

Chapter 6

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 () to move data, or click Copy () to copy the data.

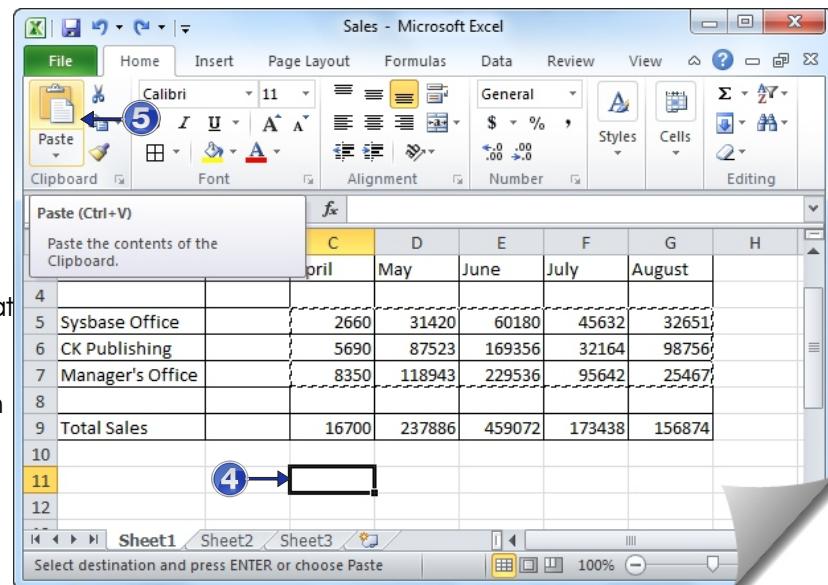
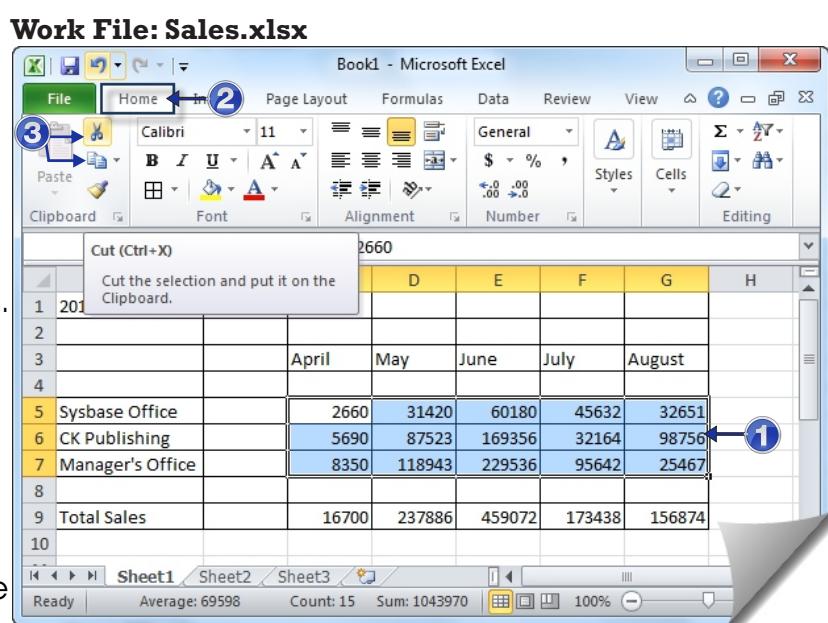
The data is placed in the Windows Clipboard.

- 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.
- 5 Click Paste ().

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 () 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

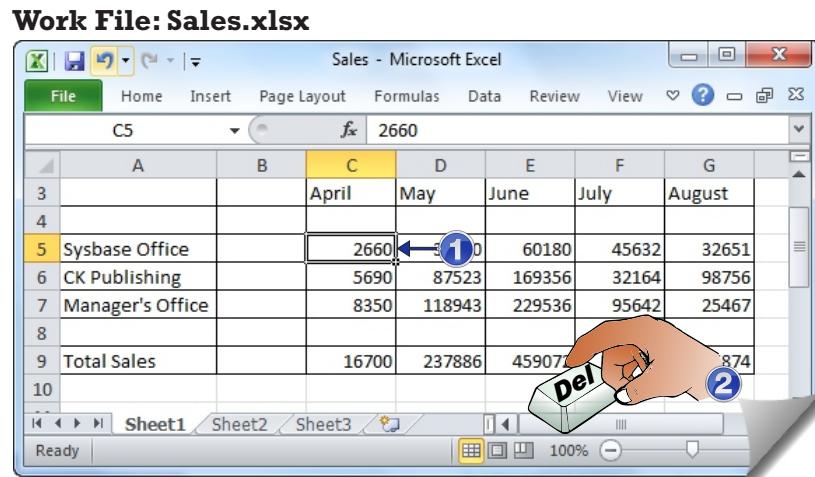
You can delete Excel data you no longer need. When you decide to delete data, you can choose whether you want to remove the data and keep the cell or delete the entire cell. When you delete a cell's contents, only the data are removed. When you delete a cell, Excel removes the cell as well as its contents. 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.

