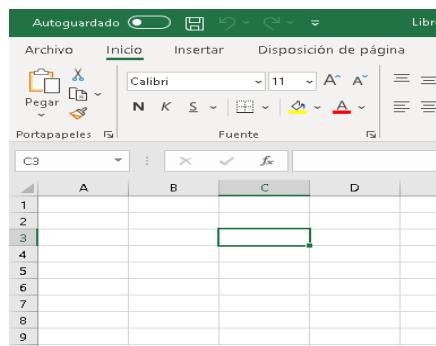


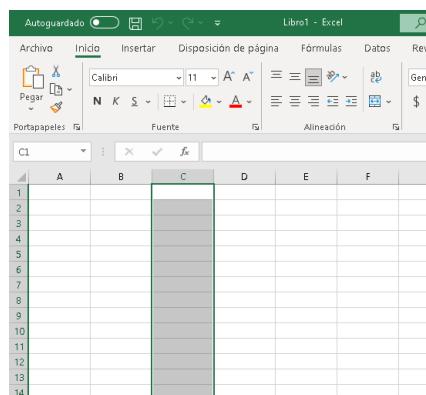
## Cell, Row, Column

1

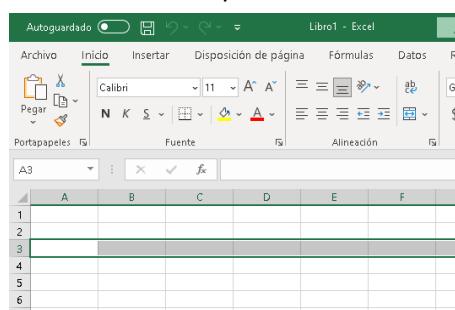
1. To select cell C3, click on the box at the intersection of column C and row 3.



2. To select column C, click on the column C header.



3. To select row 3, click on the row 3 header.



## Range examples

1. To select the range B2:C4, click on cell B2 and drag it to cell C4.

A screenshot of the Microsoft Excel interface. The ribbon at the top shows 'Inicio' as the active tab. The formula bar has 'B2' selected. The main area shows a 4x4 grid of cells. A green selection box highlights the range from B2 to C4, which is a 3x2 block of cells starting from row 2 and column 2. The rest of the grid is white.

2. To select a range of individual cells, hold down CTRL and click on each cell that you want to include in the range.

A screenshot of the Microsoft Excel interface. The ribbon shows 'Inicio' as the active tab. The formula bar has 'D3' selected. The main area shows a 10x6 grid of cells. Three specific cells are highlighted: D3 (top-left), B3 (middle-left), and C4 (middle-right). The other cells in the grid are white. This demonstrates selecting non-contiguous cells.

## Fill a Range

- 1a. Enter the value 2 into cell B2.

A screenshot of the Microsoft Excel interface. The ribbon shows 'Inicio' as the active tab. The formula bar has 'B2' selected and contains the value '2'. The main area shows a 8x5 grid of cells. Only cell B2 contains the value '2', while all other cells are empty. This shows a single cell being filled.

- 1b. Select cell B2, click on the lower right corner of cell B2 and drag it down to cell B8.

	A	B	C	D	E
1					
2		2			
3		2			
4		2			
5		2			
6		2			
7		2			
8		2			
9					
10					
11					
12					

2a. Enter the value 2 into cell B2 and the value 4 into cell B3.

	A	B	C	D
1				
2		2		
3		4		
4				
5				
6				
7				
8				
9				

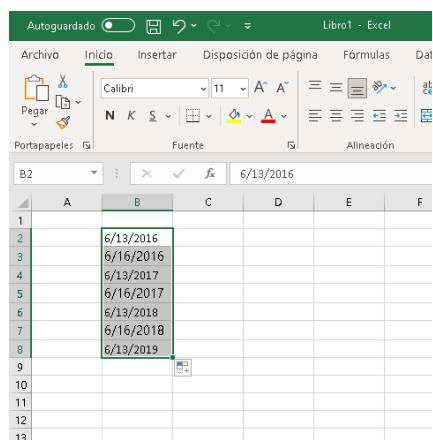
2b. Select cell B2 and cell B3, click on the lower right corner of this range and drag it down.

	A	B	C
1			
2		2	
3		4	
4		6	
5		8	
6		10	
7		12	
8		14	
9			
10			
11			
12			

3a. Enter the date 6/13/2016 into cell B2 and the date 6/16/2016 into cell B3.

