on the **Home** tab, or press **Ctrl+X** on your keyboard.



3. Select the **column heading** to the right of where you want to move the column. For example, if you want to move a column between columns E and F, select **column F**.

C	D	E	F
BILLING ADDRESS	PHONE	FAX	EMAIL ADDRESS
1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-6435		jake@adventureoutfite
971 Cinder Butterfly St Stoughton, NH 03204	603-555-2460		katie.stark@ariarealesta
5108 Crystal Gate Blvd Twig City, KS 66208	913-555-5928		yuenp@corepharmaceu
8544 Lazy Bluff Ave Whiskey Creek, KS 66689	316-555-3256		felicia@everlypublishin
5316 Colonial Pkwy Esterhazy, NM 88431	575-555-9255		mlawson@massairlines

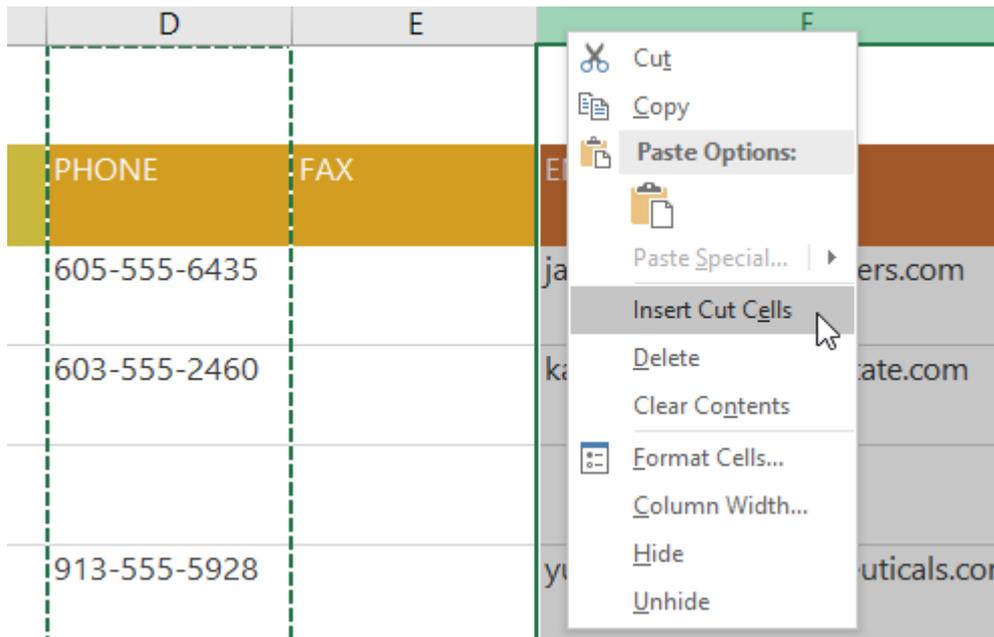
4. Click the **Insert** command on the **Home** tab, then select **Insert Cut Cells** from the drop-down menu.



- The column will be **moved** to the selected location, and the columns around it will shift.

C	D	E	F
BILLING ADDRESS	FAX	PHONE	EMAIL ADDRESS
1407 Dusty Fawn Ln Soaptown, SD 57696		605-555-6435	jake@adventureoutfit
971 Cinder Butterfly St Stoughton, NH 03204		603-555-2460	katie.stark@ariareales
5108 Crystal Gate Blvd Twig City, KS 66208		913-555-5928	yuenp@corepharmace
8544 Lazy Bluff Ave Whiskey Creek, KS 66689		316-555-3256	felicia@everlypublishi
5316 Colonial Pkwy Esterhazy, NM 88431		575-555-9255	mlawson@massairline

