

## Exercise your editing skills


---

Before you begin

During the practice, this window will stay on top of the program you are working in. When it covers an area you need to use, move and resize it as follows:

To move this window, click the title bar of the window (as shown below) and drag it to a new location:



To resize this window, drag the resize handle  in the lower-right corner.

### Exercise 1: Edit data

In this exercise you'll try out different ways to edit data.

1. Double-click cell A4.

The insertion point appears in the cell. Where it appears depends on where the pointer is when you double-click.

If the pointer is at the left edge of the cell, the insertion point will appear on the left. If the pointer is at the right edge of the cell, the insertion point will appear on the right. If the pointer is in the middle or thereabouts, the insertion point will appear there.

2. You want the insertion point at the end of Peacock's name. If it's not there, use the right arrow key to put it there.

Now press BACKSPACE until you've deleted Peacock's name.

3. Now undo your last action. Press CTRL+Z. That will undo the deletion and reinsert Peacock's name.

**Tip** Undo also works to reverse the last command or to delete the last entry you typed. It's a very handy feature.

4. Double-click cell A4. When the insertion point is inside the cell, double-clicking selects all the data in this cell. That's because there is only one word in the cell. If there is more than one word in a cell, this method will select one word at a time if you double-click in each word. Press DELETE to get rid of the name in one keystroke.

Press CTRL+Z to reinsert the name again.

**Tip** The Mini toolbar appears automatically when you select data in a cell. It's faded when it first appears, and becomes solid when you point at it. The mini toolbar puts formatting options right where you need them, such as bold and italic.

5. Click cell A4, and then click at the end of Peacock's name in the formula bar.




6. Press BACKSPACE to delete the name one letter at a time. Notice how the data changes in the cell when you do this. Then press CTRL+Z to reinsert the name.
7. Double-click cell A2. Buchanan's name was not completed. If necessary, move the insertion point to the end. Type **nan** at the end of her name and press ENTER.
8. Now edit just one character. Double-click cell C3. The number is 1,863.40. Use an arrow key to move the insertion point to the 4. Delete the 4 and type 5. Press ENTER.


**Note** Don't use the **Delete** command in the **Cells** group on the **Home** tab, or on the right-click menu to delete data. They don't work


that way. They delete the whole cell from the worksheet, and other cells get moved automatically. That's usually not what you want.

### Exercise 2: Delete formatting from a cell

In this exercise you'll see how cell formatting works.

1. Cell C6 shows the number 3,597.90 formatted bold and red. Delete the number, using any of the methods you practiced in the previous exercise.
2. Type **1,394.36** and press ENTER.
3. The new number is also formatted bold and red.
4. Click cell C6. On the **Home** tab, in the **Editing** group, click the arrow on **Clear** , and then click **Clear Formats**.

Notice that this also cleared the currency format. To add the currency format, in the **Number** group, click the arrow on the **Accounting Number Format**  and then click the format for your region.

5. Click cell C9, which is formatted bold and green.
6. Now you'll delete both the contents and the formatting at once. In the **Editing** group, click the arrow on **Clear** , and then click **Clear All**.

Both the data and the formatting are removed in one step.

Enter new data. Type **\$982.43**, and then press ENTER.

### Exercise 3: Work in Edit mode

1. When a worksheet is in Edit mode, some commands are not available. Click cell A16. Type **Test** in the cell, and press ENTER. Now double-click that cell. The worksheet says **Edit** in the lower-left corner, on the status bar.
2. Look at the Ribbon. See the commands in gray in the **Alignment**, **Number**, and **Style** groups. If you find that

commands are not available when you are working in Excel, check to see if the worksheet is in Edit mode. If it is, you can press ENTER or TAB, or ESC to change the worksheet status to Ready mode. The commands should then be available.

Click in cell B16. The worksheet says **Ready** in the lower-left corner, on the status bar. See the difference in how the commands look in the **Alignment**, **Number**, and **Style** groups.

#### Exercise 4: Insert and delete columns and rows

##### Insert a new column

1. Suppose you want to add a new column to the *left* of column C. To do that, click any cell in column C.
2. On the **Home** tab, in the **Cells** group, click the arrow on **Insert**, and then click **Insert Sheet Columns**.

An empty column is inserted to the left and becomes column C. The former column C is now column D.

**Tip** You can insert two or more columns at once. Select a column, press SHIFT, select another column, and so on, as many columns as you want to insert. Release SHIFT, and then in the **Cells** group click the arrow on **Insert**, and then click **Insert Sheet Columns**.

##### Insert a new row

1. To insert a new row, click any cell in the row immediately *below* where you want the new row.

Click a cell in row 5 (you're going to insert a new row above row 5).

2. In the **Cells** group, click the arrow on **Insert**, and then click **Insert Sheet Rows**.

An empty row is inserted and becomes row 5. The old row 5 is now row 6.

**Tip** You can insert two or more rows at once. Select a row, press SHIFT, select another row, and so on, as many rows as you want to insert. Release SHIFT, and then in the **Cells** group click the arrow on **Insert**, and then click **Insert Sheet Rows**.

### Delete columns

1. Select any cell in column C.
2. In the **Cells** group, click the arrow on **Delete**. Then click **Delete Sheet Columns**.

To delete more than one column, use SHIFT to select them and follow the preceding method.

### Delete rows

1. Select any cell in row 5.
2. In the **Cells** group, click the arrow on **Delete**. Then click **Delete Sheet Rows**.

To delete more than one row, use SHIFT to select them and follow the preceding method.