

SANDY SENIOR CENTER

PRESENTS

Microsoft Office 365 - EXCEL

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Microsoft Office 365 - EXCEL

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Acknowledgements

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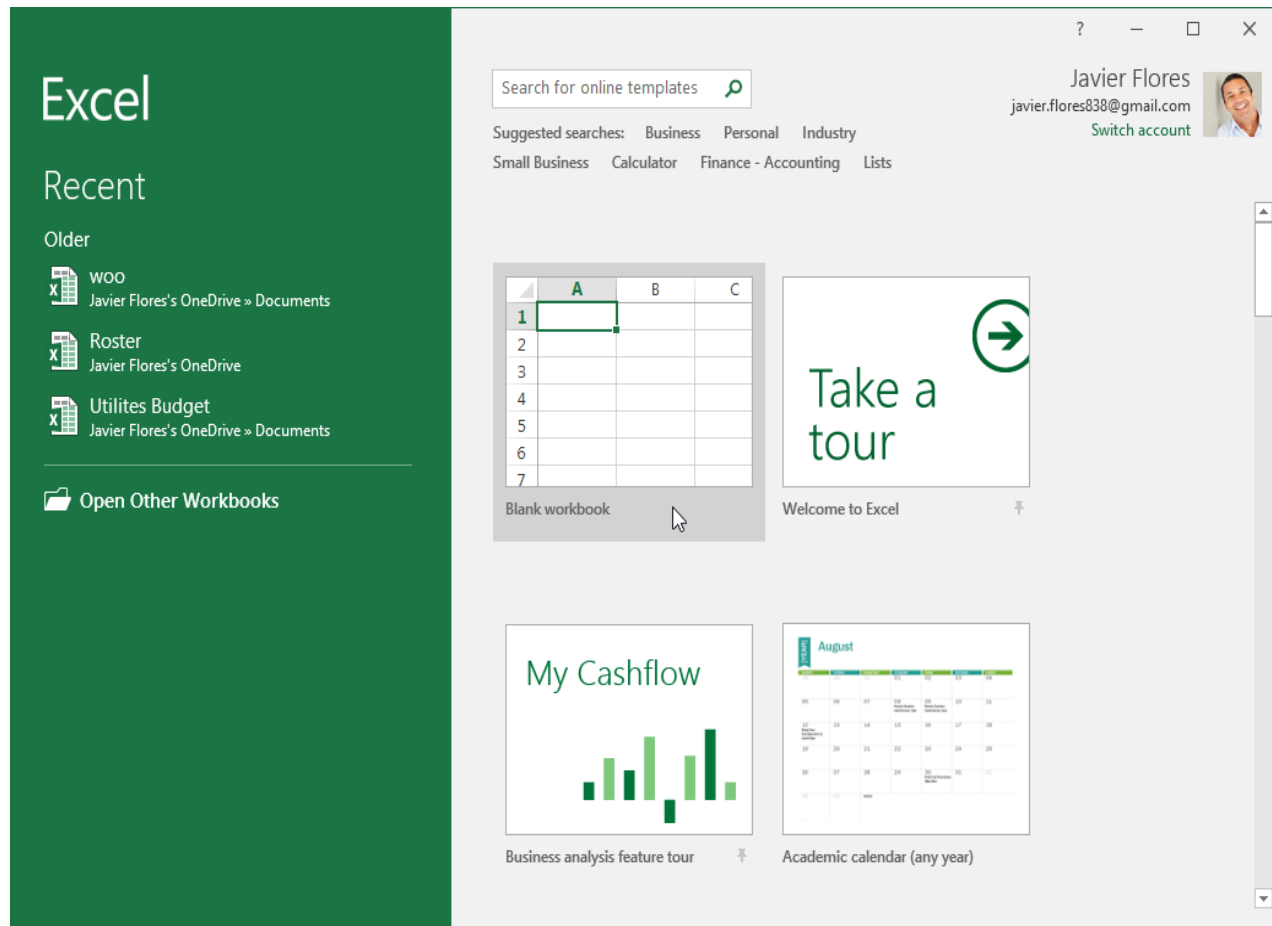
Getting to know Excel

If you've previously used Excel 2010 or Excel 2013, then Excel 2016 should feel familiar. If you are new to Excel or have more experience with older versions, you should first take some time to become familiar with the **Excel interface**.

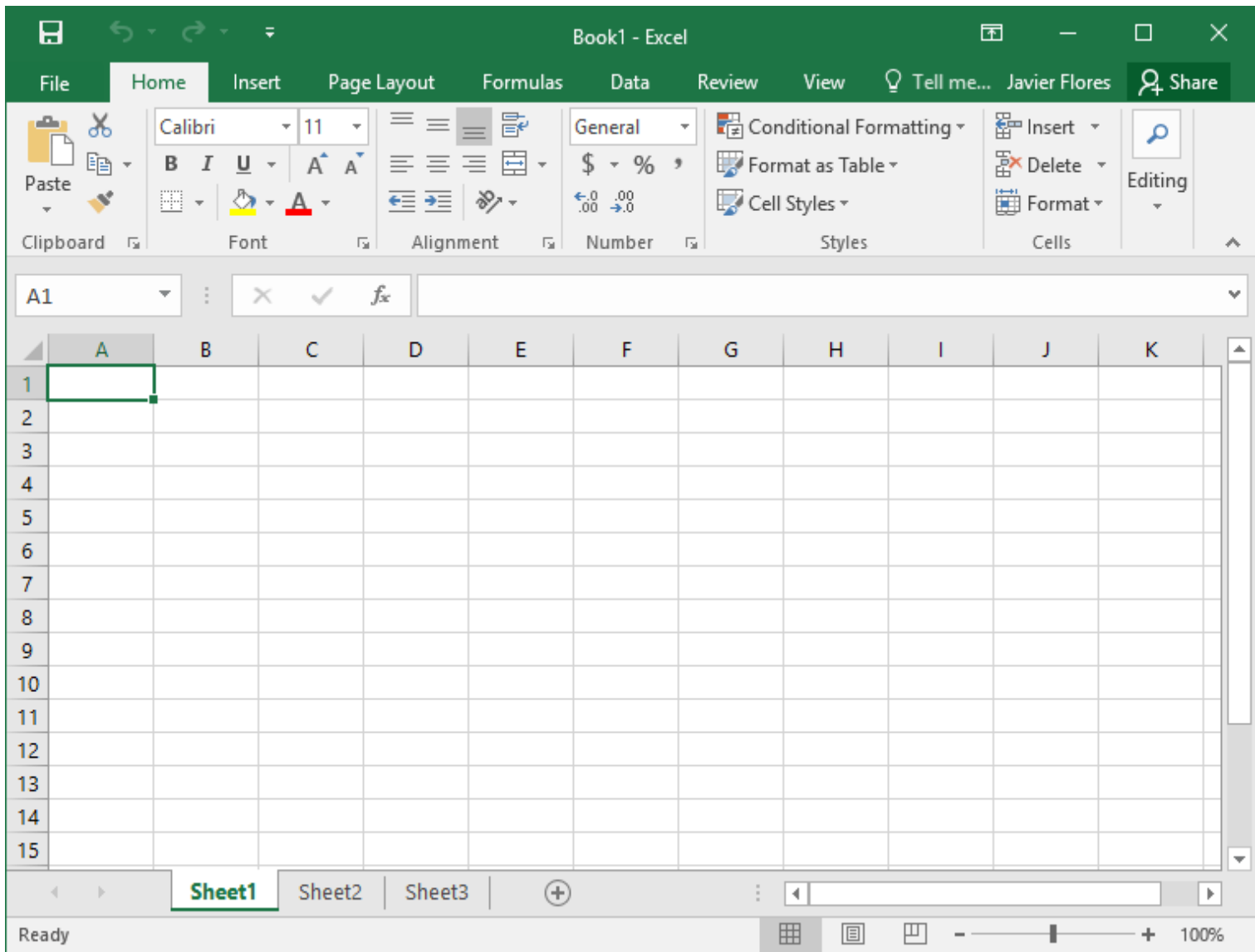
The Excel interface

When you open Excel 2016 for the first time, the **Excel Start Screen** will appear. From here, you'll be able to create a **new workbook**, choose a **template**, and access your **recently edited workbooks**.

- From the **Excel Start Screen**, locate and select **Blank workbook** to access the Excel interface.



Click the buttons in the interactive below to become familiar with the Excel interface.



Working with the Excel environment

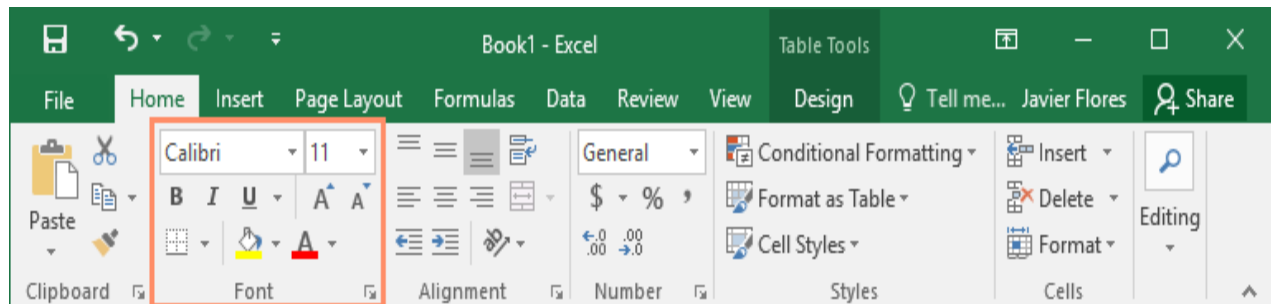
The **Ribbon** and **Quick Access Toolbar** are where you will find the commands to perform common tasks in Excel. The **Backstage view** gives

you various options for saving, opening a file, printing, and sharing your document.

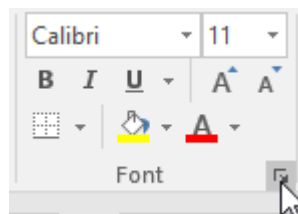
The Ribbon

Excel 2016 uses a **tabbed Ribbon system** instead of traditional menus. **The Ribbon** contains **multiple tabs**, each with several **groups of commands**. You will use these tabs to perform the most **common tasks** in Excel.