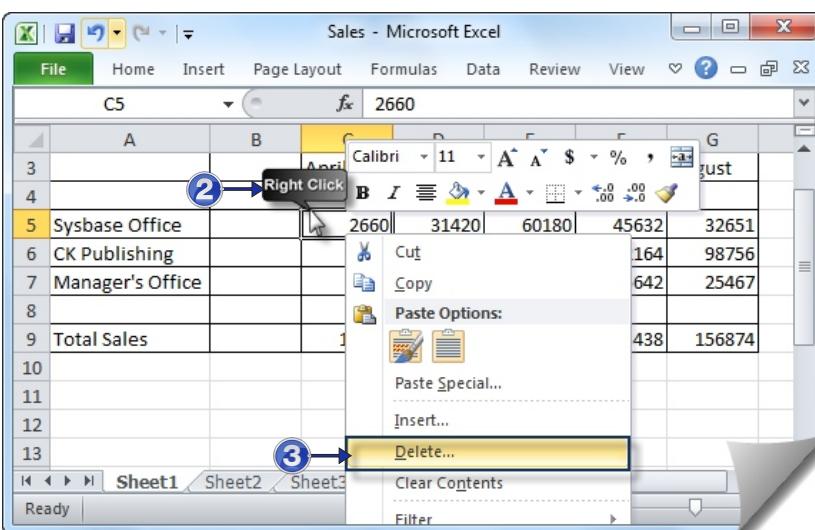


Delete Cells

- 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.

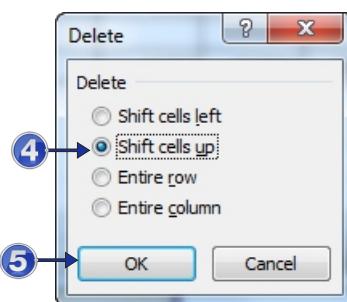
- You can also click Delete on the Home tab.
- 4 Click a deletion option (○ changes to ●).
 - You can also open another file to copy the data before you delete it.



- 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.