	A	B	C
1			
2		6/13/2016	
3		6/16/2016	
4			
5			
6			
7			
8			
9			

3b. Select cell B2 and cell B3, click on the lower right corner of this range and drag it down.

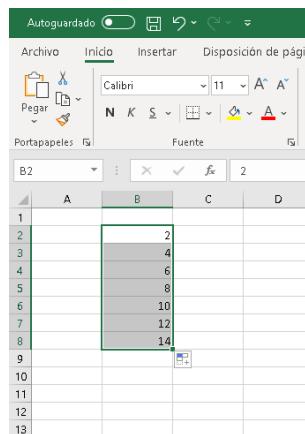


A screenshot of the Microsoft Excel interface. The ribbon at the top shows 'Inicio' as the active tab. The formula bar displays 'B2'. The main area shows a table with columns A through F and rows 1 through 13. Row 2 contains the date '6/13/2016'. Row 3 contains '6/16/2016'. Row 4 contains '6/13/2017'. Row 5 contains '6/16/2017'. Row 6 contains '6/13/2018'. Row 7 contains '6/16/2018'. Row 8 contains '6/13/2019'. The range B2:B8 is highlighted with a green border. The bottom right corner of this selection has a small black square indicating it is being dragged.

	A	B	C	D	E	F
1						
2		6/13/2016				
3		6/16/2016				
4		6/13/2017				
5		6/16/2017				
6		6/13/2018				
7		6/16/2018				
8		6/13/2019				
9						
10						
11						
12						
13						

## Move a Range

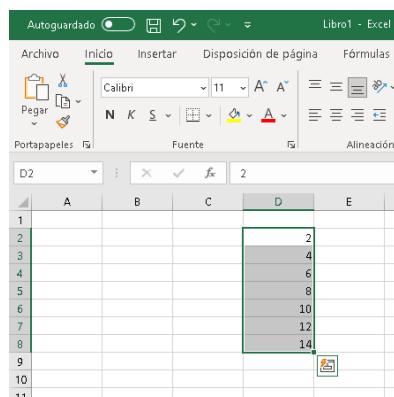
1. Select a range and click on the border of the range.



A screenshot of the Microsoft Excel interface. The ribbon at the top shows 'Inicio' as the active tab. The formula bar displays 'B2'. The main area shows a table with columns A through D and rows 1 through 13. Row 2 contains the number '2'. Row 3 contains '4'. Row 4 contains '6'. Row 5 contains '8'. Row 6 contains '10'. Row 7 contains '12'. Row 8 contains '14'. The range B2:B8 is highlighted with a green border. The bottom right corner of this selection has a small black square indicating it is being dragged.

	A	B	C	D
1				
2		2		
3		4		
4		6		
5		8		
6		10		
7		12		
8		14		
9				
10				
11				
12				
13				

2. Drag the range to its new location.

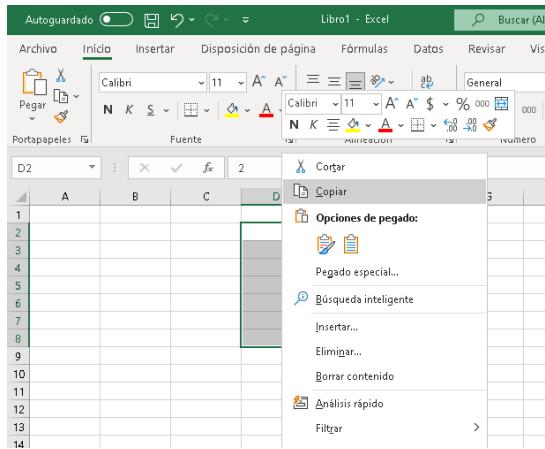


A screenshot of the Microsoft Excel interface. The ribbon at the top shows 'Inicio' as the active tab. The formula bar displays 'D2'. The main area shows a table with columns A through E and rows 1 through 11. Column D contains the numbers '2', '4', '6', '8', '10', '12', and '14'. The range D2:D8 is highlighted with a green border. The bottom right corner of this selection has a small black square indicating it is being dragged.

