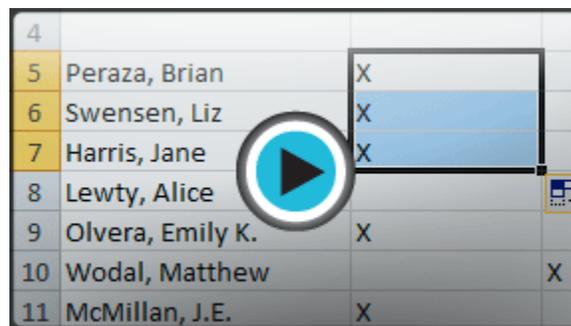


Cell Basics

Introduction

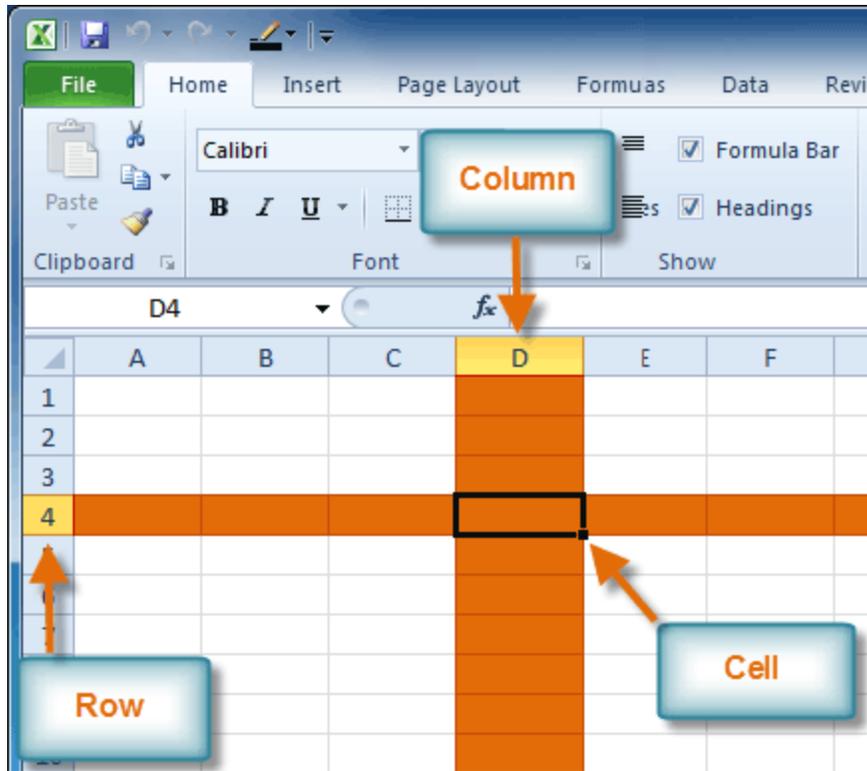
A screenshot of an Excel spreadsheet showing a list of names in column A and 'X' marks in column B. A play button icon is overlaid on the spreadsheet. The spreadsheet data is as follows:

4		
5	Peraza, Brian	X
6	Swensen, Liz	X
7	Harris, Jane	X
8	Lewty, Alice	
9	Olvera, Emily K.	X
10	Wodal, Matthew	X
11	McMillan, J.E.	X

Cells are the basic building blocks of a worksheet. Cells can contain a variety of content such as **text**, **formatting attributes**, **formulas**, and **functions**.

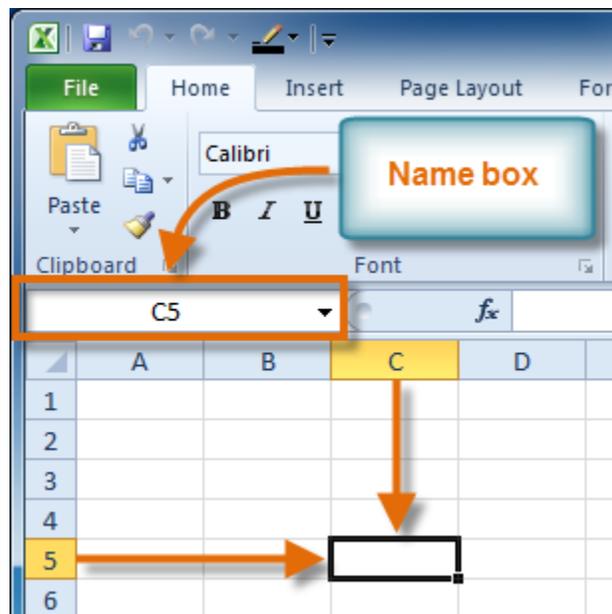
The Cell

Each rectangle in a worksheet is called a **cell**. A cell is the intersection of a **row** and a **column**.



