

# Cell Basics

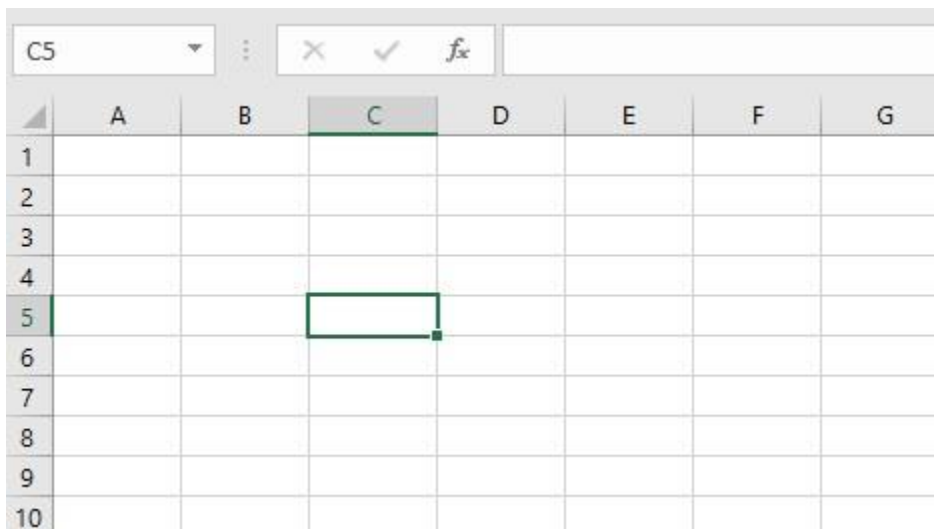
## Introduction

Whenever you work with Excel, you'll enter information—or **content**—into **cells**. Cells are the basic building blocks of a worksheet. You'll need to learn the basics of **cells** and **cell content** to calculate, analyze, and organize data in Excel.

## Understanding cells

Every worksheet is made up of thousands of rectangles, which are called **cells**. A cell is the **intersection** of a **row** and a **column**—in other words, where a row and column meet.

Columns are identified by **letters** (A, B, C), while rows are identified by **numbers** (1, 2, 3). Each cell has its own **name**—or **cell address**—based on its column and row. In the example below, the selected cell intersects **column C** and **row 5**, so the cell address is **C5**.



You can also select **multiple cells** at the same time. A group of cells is known as a **cell range**. Rather than a single cell address, you will refer to a cell range using the cell addresses of the **first** and **last** cells in the cell range, separated by a **colon**. For example, a cell range that included cells A1, A2, A3, A4, and A5 would be written as **A1:A5**. Take a look at the different cell ranges below:

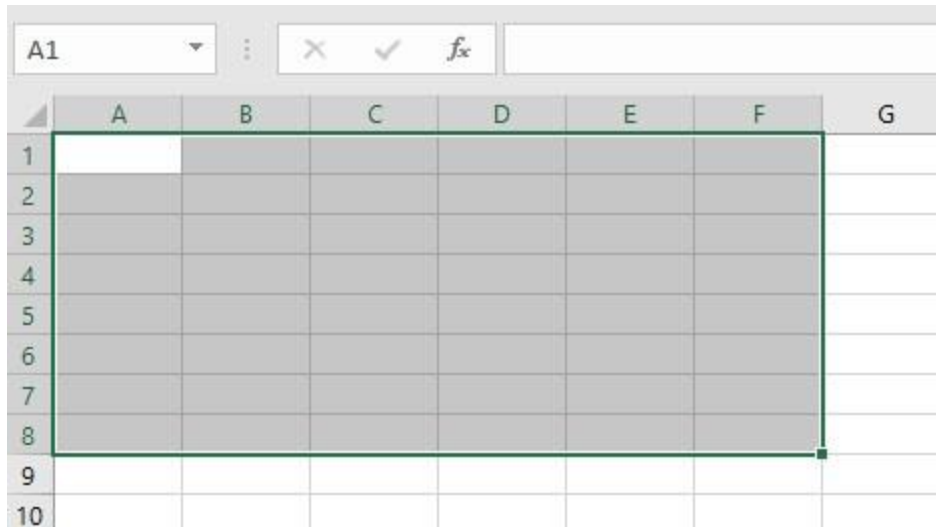
□ Cell range **A1:A8**

A1							
	A	B	C	D	E	F	G
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Cell range **A1:F1**