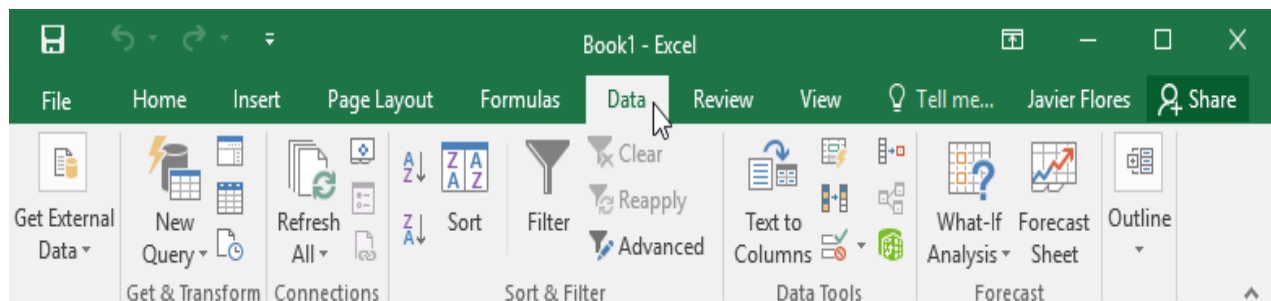
- Each tab will have one or more groups.



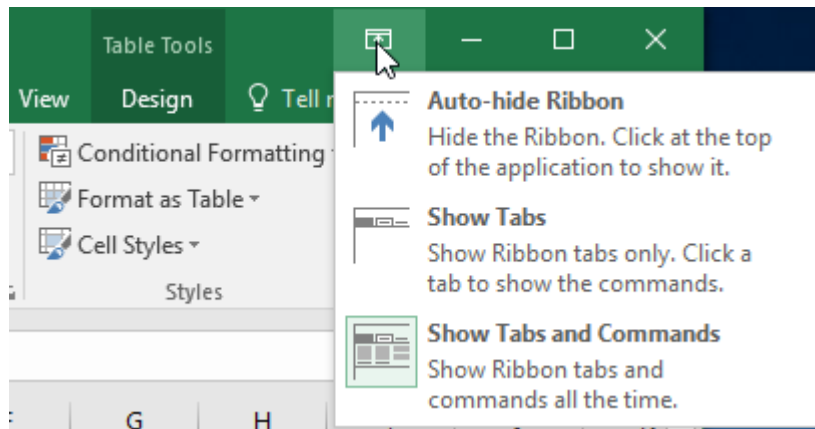
- Some groups will have an arrow you can click for more options.



- Click a tab to see more commands.



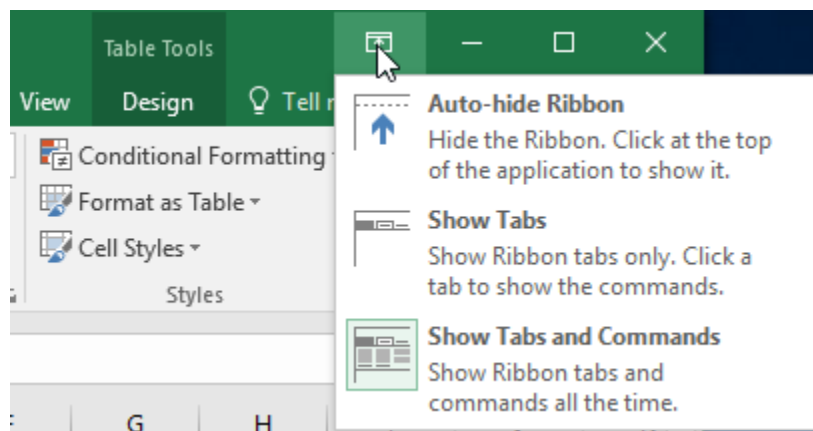
- You can adjust how the Ribbon is displayed with the Ribbon Display Options.



Certain programs, such as **Adobe Acrobat Reader**, may install additional tabs to the Ribbon. These tabs are called **add-ins**.

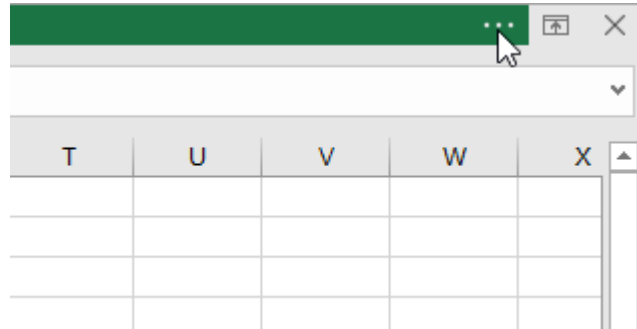
To change the Ribbon Display Options:

The Ribbon is designed to respond to your current task, but you can choose to **minimize** it if you find that it takes up too much screen space. Click the **Ribbon Display Options** arrow in the upper-right corner of the Ribbon to display the drop-down menu.

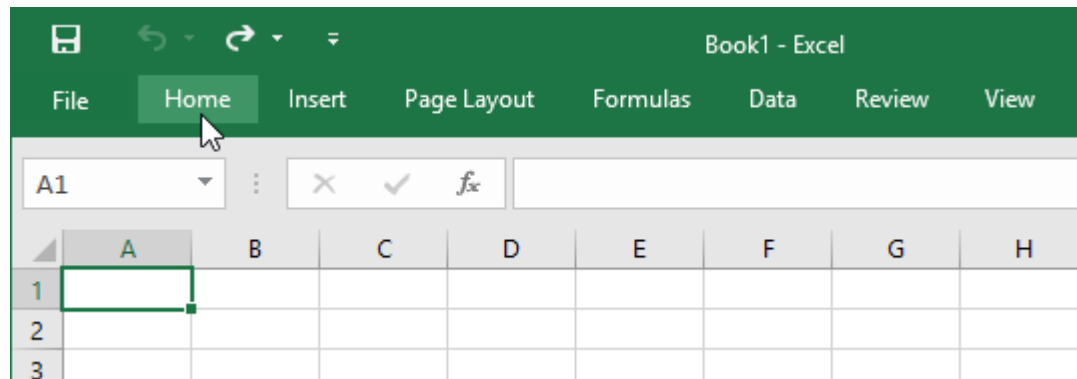


There are three modes in the Ribbon Display Options menu:

- **Auto-hide Ribbon:** Auto-hide displays your workbook in full-screen mode and completely hides the Ribbon. To **show the Ribbon**, click the **Expand Ribbon** command at the top of screen.



- **Show Tabs:** This option hides all command groups when they're not in use, but **tabs** will remain visible. To **show the Ribbon**, simply click a tab.



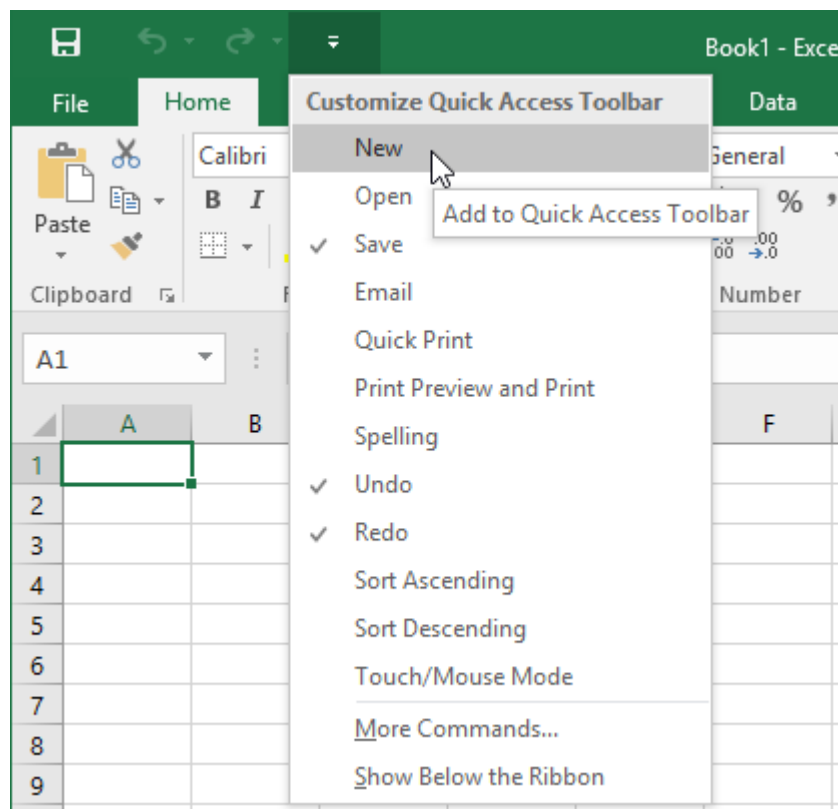
- **Show Tabs and Commands:** This option maximizes the Ribbon. All of the tabs and commands will be visible. This option is selected by default when you open Excel for the first time.

The Quick Access Toolbar

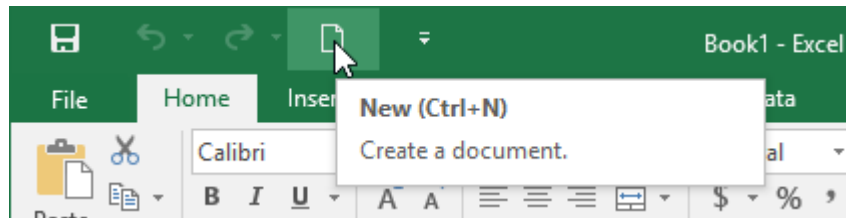
Located just above the Ribbon, the **Quick Access Toolbar** lets you access common commands no matter which tab is selected. By default, it includes the **Save**, **Undo**, and **Repeat** commands. You can add other commands depending on your preference.

To add commands to the Quick Access Toolbar:

1. Click the **drop-down arrow** to the right of the **Quick Access Toolbar**.
2. Select the **command** you want to add from the drop-down menu. To choose from more commands, select **More Commands**.

