Lesson Three

**Copy cells**

* Select the cells you wish to copy
* Right click
* Press on copy

**Paste/Move cells**

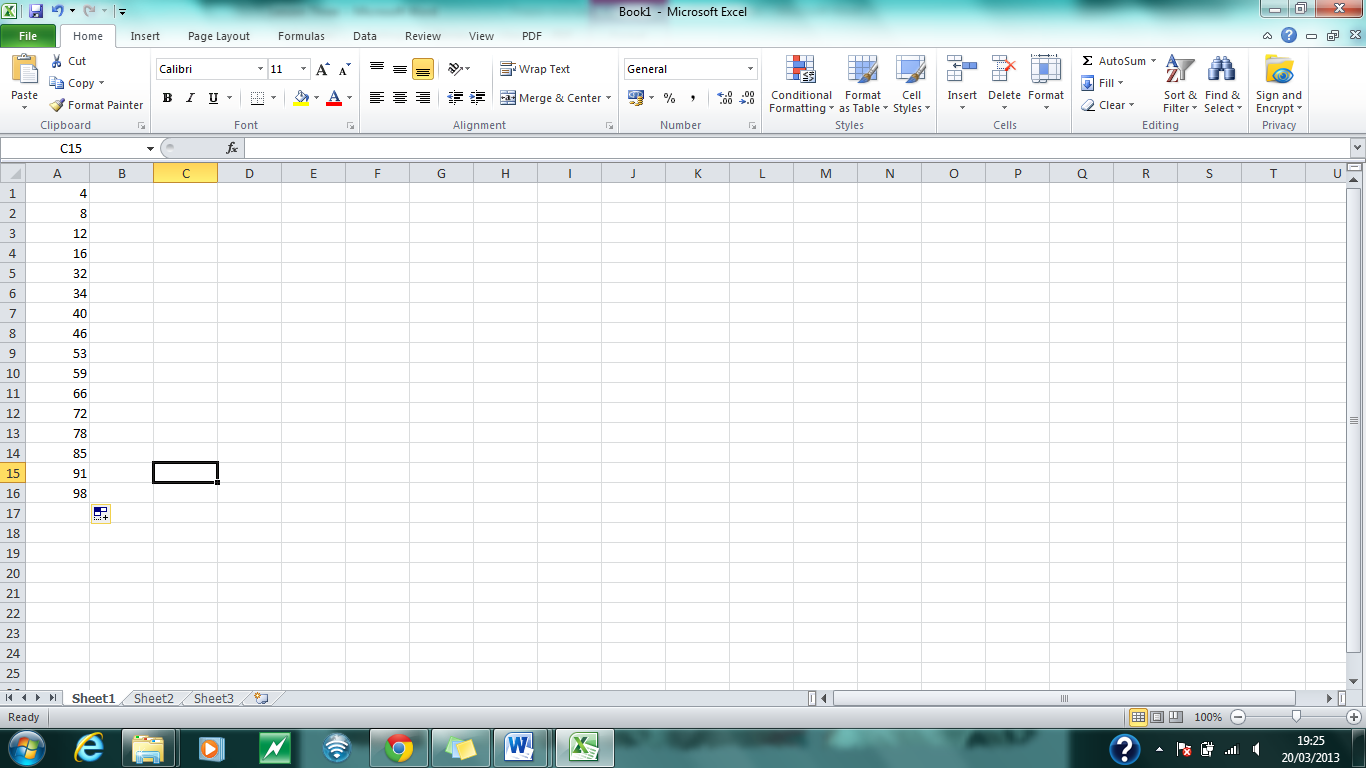
* Select where you wish to paste/move the copied cells
* Right click
* Press on paste

