



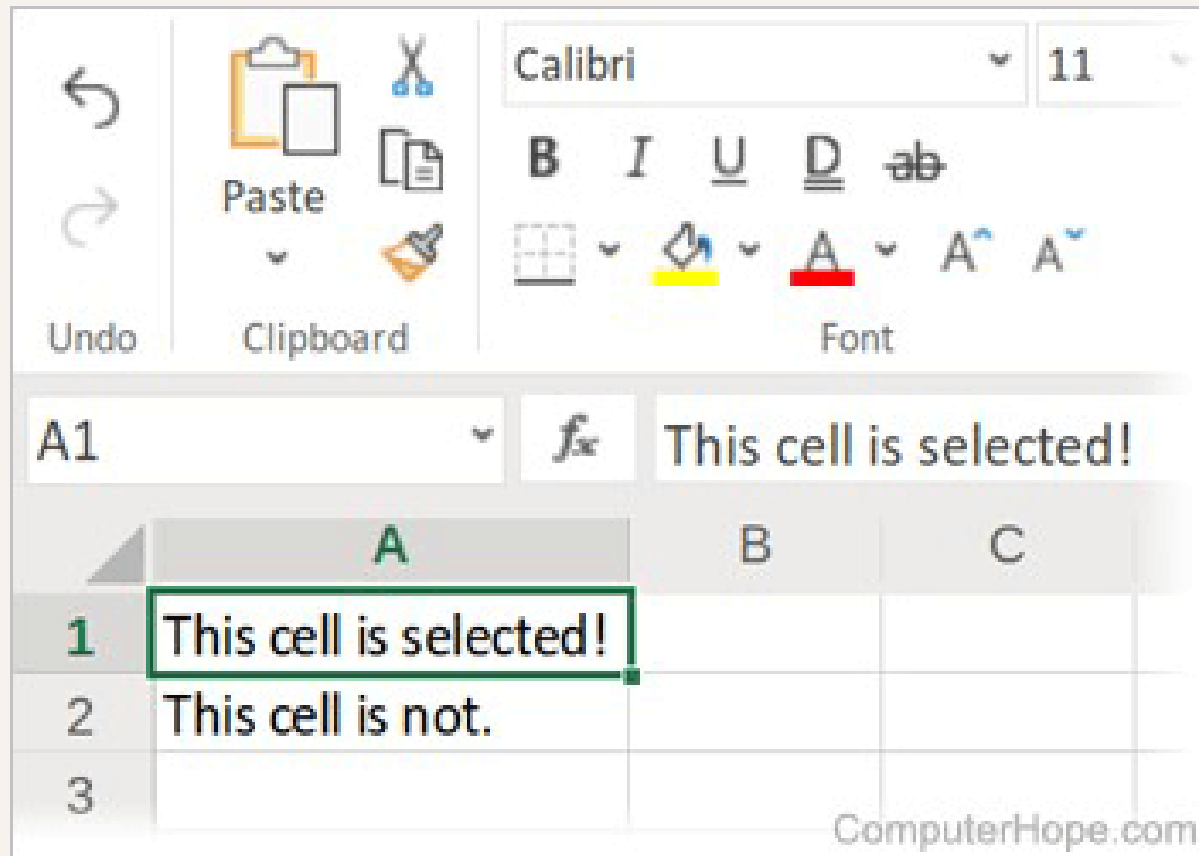
Computer Presentation

EDITING AND
FORMATTING A
WORKSHEET

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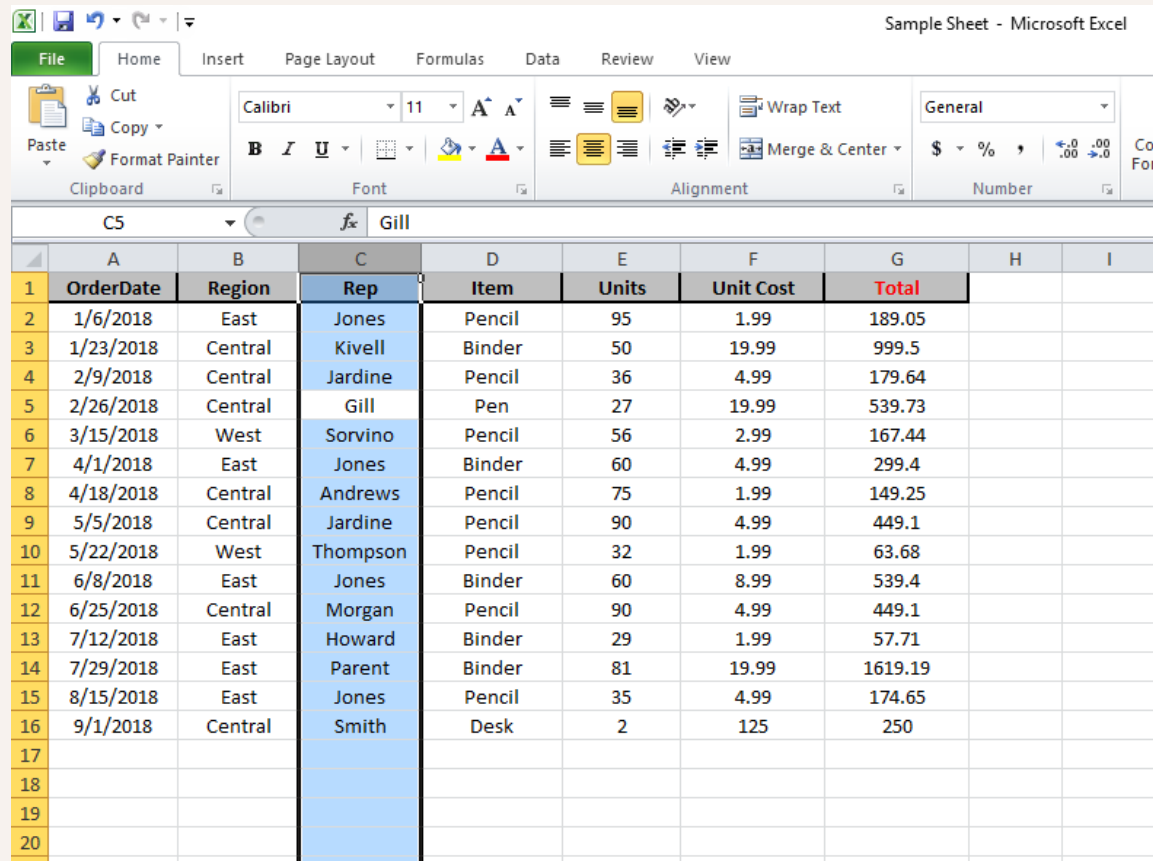
Excel 2016 organizes data in the form of rows (horizontal) and columns (vertical). Excel has a number of tools and functions that help in calculations and analyzing data using formulas and tables. It also provides various formatting features to improve the appearance of data

TO SELECT A SINGLE CELL :



- Click on the cell or use arrow keys on your keyboard to move to the desired cell.

TO SELECT AN ENTIRE ROW/COLUMN :



Sample Sheet - Microsoft Excel

	A	B	C	D	E	F	G	H	I
1	OrderDate	Region	Rep	Item	Units	Unit Cost	Total		
2	1/6/2018	East	Jones	Pencil	95	1.99	189.05		
3	1/23/2018	Central	Kivell	Binder	50	19.99	999.5		
4	2/9/2018	Central	Jardine	Pencil	36	4.99	179.64		
5	2/26/2018	Central	Gill	Pen	27	19.99	539.73		
6	3/15/2018	West	Sorvino	Pencil	56	2.99	167.44		
7	4/1/2018	East	Jones	Binder	60	4.99	299.4		
8	4/18/2018	Central	Andrews	Pencil	75	1.99	149.25		
9	5/5/2018	Central	Jardine	Pencil	90	4.99	449.1		
10	5/22/2018	West	Thompson	Pencil	32	1.99	63.68		
11	6/8/2018	East	Jones	Binder	60	8.99	539.4		
12	6/25/2018	Central	Morgan	Pencil	90	4.99	449.1		
13	7/12/2018	East	Howard	Binder	29	1.99	57.71		
14	7/29/2018	East	Parent	Binder	81	19.99	1619.19		
15	8/15/2018	East	Jones	Pencil	35	4.99	174.65		
16	9/1/2018	Central	Smith	Desk	2	125	250		
17									
18									
19									
20									

- Click on the row\column heading to select a complete row/column.

