

Chapter 6

Word Watch

- Column Width
- Row Height
- Transpose
- Freeze
- Freeze Panes

WORKSHEET DATA



Learning Objectives

After completing this chapter, you should be able to:

- move data;
- copy data;
- delete data or cells;
- add columns and rows;
- delete columns and rows;
- center data across columns;
- set column width and row height;
- hide columns and rows;
- transpose columns and rows;
- freeze columns and rows;
- find data; and
- replace data.

Moving and Copying Data

You can rearrange your worksheet data to improve the presentation of your worksheet information. You can use the Cut, Copy, and Paste commands to copy data within Excel, or move and share data between other Office programs. For example, you want to cut a row of labels and paste it into another worksheet, or copy a formula from one cell to another cell in the same worksheet. You can also drag and drop data to move and copy it within a worksheet.

The Copy command makes a duplicate of the selected data, and the Cut command removes the data from the original file entirely. Excel places data that you copy or cut in the Windows Clipboard until you are ready to paste it into place.

Move Or Copy Data

- ① Select the data that you want to move or copy.
- ② Click Home tab.
- ③ Click Cut (X) to move data, or click Copy (C) to copy the data.

The data is placed in the Windows Clipboard.

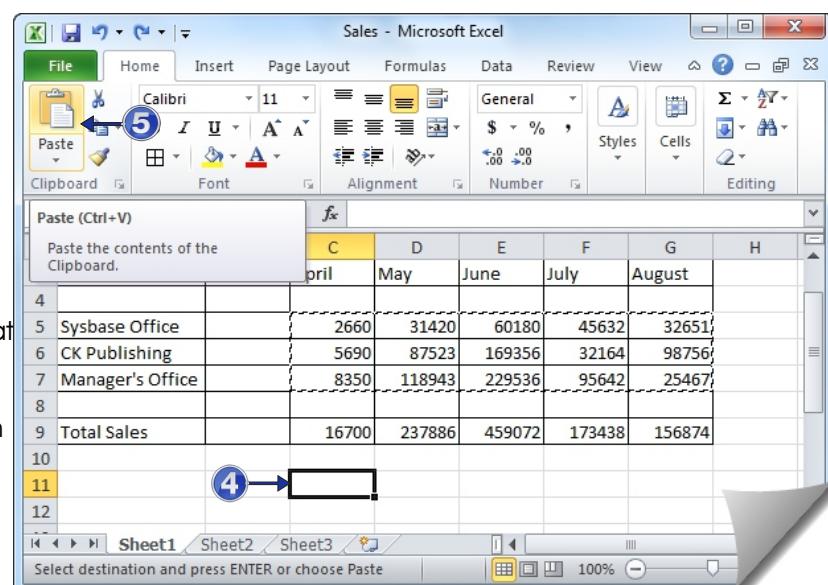
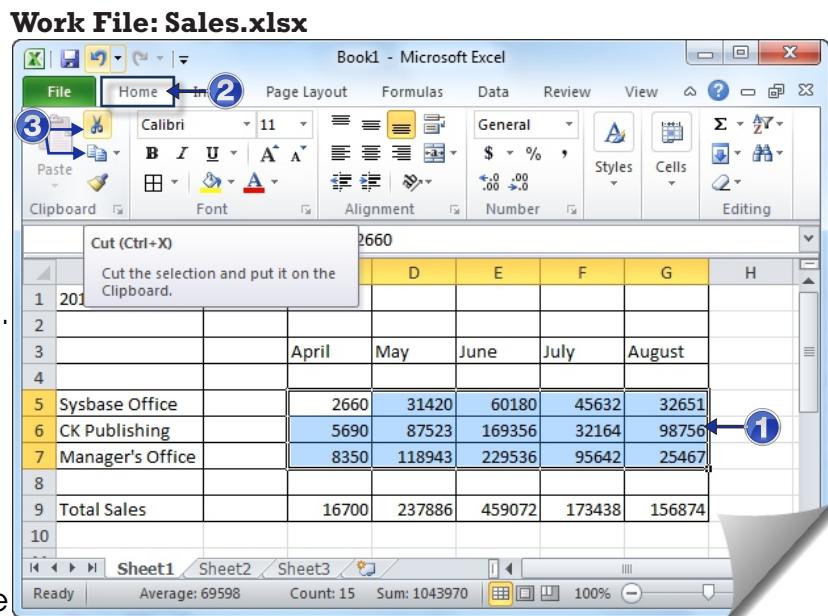
- Note: You can also use the Cut, Copy, and Paste commands to move and copy the entire rows or columns.

- ④ Click where you want to insert the data.
- You can also open another workbook or worksheet to paste the data.

- ⑤ Click Paste (P).

The data appears in the new location.

- You can also click the arrow on the Paste button and specify what to paste from the drop-down menu that appears.
- A smart tag (S) might appear when you paste the data. You can click the to view a list of options you can apply to the pasted data.