A1							
	A	B	C	D	E	F	G
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Cell range **A1:F8**



### To insert content:

1. Click a **cell** to select it. In our example, we'll select cell **F9**.

VESTA Leadership Training 6-Part Series							
INSURANCE GROUP							
Department	First Name	Last Name	User Name	Part 1	Part 2		Part 3
Sales	Walter	Rivera	wrivera	X	X	On hold	X
Sales	Heidi	Lee		X	X	On hold	
Claims	Josie	Gates		X	X		X
Accounting	Wendy	Crocker		X	X		
Accounting	Loretta	Johnson		X			X
Sales	Walter	Rivera		X			X
Claims	Misty	Whitfield		X			

2. Type something into the selected cell, then press **Enter** on your keyboard. The content will appear in the **cell** and the **formula bar**. You can also input and edit cell content in the formula bar.

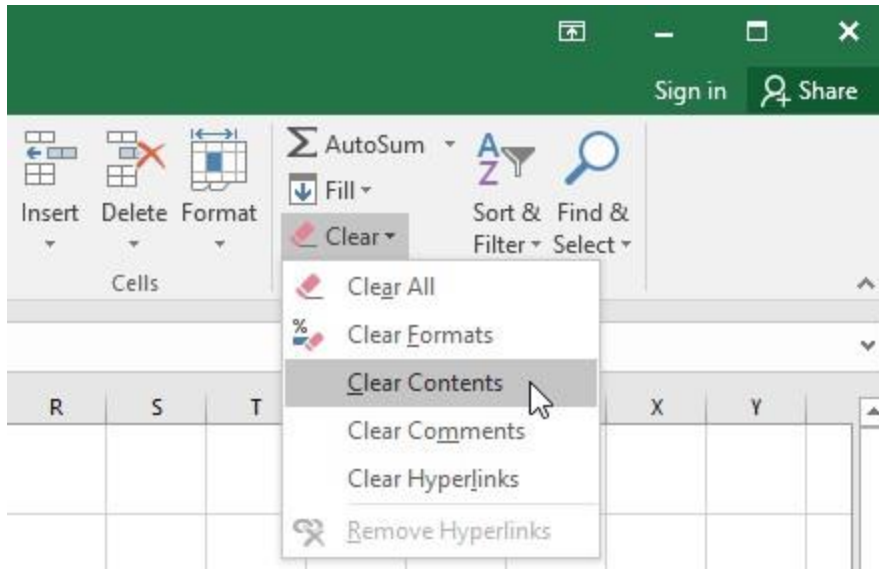
	F9						
	X						
	A	B	C	D	E	F	G
1	VESTA Leadership Training						
2	6-Part Series						
3	INSURANCE GROUP						
4	Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3
5	Sales	Walter	Rivera	wrivera	X	X	On hold
6	Sales	Heidi	Lee		X	X	On hold
7	Claims	Josie	Gates		X	X	X
8	Accounting	Wendy	Crocker		X	X	
9	Accounting	Loretta	Johnson		X	X	X
10	Sales	Walter	Rivera		X		X
11	Claims	Misty	Whitfield		X		