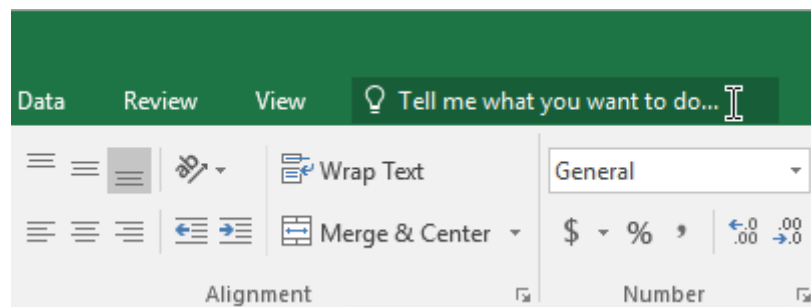


3. The command will be **added** to the Quick Access Toolbar.

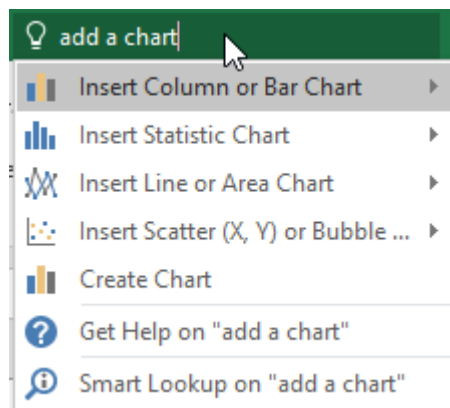


How to use Tell me:

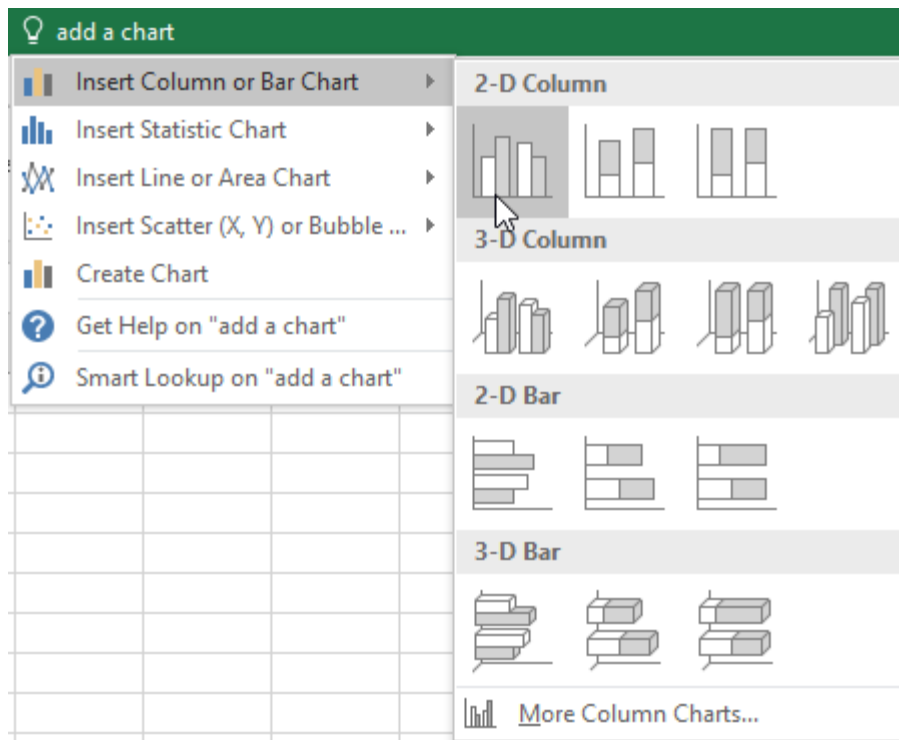
The **Tell me** box works like a search bar to help you quickly find tools or commands you want to use.



1. Type in your own words what you want to do.



2. The results will give you a few relevant options. To use one, click it like you would a command on the Ribbon.



Worksheet views

Excel 2016 has a variety of viewing options that change how your workbook is displayed. These views can be useful for various tasks, especially if you're planning to **print** the spreadsheet. To **change worksheet views**, locate the commands in the bottom-right corner of the Excel window and select **Normal view**, **Page Layout view**, or **Page Break view**.



- **Normal view** is the default view for all worksheets in Excel.

Cookie Sales - Excel

File Home Insert Page Layout Formulas Data Review View Tell me... Javier Flores Share

Clipboard Font Alignment Number Styles Cells Editing

129

	A	B	C	D	E	F	G
1	Frontier Kids Cookie Sales						
2	Name	Address	Gingersnaps	Lemon Drops	Mint Whistles	Macaroons	Total
3	Chris Keller	1167 Coberly Way	1	1	1	1	4
4	Diane Whitley	1605 Bing Street Apt. 2	1	1	1		3
5	Nick Gunderson	54 N. Kentucky Avenue		2	3		5
6	Leilani Mathis	200 Markham Street	5				5
7	June Ford	3788 Lake Wales Lane		1		1	2
8	Marisol Colon	919 Banyan Boulevard	3			4	7
9	Lee DiMartino	1600 Bing Street Apt. 1		2			2
10	Wade Schultz	3132 Doctors Drive			2	2	4
11	Lance Cano	180 Denver Avenue	1		1	5	7
12	George Howard	3826 George Street	1	1	1		3
13	Eric Lombard	1012 Spruce Drive		2	3		5
14	Joseph Trammell	2004 Thompson Drive	5				5
15	Manuel Gallo	3237 Willow Oaks Lane		1		1	2

Sheet1

Ready

- **Page Layout view** displays how your worksheets will appear when printed. You can also add headers and footers in this view.

Cookie Sales - Excel

File Home Insert Page Layout Formulas Data Review View Tell me... Javier Flores Share

Clipboard Font Alignment Number Styles Cells Editing

129

A B C D E

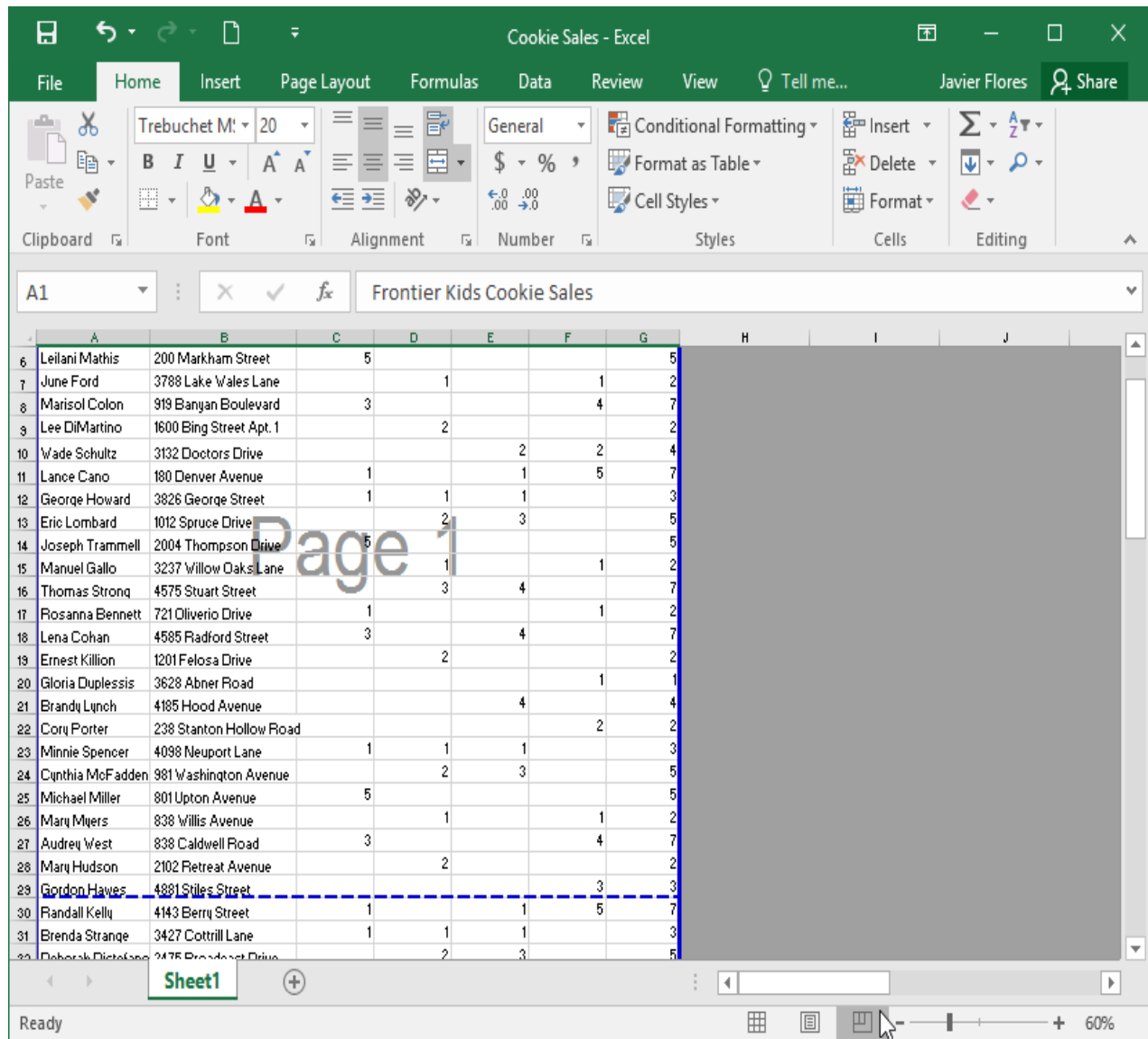
Add header

Frontier Kids Cookie Sales					
Name	Address	Gingersnaps	Lemon Drops	Mint Whistles	Ma
Chris Keller	1167 Coberly Way	1	1	1	
Diane Whitley	1605 Bing Street Apt. 2	1	1	1	
Nick Gunderson	54 N. Kentucky Avenue		2	3	
Leilani Mathis	200 Markham Street	5			
June Ford	3788 Lake Wales Lane		1		
Marisol Colon	919 Banyan Boulevard	3			
Lee DiMartino	1600 Bing Street Apt. 1		2		

Sheet1

Ready 100%

- **Page Break view** allows you to change the location of page breaks, which is especially helpful when printing a lot of data from Excel.