Deleting Data or Cells

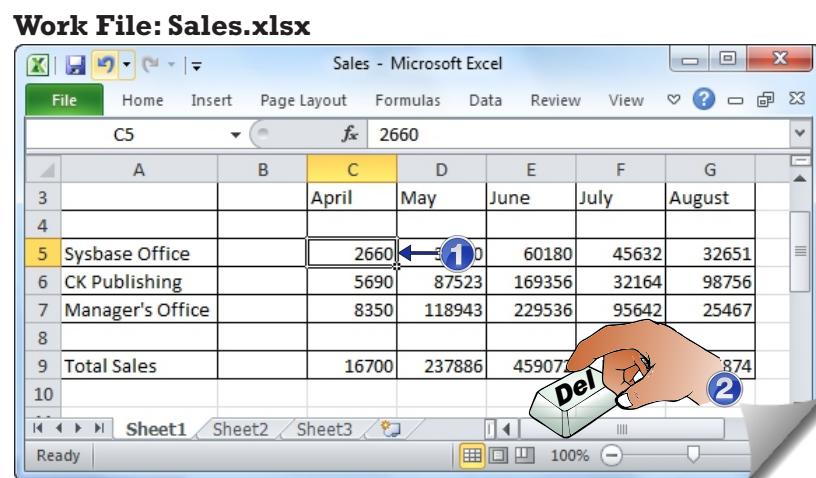
You can delete Excel data you no longer need. When you decide to delete data, you can choose whether you want to remove the data and keep the cell or delete the entire cell. When you delete a cell's contents, only the data are removed. When you delete a cell, Excel removes the cell as well as its contents. The existing cells in your worksheet shift over or up to fill any gap in the worksheet structure.

Delete Data or Cells

Delete Data

- ① Click the cell or select the cells containing the data that you want to remove.
- ② Press **Delete**.

Excel deletes the data from the cell or cells.



Delete Cells

- ① Click the cell or select the cells that you want to remove.
- ② Right-click over the cell or range.
- ③ Click Delete.

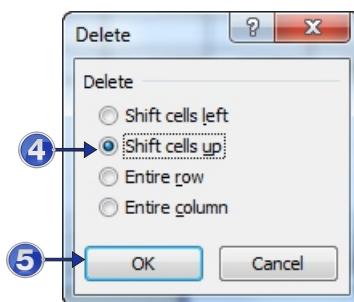
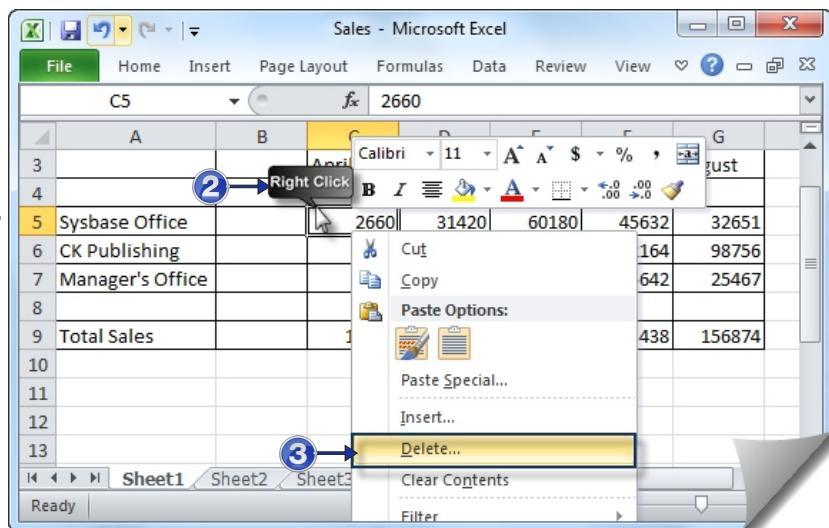
The Delete dialog box opens.

- You can also click Delete on the Home tab.
- ④ Click a deletion option (○ changes to ●).
 - You can also open another file to copy the data before you delete it.

- ⑤ Click OK.

Excel removes the cells and their content from the worksheet.

Other cells shift over or up to fill the void of any cells you remove from a worksheet.



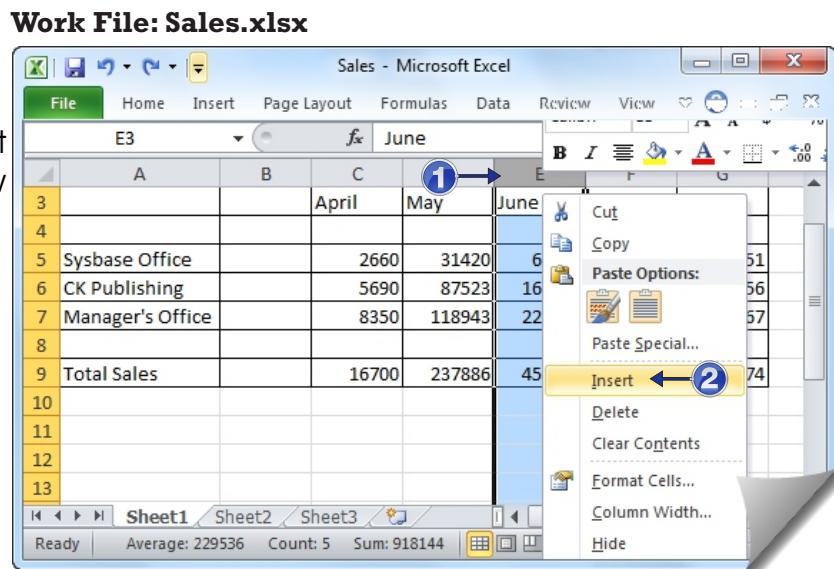
Adding Columns and Rows

To add more data in a worksheet, you can add columns and rows. For example, you might need to add a column in the middle of several existing columns to add data that you left out the first time you created the workbook.

