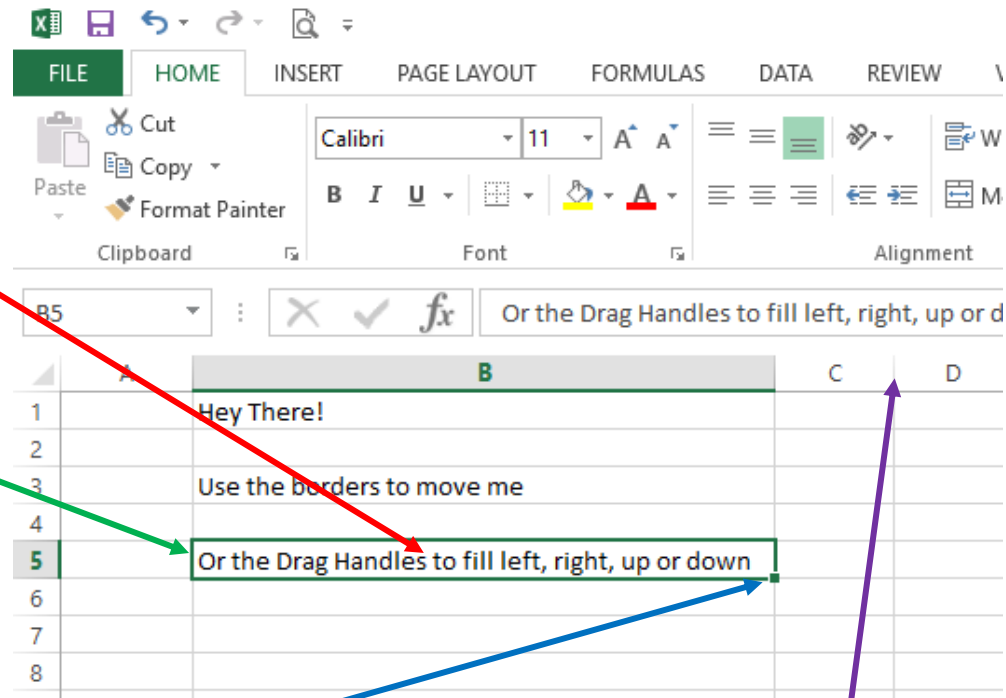


Cells, Columns and Rows

Left click INSIDE a cell to edit it

Left click (and hold down) on any of the SOLID green lines to MOVE a cell...then let go when it's where you want it

Left click and hold the DRAG HANDLE to fill left, right, up or down. Or, DOUBLE CLICK to fill down as far as the data goes in the adjacent cell



Left click, hold and drag BETWEEN the letters to resize columns (or rows).
DOUBLE LEFT CLICK to "Auto-resize"