**Deleting a cells content**

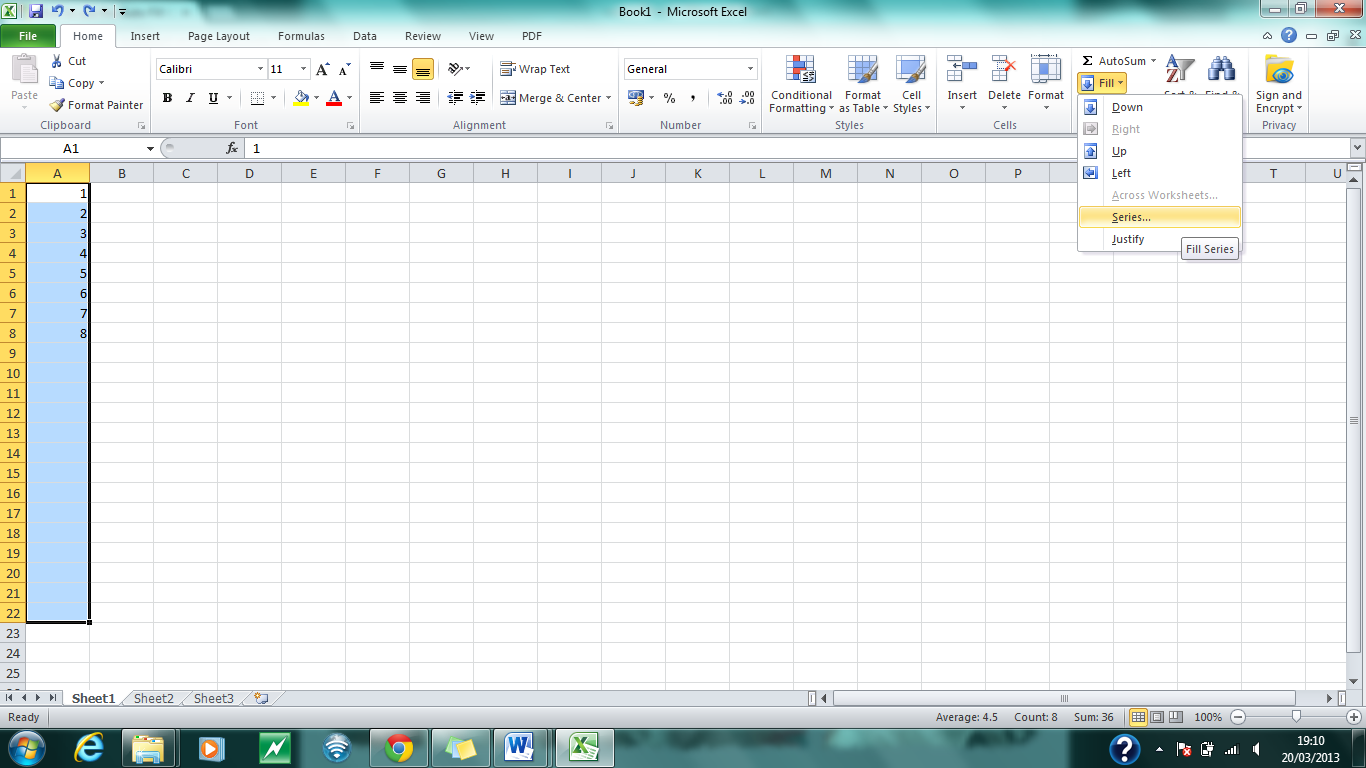
* Click on the cell you wish to delete
* Click ‘delete’ or ‘backspace’ and the content will be removed

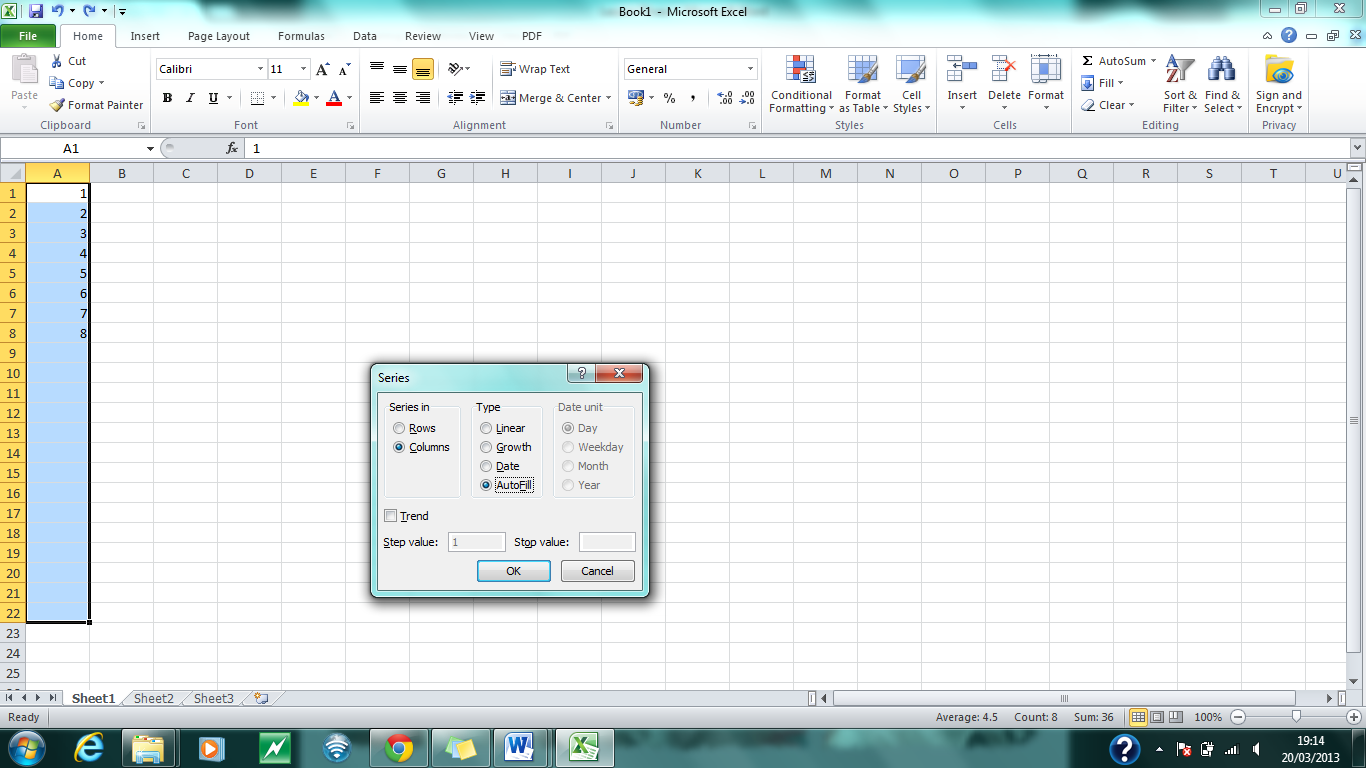
**New sheets**

* An excel worksheet is made up of a number of sheets
* At the bottom of your document you should see a number of tabs
* If you wish to move to a new sheet click on the sheet you wish to move on
* This will give you a new empty worksheet