Add Columns and Rows

Add A Column

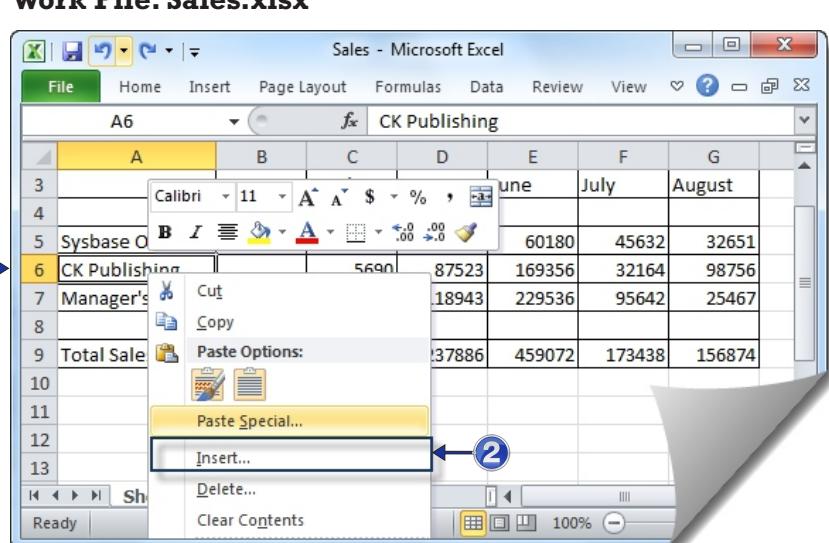
- ① Right-click the column to the right of where you want to insert a new column.
- ② Click Insert.
 - Excel adds a column.
 - You can also click Insert on the Home tab to insert a cell, row, column, or worksheet from a drop-down menu.



Add A Row

- ① Right-click the row below where you want to insert a new row.
- ② Click Insert.
 - Excel adds a row.
 - You can also click Insert on the Home tab to insert a cell, row, column, or worksheet from a drop-down menu.

① →



Deleting Columns and Rows

You can remove columns or rows that you no longer need in the worksheet. For example, you want to remove a row of out-of-date data. When you delete an entire column or row, Excel deletes any existing data within the selected cells. Excel also moves the other columns and rows to fill the spaces left by the deletion.

Delete Columns and Rows

Delete A Column

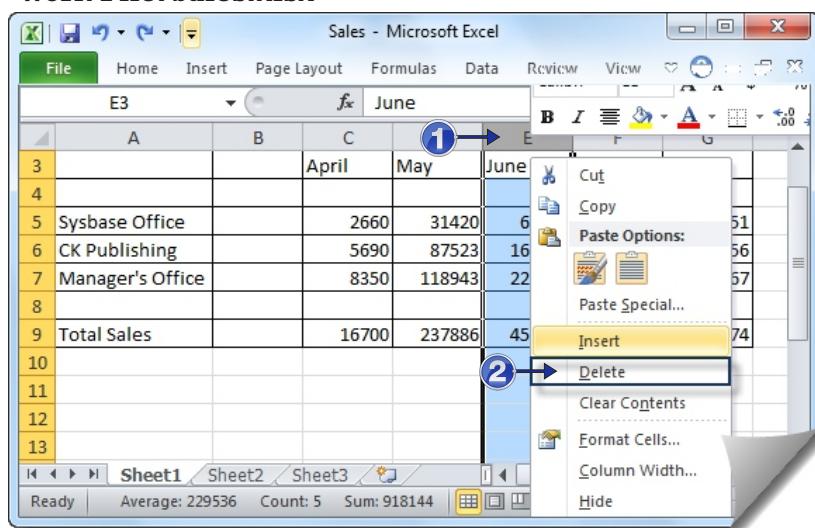
- ① Right-click the column that you want to delete.
- ② Click Delete.

Excel deletes the column.

Note: If you press Delete, Excel deletes the column's contents instead of the entire column.

- You can also click Delete on the Home tab to remove a column or row.

Work File: Sales.xlsx



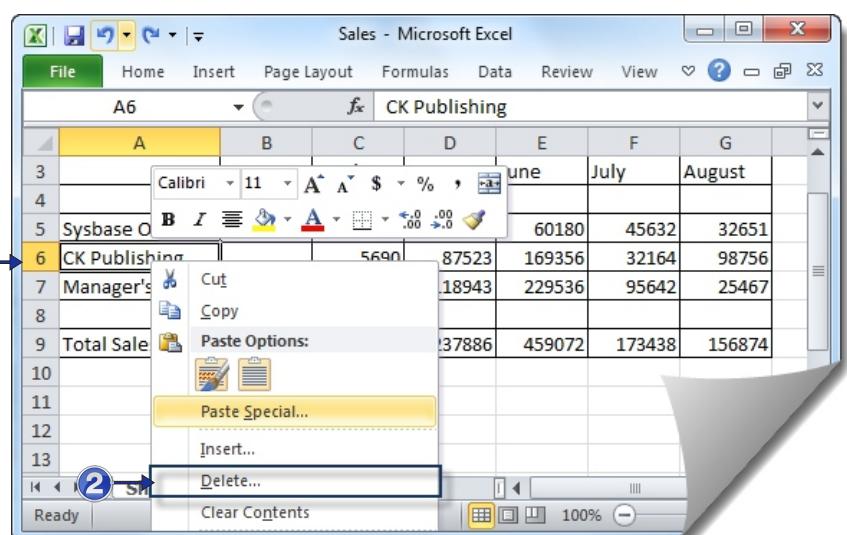
Delete A Row

- ① Right-click the row that you want to delete.
- ② Click Delete.