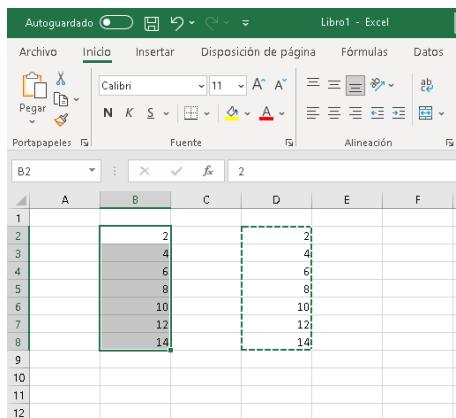
	A	B	C	D	E
1					
2				2	
3				4	
4				6	
5				8	
6				10	
7				12	
8				14	
9					
10					
11					

# Copy/Paste a Range

1. Select the range, right click, and then click Copy (or press CTRL + c).

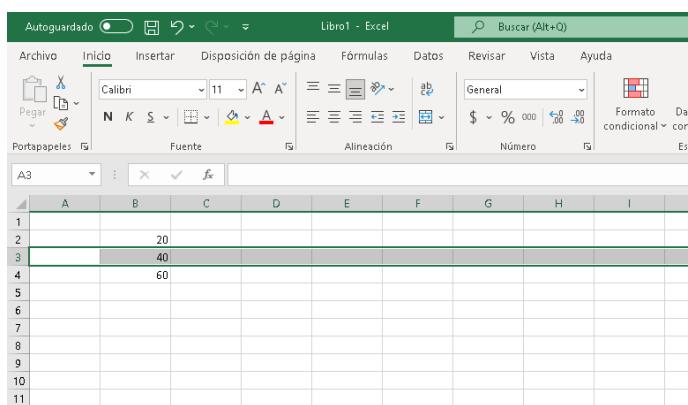


2. Select the cell where you want the first cell of the range to appear, right click, and then click

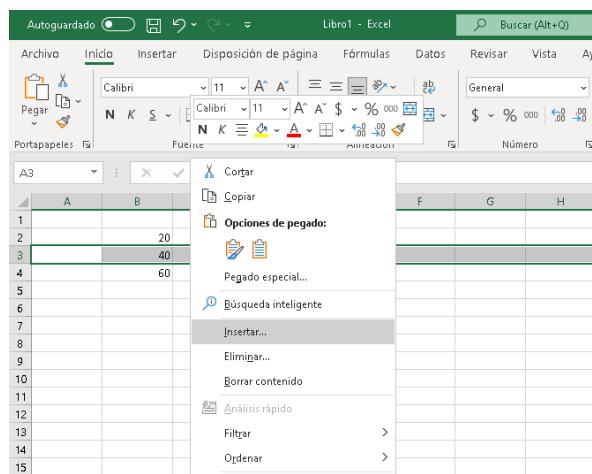


# Insert Row, Column

1. Select row 3.



2. Right click, and then click Insert.



	A	B	C	D	E
1					
2		20			
3		40			
4			60		
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

2

A screenshot of Microsoft Excel showing the same data as the previous image, but with the "Insert" option selected in the context menu. The cell A3 now contains the value "10".

	A	B	C	D	E
1					
2		20			
3	10				
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					

The image displays two identical instances of Microsoft Excel running side-by-side. Each instance is titled 'Book1 - Excel'. The interface includes a top ribbon with tabs like File, Home, Insert, Page Layout, Formulas, Data, Review, View, Developer, and Help. Below the ribbon is a toolbar with various icons. The main area shows a grid of columns labeled A through T and rows numbered 1 to 27. In the top window, the first six rows of column A contain numerical values: 10, 20, 30, 40, 50, and 60. Row 7 is selected. In the bottom window, the first six rows of column A contain the names of the months: Jan, Feb, Mar, Apr, May, and Jun. Row 7 is also selected. Both windows have a status bar at the bottom showing system information like battery level, temperature (28°C), and date (23/02/2022). The overall appearance is that of a Windows operating system.

