# Introduction

Whenever you work with Excel, you'll enter information—or **content**—into **cells**. Cells are the basic building blocks of a worksheet. You'll need to learn the basics of **cells** and **cell content** to calculate, analyze, and organize data in Excel.

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. Columns are identified by letters (A, B, C), while rows are identified by numbers (1, 2, 3).
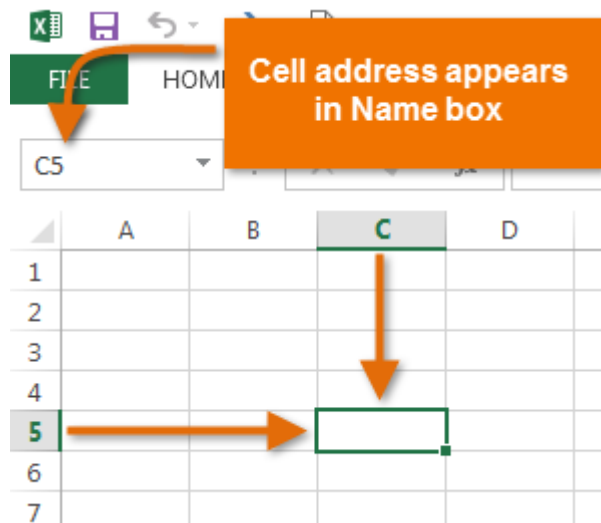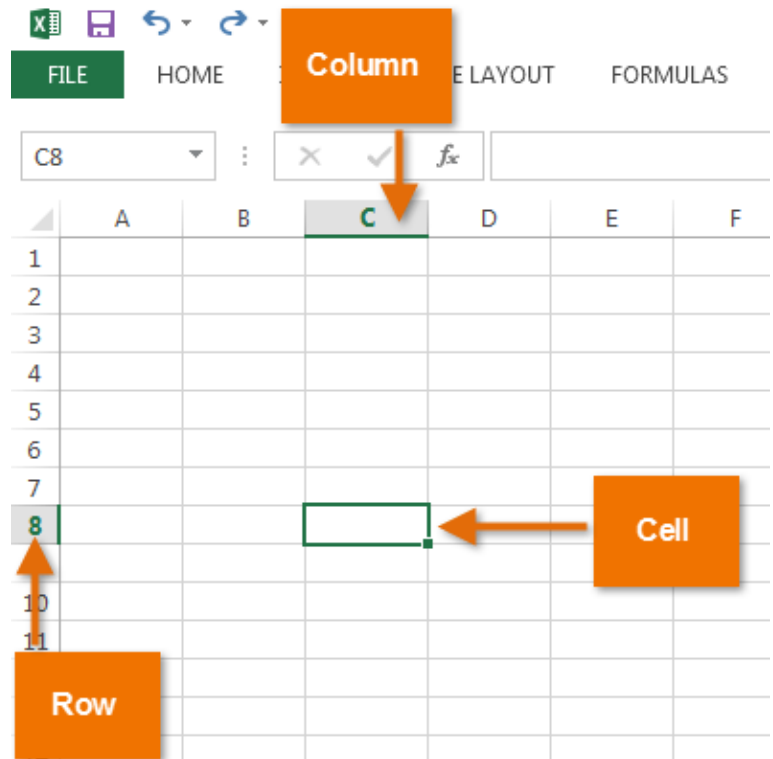
Each cell has its own **name**—or **cell address**—based on its column and row. In this example, the selected cell intersects **column C** and **row 5**, so the cell address is **C5**. The cell address will also appear in the **Name box**. Note that a cell's **column** and **row** **headings** are **highlighted** when the cell is selected.

Open a blank excel workbook and follow along – when you select (click on) cell C5, the address should appear in the Name box as shown above.

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 a colon. For example, a cell range that included cells A1, A2, A3, A4, and A5 would be written as A1:A5.