Excel deletes the row.

Note: If you press **Delete**, Excel deletes the row's contents instead of the entire row.

- You can also click Delete on the Home tab to remove a row.

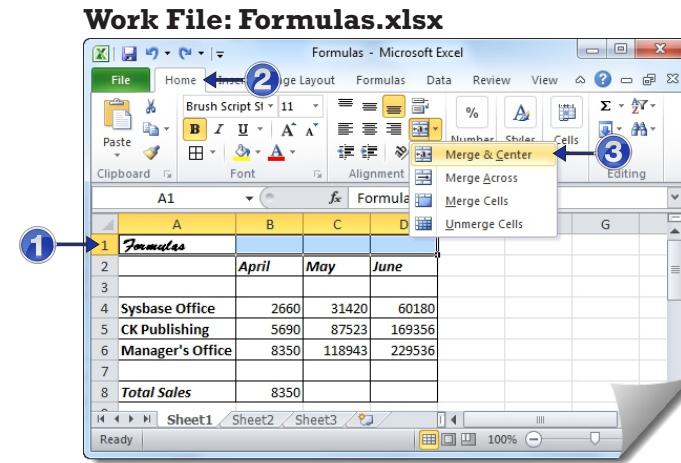


Centering Data Across Columns

You can center a title or heading across a range of cells in your worksheet. For example, you want to include a title across multiple columns of labels. You can use the Merge and Center command to quickly create a merged cell to hold the title text.

Center Data Across Columns

- 1 Select the cell containing the text that you want to center and the cells to the right of it across which you want to center that text.
- 2 Click the Home tab.
- 3 Click Merge and Center ().
Excel merges the cells and centers the text.



Setting Column Width and Row Height

You can change the width of any column or the height of any row in a worksheet. By default, Excel starts all new worksheets with uniform column width and row height. You might need to widen a column to fit a line of text, or you might need to deepen a row to fit a graphic. Every time you open a new workbook, Excel defines a default column size of 8.43, measured in characters, and a default row height of 15.00, measured in points. You can set your own widths and heights as needed.

Set A Column Width

- 1 Click the column that you want to edit.
- 2 Click the Home tab.
- 3 Click Format.
- 4 Click Column Width.
The Column Width dialog box opens.
- 5 Type a width value for the column.
- 6 Click OK.
Excel assigns the new column width.

Set A Row Height

- 1 Click the row that you want to edit.
- 2 Click the Home tab.
- 3 Click Format.
- 4 Click Row Height.
The Row Height dialog box opens.
- 5 Type a height value for the row.
- 6 Click OK.
Excel assigns the new row height.

The image contains two screenshots of Microsoft Excel. The top screenshot, titled 'Work File: Sales.xlsx', shows the 'Format' context menu open over column A. Step 3 points to the 'Column Width...' option, which leads to the 'Column Width' dialog box where a width of 15.29 is specified. Step 4 points to the 'OK' button in this dialog. The bottom screenshot shows the 'Format' context menu open over row 1. Step 4 points to the 'Row Height...' option, which leads to the 'Row Height' dialog box where a height of 15 is specified. Step 6 points to the 'OK' button in this dialog. Both screenshots show a table with data for 2010 Sales and various months.

Hiding Columns and Rows

Excel allows you to hide columns and rows in your worksheets to keep confidential information out of view. For example, you can hide a column or row to prevent the data from appearing on a print out.

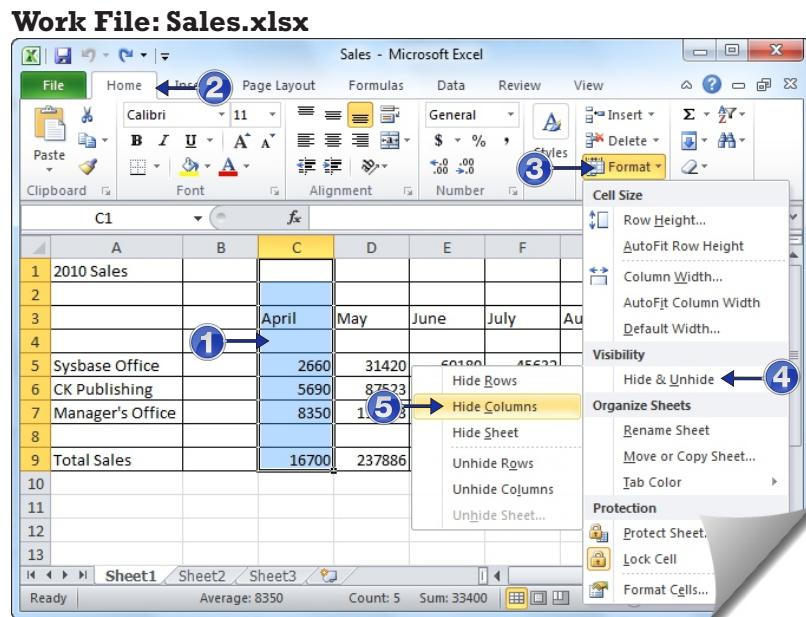
Hide Columns and Rows

Hide A Column

- 1 Click the column that you want to hide.
 - You can also select multiple columns to hide.
- 2 Click the Home tab.
- 3 Click Format.
- 4 Click Hide & Unhide.
- 5 Click Hide Columns.