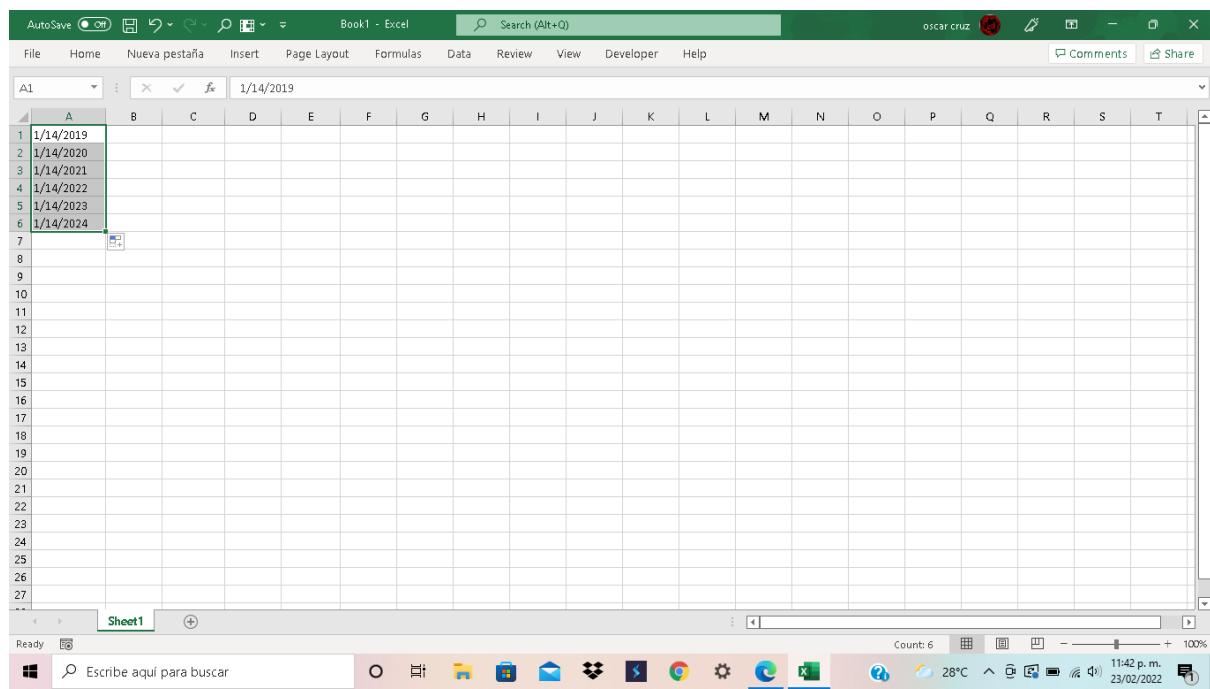
The image shows two screenshots of Microsoft Excel windows side-by-side.

**Top Window (Product Sheet):**

- Sheet Name:** Sheet1
- Cells A1 to A6:** Contains the text "Product 1", "Product 2", "Product 3", "Product 4", "Product 5", and "Product 6".
- Header Bar:** Shows "Book1 - Excel" and the ribbon tabs: File, Home, Nueva pestaña, Insert, Page Layout, Formulas, Data, Review, View, Developer, Help.
- Taskbar:** Shows the Windows Start button, a search bar with "Escribe aqui para buscar", and pinned icons for File Explorer, Mail, Photos, OneDrive, Edge, Google Chrome, Settings, and Excel.

