Connect

A. **Write the ways you can use Excel 2013.**

....

....

....

B. **Is it convenient to maintain your expenses in Excel 2013? If yes, how?**

....

....

....

Learn

You will learn about:

✤ Selecting data or cells
✤ Inserting/deleting cells, rows and columns
✤ Changing, deleting, copying or moving cell contents
✤ Adjusting row height and column width
✤ Using Autofill feature

Task

You collected a few tickets for Annual Carnival in your school. Some people want more tickets and some want to return the tickets they purchased. You have to edit the Excel 2013 worksheet before you submit it to your teacher. How will you edit the cell contents? Read further to learn about the steps.
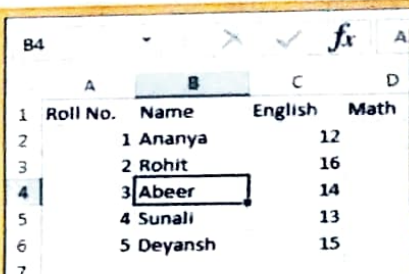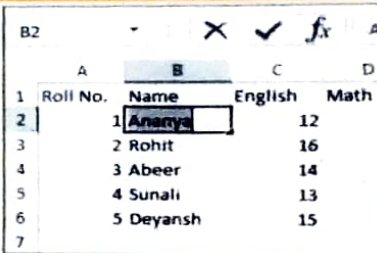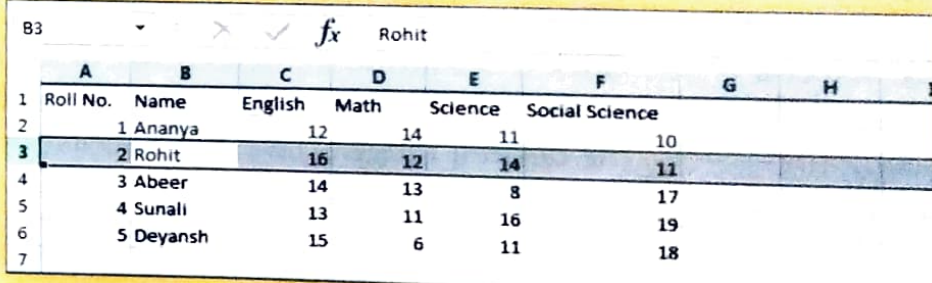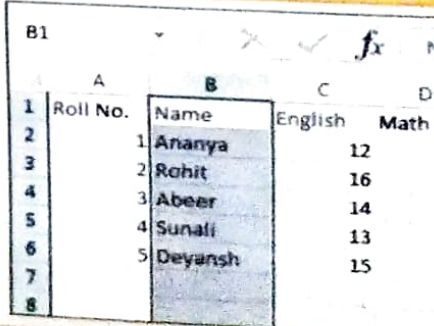
EDITING A WORKSHEET

At times, you need to change the data that you have entered. This is referred to as editing the worksheet.

SELECTING DATA OR CELLS

You need to select a cell or range of cells to edit, copy or move cell contents. Table 7.1 will help you to learn the steps in selection.

Table 7.1 *Steps in selection*

Action	Follow the Steps
To select a single cell	Click the cell. This is known as **active cell.**
To select content in the cell	Double-click inside the cell. Or Press F2 key. The cursor will appear at the end of the cell entry. Select the content of the cell.
Selecting an entire row	Click the row heading number at the left edge of the worksheet. Or Press **Shift + Spacebar** key.
Selecting an entire column	Click the column heading letter at the top edge of the worksheet. Or Press **Ctrl + Spacebar** key.