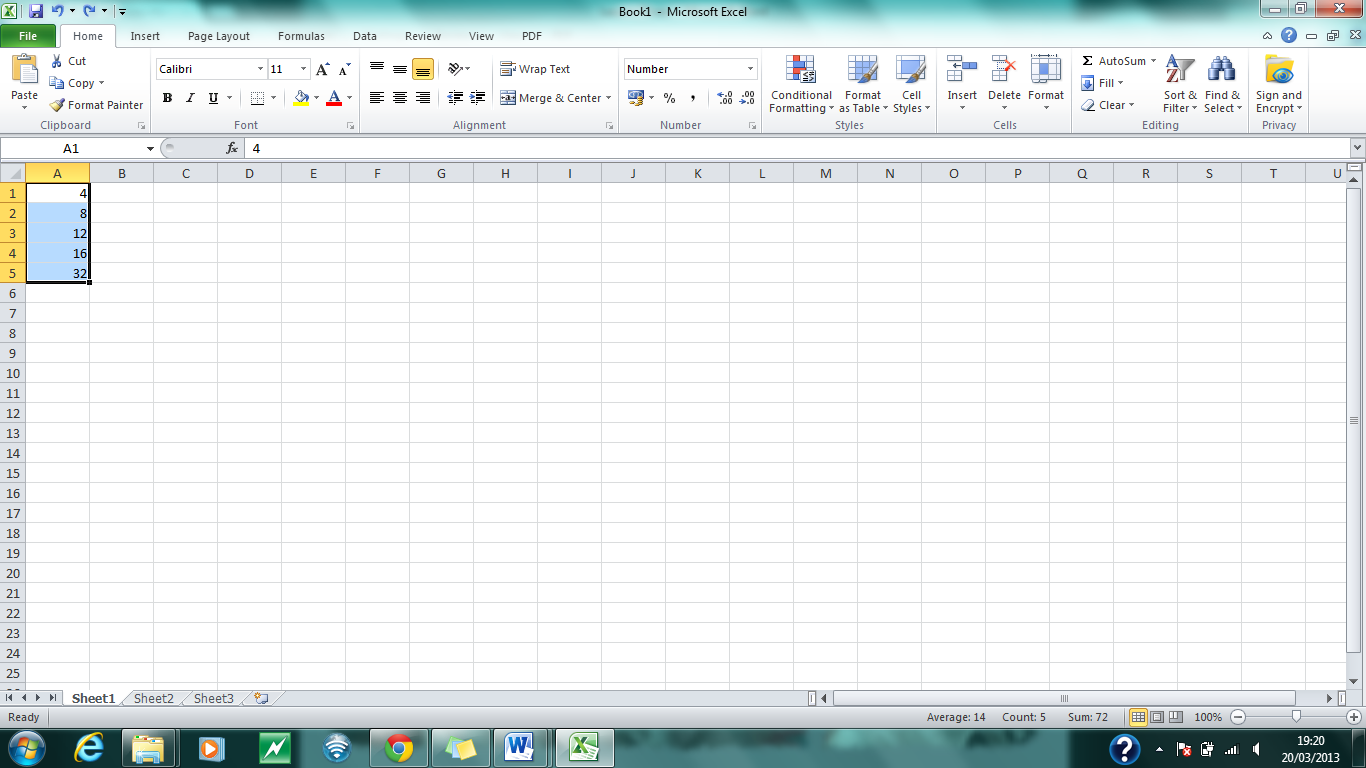


**Use the auto-fill tool**

* Select the cells you wish to auto-fill (continue the series of data)
* Make sure you’re on ‘Home’
* Click on ‘Fill’ from the editing tab
* Click on ‘Series’
* From the dialog box click on ‘Auto-Fill’
* Press OK



