# Week 2 Excel

## Moving and Copying Data in an Excel Worksheet

3 Methods to do this.

1. **Copy and paste cell contents**
2. **Cut and paste cell contents**
3. **Move cell contents using drag-and-drop**

# Challenge!

- Type the words **cut** in cell A1, **copy** in cell B1, and **paste** in cell C1.
- Highlight a cell range to include cell A1 and cell B1.
- Move the cell range to cell D1 and cell E1.
- Cut the information in cell E1 (it should be the word **copy**).
- Paste the cut information in cell A1.
- Copy the contents of cell A1 (it should be the word **copy**).
- Paste the copied information in cell F1.

**Reference:-** https://edu.gcfglobal.org/en/excelxp/moving-copying-and-deleting-cell-contents/1/

## Inserting and Deleting Rows and Columns

Reference: https://edu.gcfglobal.org/en/excelxp/inserting-and-deleting-rows-and-columns/1/

# Challenge!

- In column A, type the following names in cells A1, A2, A3, and A4, respectively:

  **Mary** in cell A1
  **Bob** in cell A2

**Susan** in cell A3
**John** in cell A4

- In column B, type the following numbers next to each name entered in column A:
  **44** in cell B1 to the right of Mary's name
  **28** in cell B2 to the right of Bob's name
  **36** in cell B3 to the right of Susan's name
  **89** in cell B4 to the right of John's name

- **Insert a column** between columns A and B. Type the following numbers in the new column B:
  **76** in cell B1 to the right of Mary's name
  **57** in cell B2 to the right of Bob's name
  **29** in cell B3 to the right of Susan's name
  **61** in cell B4 to the right of John's name

- **Insert a row** between rows 2 and 3. Type the following numbers in the new row 3:
  **Rick** in cell A3
  **45** in cell B3
  **58** in cell C3

## Changing the Width and Height of Cells

Reference: https://edu.gcfglobal.org/en/excelxp/changing-column-width-and-row-height/1/

# Challenge!

- Type the sentence "Mary had a little lamb" in cell B2.
- Define the row height of row 2 as 25.
- AutoFit the column width of column B.