### To delete (or clear) cell content:

1. Select the **cell(s)** with content you want to delete. In our example, we'll select the cell range **A10:H10**.

	A10						
	Sales						
	A	B	C	D	E	F	G
1	VESTA Leadership Training						
2	6-Part Series						
3	INSURANCE GROUP						
4	Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3
5	Sales	Walter	Rivera	wrivera	X	X	On hold
6	Sales	Heidi	Lee		X	X	On hold
7	Claims	Josie	Gates		X	X	X
8	Accounting	Wendy	Crocker		X	X	
9	Accounting	Loretta	Johnson		X	X	X
10	Sales	Walter	Rivera		X		X
11	Claims	Misty	Whitfield		X		
12	Marketing	Matilda	Lewis		X		
13	Accounting	Elizabeth	Hicks		X		X
14	HR	Alvin	Rios		X		

2. Select the **Clear** command on the **Home** tab, then click **Clear Contents**.



The cell contents will be deleted.

	A	B	C	D	E	F	G	H
1	VESTA Leadership Training							
2	6-Part Series							
3	INSURANCE GROUP							
4	Department	First Name	Last Name	User Name	Part 1	Part 2		Part 3
5	Sales	Walter	Rivera	wrivera	X	X	On hold	X
6	Sales	Heidi	Lee		X	X	On hold	
7	Claims	Josie	Gates		X	X		X
8	Accounting	Wendy	Crocker		X	X		
9	Accounting	Loretta	Johnson		X	X		X
10								
11	Claims	Misty	Whitfield		X			
12	Marketing	Matilda	Lewis		X			
13	Accounting	Elizabeth	Hicks		X			X
14	HR	Alvin	Rios		X			

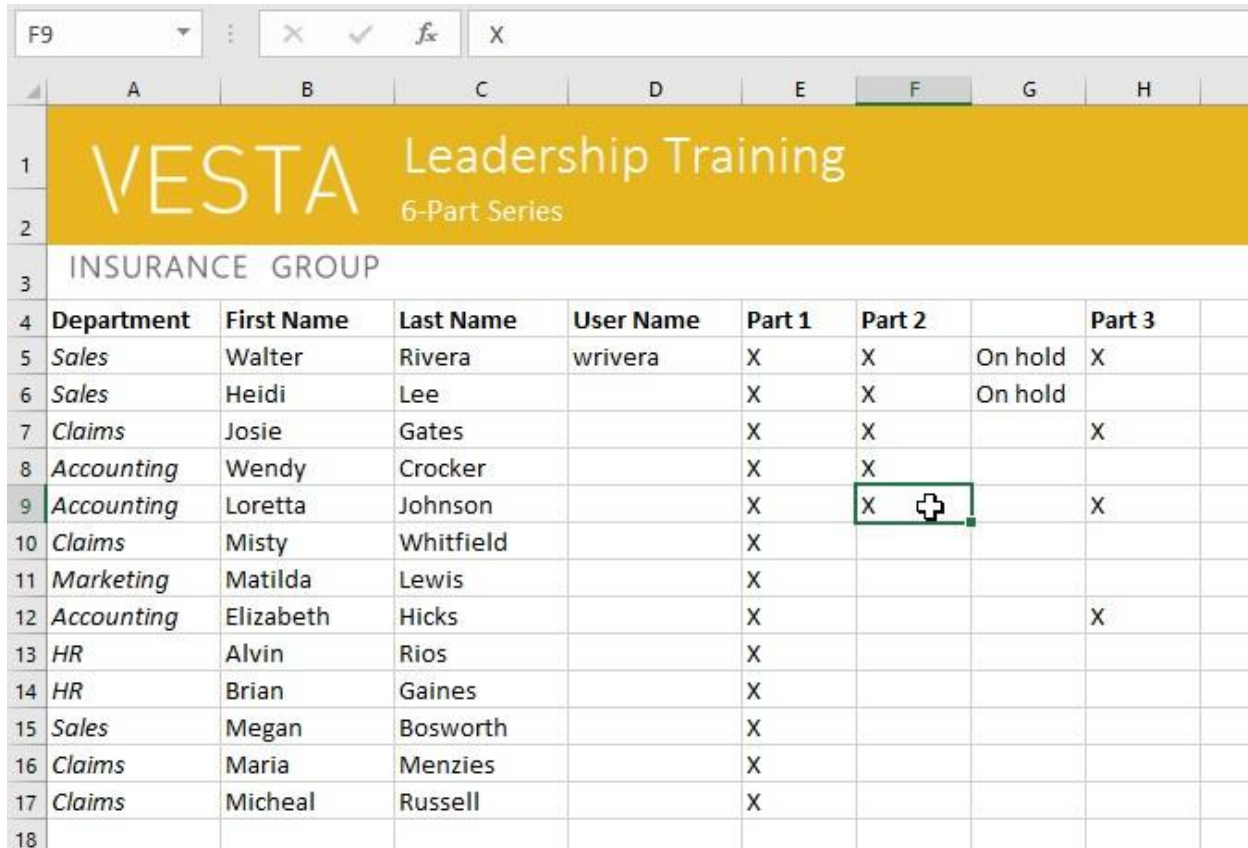
You can also use the **Delete** key on your keyboard to delete content from **multiple cells** at once.