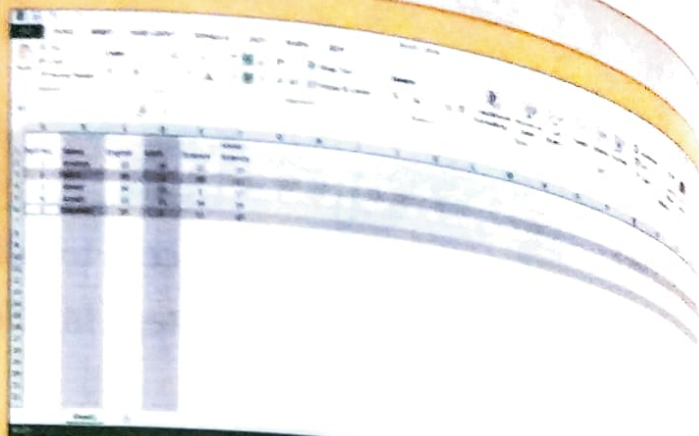| Action	Follow the Steps
Selecting several rows/ columns	Drag the mouse over the row/column headers to select adjacent rows. To select non-adjacent rows/column: Press **Ctrl** key as you click each row/column header.
All the cells in a worksheet	Press **Ctrl + A**.
To select the range of cells	Click the upper left cell of the range. Hold down **Shift** key and click the lower right cell of the range. Or Drag the mouse diagonally opposite to the lower right cell of the range.
To select a range of cells using the Extend mode.	Click a cell at the top-left corner of the range and press **F8** key. The Status bar shows **Extend Selection** mode is ON. Click the last cells of the desired range. The range of cells is selected. Press **F8** key or **Esc** key to turn OFF this mode. The range of cells from A2:G16 is selected.
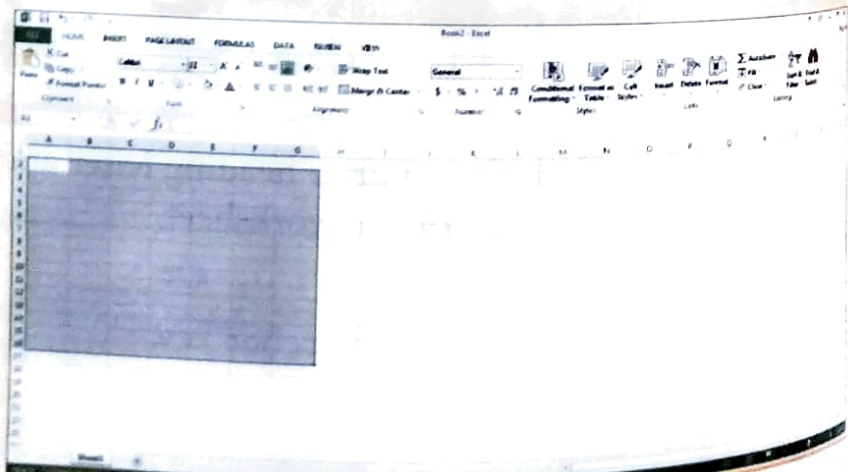
Tech Fact

A **range** is a block of contiguous cells (cells adjacent to each other) or non-contiguous irregular blocks of cells (cells not adjacent to each other).

Range allows working with a number of cells at once. You may also name ranges so that you may identify them easily.

Explore

Activity 1

You can select a large range of cells by using the **Go To** command.

On the **HOME** tab, in the **Editing group**, click **Find & Select** button and then, click the **Go To** option.

In the **Go To** dialog box, type the cell address of the last cell in the range.

Click the **OK** button.

Write your observation. ....

Now, press the **Shift** key while you **click the OK** button.

Write your observation. ....

To unselect the range, click ....

EDITING CELL CONTENTS

To change cell contents, follow the steps given in Table 7.2.

Table 7.2 *Steps to edit cell contents*

Overwriting: To completely change the contents of a cell	Select the cell and type the new data. Press the **Enter** key.	
Partial modification: To partially change the contents of the cell	Select the cell. Double-click inside the cell or click in the formula bar. Change the data and press the **Enter** key.	

Activity 2

Checkpoint

Which keyboard key(s) will you use to do the following tasks?

- To select content in the cell — F2
- Selecting an entire column — ctrl+space
- Selecting an entire row — shift + space
- All the cells in a worksheet — ctrl+a

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DELETING CELL CONTENTS

To delete cells, follow the steps:

Step 1: Select the cell or range of cells.

Step 2: Press the Delete or Backspace key from the keyboard.

Or

Right-click the contents of the cells and select Clear Contents option from the shortcut menu.

COPYING AND MOVING CELL CONTENTS

You can copy or move a cell or a range of cells to a different location on the same worksheet or another worksheet.

To copy/cut and paste cell contents, follow the steps:

Step 1: Select the cell or range of cells to be copied.

Step 2: On the HOME tab, in the Clipboard group, click Copy/Cut (Fig. 7.1).

Step 3: Click the cell where you want to paste the cells.

Step 4: On the HOME tab, in the Clipboard group, click Paste (Fig. 7.2).

If you use the Copy command, the copied data is pasted to the new location.