In the images below, two different cell ranges are selected:
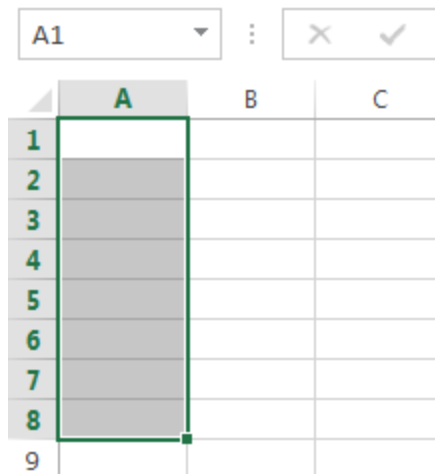
Cell range A1:A8   Cell range **A1:B8**
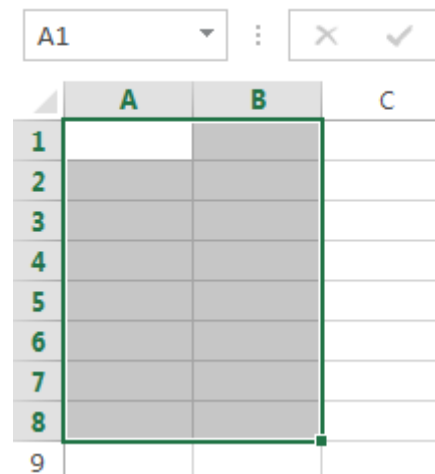
To select a cell:

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

1. Click a cell to select it.

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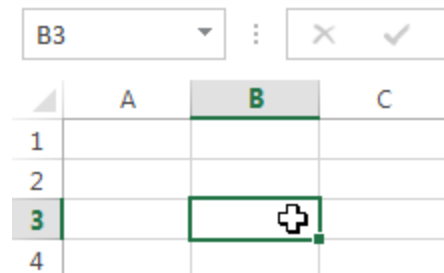
You can also select cells using the **arrow keys** on your keyboard.

To select a cell range:

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

1. Click, hold, and drag the mouse until all of the adjoining cells you want to select are highlighted.

2. Release the mouse to select the desired cell range. The cells will remain selected until you click another cell in the worksheet.
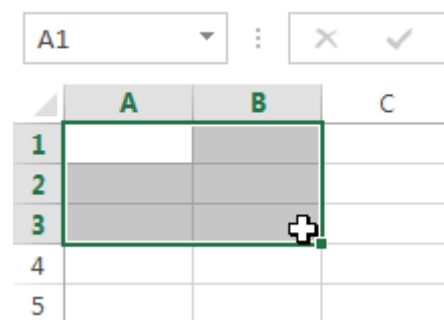
Cell content

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
1	Date	Sales	Percentage of Total
2	5/6/2013	65	0.71
3	5/7/2013	78	0.78
4	5/8/2013	112	0.86
5	5/9/2013	54	0.28
6	5/10/2013	99	0.49
7	5/11/2013	189	0.65
8	5/12/2013	120	0.57
9			

- **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 **background color**.

	A	B	C
1	Date	Sales	Percentage of Total
2	Monday, May 06, 2013	$ 65.00	71%
3	Tuesday, May 07, 2013	$ 78.00	78%
4	Wednesday, May 08, 2013	$ 112.00	86%
5	Thursday, May 09, 2013	$ 54.00	28%
6	Friday, May 10, 2013	$ 99.00	49%
7	Saturday, May 11, 2013	$ 189.00	65%
8	Sunday, May 12, 2013	$ 120.00	57%
9			

- **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 cell range B2:B8 and displays the total in cell B9.