Excel hides the column by shifting the other columns over.

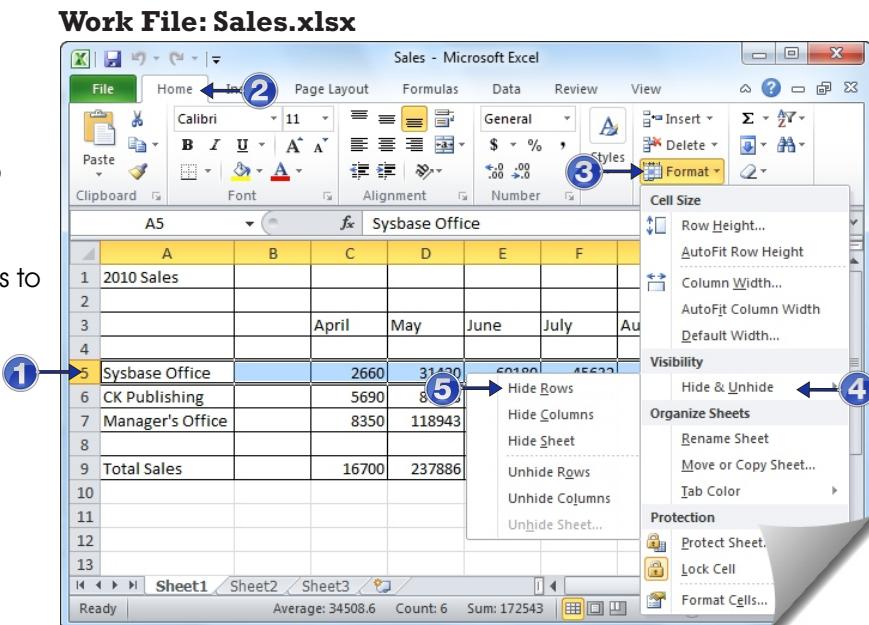
- You can also hide an entire sheet in your workbook by clicking Format, Hide & Unhide, and then Hide Sheet.



Hide A Row

- 1 Click the row that you want to hide.
 - You can also select multiple rows to hide.
- 2 Click the Home tab.
- 3 Click Format.
- 4 Click Hide & Unhide.
- 5 Click Hide Rows.

Excel hides the row by shifting up the other rows.



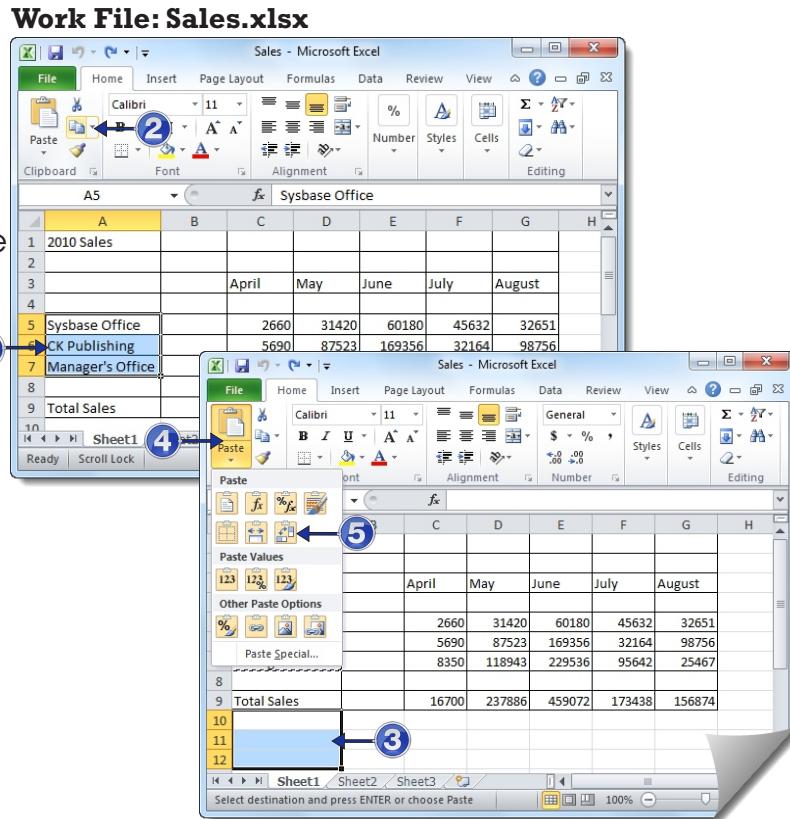
Transposing Columns and Rows

You can quickly turn column labels into row labels or row labels into column labels using the Transpose command. For example, you may create a worksheet that includes three column labels and four row labels but later decide it is better the other way around. Rather than retype the text, you can activate the Transpose command.

Transpose Columns and Rows

- ① Select the cells containing the text that you want to transpose.
- ② Click the Copy icon (copy).
- ③ Click where you want to insert the transposed text.
Note: The new paste area must be outside the selected cells.
- ④ Click the Paste's pull-down arrow ▾.
- ⑤ Click Transpose.