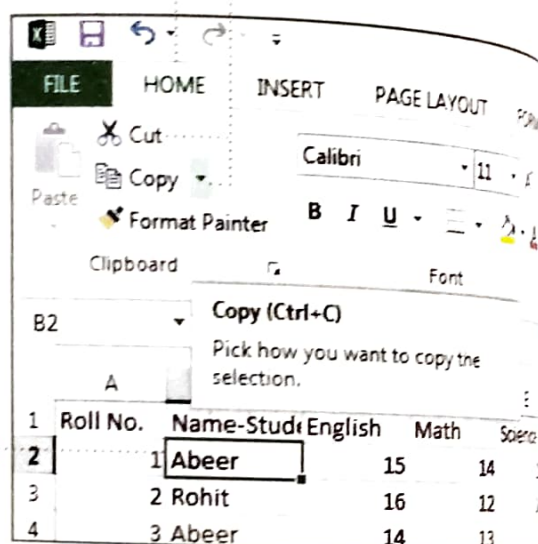If you use the Cut command, the data is removed from the original cell and moved to a different location.
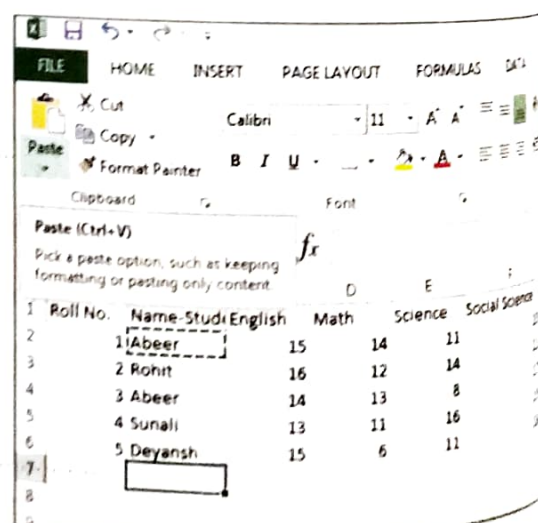
Fig. 7.1 Copying cell contents

Fig. 7.2 Pasting cell contents

Activity 3

To copy cell contents, using a mouse, select the cell.

Position the mouse pointer at the lower border of the selected cell. Drag the border to the target location. Press Ctrl key while you drag the cell.

What is the content of the range of cells? ....

	A	B	C	D	E	F	G	H	I
1	Roll No.	Name-Stud English	Math		Science	Social Science	French		
2	1	Abeer	15	14	11		10	9	
3	2	Rohit	16	12	14		11		
4	3	Abeer	14	13	8		17		
5	4	Sunali	13	11	16		19		
6	5	Deyansh	15	6	11		18	9	
7									

Tech Help

Press **Ctrl + C** to copy cell contents.
Press **Ctrl + X** to cut cell contents.
Press **Ctrl + V** to paste cell contents.

LIVE PREVIEW

It is a helpful feature in Excel 2013. This allows you to see how the contents will look with different **Paste** options before you actually paste it.

To view **Paste** options, follow the steps:

Step 1: Copy the cell and select the target cell.

Step 2: Click the arrow under **Paste** command and choose from the different options (Fig. 7.3).
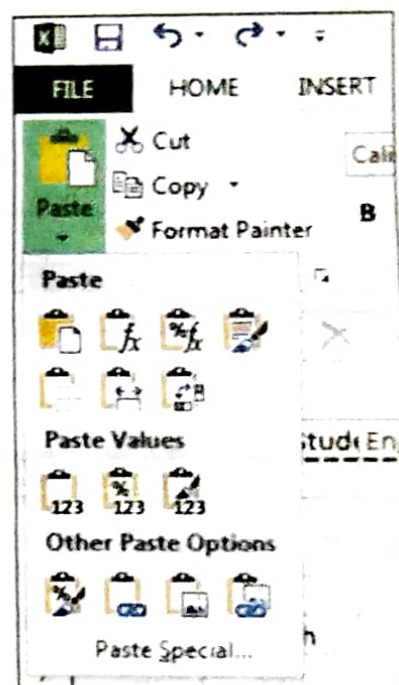
Fig. 7.3 *Options under the Paste command*

INSERTING ROWS

While entering data, you may require inserting or deleting rows/columns/cells.

To insert row or rows, follow the steps:

Step 1: Do one of the following:

* To insert a **single row**, select the row or a cell in the row above which you want to insert the new row. For example, to insert a new row above row 6, click a cell in row 6.

- To insert **multiple rows**, select the rows above which you want to insert rows. Select the same number of rows as you want to insert. For example, to insert three new rows, you need to select three rows.

- To insert **non-adjacent** rows, hold down the CTRL key while you select non-adjacent rows.