B9			fx	=SUM(B2:B8)

	A	B	C
1	Date	Sales	Percentage of Total
2	Monday, May 06, 2013	$ 65.00	71%
3	Tuesday, May 07, 2013	$ 78.00	78%
4	Wednesday, May 08, 2013	$ 112.00	86%
5	Thursday, May 09, 2013	$ 54.00	28%
6	Friday, May 10, 2013	$ 99.00	49%
7	Saturday, May 11, 2013	$ 189.00	65%
8	Sunday, May 12, 2013	$ 120.00	57%
9	Weekly Sales	$ 717.00	

To insert content:

1. Click a **cell** to select it.

	A	B	C
1	✛		
2			

2. Type **content** 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.
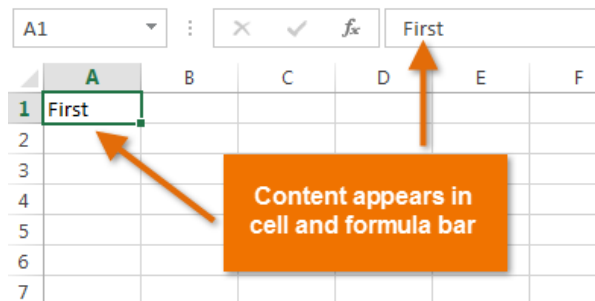
To delete cell content:

1. Select the **cell** with content you want to delete.

2. Press the **Delete** or **Backspace** key on your keyboard. The cell's contents will be deleted.
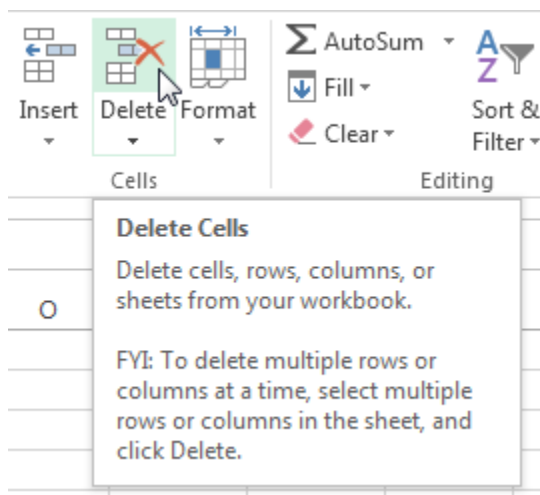
To delete cells:

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 up** and replace the deleted cells.

1. Select the **cell(s)** you want to delete.

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

Delete Cells

Delete cells, rows, columns, or sheets from your workbook.

FYI: To delete multiple rows or columns at a time, select multiple rows or columns in the sheet, and click Delete.

3. The cells below will **shift up**.

|	A	B	C
1	First Name	Middle Name	Last Name
2	Heidi	Joy	Lee
3	Josie	Marie	Gates
4	Wendy	Anne	Crocker
5	Loretta	Susan	Johnson

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.
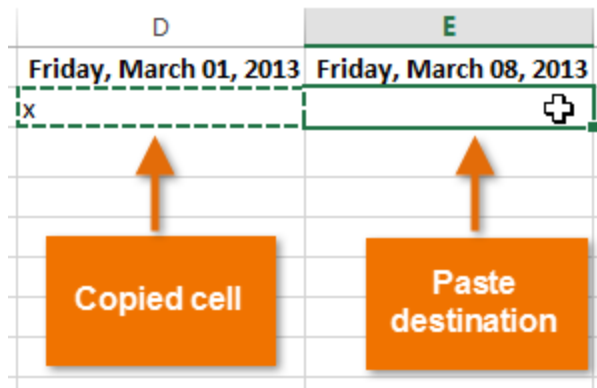
1. Select the **cell(s)** you want to **copy**.