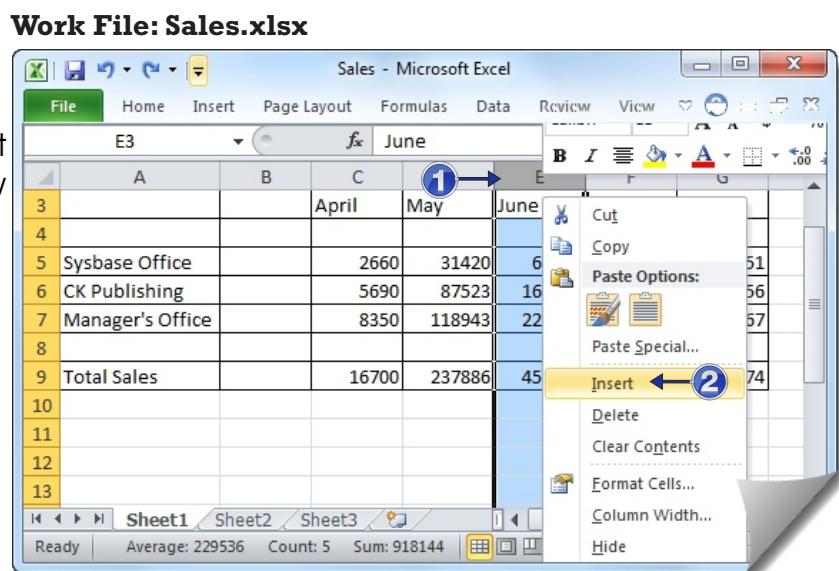
Adding Columns and Rows

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

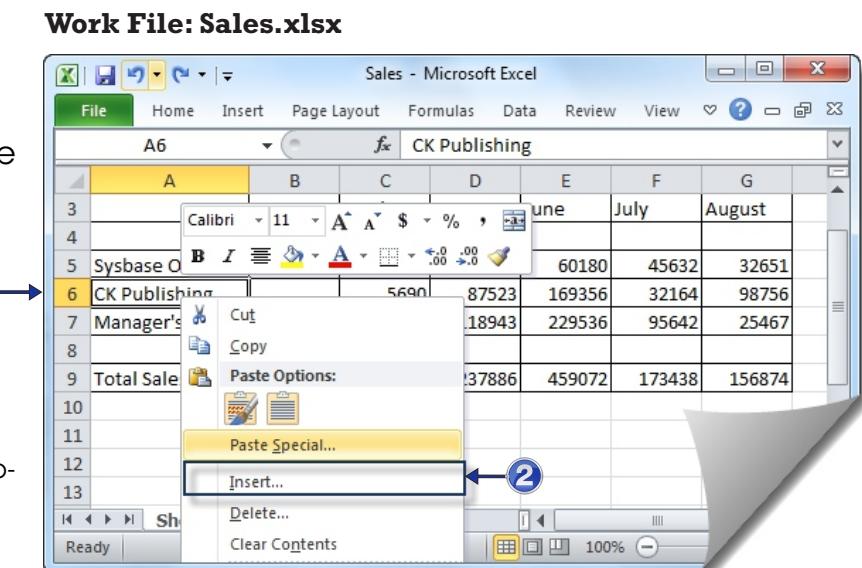
Add A Column

- 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.



Deleting Columns and Rows

You can remove columns or rows 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

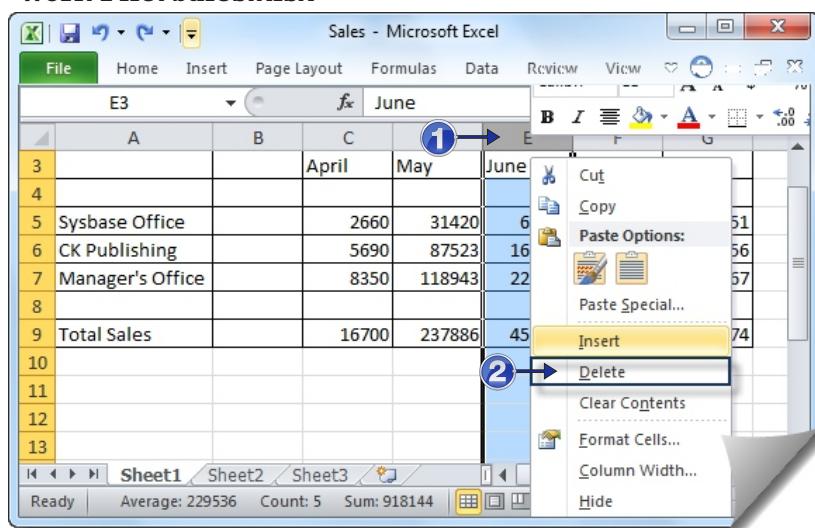
- ① Right-click the column that you want to delete.
- ② Click Delete.