Excel pastes the text in the reverse order, with column labels becoming row labels and row labels becoming column labels.



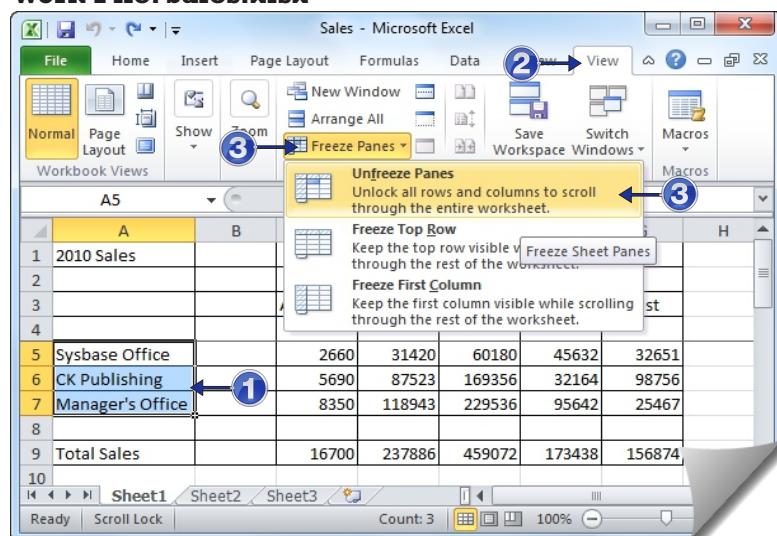
Freezing Columns and Rows

You can freeze a column or row to keep the labels in view as you scroll through a larger worksheets. The area that you freeze is non scrollable but the unfrozen areas are not.

Freeze Columns and Rows

- ① Click to the right of the column or below the row that you want to freeze.
 - ② Click the View tab.
 - ③ Click the Freeze Panes.
- Excel freezes the area above or to the left of where you applied the Freeze Panes command. The area below or to the right of the frozen pane is scrollable.
- If you want to freeze only the top row or the first column, use those commands in the Freeze Panes gallery.
 - To unlock the columns and rows, click Freeze Panes on the View tab, and then click Unfreeze Panes.

Work File: Sales.xlsx



Finding and Replacing Data

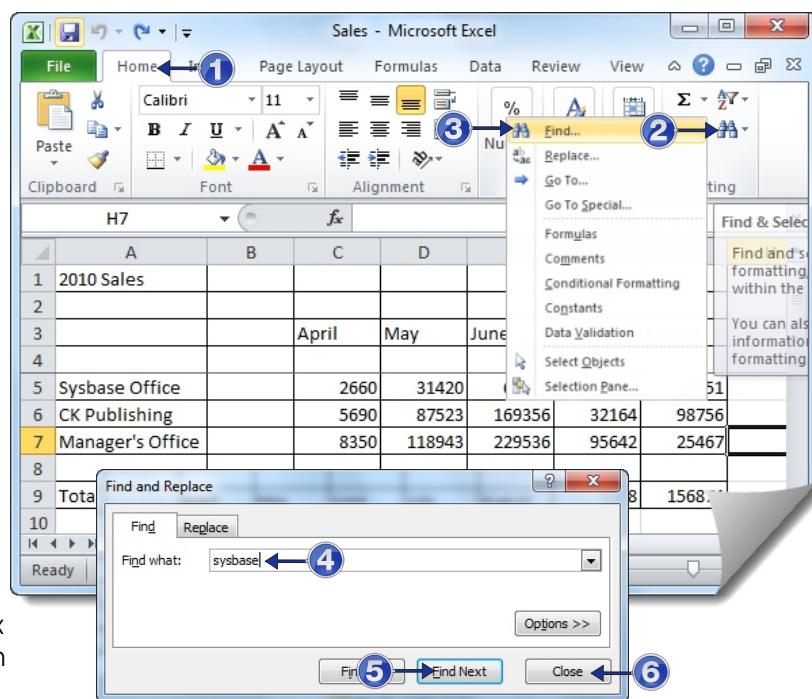
You can use Excel's Find tool to search through your worksheet for a particular number, formula, word, or phrase. You can use the Replace tool to replace instances of text or numbers with other data. For example, you may need to sort through a long worksheet, replacing a reference with another name.

Find and Replace Data

Find Data

- 1 Click the Home tab.
 - 2 Click Find & Select.
 - 3 Click Find.
- The Find and Replace dialog box opens with the Find tab displayed.
- 4 Type the data that you want to find.
 - 5 Click Find Next.
- Excel searches the worksheet and finds the first occurrence of the specified data.
- You can click Find Next again to search for the next occurrence.
- 6 When finished, click Close to close the dialog box.
- Note: Excel might display a prompt box when the last occurrence is found. Then Click OK.