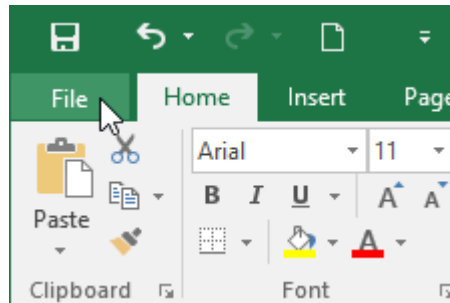


Backstage view

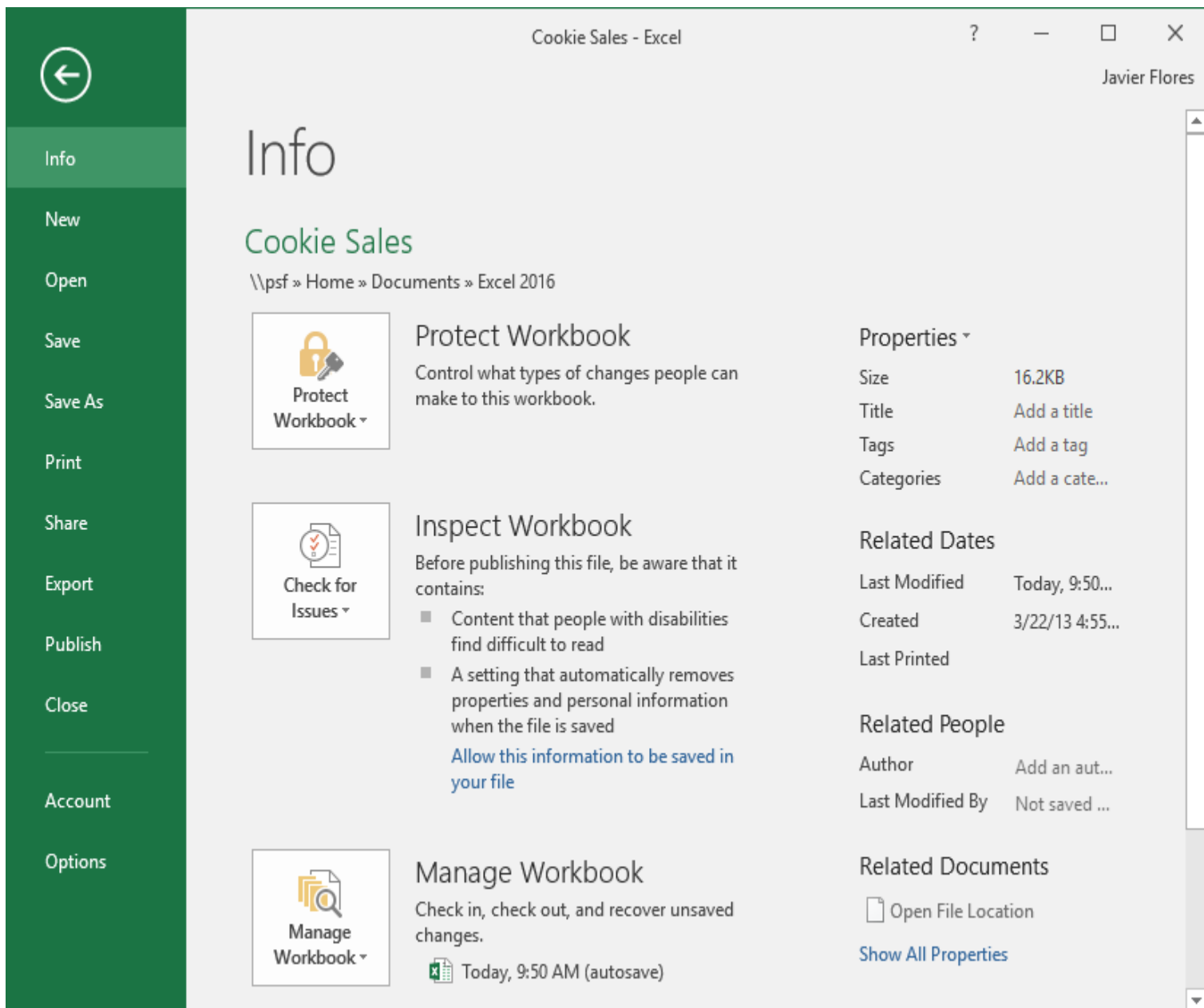
Backstage view gives you various options for saving, opening a file, printing, and sharing your workbooks.

To access Backstage view:

1. Click the **File** tab on the **Ribbon**. **Backstage view** will appear.

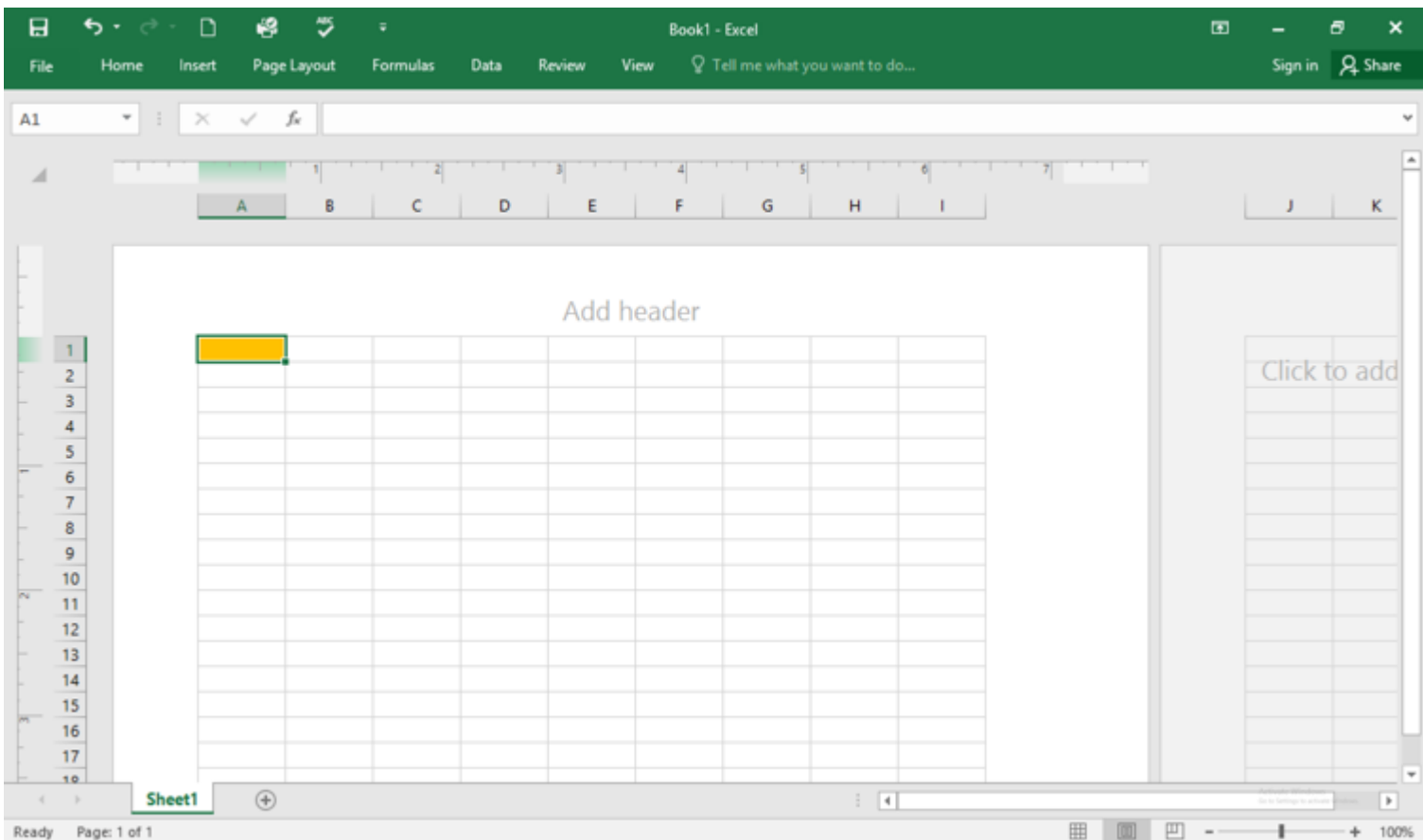


Click the buttons in the interactive below to learn more about using Backstage view.



Challenge!

1. Open **Excel 2016**.
2. Click **Blank Workbook** to open a new spreadsheet.
3. Change the **Ribbon Display Options** to **Show Tabs**.
4. Using the **Customize Quick Access Toolbar**, click to add **New**, **Quick Print**, and **Spelling**.
5. In the **Tell me bar**, type the word **Color**. Hover over **Fill Color** and choose a **yellow**. This will fill a cell with the color yellow.
6. Change the worksheet view to the **Page Layout** option.
7. When you're finished, your screen should look like this:

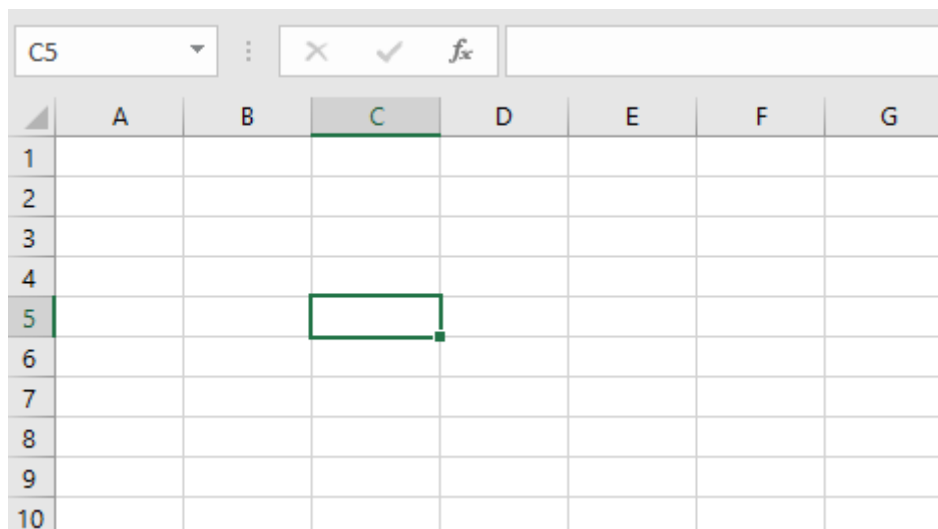


8. Change the **Ribbon Display Options** back to **Show Tabs and Commands**.
(Close Excel and **Don't Save** changes.)

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.