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



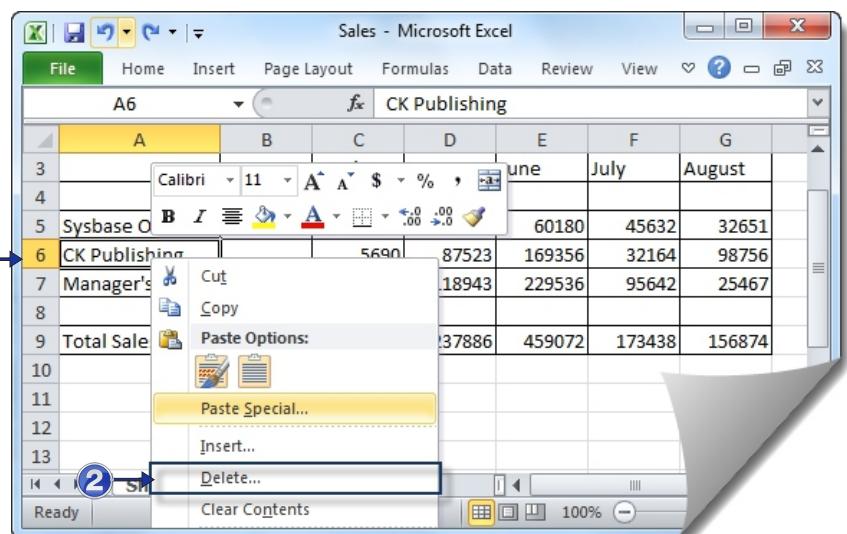
Delete A Row

- 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

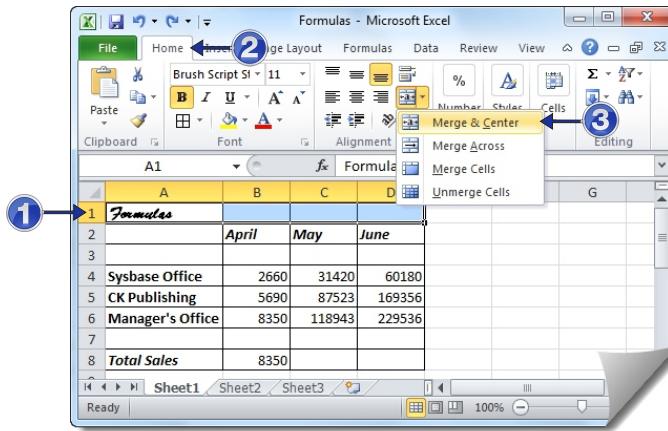
You can center a title or heading across a range of cells in your worksheet. For example, you want to include a title across multiple columns of labels. You can use the Merge and Center command to quickly create a merged cell to hold the title text.

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 (A=).

Excel merges the cells and centers the text.

Work File: Formulas.xlsx



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

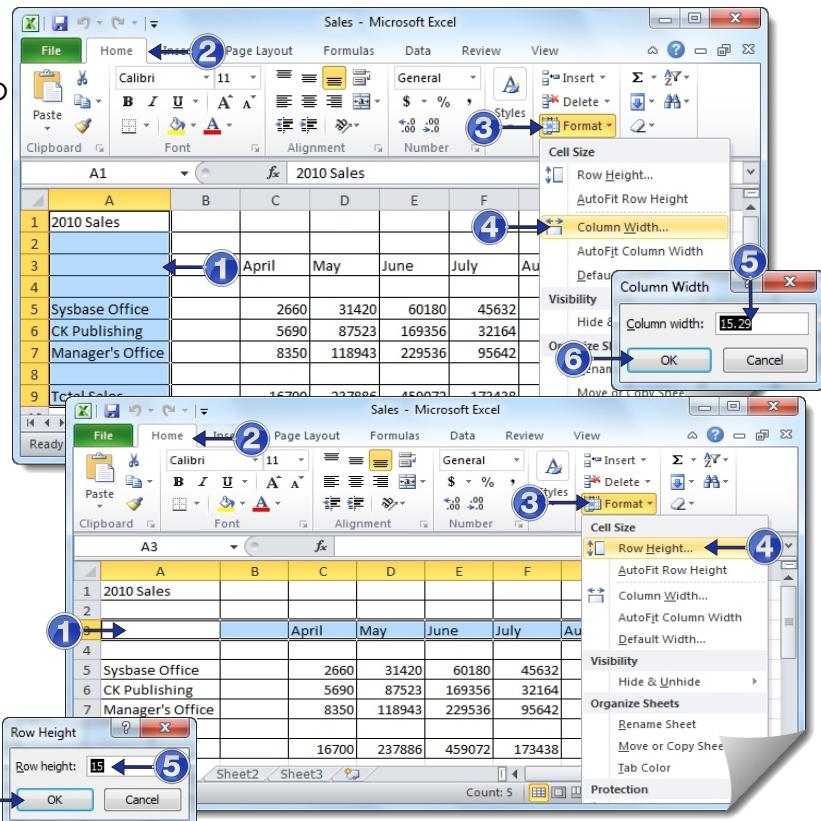
- ① Click the column that you want to edit.
- ② Click the Home tab.
- ③ Click Format.
- ④ Click Column Width.

The Column Width dialog box opens.

- ⑤ Type a width value for the column.
- ⑥ Click OK.

Excel assigns the new column width.

Work File: Sales.xlsx



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.

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.