The **Backspace** key will only delete content from one cell at a time.

## To copy and paste cell content:

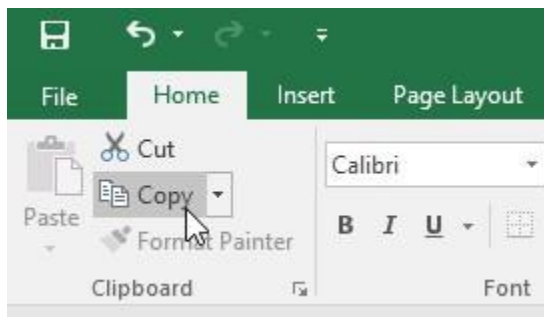
Excel allows you to **copy** content that is already entered into your spreadsheet and **paste** that content to other cells, which can save you time and effort.

1. Select the **cell(s)** you want to **copy**. In our example, we'll select **F9**.



	A	B	C	D	E	F	G	H
1	VESTA Leadership Training							
2	6-Part Series							
3	INSURANCE GROUP							
4	Department	First Name	Last Name	User Name	Part 1	Part 2		Part 3
5	Sales	Walter	Rivera	wrivera	X	X	On hold	X
6	Sales	Heidi	Lee		X	X	On hold	
7	Claims	Josie	Gates		X	X		X
8	Accounting	Wendy	Crocker		X	X		
9	Accounting	Loretta	Johnson		X	X		X
10	Claims	Misty	Whitfield		X			
11	Marketing	Matilda	Lewis		X			
12	Accounting	Elizabeth	Hicks		X			X
13	HR	Alvin	Rios		X			
14	HR	Brian	Gaines		X			
15	Sales	Megan	Bosworth		X			
16	Claims	Maria	Menzies		X			
17	Claims	Micheal	Russell		X			
18								

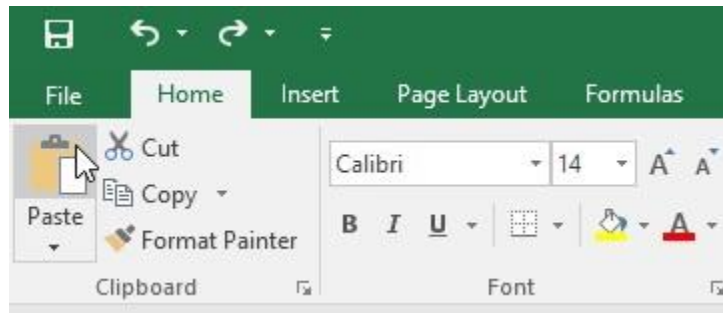
Click the **Copy** command on the **Home** tab, or press **Ctrl+C** on your keyboard.