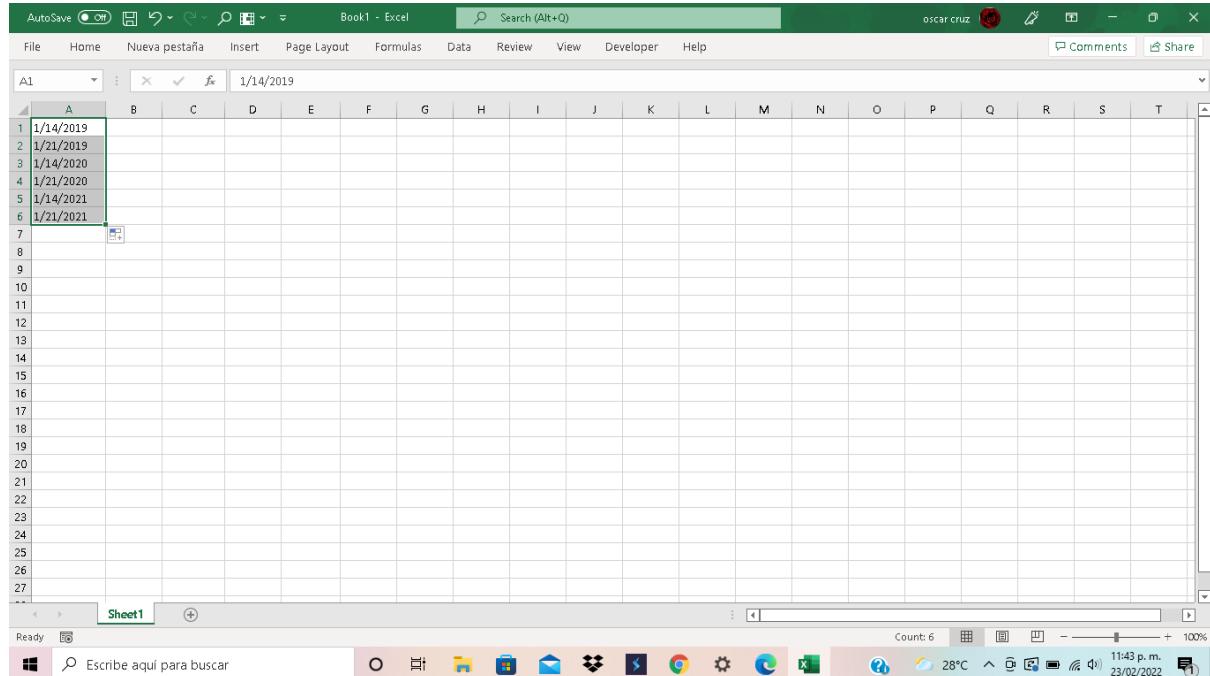
**Bottom Window (Days Sheet):**

- Sheet Name:** Sheet1
- Cells A1 to A7:** Contains the text "Friday", "Saturday", "Sunday", "Monday", "Tuesday", "Wednesday", and "Thursday".
- Header Bar:** Shows "Book1 - Excel" and the ribbon tabs: File, Home, Nueva pestaña, Insert, Page Layout, Formulas, Data, Review, View, Developer, Help.
- Taskbar:** Shows the Windows Start button, a search bar with "Escribe aqui para buscar", and pinned icons for File Explorer, Mail, Photos, OneDrive, Edge, Google Chrome, Settings, and Excel.



The screenshot shows a Microsoft Excel spreadsheet titled "Book1 - Excel". The data is located in the first sheet, "Sheet1". The range A1:A6 contains the following dates:

A
1/14/2019
1/14/2020
1/14/2021
1/14/2022
1/14/2023
1/14/2024



The screenshot shows a Microsoft Excel spreadsheet titled "Book1 - Excel". The data is located in the first sheet, "Sheet1". The range A1:A6 contains the following dates:

A
1/14/2019
1/21/2019
1/14/2020
1/21/2020
1/14/2021
1/21/2021

3

A screenshot of Microsoft Excel showing a 2x2 grid of numbers. The grid consists of two rows and two columns. The first row contains the values 0 and 1 respectively in cells B1 and C1. The second row contains an empty cell B3 and a cell C3 which is currently selected, indicated by a green border. The rest of the cells in the grid are empty. The Excel interface includes a ribbon menu at the top with tabs like File, Home, Insert, Page Layout, Formulas, Data, Review, View, Developer, and Help. The status bar at the bottom shows the date as 23/02/2022 and the time as 11:47 p. m.

AutoSave  Book1 - Excel Search (Alt+Q) oscar cruz

File Home Nueva pestaña Insert Page Layout Formulas Data Review View Developer Help

A3 =A1+A2

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	0																		
2	1																		
3	1																		
4	2																		
5	3																		
6	5																		
7	8																		
8	13																		
9	21																		
10	34																		
11	55																		
12	89																		
13	144																		
14	239																		
15	377																		
16	610																		
17	987																		
18																			
19																			
20																			
21																			
22																			
23																			
24																			
25																			
26																			
27																			

Sheet1 Escribe aquí para buscar Average: 172.1333333 Count: 15 Numerical Count: 15 Min: 1 100% 11:48 p. m. 23/02/2022

AutoSave  Book1 - Excel Search (Alt+Q) oscar cruz

File Home Nueva pestaña Insert Page Layout Formulas Data Review View Developer Help

B2 SUN

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1																			
2	SUN	MON	TUE	WED	THU	FRI	SAT												
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
11																			
12																			
13																			
14																			
15																			
16																			
17																			
18																			
19																			
20																			
21																			
22																			
23																			
24																			
25																			
26																			
27																			

Sheet1 Escribe aquí para buscar Count: 7 100% 11:49 p. m. 23/02/2022

5

This screenshot shows a Microsoft Excel spreadsheet titled "Book1 - Excel". The data is located in column B, starting from row 2. The visible rows contain the following data:

	B
1	
2	LONDON
3	PARIS
4	NEW YORK
5	BERLIN
6	LONDON
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	

The status bar at the bottom indicates "Count: 5" and the date and time as "23/02/2022 11:52 p.m.". The taskbar shows various open applications including Microsoft Word, Excel, and a browser.