Step 2: On the HOME tab, in the Cells group, click the arrow next to **Insert** (Fig. 7.4).
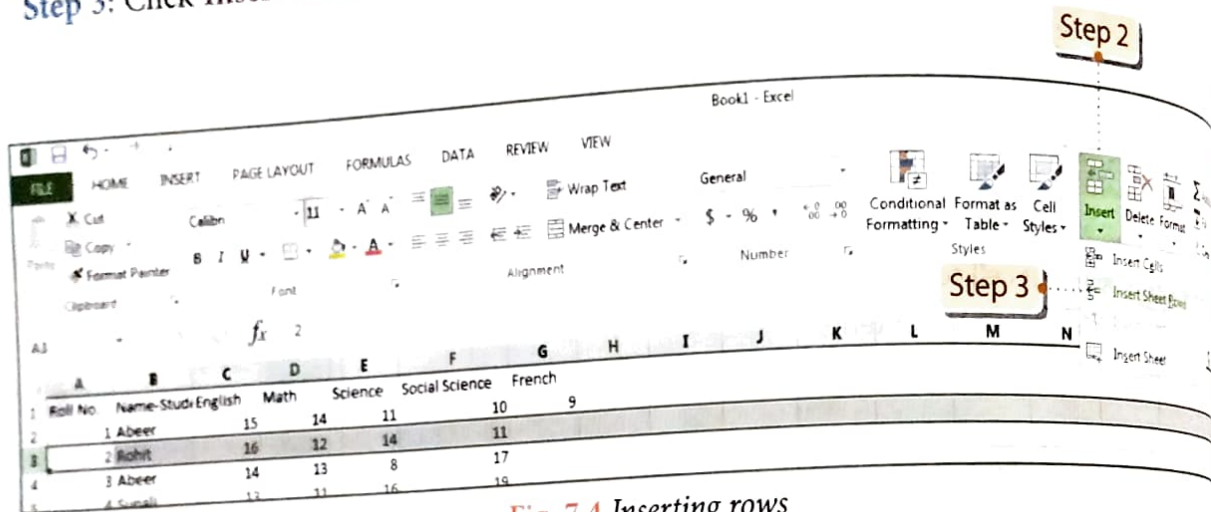
Step 3: Click **Insert Sheet Rows**.

Fig. 7.4 *Inserting rows*

INSERTING COLUMNS

To insert column or columns, follow the steps:

Step 1: To insert a column(s), do one of the following:

- To insert a **single column**, select the column or a cell in the column immediate to the right of where you want to insert the new column. For example, to insert a new column to the left of column B, click a cell in column B.

- To insert **multiple columns**, select the columns immediately to the right of where you want to insert columns. Select the same number of columns as you want to insert. For example, to insert three new columns, you need to select three columns.

- To insert **non-adjacent columns**, hold down Ctrl key while you select non-adjacent columns.