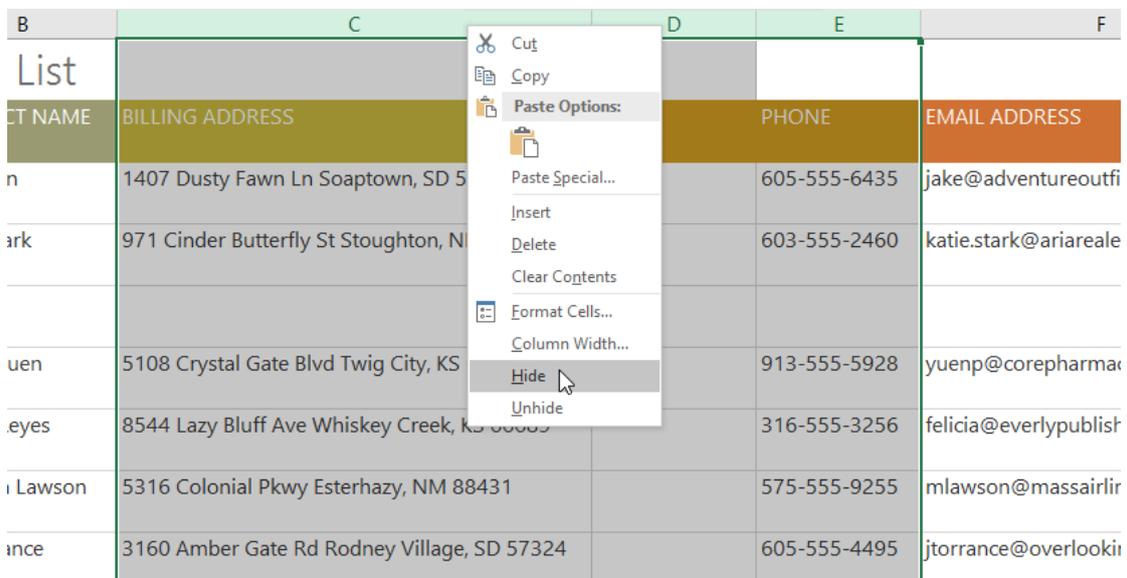
You can also access the **Cut** and **Insert** commands by right-clicking the mouse and selecting the **desired commands** from the drop-down menu.



## To hide and unhide a row or column:

At times, you may want to **compare** certain rows or columns without changing the organization of your worksheet. To do this, Excel allows you to **hide** rows and columns as needed. In our example we'll hide a few columns, but you can hide rows in the same way.

1. Select the **columns** you want to **hide**, right-click the mouse, then select **Hide** from the **formatting** menu. In our example, we'll hide columns C, D, and E.



2. The columns will be **hidden**. The **green column line** indicates the location of the hidden columns.

	A	B	F	G	H
1	Customer Contact List				
2	COMPANY NAME	CONTACT NAME	EMAIL ADDRESS		
3	Adventure Outfitters	Jake Finn	jake@adventureoutfitters.com		
4	Aria Real Estate	Katie Stark	katie.stark@ariarealestate.com		
5	Bishop Research				
6	Core Pharmaceuticals	Phillip Yuen	yuenp@corepharmaceuticals.com		
7	Everly Publishing	Felicia Reyes	felicia@everlypublishing.com		
8	Mass Airlines	Miranda Lawson	mlawson@massairlines.com		
9	Overlook Inn	Jill Torrance	jtorrance@overlookinn.com		

- To **unhide** the columns, select the columns on **both sides** of the hidden columns. In our example, we'll select columns **B** and **F**. Then right-click the mouse and select **Unhide** from the **formatting** menu.

	A	B	F	G	H
1	Customer Contact List				
2	COMPANY NAME	CONTACT NAME	EMAIL ADDRESS		
3	Adventure Outfitters	Jake Finn	jake@ad		
4	Aria Real Estate	Katie Stark	katie.star		
5	Bishop Research				
6	Core Pharmaceuticals	Phillip Yuen	yuenp@		
7	Everly Publishing	Felicia Reyes	felicia@e		
8	Mass Airlines	Miranda Lawson	mlawson@massairlines.com		
9	Overlook Inn	Jill Torrance	jtorrance@overlookinn.com		

- The hidden columns will reappear.