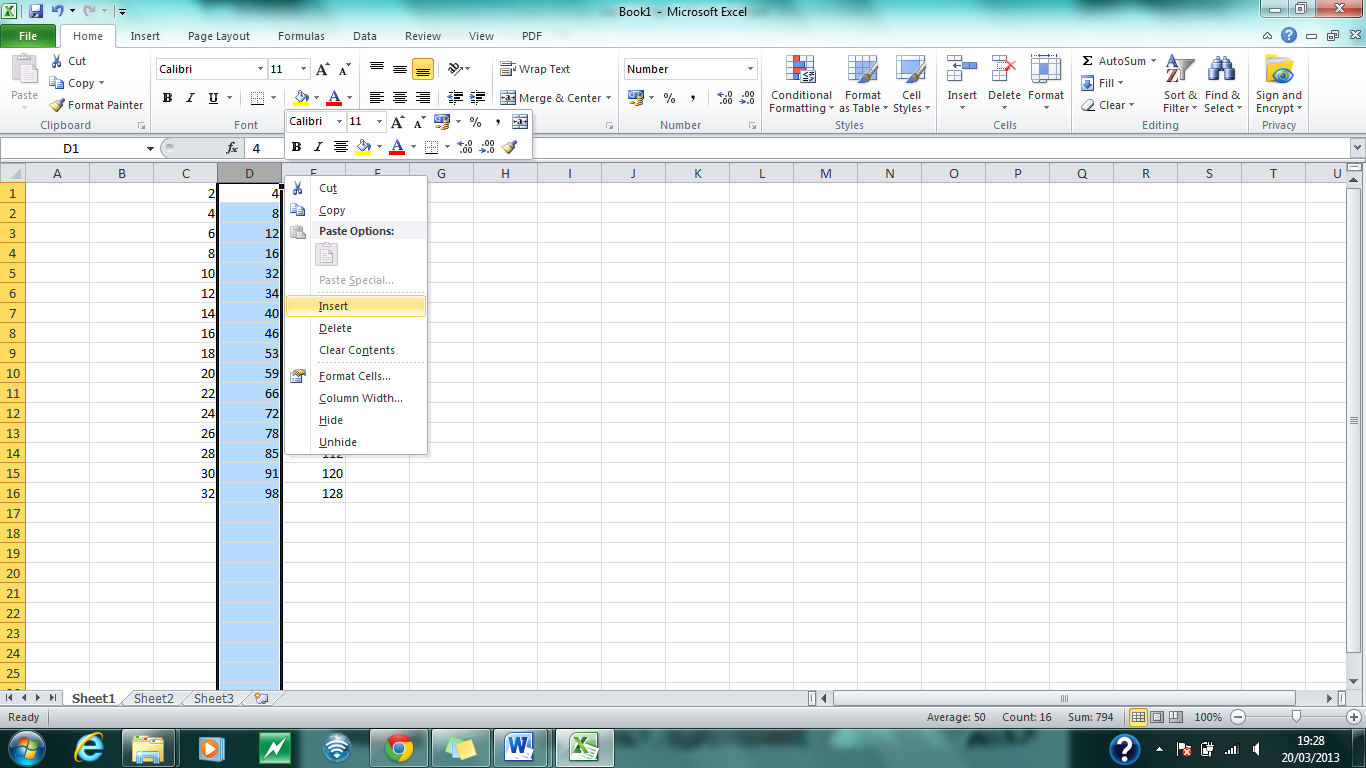
**Increment data entries/Continue a data sequence**

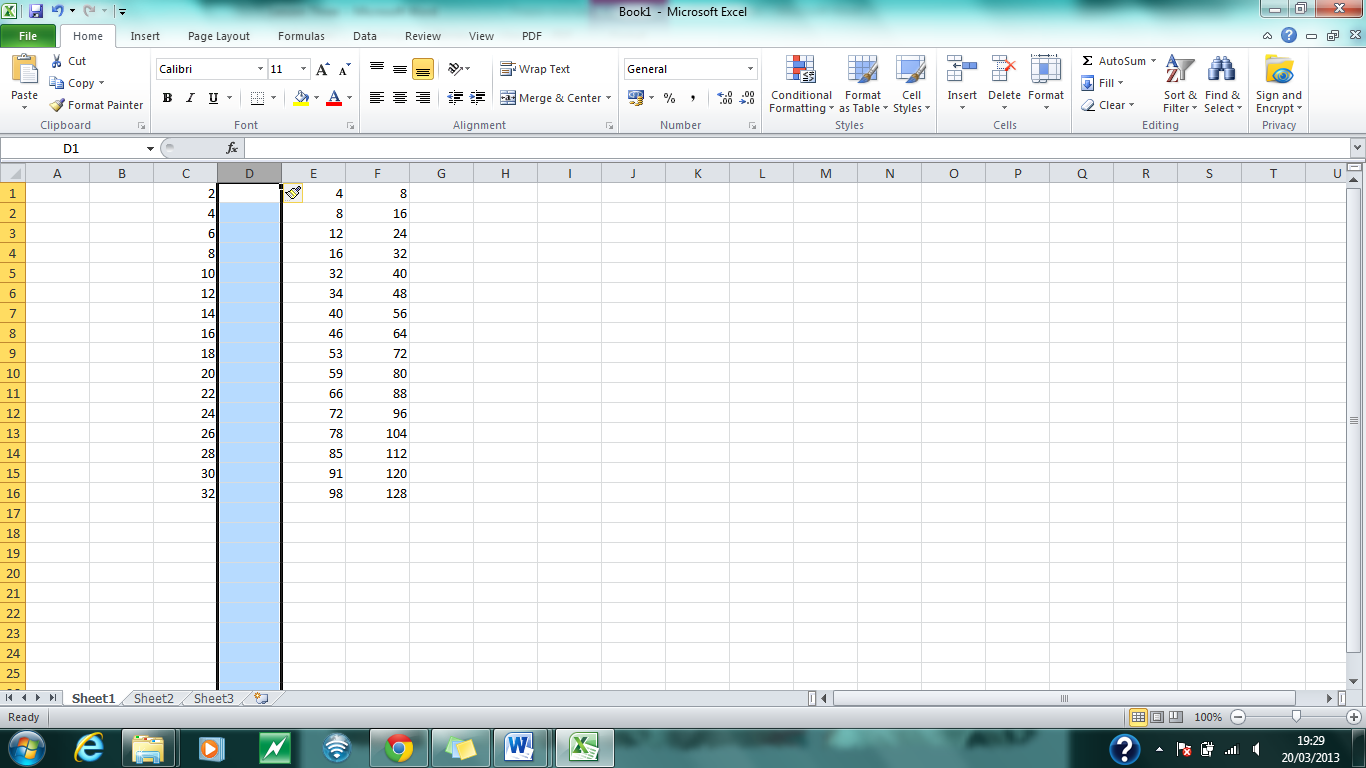


* Select the cells with the data you wish to increment
* Click on bottom right corner of the select till you see a black cross
* Click and drag till where you wish the sequence to continue