Step 2: On the HOME tab, in the Cells group, click the arrow next to **Insert** (Fig. 7.5).
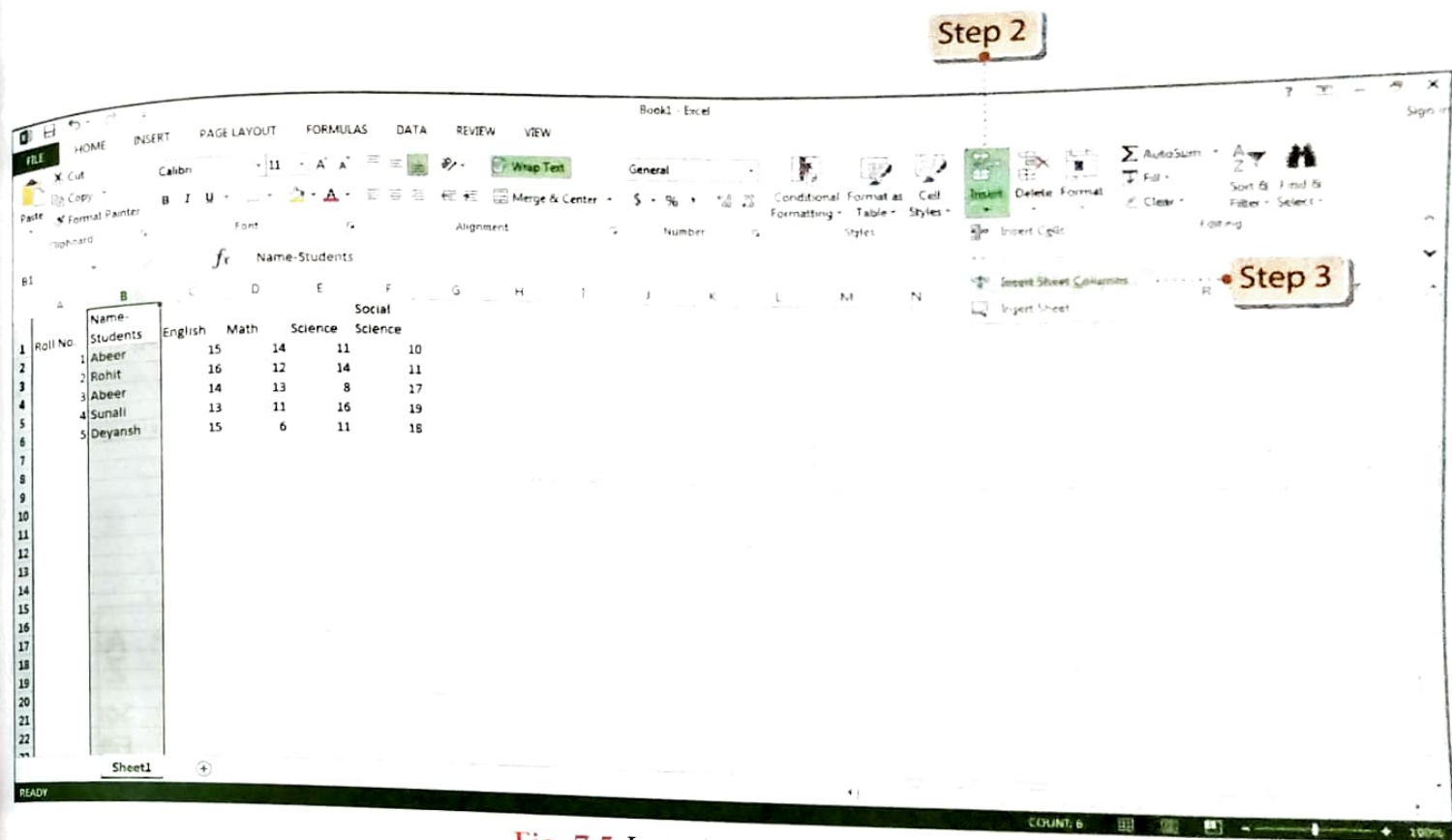
Step 3: Click **Insert Sheet Columns**.

Fig. 7.5 *Inserting columns*

INSERTING CELLS

To insert cells, follow the steps:

Step 1: Select the same number of cells as you want to insert.

Step 2: On the **HOME** tab, in the **Cells** group, click the arrow next to **Insert** (Fig. 7.6).

Step 3: Click **Insert Cells**.

The **Insert** dialog box appears (Fig. 7.7).

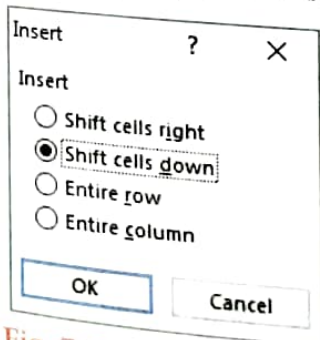**Step 4:** Choose one of the options from the **Insert** dialog box. The options have been explained in Table 7.3.
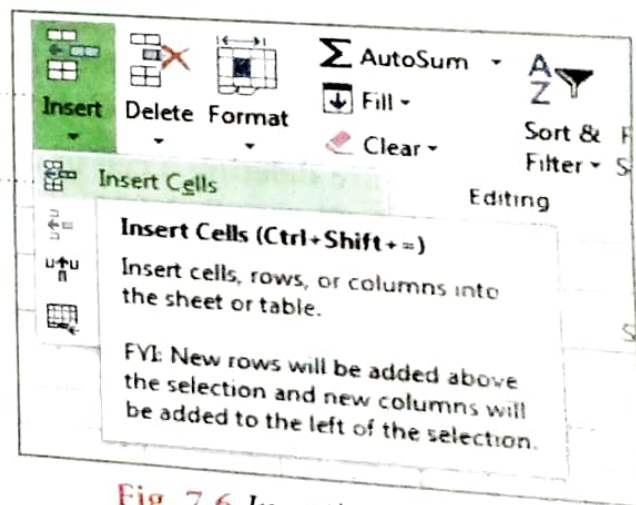

Fig. 7.7 *Insert dialog box*

Fig. 7.6 *Inserting new cells*

Table 7.3 Options in Insert dialog box

| Option	Function
Shift cells right	It shifts the selected cells towards right leaving blank cells.
Shift cells down	It shifts the selected cells down leaving blank cells.
Entire row	It inserts a new row. The row with selected cells shifts down.
Entire column	It inserts a new column. The column with selected cells shifts rig

Step 5: Click OK.