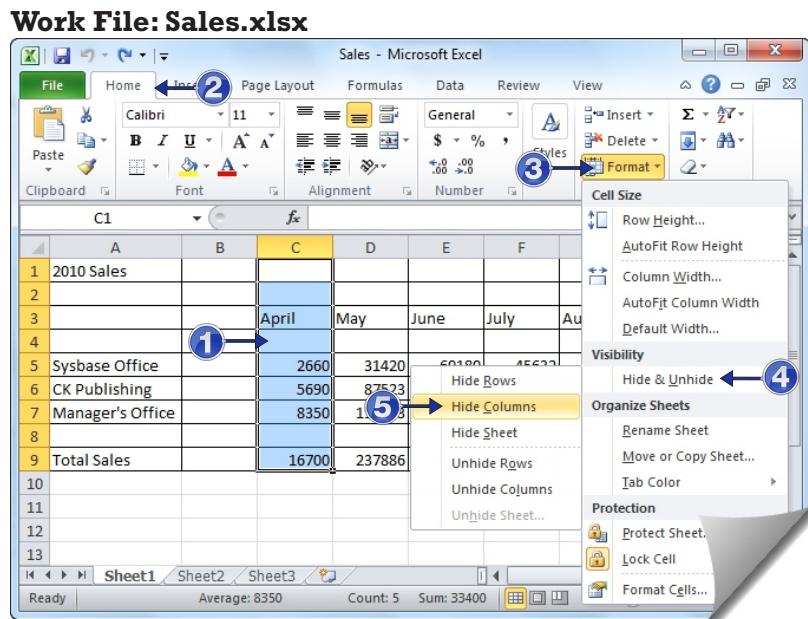
Hide Columns and Rows

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.

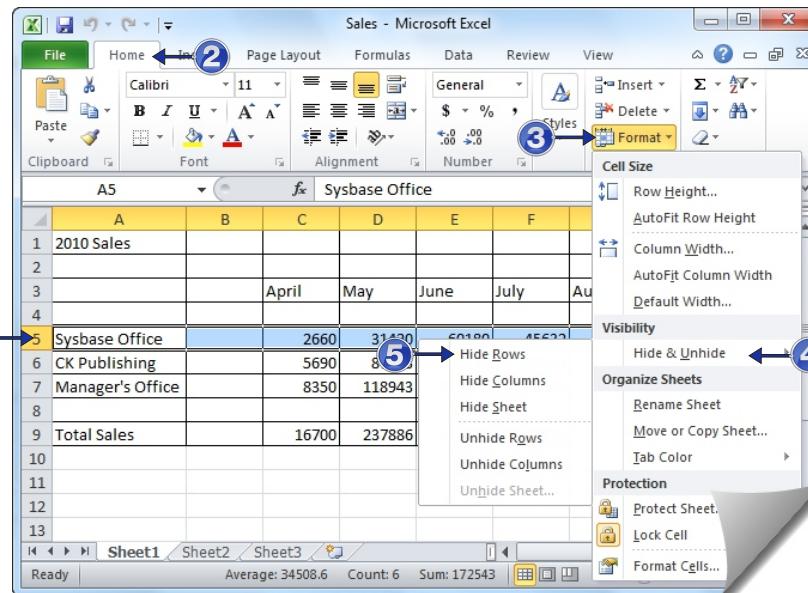


Work File: Sales.xlsx

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.