B	C	D	E	F
List				
LAST NAME	BILLING ADDRESS	FAX	PHONE	EMAIL ADDRESS
John	1407 Dusty Fawn Ln Soaptown, SD 57696		605-555-6435	jake@adventureoutf
Mark	971 Cinder Butterfly St Stoughton, NH 03204		603-555-2460	katie.stark@ariareale
Juan	5108 Crystal Gate Blvd Twig City, KS 66208		913-555-5928	yuenp@corepharma
Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689		316-555-3256	felicia@everlypublis
Lawson	5316 Colonial Pkwy Esterhazy, NM 88431		575-555-9255	mlawson@massairli
Juan	3160 Amber Gate Rd Rodney Village, SD 57324		605-555-4495	jtorrance@overlook

## Wrapping text and merging cells

Whenever you have too much cell content to be displayed in a single cell, you may decide to **wrap the text** or **merge** the cell rather than resize a column. Wrapping the text will automatically modify a cell's **row height**, allowing cell contents to be displayed **on multiple lines**. Merging allows you to combine a cell with adjacent empty cells to create **one large cell**.

To wrap text in cells:

1. Select the cells you want to wrap. In this example, we'll select the cells in **column C**.
2. Click the **Wrap Text** command on the **Home** tab.

The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The ribbon includes options for Font, Paragraph, and Alignment. The 'Wrap Text' button is highlighted with a mouse cursor. Below the ribbon, a table titled 'Customer Contact List' is displayed. The table has four columns: COMPANY NAME, CONTACT NAME, BILLING ADDRESS, and FAX. The 'BILLING ADDRESS' column is selected, and the text within it is wrapped across multiple rows.

	A	B	C	D
1	Customer Contact List			
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	FAX
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soap	605-555-8495
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St St	603-555-3478
5	Bishop Research	William Bell	2201 Treasure Ct Ste 301	206-555-2305
6	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Tv	913-555-3461
7	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whis	316-555-3454
8	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Ester	575-555-2376
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rod	605-555-4495

3. The text in the selected cells will be **wrapped**.

	A	B	C	D
1	Customer Contact List			
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	FAX
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-8495
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204	603-555-3478
5	Bishop Research	William Bell	2201 Treasure Ct Ste 301 Good Thunder, WA	206-555-2305
6	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208	913-555-3461
7	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS	316-555-3454
8	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431	575-555-2376
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD	605-555-4495

Click the **Wrap Text** command again to **unwrap** the text.

To merge cells using the Merge & Center command:

1. Select the **cell range** you want to merge. In our example, we'll select **A1:F1**.
2. Click the **Merge & Center** command on the **Home** tab. In our example, we'll select the cell range **A1:F1**.

The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The 'Merge & Center' button in the Alignment group is highlighted. The spreadsheet shows the first row of the contact list, where the text 'Customer Contact List' is now centered across the entire width of the row (A1:F1).

	A	B	C	D	E	F
1	Customer Contact List					
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	FAX	PHONE	EMAIL ADDRESS
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-8495	605-555-6435	jake@adventureoutfitters.com
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204	603-555-3478	603-555-2460	katie.stark@ariarealestate.com
5	Bishop Research	William Bell	2201 Treasure Ct Ste 301 Good Thunder, WA	206-555-2305	206-555-2303	wbell@bishopresearch.com

3. The selected cells will be **merged**, and the text will be **centered**.

Customer Contact List					
COMPANY NAME	CONTACT NAME	BILLING ADDRESS	FAX	PHONE	EMAIL ADDRESS
Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-8495	605-555-6435	jake@adventureoutfitters.com
Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204	603-555-3478	603-555-2460	katie.stark@aria realestate.com
Bishop Research	William Bell	2201 Treasure Ct Ste 301 Good Thunder, WA	206-555-2305	206-555-2303	wbell@bishopresearch.com