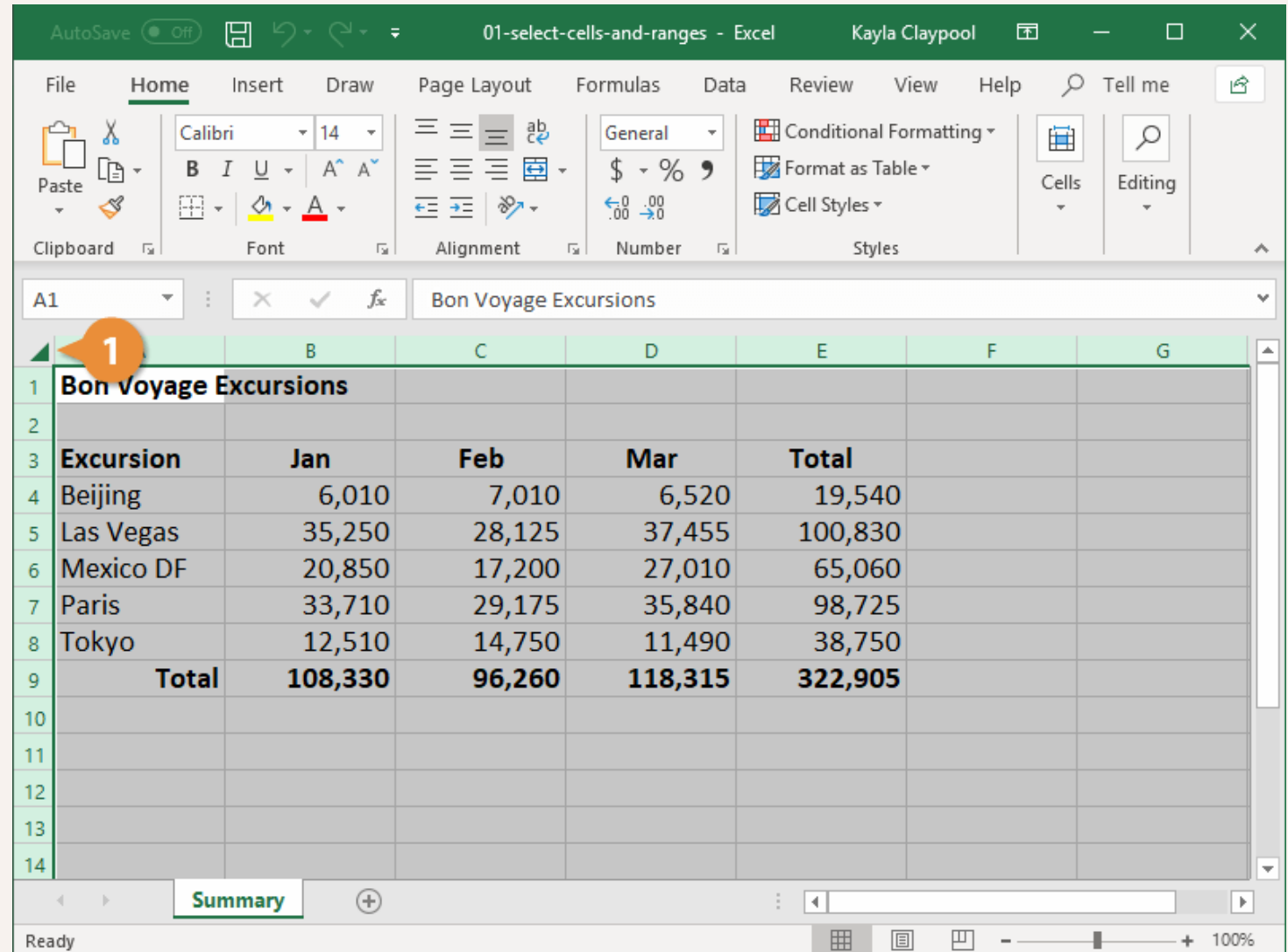
TO SELECT MULTIPLE ROWS SIMUTANEOUSLY

- Select the first range of cells, then hold down the Ctrl key. While holding the Ctrl key, select another range of cells.