2. Select the **cell(s)** where you want to **paste** the content. In our example, we'll select **F12:F17**.

The copied cell(s) will have a **dashed box** around them.

Click the **Paste** command on the **Home** tab, or press **Ctrl+V** on your keyboard.



## *Wrapping text and merging cells*

Whenever you have too much cell content to be displayed in a single cell, you may decide to **wrap the text** or **merge** the cell rather than resize a column. Wrapping the text will automatically modify a cell's **row height**, allowing cell contents to be displayed **on multiple lines**. Merging allows you to combine a cell with adjacent empty cells to create **one large cell**.

### *To wrap text in cells:*

1. Select the cells you want to wrap. In this example, we'll select the cells in **column C**.
2. Click the **Wrap Text** command on the **Home** tab.



Contacts - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do

Paste Font Alignment Number

Clipboard Font Alignment Number

C1

	A	B	C	D
1	Customer Contact List			
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	FAX
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soap	605-555-8495
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St St	603-555-3478
5	Bishop Research	William Bell	2201 Treasure Ct Ste 301	206-555-2305
6	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Tv	913-555-3461
7	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whis	316-555-3454
8	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Ester	575-555-2376
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rod	605-555-4495

3. The text in the selected cells will be **wrapped**.



	A	B	C	D
1	Customer Contact List			
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	FAX
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-8495
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204	603-555-3478
5	Bishop Research	William Bell	2201 Treasure Ct Ste 301 Good Thunder, WA	206-555-2305
6	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208	913-555-3461
7	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS	316-555-3454
8	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431	575-555-2376
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD	605-555-4495

Click the **Wrap Text** command again to **unwrap** the text.

### *To merge cells using the Merge & Center command:*

1. Select the **cell range** you want to merge. In our example, we'll select **A1:F1**.
2. Click the **Merge & Center** command on the **Home** tab. In our example, we'll select the cell range **A1:F1**.

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Clipboard Font Alignment Number Styles Cells

Segoe UI Semilight 24 A A

Wrap Text

General

\$ % , .00 .00

Conditional Formatting Format as Table Cell Styles

Insert Delete Format

Sort Filter

A1 Customer Contact List

	A	B	C	D	E	F
1	Customer Contact List					
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	FAX	PHONE	EMAIL ADDRESS
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-8495	605-555-6435	jake@adventureoutfitters.com
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204	603-555-3478	603-555-2460	katie.stark@ariarealestate.com
5	Bishop Research	William Bell	2201 Treasure Ct Ste 301 Good Thunder, WA	206-555-2305	206-555-2303	wbell@bishopresearch.com

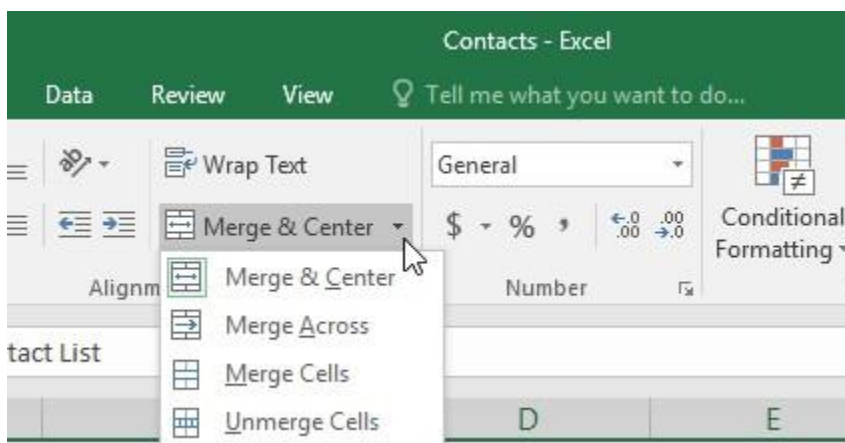
3. The selected cells will be **merged**, and the text will be **centered**.