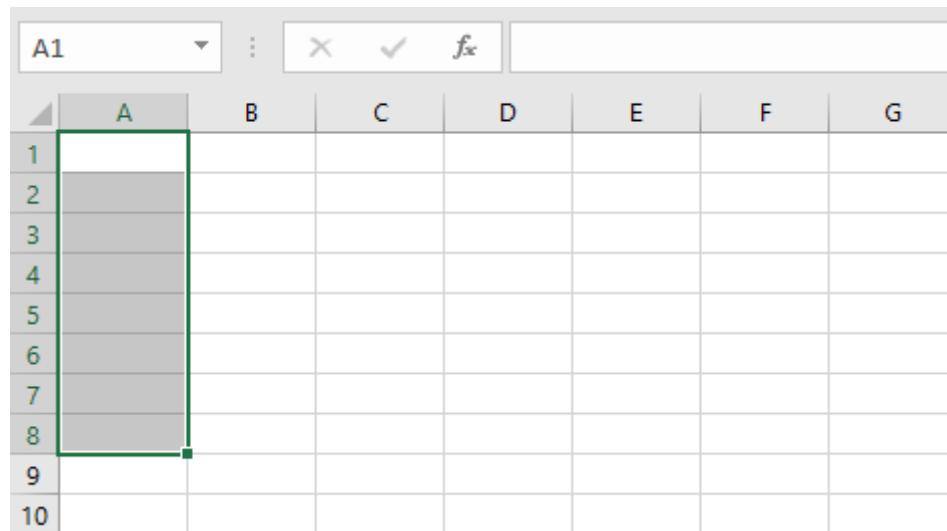
Columns are identified by **letters** (A, B, C), while rows are identified by **numbers** (1, 2, 3). Each cell has its own **name**—or **cell address**—based on its column and row. In the example below, the selected cell intersects **column C** and **row 5**, so the cell address is **C5**.



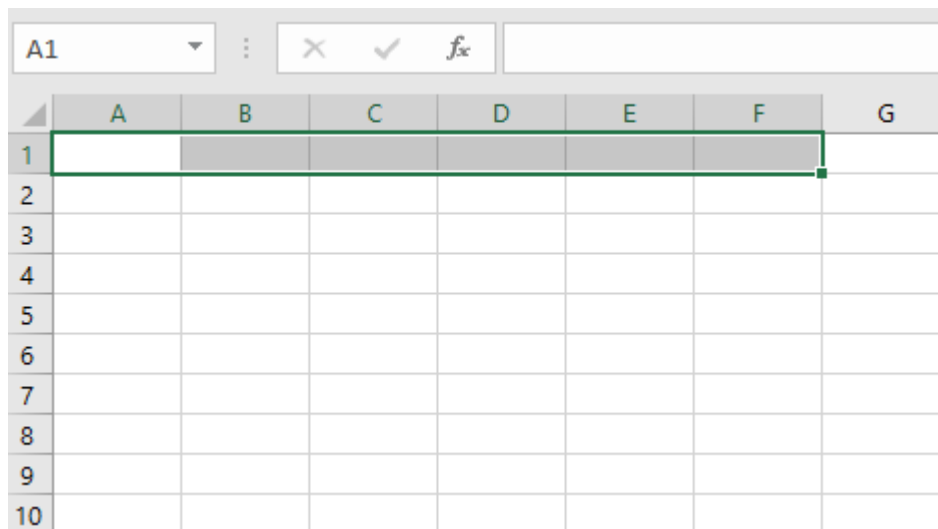
Note that the cell address also appears in the **Name box** in the top-left corner, and that a cell's **column** and **row headings** are **highlighted** when the cell is selected.

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 **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:

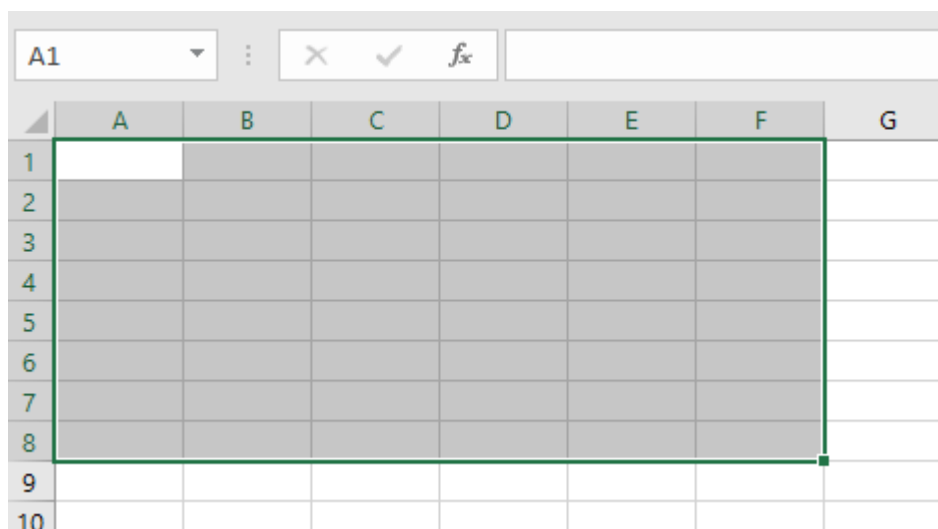
- Cell range **A1:A8**



- Cell range **A1:F1**



- Cell range **A1:F8**

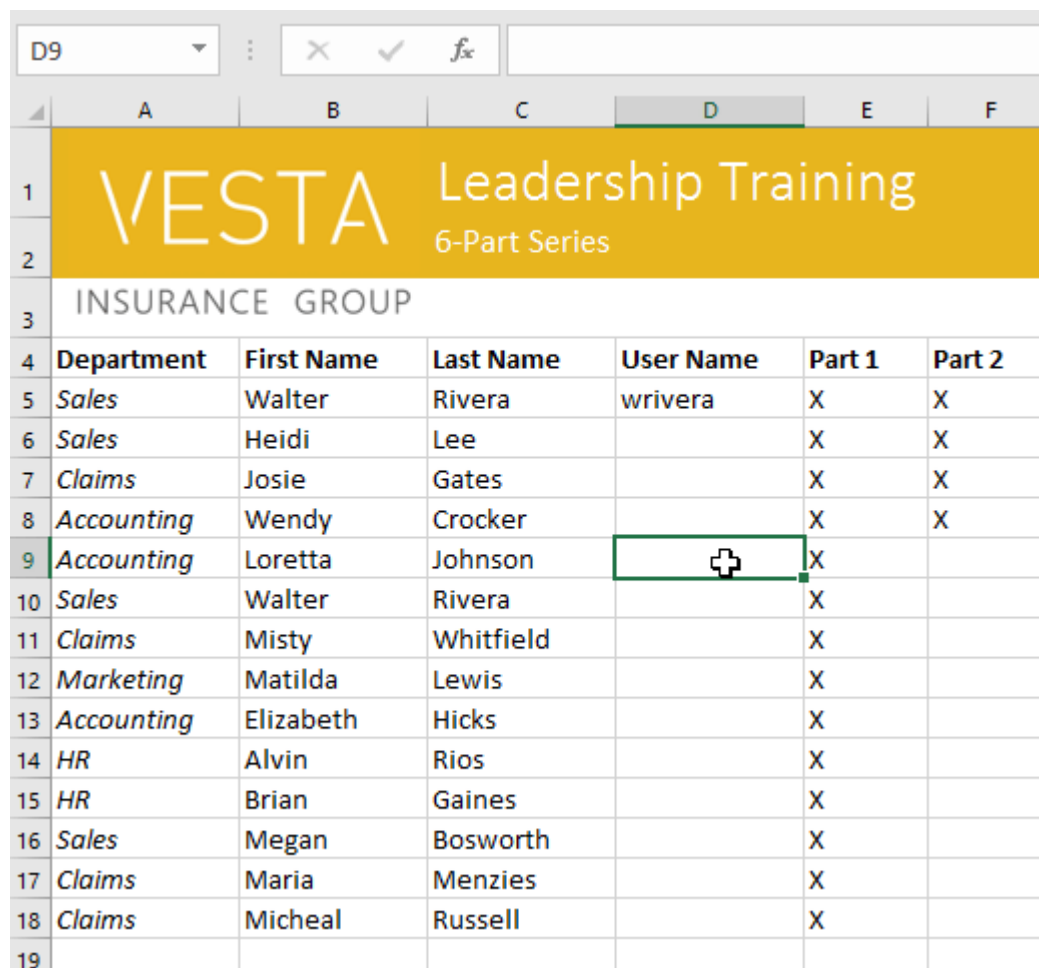


If the columns in your spreadsheet are labeled with numbers instead of letters, you'll need to change the default **reference style** for Excel. Review our Extra on What to learn how.

To select a cell:

To input or edit cell content, you'll first need to **select** the cell.

1. Click a **cell** to select it. In our example, we'll select cell **D9**.
2. A **border** will appear around the selected cell, and the **column heading** and **row heading** will be highlighted. The cell will remain selected until you click another cell in the worksheet.



