Lesson Two

**Inserting values**

* Click on the cell you wish to add a value to
* Begin to write the value
* When done just press enter

Each cell should contain only one element of data.

**Deleting a cells content**

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

**Selecting a single cell**

* Click on the cell you wish to select
* You will know the cell is selected once you see it has a thick black border

**Selecting multiple cells**

* Click on the cell you wish to start from
* Keep the mouse pressed and drag to the cell you wish
* The cells you select would have a thick black border and also a blue background

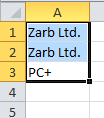
Once you select the cells you can copy and paste their content as you would do on MS Word.

**Selecting a whole row**

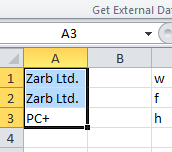
* Hover your mouse on the row you wish to select
* Wait till you see the black arrow and click
* The whole row should be selected

**Selecting a whole column**

* Hover your mouse on the column you wish to select
* Wait till you see the black arrow and click
* The whole column should be selected

**Selecting a whole worksheet**

* Hover your mouse on the corner of the worksheet
* Wait till you see the white cross and click
* The whole worksheet will be selected

**Understanding the name box**

* When you select a cell you will see the name of the cell in the **name box**
* The **name box**  is situated on the top left corner of the worksheet
* If you write a cell name in the **name box** you will select that cell

**Undo and Redo**

* These two buttons are used to remove and get back operations done
* They are found on the top left corner of the window
* They are used just like in MS Word

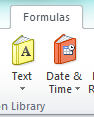
**Sorting data**

* Select the cells you wish to sort
* Select ‘**Data**’ on the task bar
* Select ascending or descending order



**Search and replace**

* This is done exactly like MS word
* Click on home and you should find the ‘**find & Select**’ button on the right hand side

**Inserting the Date**

* Select **Formulas**
* Select **Date & Time**
* Select **Date** from the drop down list
* Enter the values of today’s date