A1 Customer Contact List

	A	B	C	D	E	F
1	Customer Contact List					
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	FAX	PHONE	EMAIL ADDRESS
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-8495	605-555-6435	jake@adventureoutfitters.com
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204	603-555-3478	603-555-2460	katie.stark@ariarealestate.com
5	Bishop Research	William Bell	2201 Treasure Ct Ste 301 Good Thunder, WA	206-555-2305	206-555-2303	wbell@bishopresearch.com

*To access more merge options:*

If you click the drop-down arrow next to the **Merge & Center** command on the **Home** tab, the **Merge** drop-down menu will appear.



From here, you can choose to:

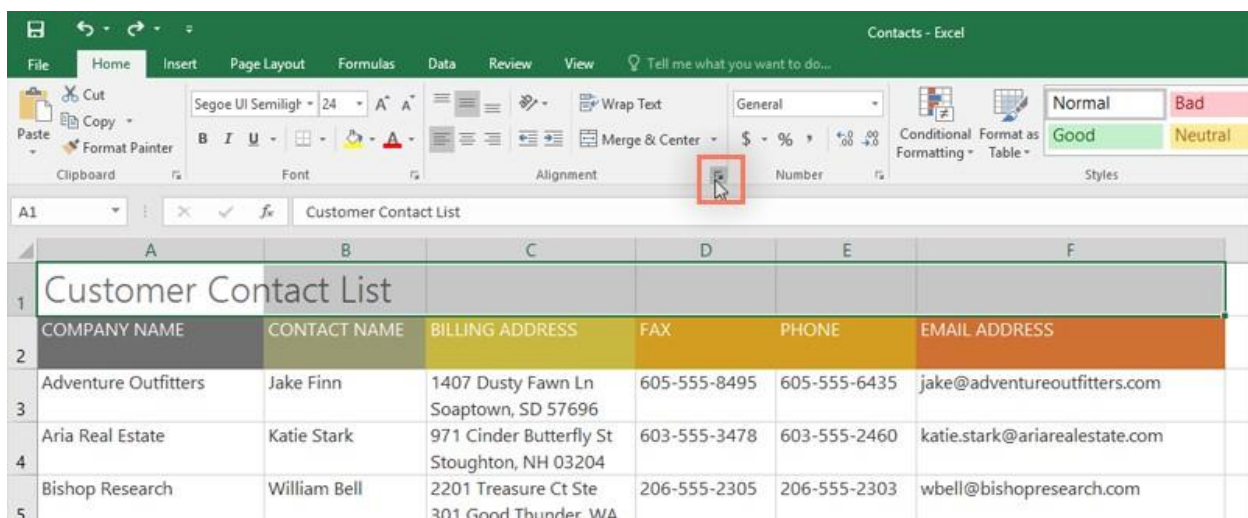
- **Merge & Center:** merges the selected cells into **one cell** and **centers** the text
- **Merge Across:** merges the selected cells into **larger cells** while keeping each **row** separate
- **Merge Cells:** merges the selected cells into one cell but **does not center** the text
- **Unmerge Cells:** unmerges selected cells

You'll want to be careful when using this feature. If you merge multiple cells that all contain data, Excel will keep only the contents of the upper-left cell and discard everything else.