The screenshot shows an Excel spreadsheet with the following structure:

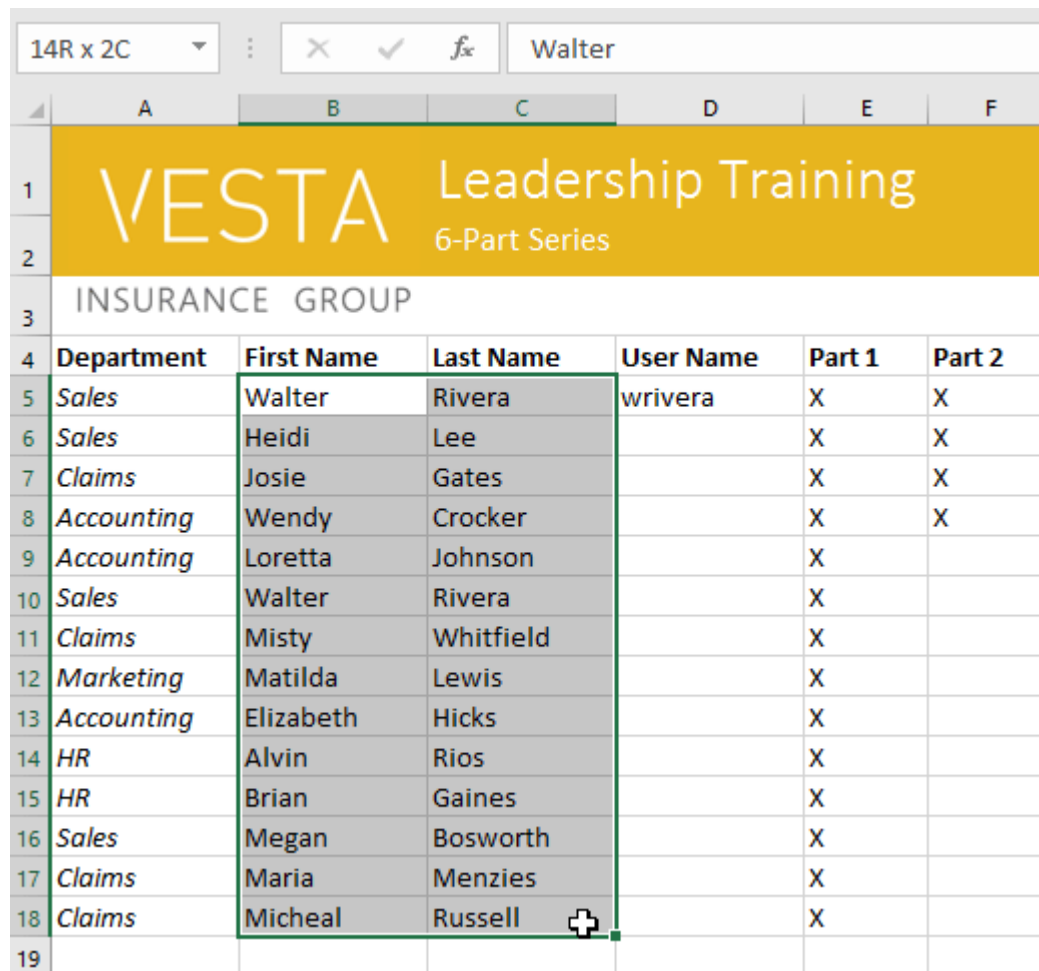
- Row 1: VESTA Leadership Training (colspan=6)
- Row 2: 6-Part Series (colspan=6)
- Row 3: INSURANCE GROUP (colspan=6)
- Row 4: Headers: Department, First Name, Last Name, User Name, Part 1, Part 2
- Row 5: Sales, Walter, Rivera, wrivera, X, X
- Row 6: Sales, Heidi, Lee, , X, X
- Row 7: Claims, Josie, Gates, , X, X
- Row 8: Accounting, Wendy, Crocker, , X, X
- Row 9: Accounting, Loretta, Johnson, , X, (Cell D9 is selected with a green border and a plus icon)
- Row 10: Sales, Walter, Rivera, , X,
- Row 11: Claims, Misty, Whitfield, , X,
- Row 12: Marketing, Matilda, Lewis, , X,
- Row 13: Accounting, Elizabeth, Hicks, , X,
- Row 14: HR, Alvin, Rios, , X,
- Row 15: HR, Brian, Gaines, , X,
- Row 16: Sales, Megan, Bosworth, , X,
- Row 17: Claims, Maria, Menzies, , X,
- Row 18: Claims, Micheal, Russell, , X,
- Row 19: (Empty row)

You can also select cells using the **arrow keys** on your keyboard.

To select a cell range:

Sometimes you may want to select a larger group of cells, or a **cell range**.

1. Click and drag the mouse until all of the **adjoining cells** you want to select are **highlighted**. In our example, we'll select the cell range **B5:C18**.
2. Release the mouse to **select** the desired cell range. The cells will remain selected until you click another cell in the worksheet.



The screenshot shows an Excel spreadsheet with the following structure:

- Row 1: VESTA Leadership Training
- Row 2: 6-Part Series
- Row 3: INSURANCE GROUP
- Row 4: Department, First Name, Last Name, User Name, Part 1, Part 2
- Row 5: Sales, Walter, Rivera, wrivera, X, X
- Row 6: Sales, Heidi, Lee, , X, X
- Row 7: Claims, Josie, Gates, , X, X
- Row 8: Accounting, Wendy, Crocker, , X, X
- Row 9: Accounting, Loretta, Johnson, , X,
- Row 10: Sales, Walter, Rivera, , X,
- Row 11: Claims, Misty, Whitfield, , X,
- Row 12: Marketing, Matilda, Lewis, , X,
- Row 13: Accounting, Elizabeth, Hicks, , X,
- Row 14: HR, Alvin, Rios, , X,
- Row 15: HR, Brian, Gaines, , X,
- Row 16: Sales, Megan, Bosworth, , X,
- Row 17: Claims, Maria, Menzies, , X,
- Row 18: Claims, Micheal, Russell, , X,
- Row 19: (Empty)

The cell range B5:C18 is highlighted with a green border. The formula bar shows 'Walter'.

Cell content

Any information you enter into a spreadsheet will be stored in a cell. Each cell can contain different types of **content**, including **text**, **formatting**, **formulas**, and **functions**.

- **Text:** Cells can contain **text**, such as letters, numbers, and dates.

	A	B	C	D	E
1	Date	Sales	Percentage of Total		
2	4/4/16	93	0.71		
3	4/5/16	42	0.78		
4	4/6/16	46	0.86		
5	4/7/16	73	0.28		
6	4/8/16	12	0.49		
7	4/9/16	24	0.65		
8	4/10/16	19	0.57		
9					
10					

- **Formatting attributes:** Cells can contain **formatting attributes** that change the way letters, numbers, and dates are displayed. For example, percentages can appear as 0.15 or 15%. You can even change a cell's **text** or **background color**.

	A	B	C	D	E
1	Date	Sales	Percentage of Total		
2	April 4, 2016	\$93.00	71%		
3	April 5, 2016	\$42.00	78%		
4	April 6, 2016	\$46.00	86%		
5	April 7, 2016	\$73.00	28%		
6	April 8, 2016	\$12.00	49%		
7	April 9, 2016	\$24.00	65%		
8	April 10, 2016	\$19.00	57%		
9					
10					

- **Formulas and functions:** Cells can contain **formulas** and **functions** that calculate cell values. In our example, **SUM(B2:B8)** adds the value of each cell in the cell range B2:B8 and displays the total in cell B9.

B9					
	A	B	C	D	E
1	Date	Sales	Percentage of Total		
2	April 4, 2016	\$93.00	71%		
3	April 5, 2016	\$42.00	78%		
4	April 6, 2016	\$46.00	86%		
5	April 7, 2016	\$73.00	28%		
6	April 8, 2016	\$12.00	49%		
7	April 9, 2016	\$24.00	65%		
8	April 10, 2016	\$19.00	57%		
9	Weekly Sales	\$309.00			
10					

To insert content:

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

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
10	Sales	Walter	Rivera		X			X
11	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

✕

✓

fx

X

A

B

C

D

E

F

G

H

1

2

3

4

5

6

7

8

9

10

11

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		X
Sales	Walter	Rivera		X			X
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

✕

✓

fx

Sales

A

B

C

D

E

F

G

H

1

2

3

4

5

6

7

8

9

10

11

12

13

14

VESTA

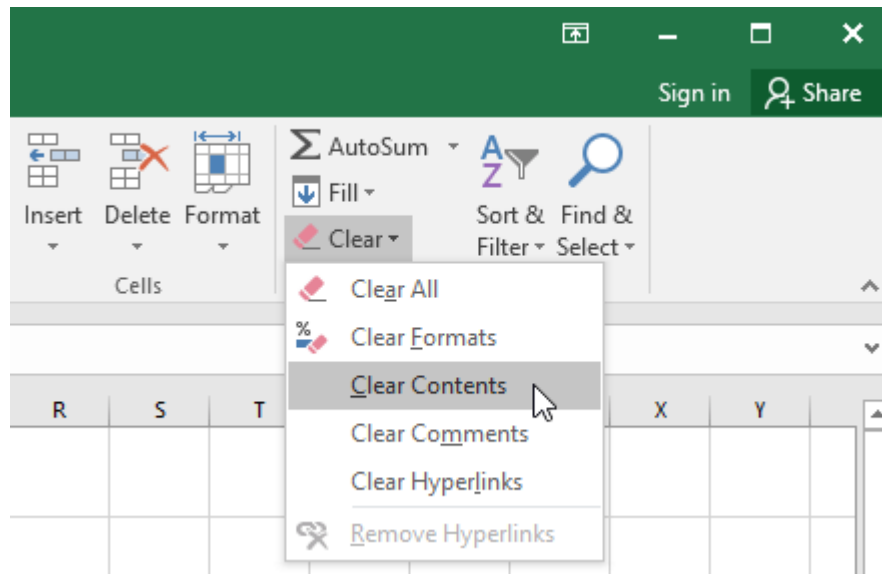
Leadership Training

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		X
Sales	Walter	Rivera		X			X
Claims	Misty	Whitfield		X			
Marketing	Matilda	Lewis		X			
Accounting	Elizabeth	Hicks		X			X
HR	Alvin	Rios		X			

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



3. The cell contents will be deleted.

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		X
Claims	Misty	Whitfield		X			
Marketing	Matilda	Lewis		X			
Accounting	Elizabeth	Hicks		X			X
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.

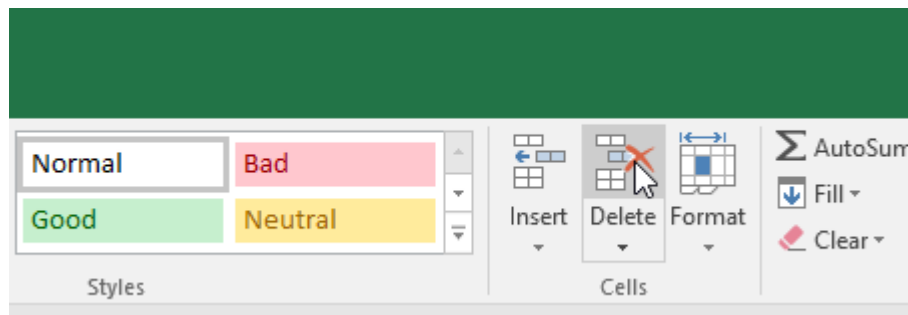
To delete cells:

There is an important difference between deleting the content of a cell and **deleting the cell itself**. If you delete the entire cell, the cells below it will **shift to fill in the gaps** and **replace the deleted cells**.