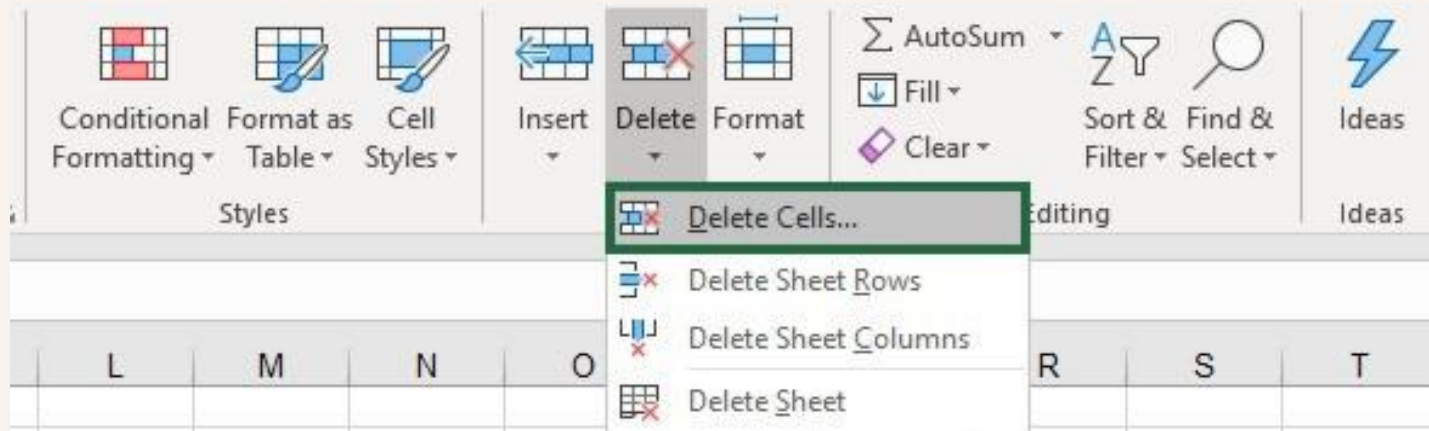
Select multiple rows in Excel							
	A	B	C	D	E	F	
1	Item	Jan	Feb	Mar	Apr	May	
2	Apples	\$374	\$397	\$460	\$481	\$435	
3	Banana	\$256	\$512	\$515	\$557	\$493	
4	Cherries	\$317	\$596	\$328	\$515	\$473	
5	Coconut	\$273	\$241	\$232	\$227	\$218	
6	Dates	\$255	\$307	\$561	\$280	\$523	
7	Fig	\$340	\$222	\$592	\$548	\$599	
8	Grapes	\$420	\$289	\$529	\$384	\$394	
9	Kiwi	\$328	\$330	\$230	\$387	\$215	
10	Lemon	\$317	\$262	\$491	\$454	\$465	
11	Lime	\$260	\$263	\$500	\$323	\$406	
12	Mango	\$525	\$553	\$568	\$499	\$566	
13	Melon	\$581	\$252	\$530	\$250	\$267	
14	Orange	\$414	\$224	\$361	\$525	\$511	
15	Papaya	\$205	\$359	\$254	\$407	\$547	
16	Peach	\$445	\$285	\$212	\$298	\$361	
17	Pear	\$258	\$220	\$372	\$400	\$289	
18	Plum	\$448	\$217	\$360	\$358	\$297	
19	Prunes	\$408	\$280	\$267	\$325	\$257	
20							
21							

TO SELECT AN ENTIRE WORKSHEET :

- Click on the select all button located at the top-left corner of the worksheet, where the row and column headings meet.