5

This screenshot shows a Microsoft Excel spreadsheet titled "Book1 - Excel". A comment is displayed in cell A2. The comment text is:

oscar cruz  
Olivia, Is this the right value?  
23/02/2022 11:54 p.m.

A small "Edit" button is located next to the comment text. The status bar at the bottom indicates "Count: 5" and the date and time as "23/02/2022 11:54 p.m.". The taskbar shows various open applications including Microsoft Word, Excel, and a browser.

AutoSave  Book1 - Excel Search (Alt+Q) oscar cruz File Home Nueva pestaña Insert Page Layout Formulas Data Review View Developer Help Comments Share

A2

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1																				
2	oscar cruz				A2 ***															
3		Olivia, Is this the right value?																		
4		23/02/2022 11:54 p. m.																		
5																				
6																				
7																				
8																				
9																				
10																				
11																				
12																				
13																				
14																				
15																				
16																				
17																				
18																				
19																				
20																				
21																				
22																				
23																				
24																				
25																				
26																				
27																				

Sheet1 Escribe aqui para buscar 11:54 p. m. 28°C 23/02/2022

AutoSave  Book1 - Excel Search (Alt+Q) oscar cruz File Home Nueva pestaña Insert Page Layout Formulas Data Review View Developer Help Comments Share

A2

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1																				
2	oscar cruz																			
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
12																				
13																				
14																				
15																				
16																				
17																				
18																				
19																				
20																				
21																				
22																				
23																				
24																				
25																				
26																				
27																				

Sheet1 Escribe aqui para buscar 11:55 p. m. 28°C 23/02/2022

AutoSave  Book1 - Excel Search (Alt+Q) oscar cruz

File Home Nueva pestaña Insert Page Layout Formulas Data Review View Developer Help

Font Alignment Number Styles Cells

D1 A B C D E F G H I J K L M N O

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	1	4	5	8	9										
2	2	6	5	12	12										
3	3	8	5	16	15										
4	4	10	5	20	18										
5	5	12	5	24	21										
6	6	14	5	28	24										
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															

Comments  
There are no comments in this file.

Sheet1 Average: 18 Count: 6 Numerical Count: 6 Min: 8 11:59 p. m. 23/02/2022

Ready Escribe aqui para buscar 28°C 11:59 p. m. 23/02/2022

AutoSave  Book1 - Excel Search (Alt+Q) oscar cruz

File Home Nueva pestaña Insert Page Layout Formulas Data Review View Developer Help

Font Alignment Number Styles Cells

D1 A B C E F G H I J K L M N O P

	A	B	C	E	F	G	H	I	J	K	L	M	N	O	P
1	1	4	5	9											
2	2	6	5	12											
3	3	8	5	15											
4	4	10	5	18											
5	5	12	5	21											
6	6	14	5	24											
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															

Comments  
There are no comments in this file.

Sheet1 Average: 18 Count: 6 Numerical Count: 6 Min: 8 11:59 p. m. 23/02/2022

Ready Escribe aqui para buscar 28°C 11:59 p. m. 23/02/2022

AutoSave  Book1 - Excel Search (Alt+Q) oscar cruz

File Home Nueva pestaña Insert Page Layout Formulas Data Review View Developer Help

Font Alignment Number Styles Cells

D1 A B C D E F G H I J K L M N O

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	1	4	5	8	9										
2	2	6	5	12	12										
3	3	8	5	16	15										
4	4	10	5	20	18										
5	5	12	5	24	21										
6	6	14	5	28	24										
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															

Comments  
There are no comments in this file.

Sheet1 Average: 18 Count: 6 Numerical Count: 6 Min: 8 100% 11:59 p.m. 23/02/2022

Escribe aquí para buscar

AutoSave  Book1 - Excel Search (Alt+Q) oscar cruz

File Home Nueva pestaña Insert Page Layout Formulas Data Review View Developer Help

Font Alignment Number Styles Cells

E1 A C F G H I J K L M N O P Q R

	A	C	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	1	5													
2	2	5													
3	3	5													
4	4	5													
5	5	5													
6	6	5													
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															

Comments  
There are no comments in this file.