D	E
Friday, March 01, 2013	Friday, March 08, 2013
x	

2. Click the **Copy** command on the **Home** tab, or press **Ctrl+C** on your keyboard.
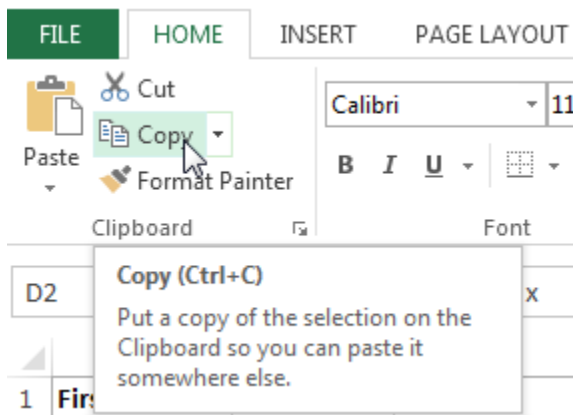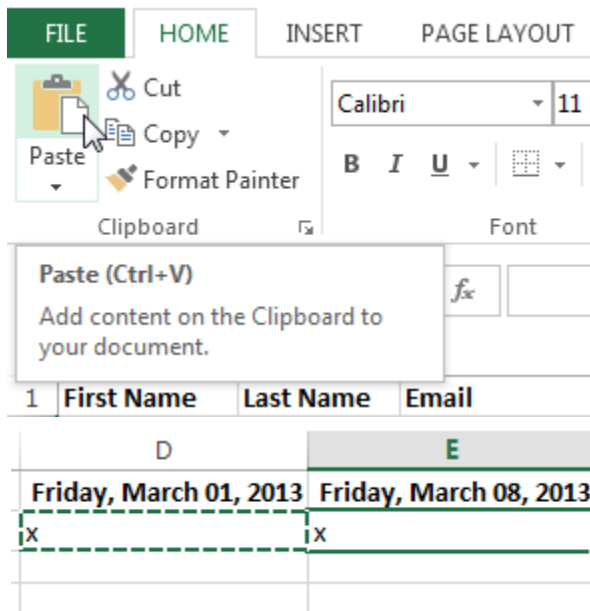
3. Select the **cell(s)** where you want to **paste** the content. The copied cells will now have a **dashed box** around them.

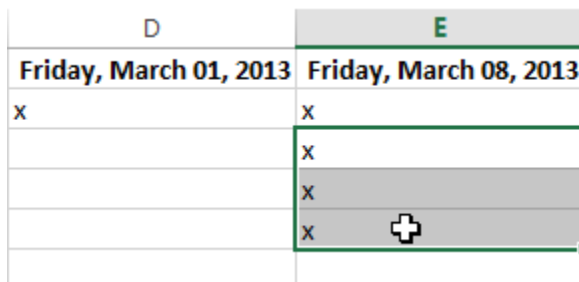4. Click the **Paste** command on the **Home** tab, or press **Ctrl+V** on your keyboard.

	D	E
	Friday, March 01, 2013	Friday, March 08, 2013
	X	

Copied cell   **Paste destination**

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

FILE	HOME	INSERT	PAGE LAYOUT

Cut
Copy
Paste   Format Painter

Clipboard   Font

Calibri   11
B I U

Paste (Ctrl+V)
Add content on the Clipboard to your document.

1	First Name	Last Name	Email

	D	E
	Friday, March 01, 2013	Friday, March 08, 2013
	X	X

To cut and paste cell content:

Unlike copying and pasting, which **duplicates** cell content, **cutting** allows you to **move** content between cells.
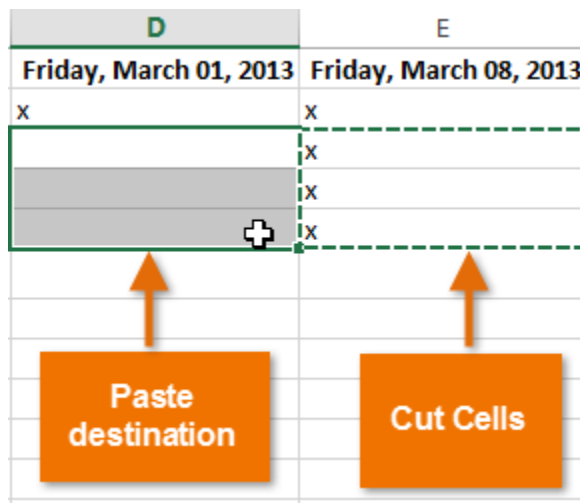
1. Select the **cell(s)** you want to **cut**.