Row 4, Column D

Each cell has a name, or a **cell address** based on which **column and row** it intersects. The **cell address** of a selected cell appears in the **Name box**. Here you can see that **C5** is selected.



Cell address

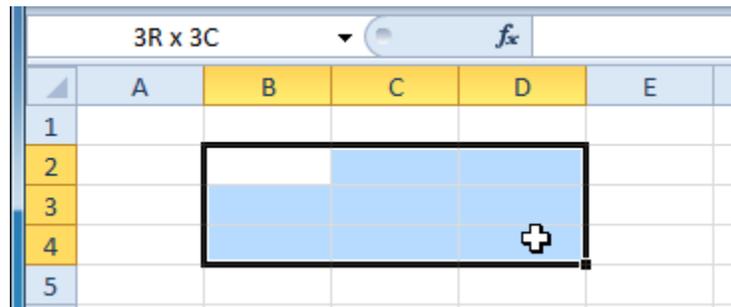
To Select a Cell:

1. **Click on a cell** to select it. When a cell is selected you will notice that the **borders** of the cell appear bold  and the **column heading** and **row heading** of the cell are highlighted.
2. Release your mouse. The cell will stay selected until you click on another cell in the worksheet.

You can also navigate through your worksheet and select a cell by using the **arrow keys** on your keyboard.

To Select Multiple Cells:

1. **Click and drag your mouse** until all of the adjoining cells you want are highlighted.



Selecting multiple cells

2. Release your mouse. The cells will stay selected until you click on another cell in the worksheet.

Cell Content

Each cell can contain its own text, formatting, comments, formulas, and functions.

- **Text**
Cells can contain letters, numbers, and dates.

- **Formatting attributes**

Cells can contain formatting attributes that change the way letters, numbers, and dates are displayed. For example, dates can be formatted as MM/DD/YYYY or Month/D/YYYY.

- **Comments**

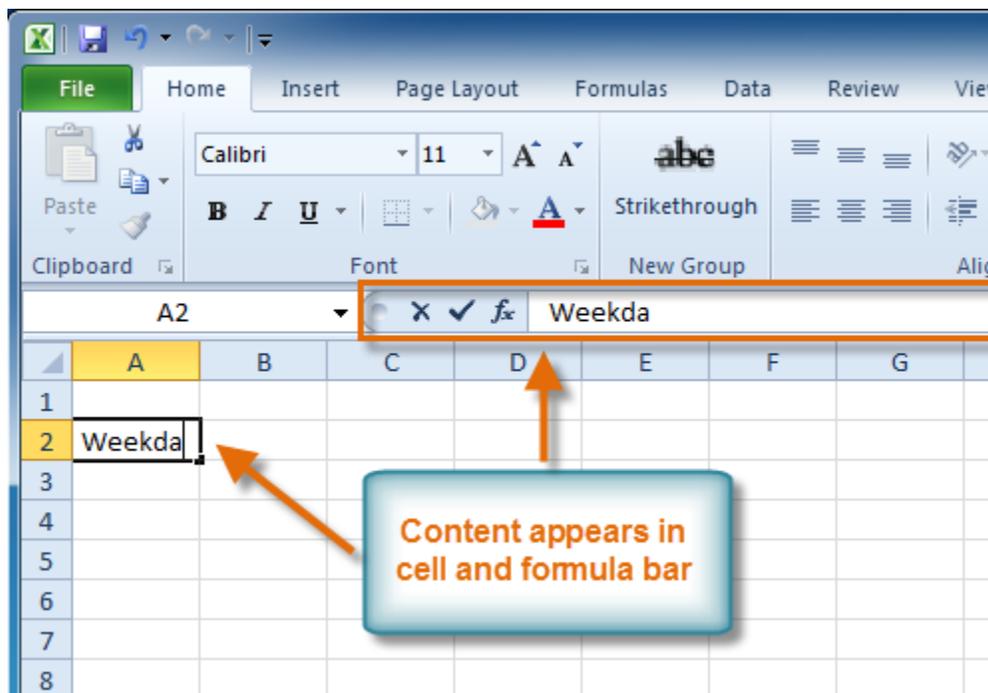
Cells can contain comments from multiple reviewers.