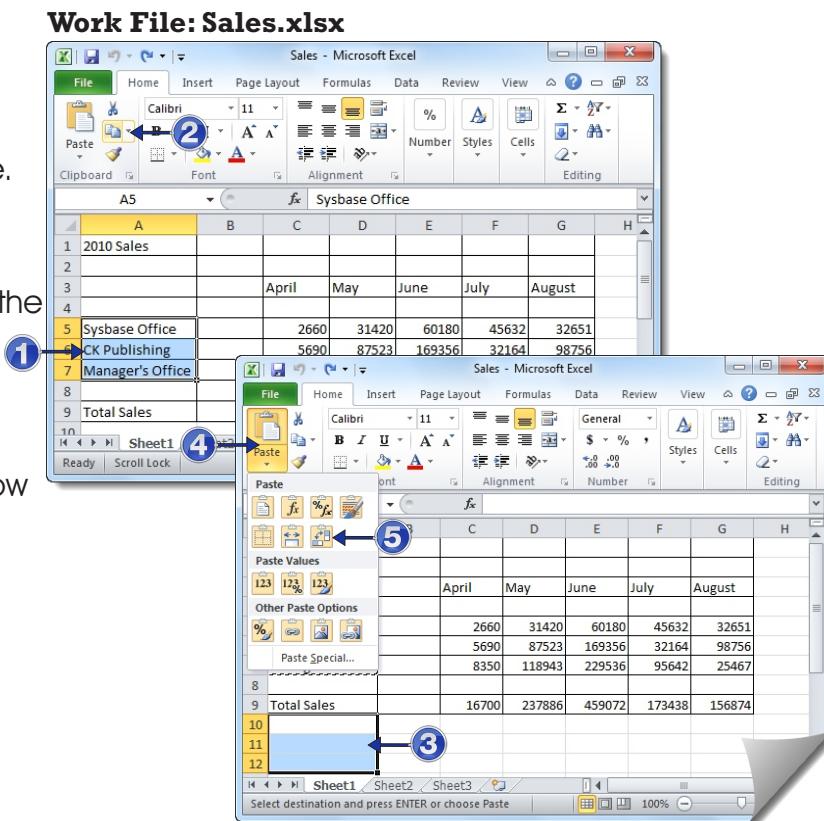
Transposing Columns and Rows

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 (C).
- 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.



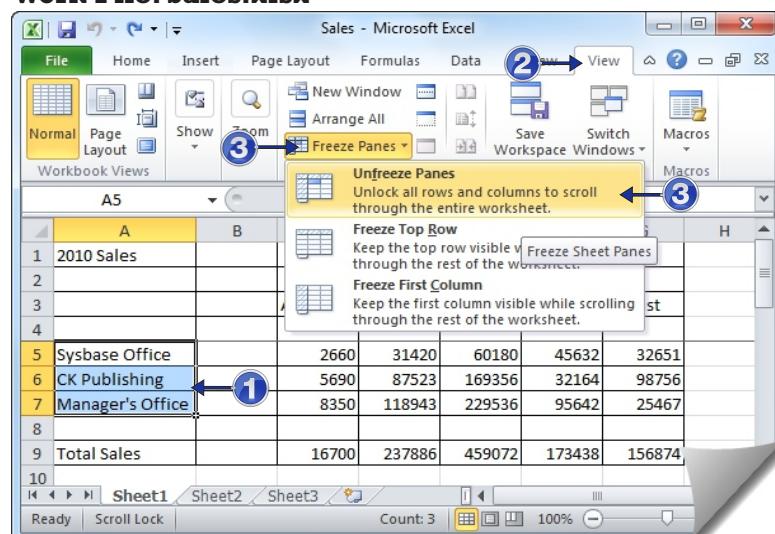
Freezing Columns and Rows

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

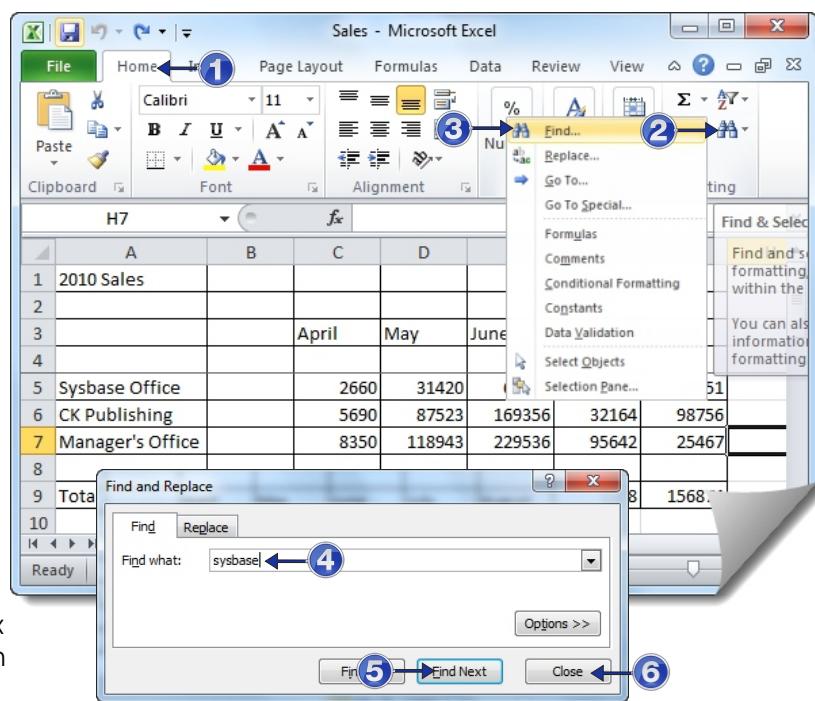
You can use Excel's Find tool to search through your worksheet for a particular number, formula, word, or phrase. You can use the Replace tool to replace instances of text or numbers with other data. For example, you may need to sort through a long worksheet, replacing a reference with another name.

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.

- You can click Replace All to replace every occurrence in the worksheet.

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