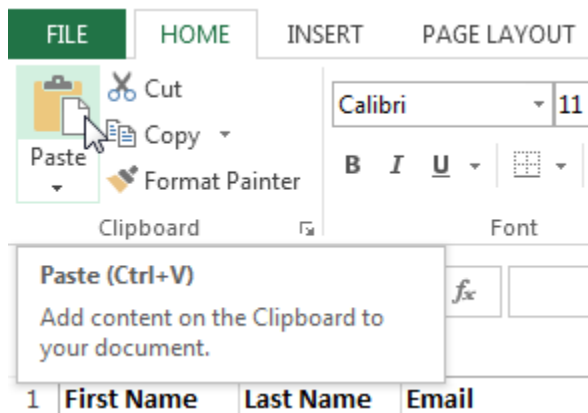|	D	E
	Friday, March 01, 2013	Friday, March 08, 2013
	x	x
		x
		x
		x

2. Click the **Cut** command on the **Home** tab, or press **Ctrl+X** on your keyboard.
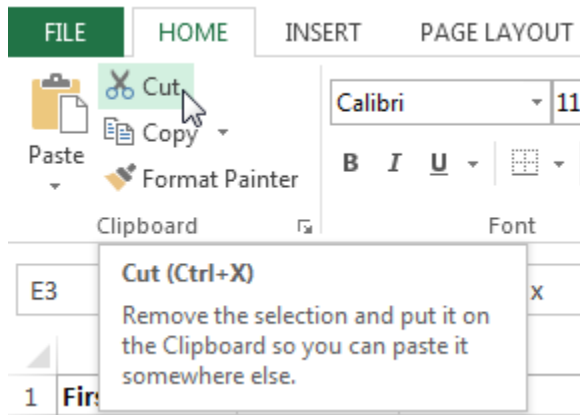
3. Select the cells where you want to **paste** the content. The cut cells will now have a **dashed box** around them.

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

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

D	E
Friday, March 01, 2013	Friday, March 08, 2013
x	x
x	
x	
x	

To drag and drop cells:

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

1. Select the **cell(s)** you want to **move**.
2. Hover the mouse over the **border** of the selected cell(s) until the cursor changes from a **white cross** ✛ to a **black cross with four arrows** ✣.

F	G
Friday, March 1, 2013	Friday, March 8, 2013
x	
x	
	x
	x
x	
x	

3. Click, hold, and drag the cells to the **desired location**.

F	G
Friday, March 1, 2013	Friday, March 8, 2013
x	
x	
	x
	x
x F4:F5	
x	

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

| F	G
Friday, March 1, 2013	Friday, March 8, 2013
x	
x	
x	
x	
x	
x	

To use the fill handle:

There may be times when you need to copy the content of one cell to several other cells in your worksheet. You could **copy and paste** the content into each cell, but this method would be time consuming. Instead, you can use the **fill handle** to quickly copy and paste content to **adjacent cells** in the same row or column.

1. Select the **cell(s)** containing the content you want to use. The **fill handle** will appear as a small square in the bottom-right corner of the selected cell(s).