- **Formulas and Functions**

Cells can contain formulas and functions that calculate cell values. For example, *SUM(cell 1, cell 2..)* is a formula that can add the values in multiple cells.

To Insert Content:

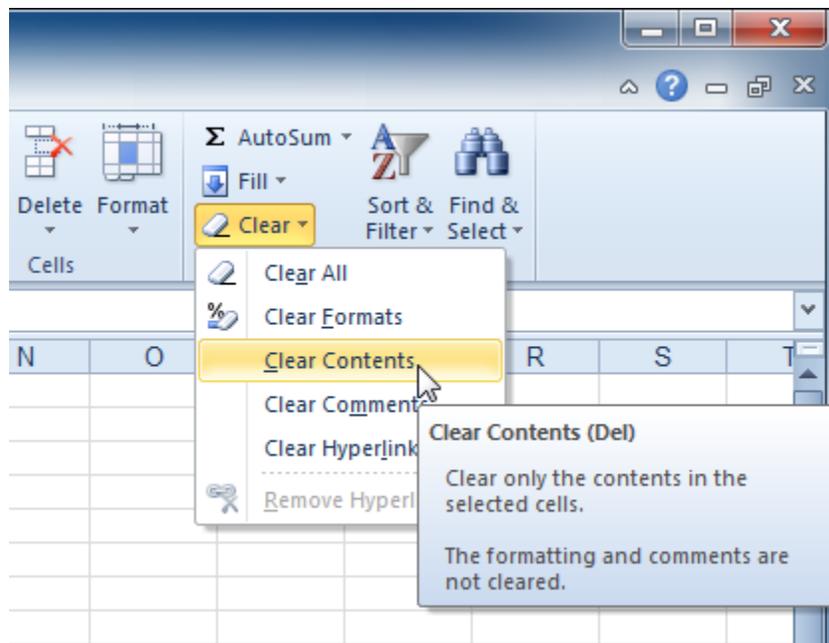
1. Click on a cell to select it.
2. Enter content into the selected cell using your keyboard. The content appears in the **cell** and in the **formula bar**. You also can enter or edit cell content from the formula bar.



Inserting content

To Delete Content Within Cells:

1. Select the cells which contain content you want to delete.
2. Click the **Clear** command on the ribbon. A **dialog box** will appear.
3. Select **Clear Contents**.

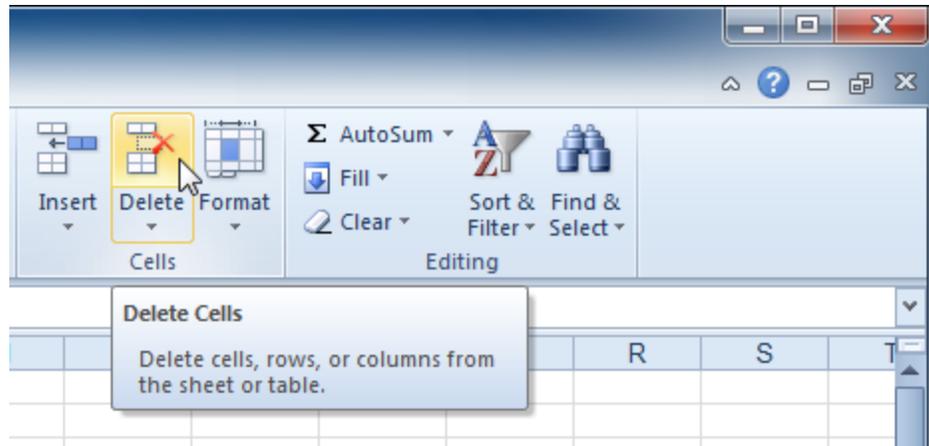


Clearing cell contents

You can also use your keyboard's **Backspace** key to delete content from a **single cell** or **Delete** key to delete content from **multiple cells**.

