Entering & Manipulating Data in Cells

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Module Overview

Manipulating data in Excel

Filling and pasting data into cells

Insert and delete - cells, columns and rows

Manipulating Data in Excel

Manipulating Data in Excel

Changing text case

Filtering and sorting data

Combine data in columns using concatenate

Demo

Changing the text case in Excel

Demo

Sorting and filtering data in Excel

Demo

Combining data from multiple columns using the concatenate function

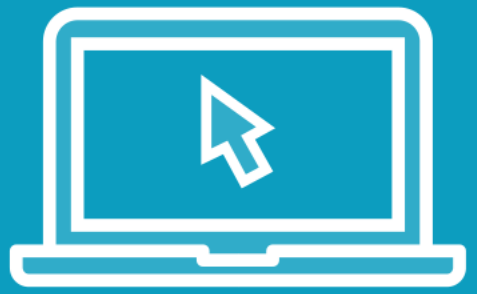
Filling and Pasting Data into Cells

Filling and Pasting Data

Filling cells with Auto Fill

Paste options in Excel

Demo



Filling cells in Excel with AutoFill

Demo

Paste options in Excel

Insert or Delete - Cells, Columns and Rows

Summary

Manipulating data – changing text case, filtering and sorting, using concatenate

Using AutoFill and paste special

Inserting and deleting cells, columns and rows