**Insert columns**

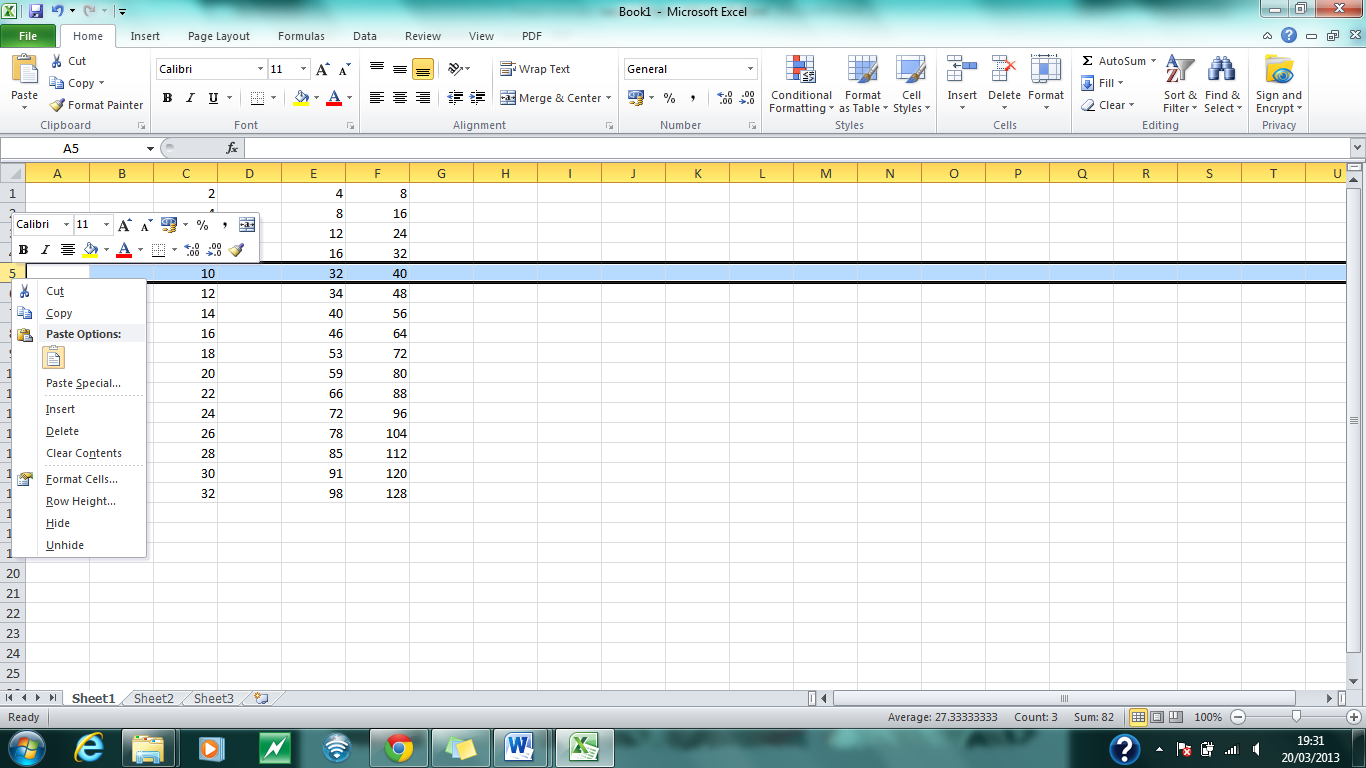
* Select where you wish to insert a column
* Right click
* Press insert
* A new column will appear in front of the selected column