To Delete Cells:

1. Select the cells that you want to delete.
2. Choose the **Delete** command from the ribbon.

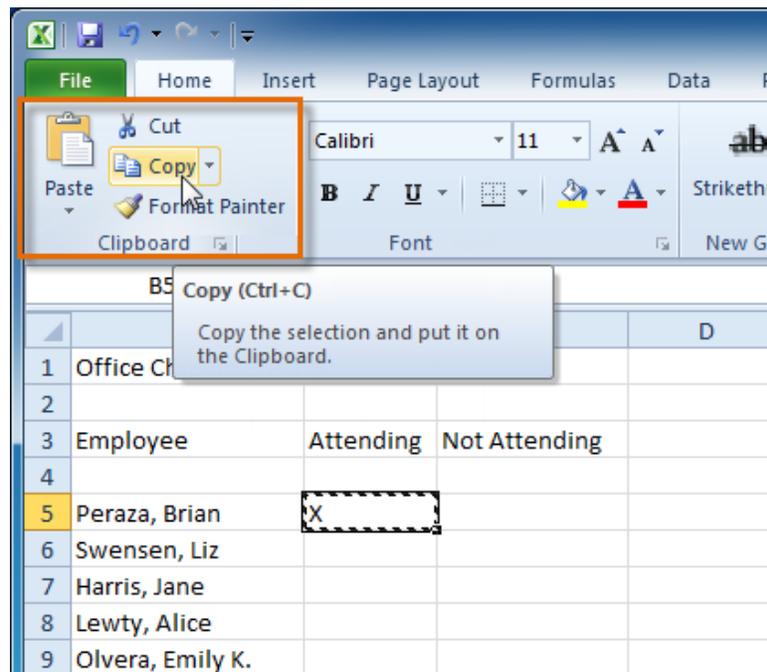


Deleting cells

*There is an important difference between **deleting the content of a cell** and **deleting the cell itself**. If you delete the cell, by default the cells underneath it will shift up and replace the deleted cell.

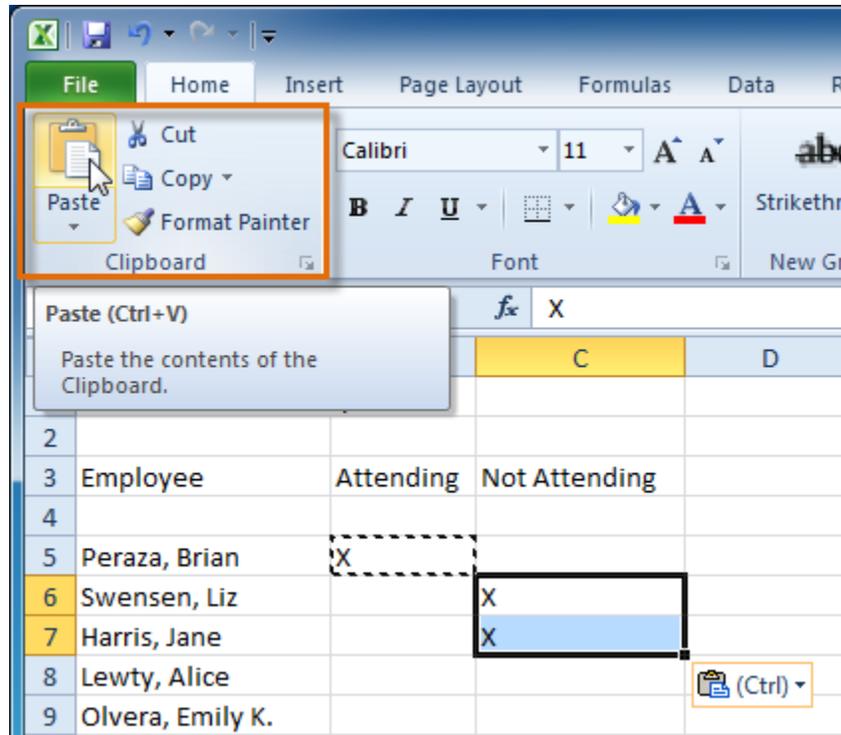
To Copy and Paste Cell Content:

1. Select the cells you wish to copy.
2. Click the **Copy** command. The border of the selected cells will change appearance.