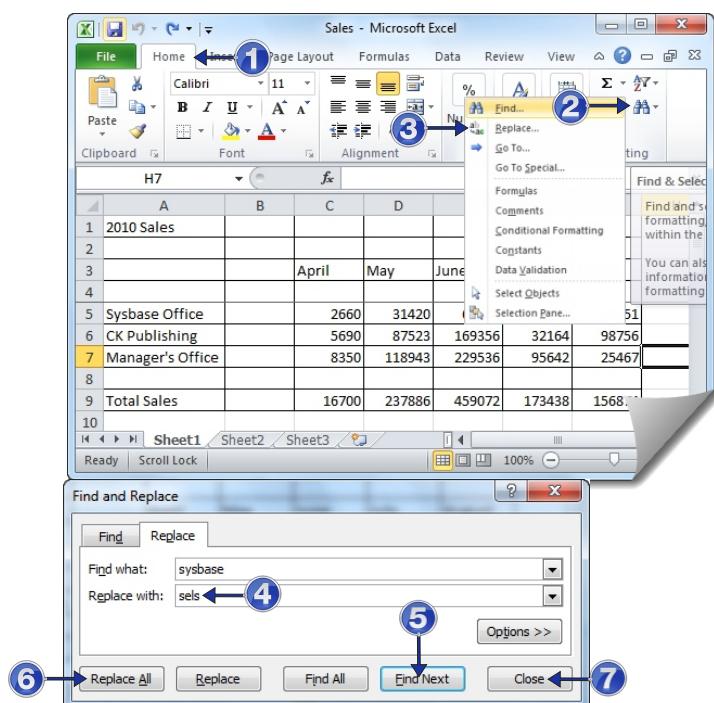
Work File: Sales.xlsx



Replace Data

- 1 Click the Home tab.
 - 2 Click Find & Select.
 - 3 Click Replace.
- The Find and Replace dialog box opens with the Replace tab displayed.
- 4 Type the data that you want to find, as well as the replacement data.
 - 5 Click Find Next.
- Excel locates the first occurrence of the data.
- 6 Click Replace to replace the occurrence.
 - 7 When finished, click the Close button.
- Note: Excel might display a prompt box when the last occurrence is found. Then Click OK.

Work File: Sales.xlsx



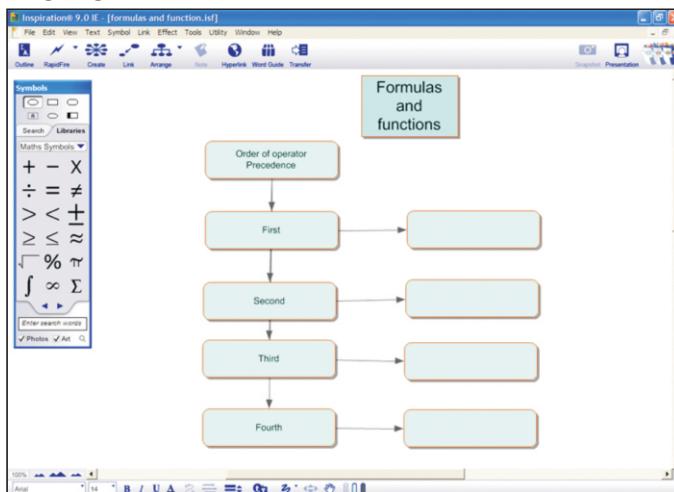
Chapter 5 Formulas and Functions

Directions:

1. Launch Inspiration.
2. Open and answer **Formulas and Functions**.
3. Do the following:
 - a. Give the operator precedence in the given order.
 - b. Answer the given mathematical problems.
 - c. Give the name of each mathematical symbol.
4. Save the exercise as its filename and place it to your own folder.

Exercise 57 Operator's Go

Preview:



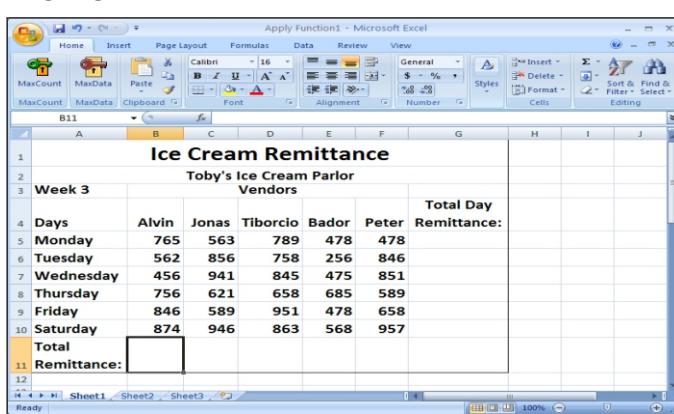
Chapter 6 Worksheet Data

Directions:

1. Launch Microsoft Excel.
2. Follow the steps on how to move and copy data, delete data or cells, add columns and rows and delete columns and rows.
3. Do the following:
 - a. Copy the "Ice Cream Remittance" data and paste them in cell A14.
 - b. From the new table that you have copied, delete the data of "Answers of Any Function Used" and "Total Day Remittance".
 - c. Delete all the cells in "Tuesday" remittance row.
 - d. Add a column in column A.
 - e. Add a row in "Tuesday" row.
 - f. Delete the column and row that you have

Exercise 58 Copy Cut

Preview:



just inserted.

4. Save the worksheet as **Move to Delete** and place it to your own folder.

TIPS

What kind of results can I expect with Excel functions?

Most of the time, the functions you create produce number results because functions use different types of arguments, however, some functions produce different types of results:

Result	Description
Number	Number results can include any integer or decimal number.
Time and date	When applying time and date functions, you can expect time and date results.
Logical values	Logical arguments produce results such as TRUE, FALSE, YES, NO, 1, 0.
Text	Any text results always appear surrounded by quotation marks.
Arrays	An array is a column or table of cells that is treated as a single value, and array formulas operate on multiple cells.
Cell references	Some function results display references to other cells rather than actual values.
Error values	If a function uses error values as arguments, the results appear as error values as well. Error values are not the same as error messages.