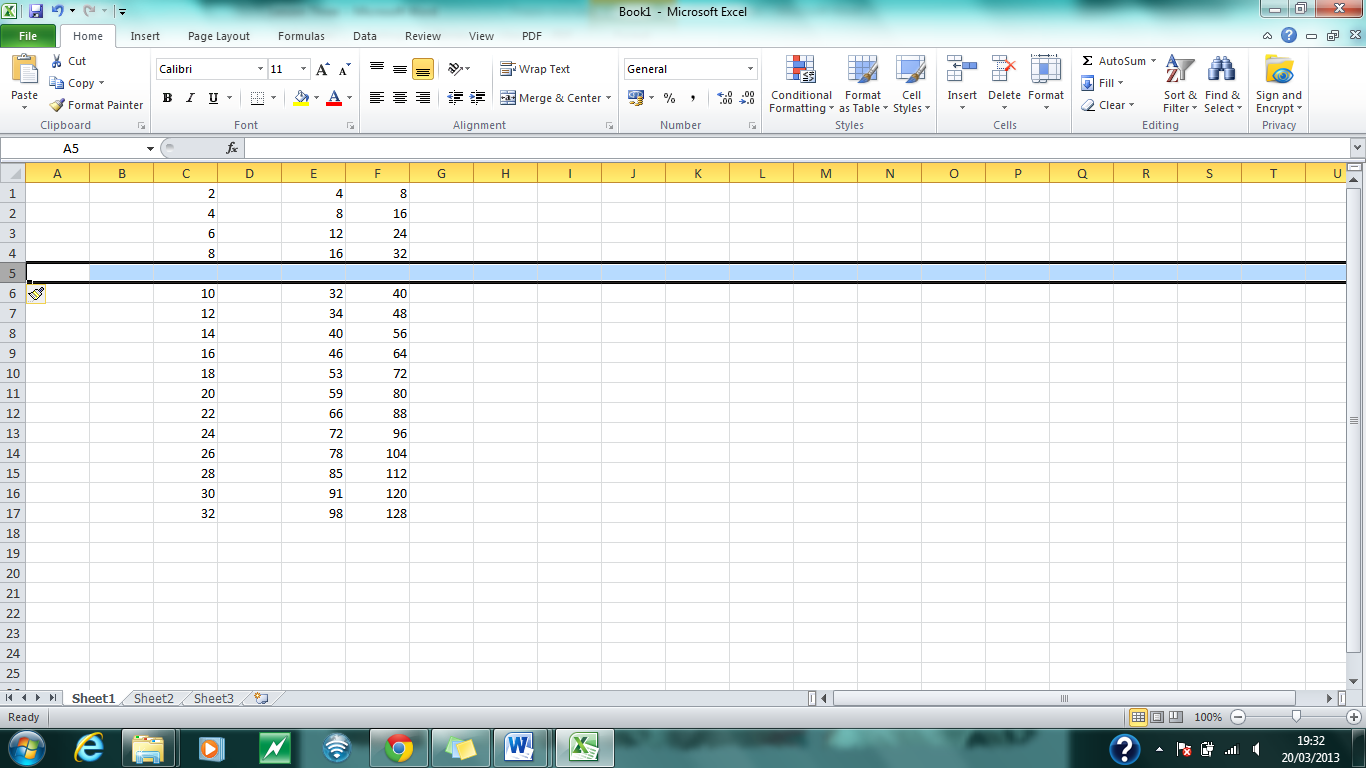


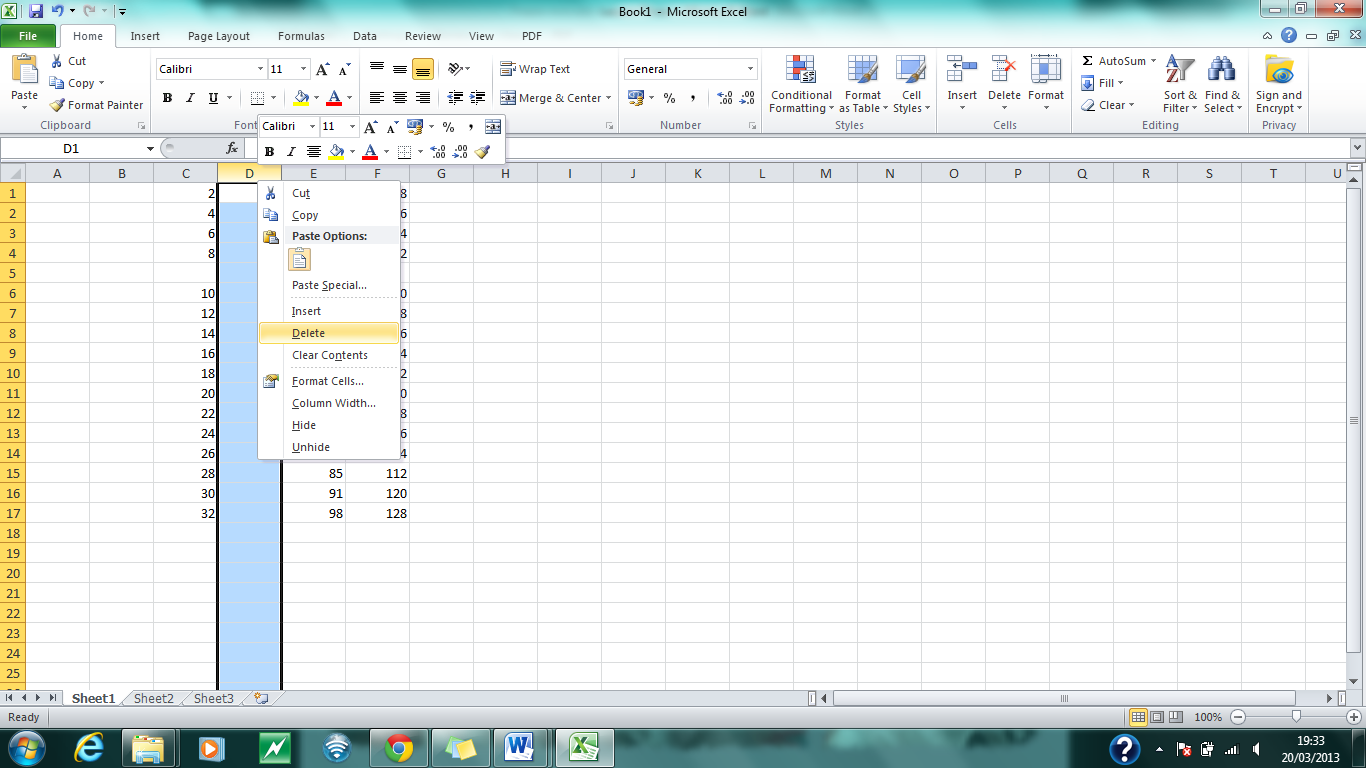


**Insert rows**

* Select where you wish to insert a row
* Right click
* Press insert
* A new row will appear in front of the selected row