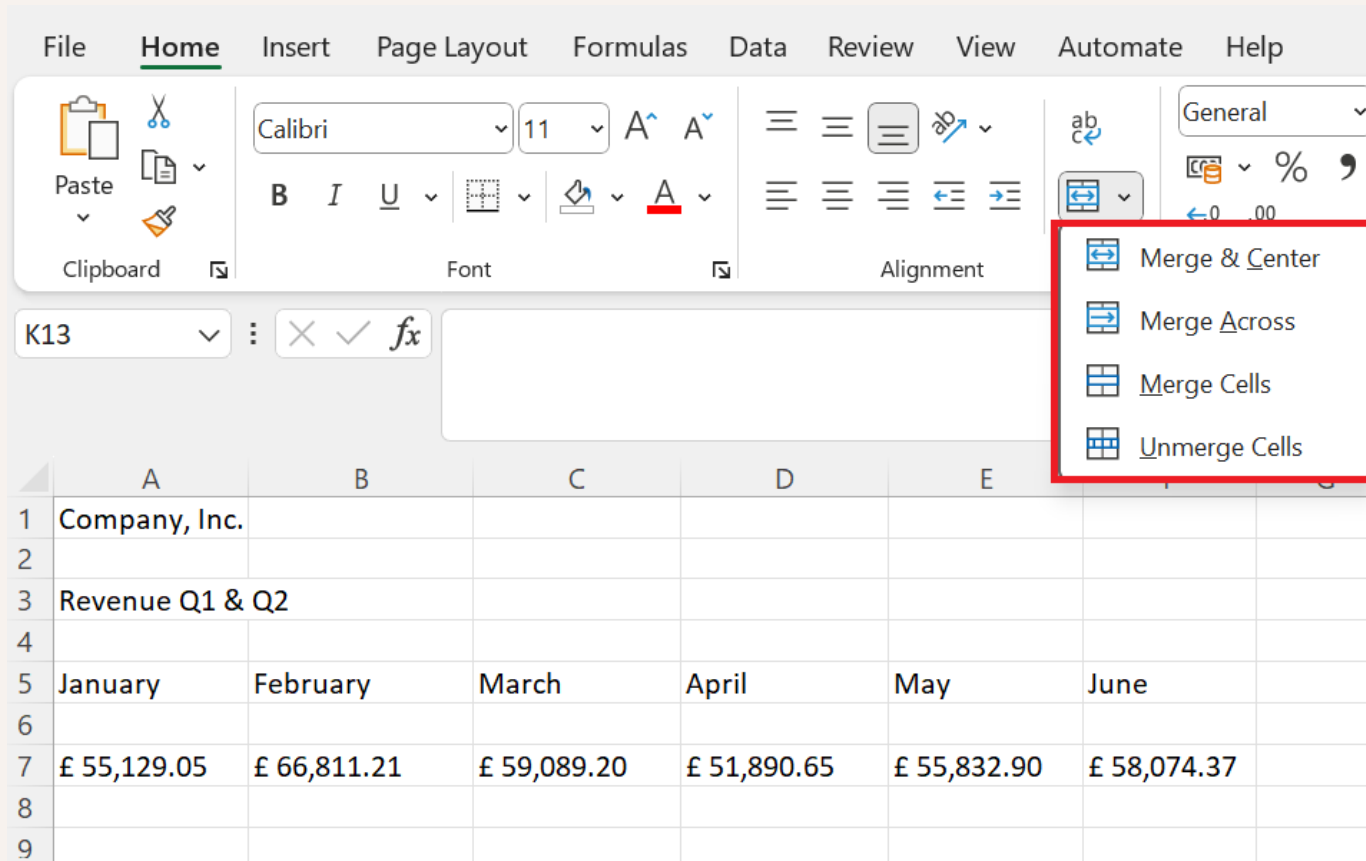
DELETING ROWS/COLUMNS :



To delete rows or columns to be deleted, follow these steps :

- Select the rows or columns to be deleted.
- Click on the arrow next to the Delete option in the cells group on the home tab. A submenu appears.
- Select delete sheet rows to delete rows or delete sheet columns to delete columns.

TO MERGE CELL :



- Select the cells or a range of cells to be continued.
- In the Alignment group, on the Home tab, click on Merge & Center.

BY SAPNA