Chapter 6 Worksheet Data

Directions:

1. Launch Microsoft Excel.
2. Open the **Centering to Transposing** worksheet.
3. Follow the steps on how to center data across columns, set column width and row height, hide columns and rows and transpose columns and rows.
4. Do the following:
 - a. Merge and center the word "Ice Cream Remittance" up to column G. Do also the same to "Toby's Ice Cream Parlor".
 - b. Set the column width to 20 and the row height to 19.
 - c. Hide and unhide row and column.
 - d. Transpose the words in cell A11 and A15.

Chapter 6 Worksheet Data

Directions:

1. Launch Microsoft Excel.
2. Open the **Centering to Transposing** worksheet.
3. Follow the steps on how to freeze columns and rows, and find and replace data.
4. Do the following:
 - a. Perform all the options on how to freeze columns and rows. Start freezing sheets from cell G12 to visualize the whole data while scrolling through the rest of the worksheet.
 - b. Find the word **Toby's Ice Cream** and replace it with your name.
5. Save the worksheet as **Cool Freeze** and place it to your own folder.

TIPS

Is there a quicker way to resize a column or row?

For faster column and row resizing, you can drag the borders to the size that you want. For example, to resize a column, position the  over the left or right edge of the column header ( becomes ). Then click and drag the border to set a new column width. You can do the same to resize row height.



Exercise 59 Centered Transposed

Preview:

Days	Alvin	Jonas	Tiborcio	Bador	Peter	Total Day
Monday	765	563	789	478	478	
Tuesday	562	856	758	256	846	
Wednesday	456	941	845	475	851	
Thursday	756	621	658	685	589	
Friday	846	589	951	478	658	
Saturday	874	946	863	568	957	

5. Save the worksheet as **Centering to Transposing** and place it to your own folder.

Exercise 60 Cool Freeze

Preview:

Days	Alvin	Jonas	Tiborcio	Bador	Peter	Total Day
Monday	765	563	789	478	478	
Tuesday	562	856	758	256	846	
Wednesday	456	941	845	475	851	
Thursday	756	621	658	685	589	
Friday	846	589	951	478	658	
Saturday	874	946	863	568	957	

How do I make a single column or row best fit my text?

Excel offers you a special command to make your column or row automatically resize to the existing text. For example, if you type text into cell A1 that exceeds the width of the column, you can activate the AutoFit Selection command to quickly resize that particular column. Click inside the cell, click on the Home tab, click Format, and then click AutoFit. You can also double-click the right column border or bottom row border to quickly activate the AutoFit command.



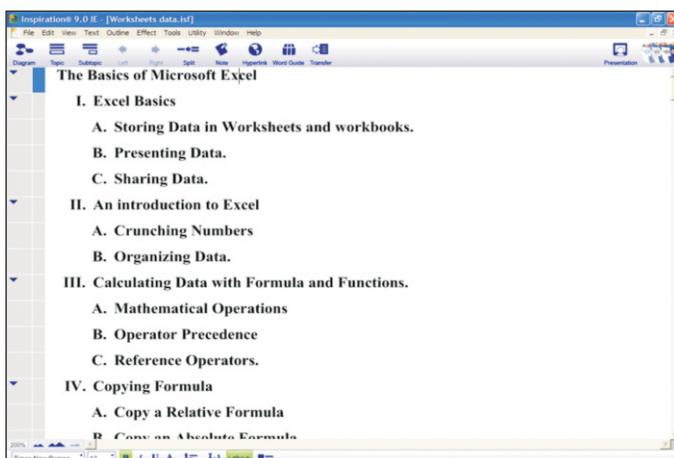
Chapter 6 Worksheet Data

Directions:

1. Launch **Inspiration**.
2. Click the Outline button.
3. Type the lesson **Worksheet Data** found in your worktext. Type its topics and subtopics.
4. Click the Diagram button to see your outline in a diagram. Then click the Arrangement button and choose the Tree type of arrangement to organize your diagram.
5. Save the exercise as **Outline View** and place it to your own folder.

Exercise 61 Outlined Topic

Preview:



TIPS

Where can I find detailed search options?

You can click **Options** in the Find and Replace dialog box to reveal additional search options you can apply. For example, you can search according to rows or columns, matching case, and more. You can also search for specific formatting or special characters using the format buttons. To hide the additional search options, click **Options** again.



How can I search for and delete data?

To search for a particular word, number, or phrase using the Find and Replace dialog box and remove the data completely from the worksheet, start by typing the text in the **Find what** text box. Leave the **Replace with** box empty. When you activate the search, Excel looks for the data and replaces it without adding new data to the worksheet.



How do I remove the formatting from my data?

You can apply the same steps for assigning bold, italics, or underlining to turn the formatting off again. Simply select the data or cell and reactivate the appropriate button. The formatting buttons toggle the command on or off. If you make a mistake with any of the formatting you just applied, you can click the Undo icon (撤销).



How can I control the style of the underline?

You can use the Format Cells dialog box to select a line style for any underlining you want to apply. To open the dialog box on the Home tab, click the dialog launcher (More) in the Font group. You can click the next to the Underline icon to choose a line style for the underlining effect.