**Delete column**

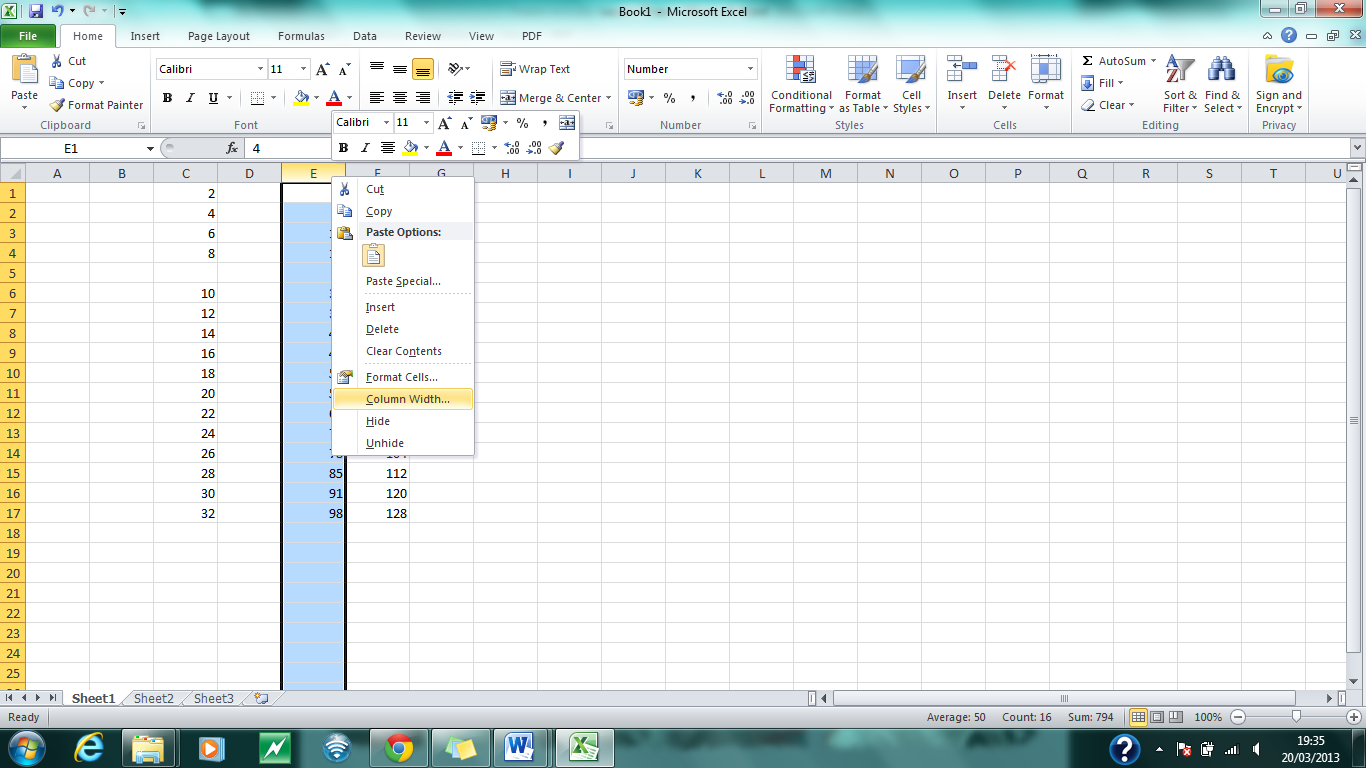
* Select the column you wish to delete
* Right click
* Press delete
* The column will be removed