Sheet1 Average: 14.5 Count: 18 Numerical Count: 18 Min: 4 12:00 a.m. 24/02/2022

Escribe aquí para buscar

The screenshot shows a Microsoft Excel spreadsheet titled "Book1 - Excel". The ribbon at the top has tabs for File, Home, Insert, Page Layout, Formulas, Data, Review, View, Developer, and Help. The "Comments" tab is currently selected. The main area displays a 6x5 grid of numbers starting from 1 in cell A1. The grid is as follows:

	A	B	C	E
1	1	4	5	9
2	2	6	5	12
3	3	8	5	15
4	4	10	5	18
5	5	12	5	21
6	6	14	5	24
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				

The "Comments" ribbon tab is active, and the status bar on the right indicates "Comments" is selected. The message "There are no comments in this file." is displayed in the comments pane.

The screenshot shows a Microsoft Excel window titled "Book1 - Excel". The ribbon menu is open, with the "Data" tab selected. The main area displays a data table with columns A through Q and rows 1 through 20. The data consists of the following entries:

	A	C	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	1		5		9										
2	2		5	12											
3	3		5	15											
4	4		5	18											
5	5		5	21											
6	6		5	24											
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															

The status bar at the bottom shows "Ready" and various system icons. The taskbar at the very bottom includes the Start button, a search bar with the placeholder "Escribe aquí para buscar", and several pinned application icons.

7

The screenshot shows a Microsoft Excel spreadsheet titled "Book1 - Excel". The Data tab is selected. A formula bar at the top displays "B1". The main area contains a table with the following data:

	B	C	E	F	G	H	I	J	K	L	M	N	O	P
1	1		5	9										
2	2		5	12										
3	3		5	15										
4	4		5	18										
5	5	12	5	21										
6	6	14	5	24										

The "Comments" pane on the right indicates "There are no comments in this file."

Ready Count: 4 Numerical Count: 4 12:04 a.m. 24/02/2022

8

The screenshot shows a Microsoft Excel spreadsheet titled "Book2 - Excel". The Home tab is selected. A formula bar at the top displays "A1". The main area contains a table with the following data:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	1000																			
2	74		74																	
3	3000																			
4	4000																			
5	45		45																	
6	6000																			
7	49		49																	

The status bar at the bottom shows "Average: 2024 Count: 7 Numerical Count: 7 Min: 45".

Select destination and press ENTER or choose Paste Average: 2024 Count: 7 Numerical Count: 7 Min: 45 12:09 a.m. 24/02/2022

Book2 - Excel															
Home Nueva pestaña Insert Page Layout Formulas Data Review View Developer Help															
Clipboard		Font		Alignment		Number		Styles		Cells		Editing		Analysis	
A1	...	x	v	f	New York										
1	New York	B	C	D	E	F	G	H	I	J	K	L	M	N	O
2	Valencia														P
3	Libano														Q
4															R
5															S
6															T
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															

Book2 - Excel															
Home Nueva pestaña Insert Page Layout Formulas Data Review View Developer Help															
Clipboard		Font		Alignment		Number		Styles		Cells		Editing		Analysis	
A1	...	x	v	f	New York										
1	New York	A													C
2	Valencia														
3	Libano														
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															

9

10

A screenshot of Microsoft Excel showing a table with numerical data. The table has four columns and four rows. The first column contains row numbers 1 through 4. The second column contains values 10, 20, and 30. The third column contains values 10, 20, and 30. The fourth column is empty. The formula bar at the top shows the formula =10. The status bar at the bottom shows Average: 20, Count: 3, Numerical Count: 3, Min: 10, and Max: 30.

	A	B	C	D
1		10	20	30
2			10	
3			20	
4			30	
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				

10

A screenshot of Microsoft Excel showing a table with time data. The table has five columns and five rows. The first column contains row numbers 1 through 5. The second column contains times 13:00, Task a, Task b, and Task c. The third column contains times 14:00, Task a, Task b, and Task c. The fourth column contains times 15:00, Task a, Task b, and Task c. The fifth column is empty. The formula bar at the top shows the formula =13:00. The status bar at the bottom shows Average: 20, Count: 3, Numerical Count: 3, Min: 10, and Max: 30.

