# CMPT 155: Computer Applications for Life Sciences

## Lecture 3: Navigating Through Excel Part 2

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# Presentation Outline

# Continuous Range Selection: Selecting Columns and Rows

To practice making selections we can:

- click and drag from cell you have selected
- select whole column by clicking on cell and pressing Ctrl + Shift + Down(Up)
- select whole row by clicking on cell and pressing Ctrl + Shift + Left(Right)
- select multiple adjacent columns/rows Hold Shift (Cmd) and drag.

# Discontinuous Selections

- Discontinuous selections can be made by holding the Ctrl (Cmd) key.

# Cut-Paste or Copy-Paste

- When you copy cells, everything comes along (text, numbers, formatting).
- Paste options
  - Paste format (Ctrl + V)
  - Paste value only
  - Transpose
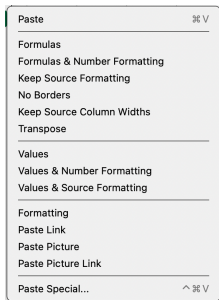
(a)
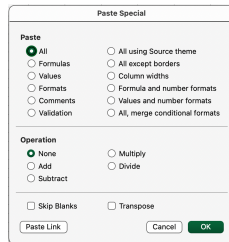
(b)

# Inserting Columns and Rows

- Find the column immediately to the right of where you want to place the new column
- Find the row that is immediately below where you want to place the new row

# Deleting Columns and Rows

- "Delete" clears the cell content, but does not remove the cells.
- Home $\rightarrow$ Cell $\rightarrow$ Delete

# Managing worksheets

- Add and remove worksheets
- Name and Rearrange Worksheets
- Move worksheets from one workbook to another
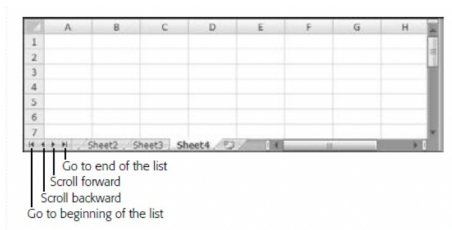
# Exercise

Download and modify the mailing list:

1. Copy the data in row 2, 3 and 4, paste them in row 5, 6 and 7.
2. Insert a column after the last name to store the ID information. Use AutoFill to fill the column. ID starts from 1001.
3. Automatically adjust the columns to fit their content.
4. Copy the mailing list and paste in transpose in Sheet2.
5. Adjust the column width of Sheet2.
6. Rename Sheet1 and Sheet2.
7. Save the workbook with a password.

# Find and Replace

- Home $\rightarrow$ Editing $\rightarrow$ Find & Select $\rightarrow$ Find (Ctrl + F)
- If you select a group of cells, Excel restricts the search to just those cells.
- Find All
- More Advanced Searches (Options)
- Home $\rightarrow$ Editing $\rightarrow$ Find & Select $\rightarrow$ Replace (Ctrl + H)
- Hide the ribbon