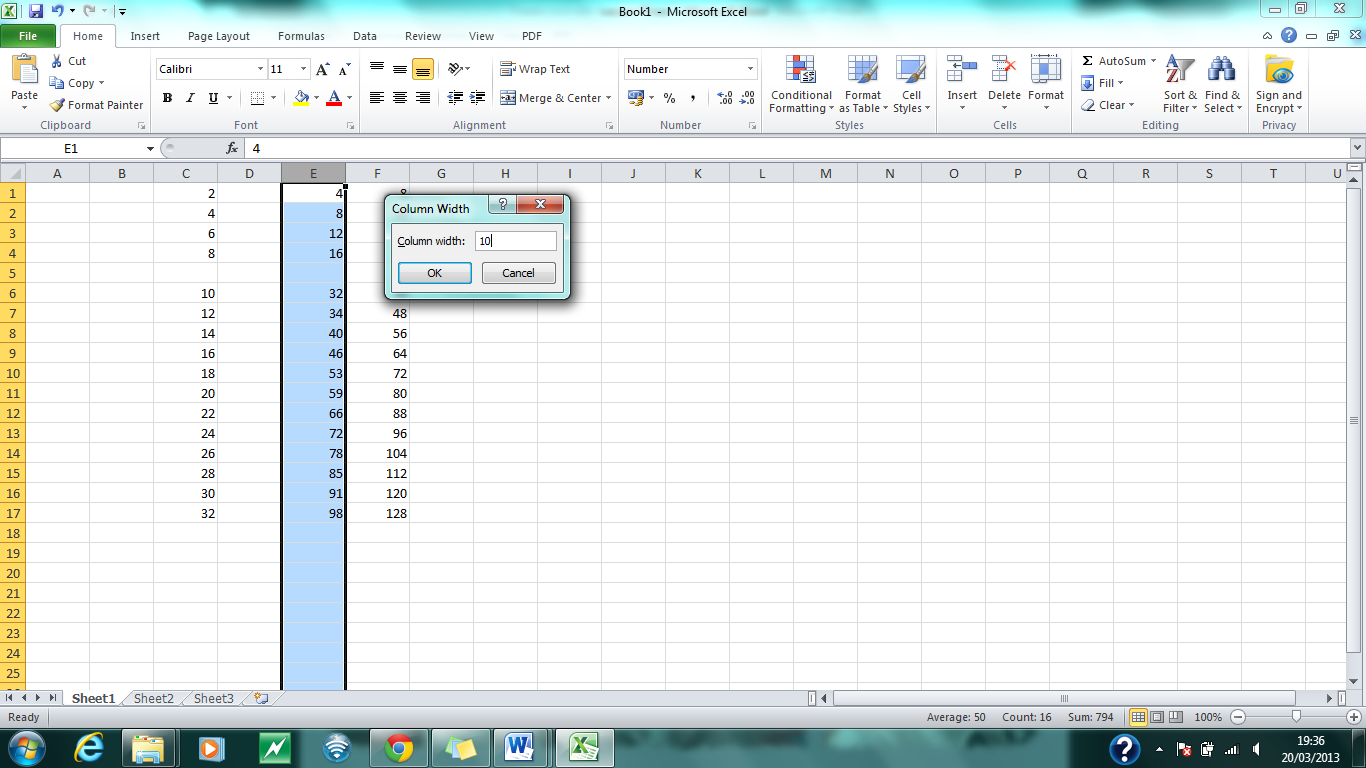
**Delete row**

* Select the row you wish to delete
* Right click
* Press delete
* The row will be removed

**Column width**

* Select the column you wish to change
* Right click
* Press column width
* Write the width you wish
* Press OK



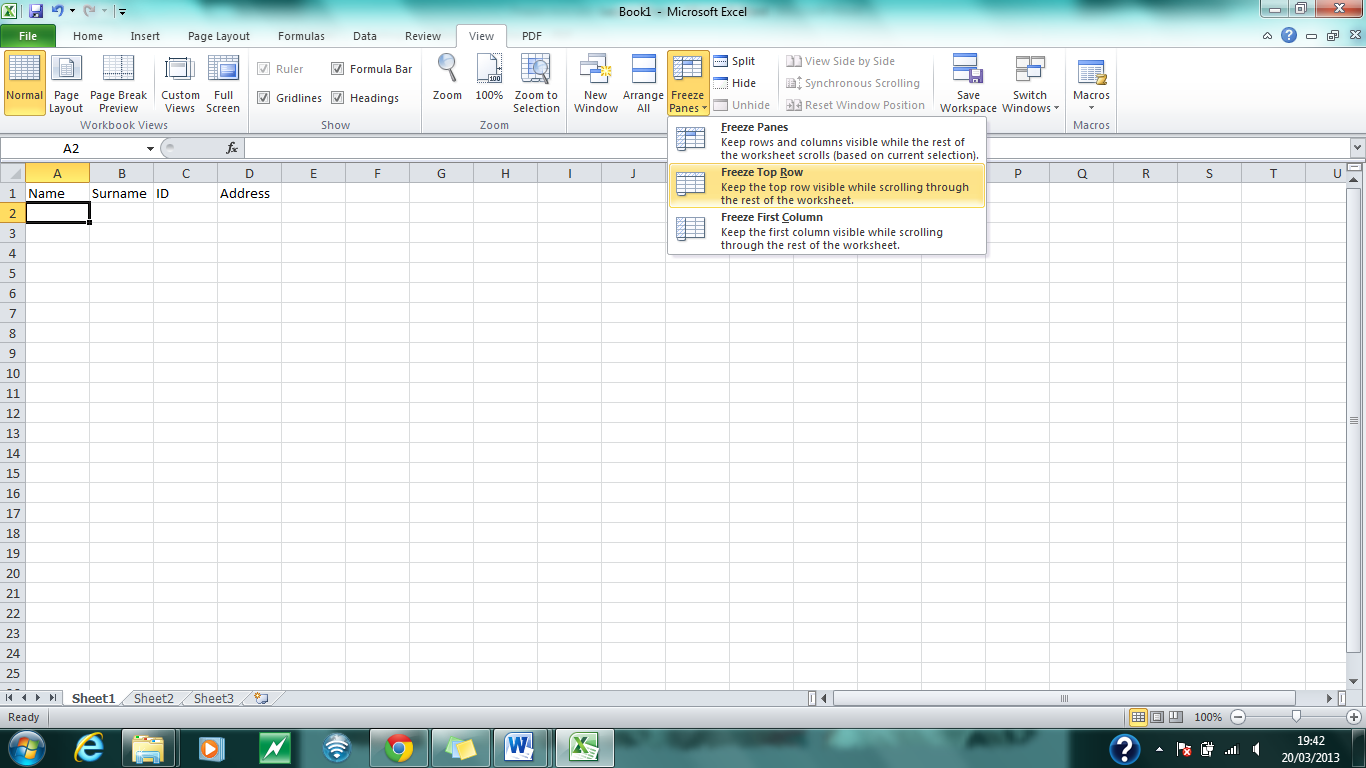


**Row height**

* Select the row you wish to change
* Right click
* Press row height
* Write the height you wish
* Press OK

**Freeze row and/or column**

* Click on ‘View’
* Click on ‘Freeze Panes’
* Select what you would like to freeze
  + The top row
  + The first column
  + The panes



**Unfreeze row and/or column**

* Click on ‘View’
* Click on ‘Unfreeze Panes’