DELETING CELLS, ROWS AND COLUMNS

To delete cells, rows or columns, follow the steps:

Step 1: On the HOME tab, in the Cells group, do one of the following (Fig. 7.8):

a. To delete selected cells, click the arrow below Delete, and then click Delete Cells.

b. To delete selected rows, click the arrow below Delete, and then click Delete Sheet Rows.

c. To delete selected columns, click the arrow below Delete, and then click Delete Sheet Columns.
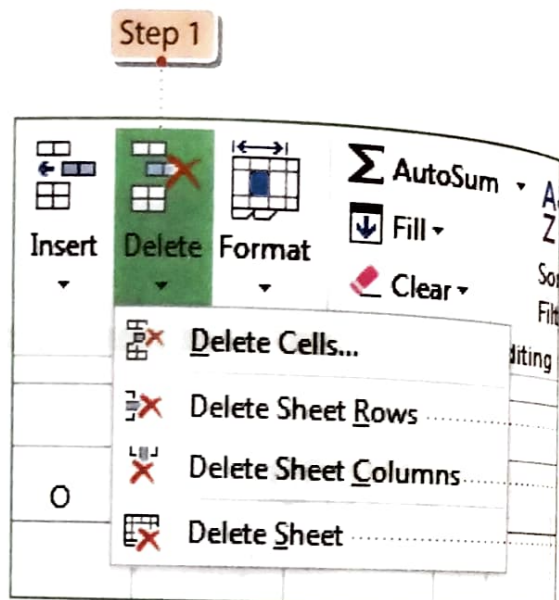
Fig. 7.8 Delete menu

Step 2: If you are deleting a cell or a range of cells, in the Delete dialog box, select one of the options: Shift cells left, Shift cells up, Entire row or Entire column.

If you are deleting rows or columns, other rows or columns automatically shift up or to the left.

Activity 4
Practise

Open the workbook 'Carnival_Ticket_BuyerDetails' and make the following changes:

1. Ms. Samina Khan wants to buy one more ticket. Hence, you will need to insert another row to enter details.

2. Ms. Ishita Bhalla wants to return one ticket. Therefore, you will need to delete another row.

3. Change the complete address of Samiara Kapur and the last digit of her phone number from 5 to 7.

4. Enter more data and edit if required.

CHANGING ROW HEIGHT AND COLUMN WIDTH

You can change the row height and column width to fit in the contents.

To change the row height to fit the contents, follow the steps:

Step 1: Select the row(s) or column(s) that you want to change.

Step 2: On the **HOME** tab, in the **Cells** group, click **Format.**

Step 3: Under **Cell Size,** click **AutoFit Row Height/ AutoFit Column Width** (Fig. 7.9).
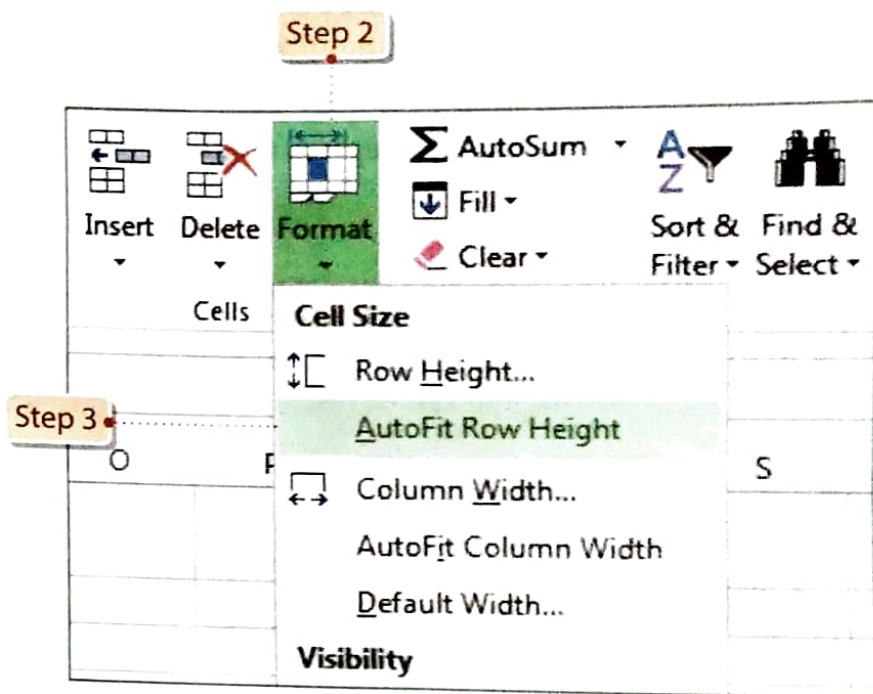
Fig. 7.9 *Format menu*

Tech Help

To automatically size the column to fit the largest value in that column, double-click the right side of the column header.