	A	B	C	D	E
1		13:00		14:00	15:00
2	Task a				
3	Task b				
4	Task c				
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					

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Clipboard Calibri 11 Wrap Text Alignment Custom

B1

01:00:00 p. m.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1				14:00	15:00															
2	Task a																			
3	Task b																			
4	Task c																			
5																				
6																				
7																				
8																				
9																				
10																				
11																				
12																				
13																				
14																				
15																				
16																				
17																				
18																				
19																				
20																				
21																				
22																				

Sheet1 100% Escribe aquí para buscar 12:25 a. m. 24/02/2022

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Clipboard

Clipboard

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters  Tab  Semicolon  Comma  Space  Other:  Treat consecutive delimiters as one  Text qualifier:

Data preview Carlos Adrian  
Josue Peralta  
Chucio Gomez  
Camilo Camelo  
Juan Escutia  
Toribio Pensativo

Cancel < Back Next > Finish

	A	B	C	D	E
1	Carlos Adrian				
2	Josue Peralta				
3	Chucio Gomez				
4	Camilo Camelo				
5	Juan Escutia				
6	Toribio Pensativo				
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					

Sheet1 Count: 6 100% Escribe aquí para buscar 12:28 a. m. 24/02/2022

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Get & Transform Data

From Text/CSV Recent Sources Existing Connections Refresh Properties All Edit Links

Queries & Connections

Stocks Currencies

Sort & Filter Advanced

Text to Columns Reapply

What-If Analysis Forecast Sheet

Group Ungroup Subtotal

Outline

A1 : Carlos

1	Carlos	Adrian
2	Josue	Peralta
3	Chucho	Gomez
4	Camilo	Camelo
5	Juan	Escutia
6	Toribio	Pensativo

Sheet1

Ready Escribe aqui para buscar

Count: 6 28°C 12:28 a.m. 24/02/2022

11

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Get & Transform Data

From Text/CSV Recent Sources Existing Connections Refresh Properties All Edit Links

Queries & Connections

Stocks Currencies

Sort & Filter Advanced

Text to Columns Reapply

What-If Analysis Forecast Sheet

Group Ungroup Subtotal

Outline

C1 : 4565

1	Carlos	Adrian	4565
2	Josue	Peralta	4565
3	Chucho	Gomez	4565
4	Camilo	Camelo	4565
5	Juan	Escutia	4565
6	Toribio	Pensativo	4565

Sheet1

Flash Fill Changed Cells: 5

Ready Escribe aqui para buscar

28°C 12:30 a.m. 24/02/2022

The screenshot shows the Microsoft Excel interface with the following details:

- Top Bar:** Shows "Book5 - Excel" and the "Data" tab is selected.
- Left Sidebar:** Includes "Recent Sources" and "Existing Connections" sections, along with "Get & Transform Data" and "Queries & Connections" buttons.
- Center:** Displays a table with columns: Last name, Quarter, Sales, and Country.

	Last name	Quarter	Sales	Country
1	Carlos	Qtr4	1650	uk
2	Josue	Qtr5	34900	usa
3	Chuchito	Qtr3	34677	uk
4	Camilo	Qtr7	34556	uk
5	Juan	Qtr8	33499	usa
6	Toribio	Qtr7	23444	uk
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				

- Bottom Bar:** Shows the status bar with "Count: 7", file navigation icons, and system information like "28°C" and "24/02/2022".

Sales	Country	Last name	Last name
1650	uk	Carlos	Carlos
34900	usa	Josue	Josue
34677	uk	Chucho	Chucho
34556	uk	Camilo	Camilo
33489	usa	Juan	Juan
23444	uk	Toribio	Toribio

A screenshot of Microsoft Excel showing a data table. The table has four columns: Last name, Quarter, Sales, and Country. The data is as follows:

	Last name	Quarter	Sales	Country
1	Carlos	Qtr4	1650	uk
2	Josue	Qtr5	34900	usa
3	Chucho	Qtr3	34677	uk
4	Camilo	Qtr7	34556	uk
5	Juan	Qtr8	33499	usa
6	Toribio	Qtr7	23444	uk

AutoSave  Book5 - Excel Search (Alt+Q) oscar cruz

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Get & Transform Data

From Text/CSV From Web Existing Connections Refresh Properties All Edit Links

Queries & Connections

Stocks Currencies

Sort & Filter Advanced

Clear Reapply

Text to Columns Text to Columns

What-If Analysis Forecast Sheet

Group Ungroup Subtotal

Outline

A1 : X ✓ f Quarter

Quarter	Last name	Sales	Country
Qtr4	Carlos	1650	uk
Qtr5	Josue	34900	usa
Qtr3	Chucho	34677	uk
Qtr7	Camilo	34556	uk
Qtr8	Juan	33499	usa
Qtr7	Toribio	23444	uk

Sheet1 +

Ready Escribe aquí para buscar

Count: 7 28°C 12:37 a.m. 24/02/2022