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

A10								
	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			

2. Select the **Delete** command from the **Home** tab on the **Ribbon**.



3. The cells below will **shift up** and **fill in the gaps**.

A10									Claims
	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				

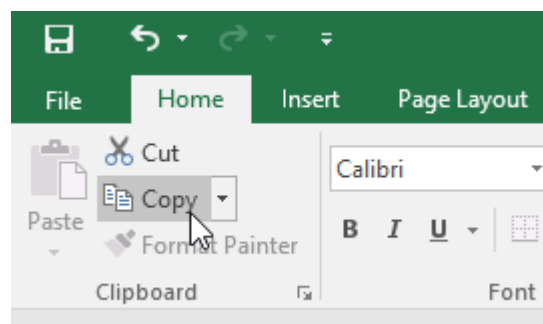
To copy and paste cell content:

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**.

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								

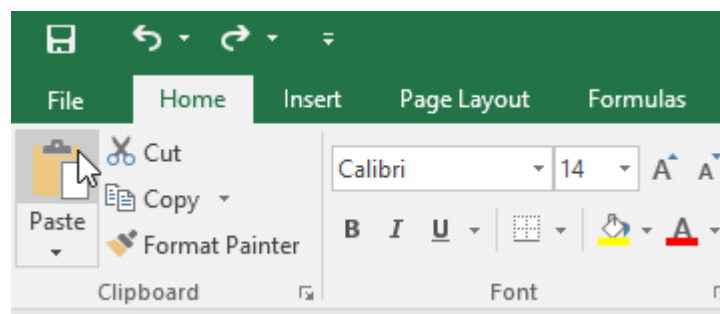
2. Click the **Copy** command on the **Home** tab, or press **Ctrl+C** on your keyboard.



3. 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.

	F12									
	A	B	C	D	E	F	G	H		
1	<div> <div>VESTA</div> <div> Leadership Training 6-Part Series </div> </div>									
2										
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										

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

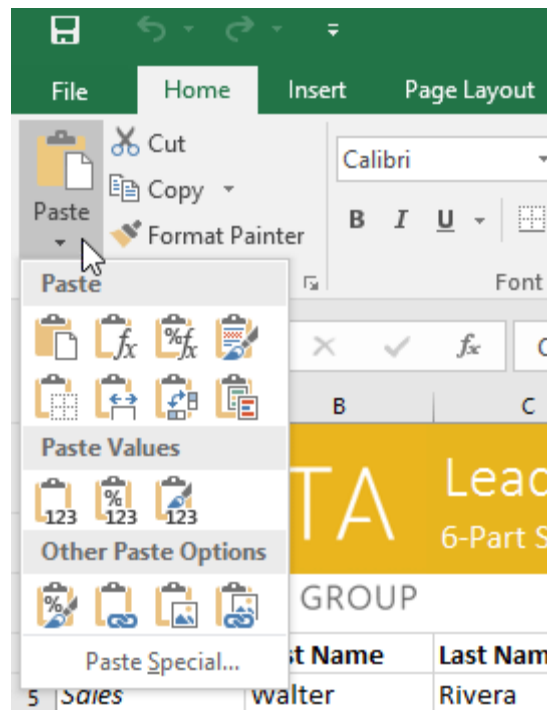


5. The content will be **pasted** into the selected cells.

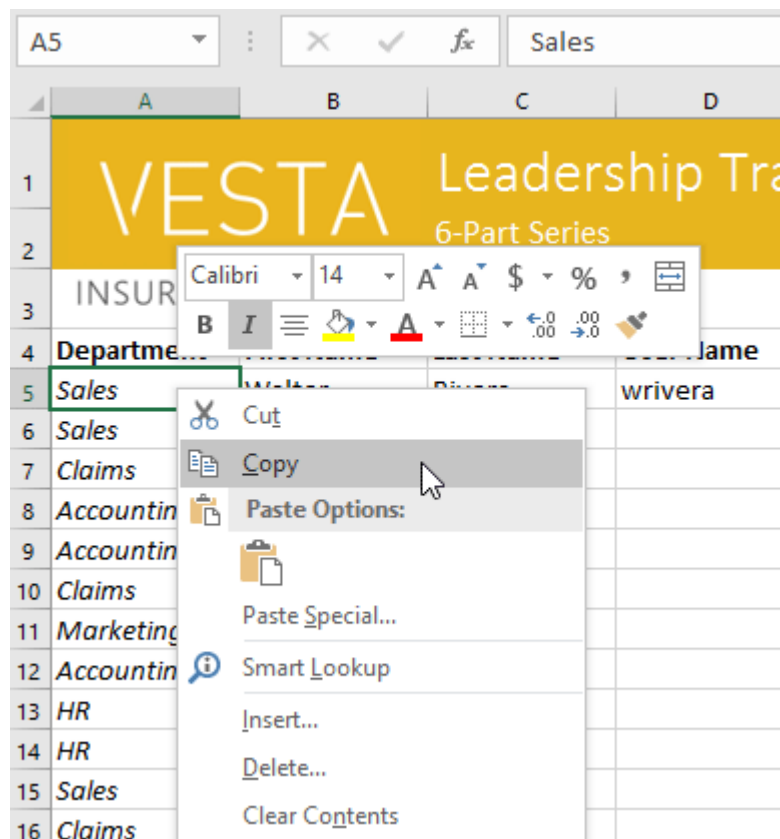
F12								
	A	B	C	D	E	F	G	H
1	VESTA Leadership Training							
2	6-Part Series							
3	INSURANCE GROUP							
4	Department	First Name	Last Name	User Name	Part 1	Part 2		Part 3
5	Sales	Walter	Rivera	wrivera	X	X	On hold	X
6	Sales	Heidi	Lee		X	X	On hold	
7	Claims	Josie	Gates		X	X		X
8	Accounting	Wendy	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		X
13	HR	Alvin	Rios		X	X		
14	HR	Brian	Gaines		X	X		
15	Sales	Megan	Bosworth		X	X		
16	Claims	Maria	Menzies		X	X		
17	Claims	Micheal	Russell		X	X		
18								
19								

To access more paste options:

You can also access **additional paste options**, which are especially convenient when working with cells that contain **formulas** or **formatting**. Just click the **drop-down arrow** on the **Paste** command to see these options.



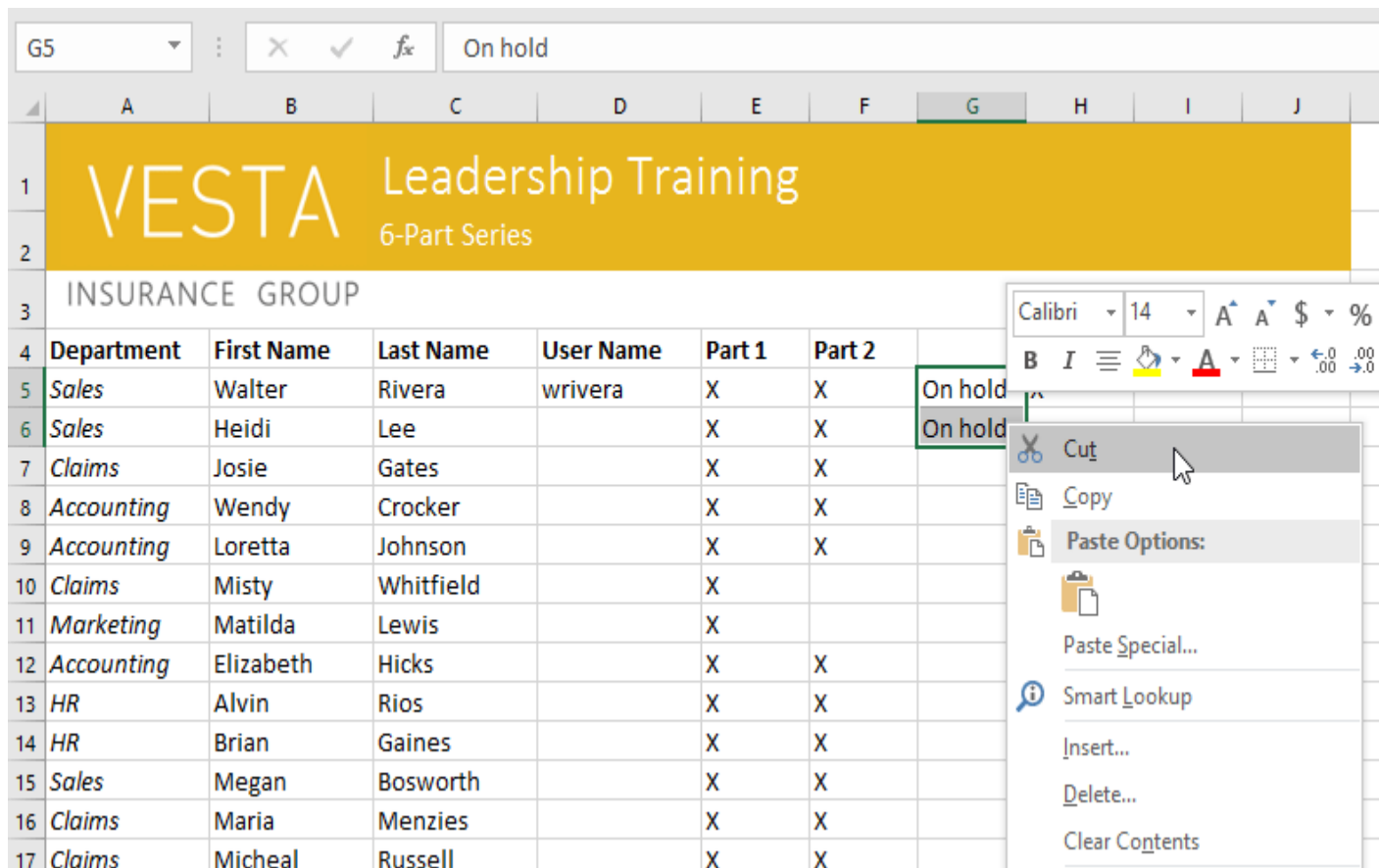
Instead of choosing commands from the Ribbon, you can access commands quickly by **right-clicking**. Simply select the **cell(s)** you want to **format**, then right-click the mouse. A **drop-down menu** will appear, where you'll find several **commands** that are also located on the Ribbon.