To change the row/column to a specific height/width, follow the steps:

Step 1: Select the row or columns that you want to change.

Step 2: On the **HOME** tab, in the **Cells** group, click **Format.**

Step 3: Under **Cell Size,** click **Row Height/Column Width.**
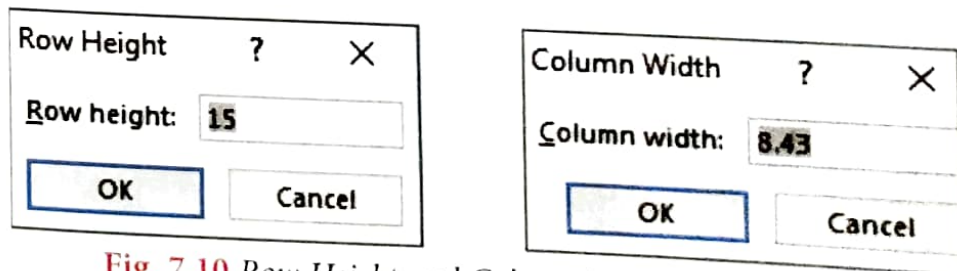
Fig. 7.10 *Row Height and Column Width dialog boxes*

Step 4: In the **Row Height/Column Width** box, type the value that you want (Fig. 7.10). The row height or column width will adjust to specified value.

CHANGING ROW HEIGHT AND COLUMN WIDTH USING MOUSE

To change the height of row(s) by using the mouse, drag the boundary below the row heading until the row has the height that you want.

To change the width of columns by using the mouse, drag the boundary on the right side of the column heading until the column has the width that you want.

Tech Fact

- The default column width is 8.43 characters.
  You can specify a column width of 0 to 255 characters (the number of characters formatted with the standard font that can be displayed in a cell). If the column width is set to 0, the column is hidden.

- The default row height is 15 points.
  You can specify a row height of 0 to 409 points. This value represents the height measurement in points (1 point equals approximately 1/72 inch). If the row height is set to 0, the row is hidden.

▌ USING A FORMULA

A formula can be a simple formula with a single operator or a complex one with multiple operators. It must start with an equal to (=) sign.

To calculate the sum of numbers, follow the steps:

Step 1: To enter a formula, either click in the **Formula** bar or double-click the cell where you wish to get the result (Fig. 7.11).

	A	B	C	D	E	F	G	H
		Name-				Social		
1	Roll No.	Student	English	Math	Science	Science	Total	
2	1	Abeer	15	14	11	10	=(C2 +D2+E2+F2)	
3	2	Rohit	16	12	14	11		
4	3	Abeer	14	13	8	17		
5	4	Sunali	13	11	16	19		
6	5	Deyansh	15	6	11	18		
7								

G2   ✗ ✓ *fx*   =(C2 +D2+E2+F2)

Fig. 7.11 Entering the formula

Step 2: Type '=' and then, type the formula.

Notice the color of the cell name typed in the formula and the corresponding color of the border that appears around the cell.

Step 3: When you finish entering the formula, click ✔ next to the **Formula bar** or press the **Enter** key.

The cell will display the formula result and not the formula. In case you change data within the cell range, the result will automatically change.

AUTOFILL HANDLE

You may copy a formula by using the **Fill Handle**. It is a small square at the corner of the cell. It is used to copy cell contents to the adjacent cells.

To copy the formula using Fill Handle, follow the steps:

Step 1: Select the cell (Fig. 7.12(a)).

Step 2: Move the cursor to the bottom-right corner of the selected cell.

Step 3: Observe a small square, drag it downward till the last cell of the range where you wish to copy the formula.

Step 4: Release the mouse button (Fig. 7.12(b)). The formula is copied and the result is displayed.

Cell G2 formula bar: fx =(C2 +D2+E2+F2)

	A	B	C	D	E	F	G
1	Roll No.	Name-Student	English	Math	Science	Social Science	Total
2	1	Abeer	15	14	11	10	50
3	2	Rohit	16	12	14	11	
4	3	Abeer	14	13	8	17	
5	4	Sunali	13	11	16	19	
6	5	Deyansh	15	6	11	18	
7							

•Step 1
•Step 2
•Step 3

(a)

Fig. 7.12 *Using the Fill Handle*

CHANGING ROW HEIGHT AND COLUMN WIDTH USING MOUSE

To change the height of row(s) by using the mouse, drag the boundary below the row heading until the row has the height that you want.