Copying selected cells

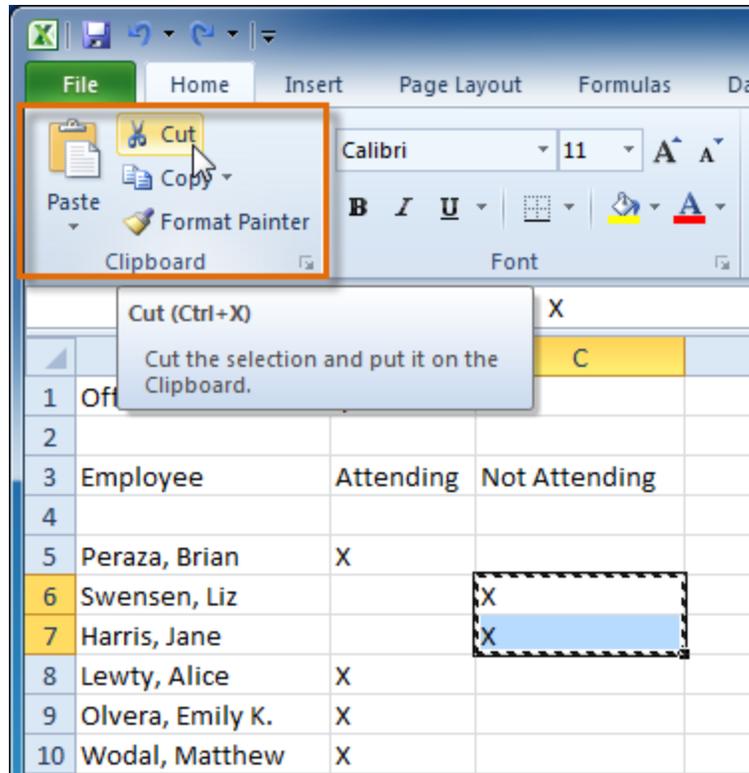
3. Select the cell or cells where you want to paste the content.
4. Click the **Paste** command. The copied content will be entered into the highlighted cells.



Pasting selected cells

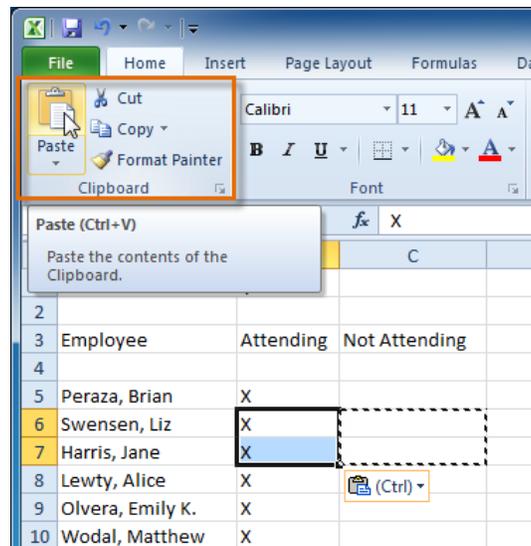
To Cut and Paste Cell Content:

1. Select the cells you wish to cut.
2. Click the **Cut** command. The border of the selected cells will change appearance.



Cutting selected cells

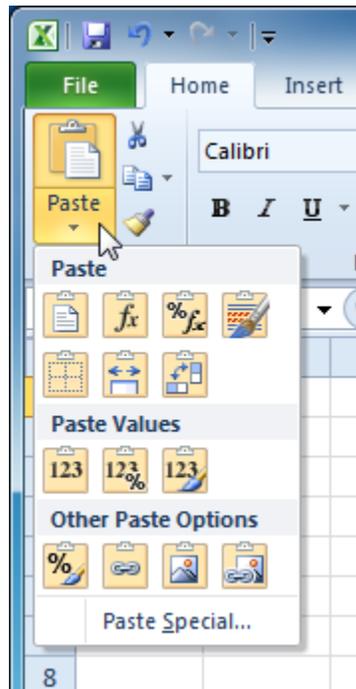
3. Select the cells where you want to paste the content.
4. Click the **Paste** command. The cut content will be removed from the original cells and entered into the highlighted cells.



Pasting selected cells

To Access More Paste Options:

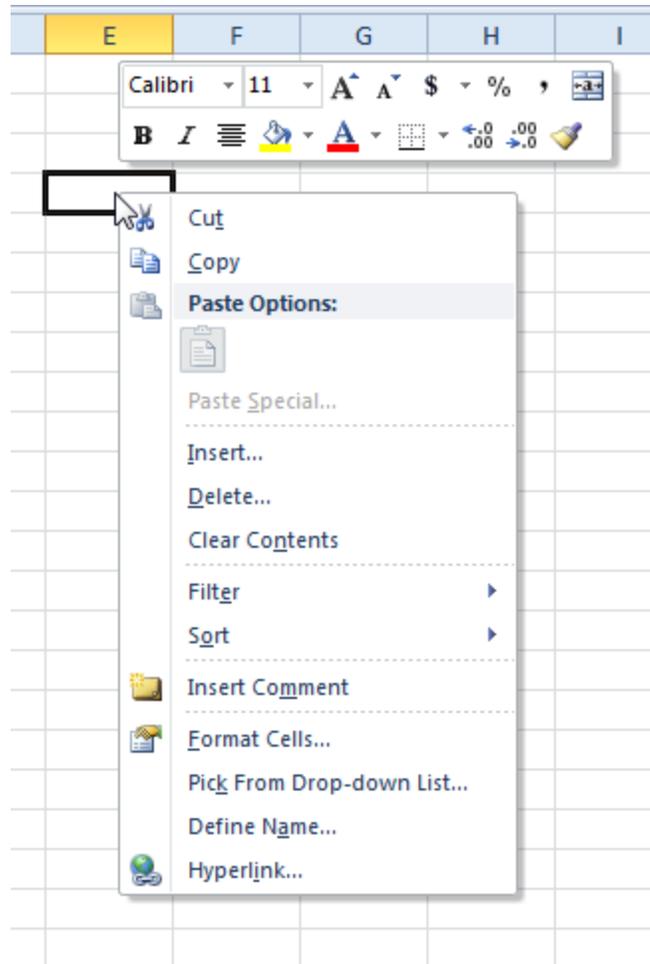
There are more Paste options that you can access from the drop-down menu on the **Paste** command. These options may be convenient to advanced users who are working with **cells that contain formulas or formatting**.



Accessing Paste Options

To Access Formatting Commands by Right-Clicking:

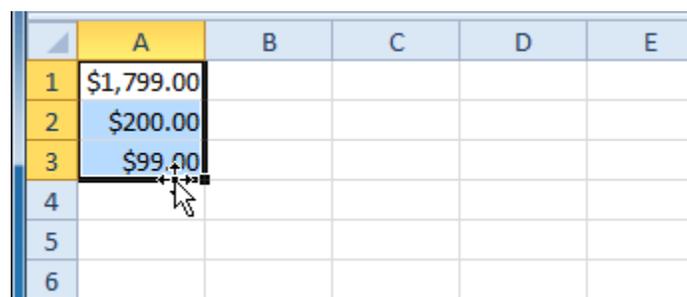
1. Select the cells you want to format.
2. **Right-click** on the selected cells. A **dialog box** will appear where you can easily access many commands that are on the ribbon.



Right-clicking a selected cell

To Drag and Drop Cells:

1. Select the cells that you wish to move.
2. Position your mouse on one of the **outside edges** of the selected cells. The mouse changes from a **white cross**  to a **black cross with 4 arrows** .



Positioning the mouse to drag and drop cells

3. Click and drag the cells to the new location.
4. Release your mouse and the cells will be dropped there.

	A	B	C	D	E
1			\$1,799.00		
2			\$200.00		
3			\$99.00		
4					
5					
6					

Dropped cells

To Use the Fill Handle to Fill Cells:

1. Select the cell or cells containing the content you want to use. You can fill cell content either vertically or horizontally.
2. Position your mouse over the **fill handle** so that the **white cross**  becomes a **black cross** .

	A	B	C
1	Office Christmas Party		
2			
3	Employee	Attending	Not Attending
4			
5	Peraza, Brian	X	
6	Swensen, Liz		X
7	Harris, Jane		X
8	Lewty, Alice	X	
9	Olvera, Emily K.		
10	Wodal, Matthew		
11	McMillan, J.E.		
12	Dees, Robert		
13	Wimblet, Grace		
14	Salter, Joe Ann		

Positioning the mouse to use the fill handle

3. Click and drag the fill handle until all the cells you want to fill are highlighted.

4. Release the mouse and your cells will be filled.

	A	B	C
1	Office Christmas Party		
2			
3	Employee	Attending	Not Attending
4			
5	Peraza, Brian	X	
6	Swensen, Liz		X
7	Harris, Jane		X
8	Lewty, Alice	X	
9	Olvera, Emily K.	X	
10	Wodal, Matthew	X	
11	McMillan, J.E.	X	
12	Dees, Robert		
13	Wimblet, Grace		
14	Salter, Joe Ann		

Filled cells

*(Originally Created By GCFLearnFree.org)