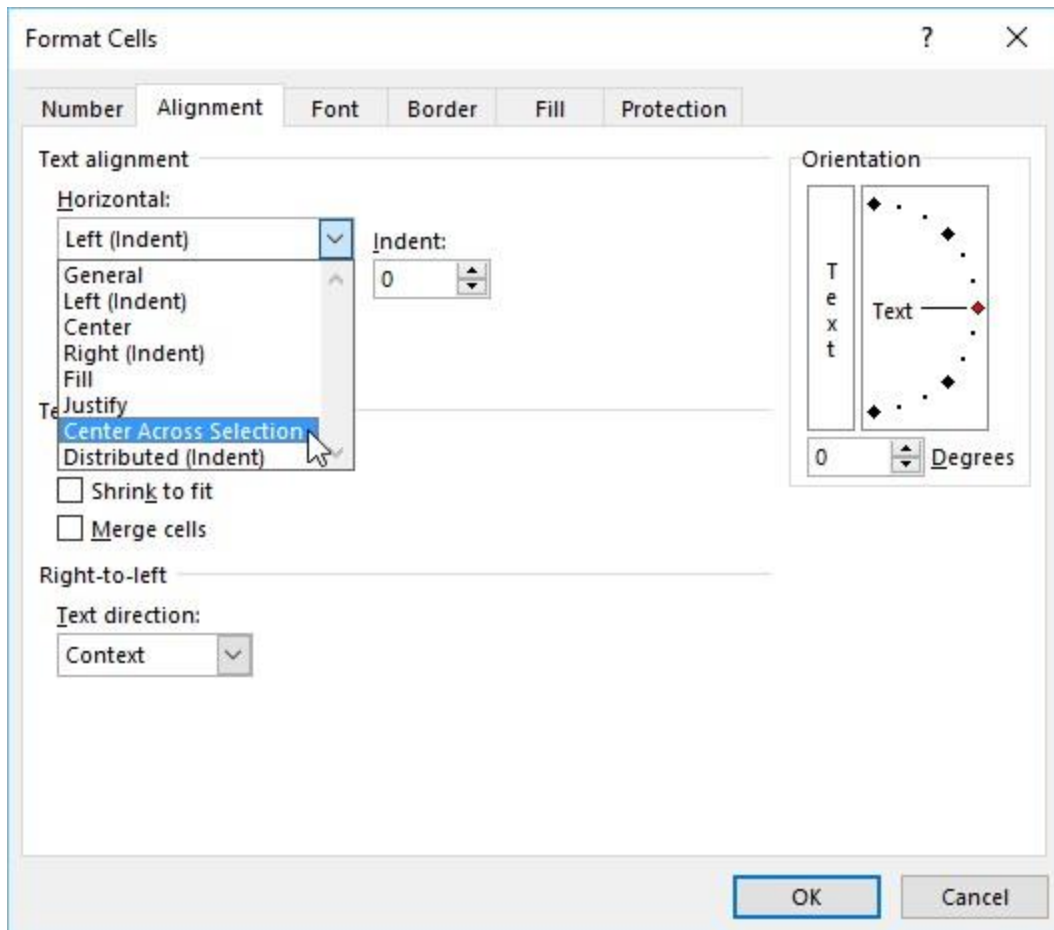
### *To center across selection:*

Merging can be useful for organizing your data, but it can also create problems later on. For example, it can be difficult to move, copy, and paste content from merged cells. A good alternative to merging is **Center Across Selection**, which creates a similar effect without actually combining cells.

1. Select the desired cell range. In our example, we'll select **A1:F1**. **Note:** If you already merged these cells, you should **unmerge them** before continuing to step 2.
2. Click the **small arrow** in the lower-right corner of the **Alignment** group on the **Home** tab.



3. A dialog box will appear. Locate and select the **Horizontal** drop-down menu, select **Center Across Selection**, then click **OK**.



4. The content will be centered across the selected cell range. As you can see, this creates the same visual result as merging and centering, but it preserves each cell within A1:F1.

	A	B	C	D	E	F
1	Customer Contact List					
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	FAX	PHONE	EMAIL ADDRESS
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696	605-555-8495	605-555-6435	jake@adventureoutfitters.com
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204	603-555-3478	603-555-2460	katie.stark@ariarealestate.com
5	Bishop Research	William Bell	2201 Treasure Ct Ste 301 Good Thunder, WA	206-555-2305	206-555-2303	wbell@bishopresearch.com