To change the width of columns by using the mouse, drag the boundary on the right side the column heading until the column has the width that you want.

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- The default column width is 8.43 characters.

  You can specify a column width of 0 to 255 characters (the number of characters formatted with the standard font that can be displayed in a cell). If the column width is set to 0, the column is hidden.

- The default row height is 15 points.

  You can specify a row height of 0 to 409 points. This value represents the height measurement in points (1 point equals approximately 1/72 inch). If the row height is set to 0, the row is hidden.

USING A FORMULA

A formula can be a simple formula with a single operator or a complex one with multiple operators. It must start with an equal to (=) sign.

To calculate the sum of numbers, follow the steps:

Step 1: To enter a formula, either click in the **Formula** bar or double-click the cell where you wish to get the result (Fig. 7.11).

Fig. 7.11 *Entering the formula*

Step 2: Type '=' and then, type the formula.

Notice the color of the cell name typed in the formula and the corresponding color of the border that appears around the cell.

Step 3: When you finish entering the formula, click ✔ next to the **Formula bar** or press the **Enter** key.

The cell will display the formula result and not the formula. In case you change data within the cell range, the result will automatically change.

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Step 4: Release the mouse button (Fig. 7.12(b)). The formula is copied and the result is displayed.

(a)

Fig. 7.12 Using the Fill Handle

Calibri ▾ 11 ▾ A A

B I U ▾

Paste
✂ Cut
📋 Copy ▾
✦ Format Painter

Clipboard

Font

Alignment

G2 | f_x =(C2 +D2+E2+F2)

	A	B	C	D	E	F	G	H
	Roll No.	Name-Student	English	Math	Science	Social Science	Total	
1	Roll No.	Student	English	Math	Science	Science	Total	
2	1	Abeer	15	14	11	10	50	
3	2	Rohit	16	12	14	11	53	
4	3	Abeer	14	13	8	17	52	
5	4	Sunali	13	11	16	19	59	
6	5	Deyansh	15	6	11	18	50	
7								

• Step 4

(b)

Fig. 7.12 *Using the Fill Handle*

Practise

vity 5

arnival_Ticket_BuyerDetails' file, make the following changes:

Increase the column width of the columns, such as Address where cell contents are not visible.

Change row height to 20.

Check if the contents are clearly visible using AutoFit Row Height/AutoFit Column Width option.

Save the worksheet.

What will be the impact if you do not change the column height of a cell in a worksheet? **HOTS**

In the Lab

ecap

* You can make changes once you have entered data.
* To select content in the cell, double-click inside the cell.
* To select non-adjacent rows/column, press the Ctrl key as you click each row/column header.
* To insert row/column, on the HOME tab, in the Cells group, click the arrow next to Insert, and then click the Insert Sheet Rows/ Insert Sheet Columns.
* To insert cells, on the HOME tab, in the Cells group, click the arrow next to Insert, and then click the Insert Cells.
* Row height and column width can be changed either on the HOME tab, in the Cells group, click the Format option or by using the cursor pointer.

Put a ✓ or ✗.

Term	I got it!	I need help!
Editing worksheet		
Range		

Evaluate

A. Fill in the blanks with the help of the given words.

> Editing   Ctrl + A   range   Enter   Ctrl

1. Making changes in the data entered in a worksheet is called .... a worksheet.
2. .... allows working with a number of cells at once.
3. To select all the cells in a worksheet, press ....
4. To select non-adjacent rows/column, press .... key as you click each row/column header.
5. To completely change the contents of a cell select the cell and type the new data and then press ....

B. Tick (✓) the correct option.

1. Which keyboard stroke will help you edit the cell contents?
   - a. Esc
   - b. Enter
   - c. F5
   - d. F2

2. The default column width is .... characters.
   - a. 45
   - b. 12.75
   - c. 8.43
   - d. 12.43

3. If the row height is set to ...., the row is hidden.
   - a. 0
   - b. 12.75
   - c. 8
   - d. 8.43

4. Identify the option in the Cells group, on the HOME tab, used to insert a column.
   - a. Insert ▶ Insert Sheet Rows
   - b. Insert ▶ Insert Sheet Columns
   - c. Insert ▶ Insert Cells
   - d. Insert ▶ Insert Column

5. To accept the changes made to the cell, press:
   - a. Esc
   - b. Enter
   - c. Delete
   - d. Shift

C. Answer the following questions.

1. What do you understand by the term 'editing a worksheet'?
2. Write the steps to edit cell contents completely and partially.