To cut and paste cell content:

Unlike copying and pasting, which **duplicates** cell content, **cutting** allows you to **move** content between cells.

1. Select the **cell(s)** you want to **cut**. In our example, we'll select **G5:G6**.
2. Right-click the mouse and select the **Cut** command. Alternatively, you can use the command on the **Home** tab, or press **Ctrl+X** on your keyboard.



3. Select the cells where you want to **paste** the content. In our example, we'll select **F10:F11**. The cut cells will now have a **dashed box** around them.
4. Right-click the mouse and select the **Paste** command. Alternatively, you can use the command on the **Home** tab, or press **Ctrl+V** on your keyboard.

The screenshot shows the Microsoft Excel interface. The ribbon is set to 'Home'. The spreadsheet has a yellow header with the text 'VESTA Leadership Training 6-Part Series' and 'INSURANCE GROUP'. Below this is a table with columns: Department, First Name, Last Name, User Name, Part 1, Part 2, and Part 3. The table contains 17 rows of employee data. A context menu is open over cell F7, which contains the text 'On hold'. The menu options are: Cut, Copy, Paste Options (highlighted), Smart Lookup, Insert Cut Cells, Delete, and Clear Contents.

	Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3
5	Sales	Walter	Rivera	wrivera	X	X	X
6	Sales	Heidi	Lee		X	X	X
7	Claims	Josie	Gates		X	X	X
8	Accounting	Wendy	Crocker		X	X	
9	Accounting	Loretta	Johnson		X	X	
10	Claims	Misty	Whitfield		X		
11	Marketing	Matilda	Lewis		X		
12	Accounting	Elizabeth	Hicks		X	X	
13	HR	Alvin	Rios		X	X	
14	HR	Brian	Gaines		X	X	
15	Sales	Megan	Bosworth		X	X	
16	Claims	Maria	Menzies		X	X	
17	Claims	Micheal	Russell		X	X	

5. The cut content will be **removed** from the original cells and **pasted** into the selected cells.

F10								
	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		X
6	Sales	Heidi	Lee		X	X		
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	On hold		
11	Marketing	Matilda	Lewis		X	On hold		
12	Accounting	Elizabeth	Hicks		X	X		X
13	HR	Alvin	Rios		X	X		
14	HR	Brian	Gaines		X	X		
15	Sales	Megan	Bosworth		X	X		
16	Claims	Maria	Menzies		X	X		
17	Claims	Micheal	Russell		X	X		
18								

To drag and drop cells:

Instead of cutting, copying, and pasting, you can **drag and drop** cells to move their contents.

1. Select the **cell(s)** you want to **move**. In our example, we'll select **H4:H12**.
2. Hover the mouse over the **border** of the selected cell(s) until the mouse changes to a **pointer with four arrows**.

H4							Part 3	
	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		X
6	Sales	Heidi	Lee		X	X		
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	On hold		
11	Marketing	Matilda	Lewis		X	On hold		
12	Accounting	Elizabeth	Hicks		X	X		X
13	HR	Alvin	Rios		X	X		
14	HR	Brian	Gaines		X	X		
15	Sales	Megan	Bosworth		X	X		
16	Claims	Maria	Menzies		X	X		
17	Claims	Micheal	Russell		X	X		
18								

3. Click and drag the cells to the **desired location**. In our example, we'll move them to **G4:G12**.

H4							Part 3		
	A	B	C	D	E	F	G	H	I
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		X	
6	Sales	Heidi	Lee		X	X			
7	Claims	Josie	Gates		X	X		X	
8	Accounting	Wendy	Crocker		X	X		X	
9	Accounting	Loretta	Johnson		X	X		X	
10	Claims	Misty	Whitfield		X	On hold			
11	Marketing	Matilda	Lewis		X	On hold			
12	Accounting	Elizabeth	Hicks		X	X		X	
13	HR	Alvin	Rios		X	X			
14	HR	Brian	Gaines		X	X			
15	Sales	Megan	Bosworth		X	X			
16	Claims	Maria	Menzies		X	X			
17	Claims	Micheal	Russell		X	X			
18									

4. Release the mouse. The cells will be **dropped** in the selected location.

G4				Part 3					
	A	B	C	D	E	F	G	H	I
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	X		
6	Sales	Heidi	Lee		X	X			
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	On hold			
11	Marketing	Matilda	Lewis		X	On hold			
12	Accounting	Elizabeth	Hicks		X	X	X		
13	HR	Alvin	Rios		X	X			
14	HR	Brian	Gaines		X	X			
15	Sales	Megan	Bosworth		X	X			
16	Claims	Maria	Menzies		X	X			
17	Claims	Micheal	Russell		X	X			
18									

To use the fill handle:

If you're copying cell content to adjacent cells in the same row or column, the **fill handle** is a good alternative to the copy and paste commands.

1. Select the **cell(s)** containing the content you want to use, then hover the mouse over the lower-right corner of the cell so the **fill handle** appears.

	G12						
	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	X
6	Sales	Heidi	Lee		X	X	
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	On hold	
11	Marketing	Matilda	Lewis		X	On hold	
12	Accounting	Elizabeth	Hicks		X	X	X
13	HR	Alvin	Rios		X	X	
14	HR	Brian	Gaines		X	X	
15	Sales	Megan	Bosworth		X	X	
16	Claims	Maria	Menzies		X	X	
17	Claims	Micheal	Russell		X	X	
18							

2. Click and drag the **fill handle** until all of the cells you want to fill are selected. In our example, we'll select **G13:G17**.

	G12						X	
	A	B	C	D	E	F	G	H
1	<div> <div>VESTA</div> <div>Leadership Training</div> <div>6-Part Series</div> </div>							
2								
3	INSURANCE GROUP							
4	Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3	
5	Sales	Walter	Rivera	wrivera	X	X	X	
6	Sales	Heidi	Lee		X	X		
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	On hold		
11	Marketing	Matilda	Lewis		X	On hold		
12	Accounting	Elizabeth	Hicks		X	X	X	
13	HR	Alvin	Rios		X	X		
14	HR	Brian	Gaines		X	X		
15	Sales	Megan	Bosworth		X	X		
16	Claims	Maria	Menzies		X	X		
17	Claims	Micheal	Russell		X	X		
18								
19								

3. Release the mouse to **fill** the selected cells.

	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	X
	Sales	Heidi	Lee		X	X	
	Claims	Josie	Gates		X	X	X
	Accounting	Wendy	Crocker		X	X	
	Accounting	Loretta	Johnson		X	X	X
	Claims	Misty	Whitfield		X	On hold	
	Marketing	Matilda	Lewis		X	On hold	
	Accounting	Elizabeth	Hicks		X	X	X
	HR	Alvin	Rios		X	X	X
	HR	Brian	Gaines		X	X	X
	Sales	Megan	Bosworth		X	X	X
	Claims	Maria	Menzies		X	X	X
	Claims	Micheal	Russell		X	X	X

To continue a series with the fill handle:

The fill handle can also be used to **continue a series**. Whenever the content of a row or column follows a sequential order, like **numbers (1, 2, 3)** or **days (Monday, Tuesday, Wednesday)**, the fill handle can guess what should come next in the series. In most cases, you will need to select **multiple cells** before using the fill handle to help Excel determine the series order. Let's take a look at an example:

1. Select the cell range that contains the series you want to continue. In our example, we'll select **E4:G4**.

2. Click and drag the fill handle to continue the series.

E4					Part 1					
	A	B	C	D	E	F	G	H	I	J
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	X			Part 6
6	Sales	Heidi	Lee		X	X				
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	On hold				
11	Marketing	Matilda	Lewis		X	On hold				
12	Accounting	Elizabeth	Hicks		X	X	X			
13	HR	Alvin	Rios		X	X	X			
14	HR	Brian	Gaines		X	X	X			
15	Sales	Megan	Bosworth		X	X	X			
16	Claims	Maria	Menzies		X	X	X			
17	Claims	Micheal	Russell		X	X	X			
18										

3. Release the mouse. If Excel understood the series, it will be continued in the selected cells. In our example, Excel added **Part 4**, **Part 5**, and **Part 6** to **H4:J4**.

E4

Part 1

	A	B	C	D	E	F	G	H	I	J	K
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	Part 4	Part 5	Part 6	
5	Sales	Walter	Rivera	wrivera	X	X	X				
6	Sales	Heidi	Lee		X	X					
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	On hold					
11	Marketing	Matilda	Lewis		X	On hold					
12	Accounting	Elizabeth	Hicks		X	X	X				
13	HR	Alvin	Rios		X	X	X				
14	HR	Brian	Gaines		X	X	X				
15	Sales	Megan	Bosworth		X	X	X				
16	Claims	Maria	Menzies		X	X	X				
17	Claims	Micheal	Russell		X	X	X				
18											

Challenge!

1. Open our [practice workbook](#).
2. Select cell **D6** and type **hlee**.
3. **Clear the contents** in row 14.
4. **Delete** column G.
5. Using either **cut and paste** or **drag and drop**, move the contents of row 18 to row 14.
6. Use the **fill handle** to put an X in cells F9:F17.
7. When you're finished, your workbook should look like this:

	C	D	E	F	G	H	I
1	Leadership Training						
2	6-Part Series						
3							
4	Last Name	User Name	Part 1	Part 2	Part 3		
5	Rivera	wrivera	X	X	X		
6	Lee	hlee	X	X			
7	Gates		X	X	X		
8	Crocker		X	X			
9	Johnson		X	X	X		
10	Rivera		X	X	X		
11	Whitfield		X	X			
12	Lewis		X	X			
13	Hicks		X	X	X		
14	Russell		X	X			
15	Gaines		X	X			
16	Bosworth		X	X			
17	Menzies		X	X			