D	E
Friday, March 01, 2013	Friday, March 08, 2013
x	
x	
x	
x	

The fill handle

2. Click, hold, and drag the **fill handle** until all of the cells you want to fill are **selected**.

D	E
Friday, March 01, 2013	Friday, March 08, 2013
x	
x	
x	
x	
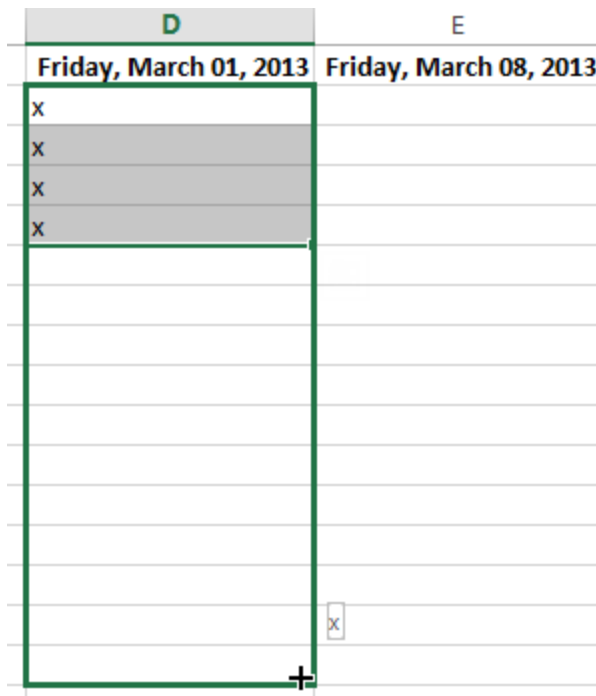
3. Release the mouse to **fill** the selected cells.

D	E
Friday, March 01, 2013	Friday, March 08, 2013
x	
x	
x	
x	
x	
x	
x	
x	
x	
x	
x	
x	
x	
x	
x	
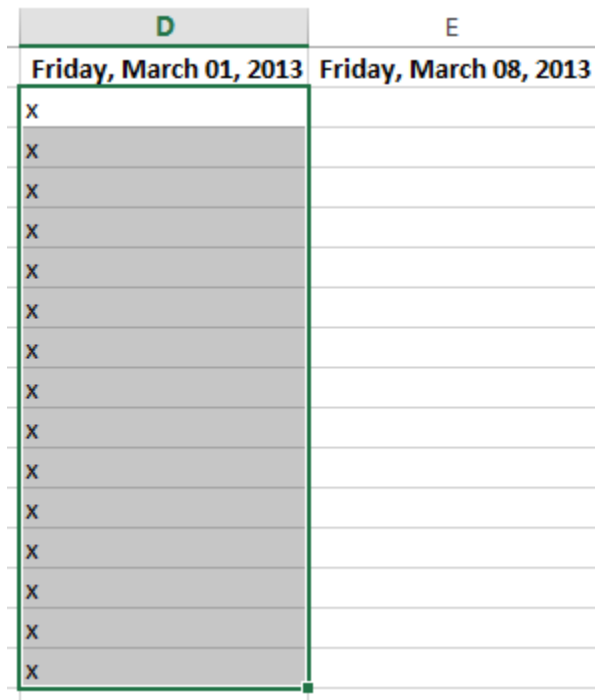
To continue a series with the fill handle:

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 many cases, you may need to select **multiple cells** before using the fill handle to help Excel

determine the series order. In our example below, the fill handle is used to extend a series of **dates** in a column.

To use Flash Fill:

A new feature in Excel 2013, **Flash Fill** can enter data automatically into your worksheet, saving you time and effort. Just like the fill handle, **Flash Fill** can guess what type of information you're entering into your worksheet. In the example below, we'll use Flash Fill to create a list of **first names** using a list of existing **email addresses**.

1. Enter the desired information into your worksheet. A **Flash Fill preview** will appear below the selected cell whenever Flash Fill is available.

2. Press **Enter**. The Flash Fill data will be **added** to the worksheet.

	A	B	C	D
1	**Email Address**	**Last Name**	**First Name**	**Friday, March 01, 2013**
2	heidi.lee@vestainsurance.com	Lee	Heidi	x
3	josie.gates@vestainsurance.com	Gates	Josie	x
4	wendy.crocker@vestainsurance.com	Crocker	Wendy	
5	loretta.johnson@vestainsurance.com	Johnson	Loretta	x
6	walter.rivera@vestainsurance.com	Rivera	Walter	x
7	misty.whitfield@vestainsurance.com	Whitfield	Misty	x
8	matilda.lewis@vestainsurance.com	Lewis	Matilda	x
9	elizabeth.hicks@vestainsurance.com	Hicks	Elizabeth	x
10	alvin.rios@vestainsurance.com	Rios	Alvin	x
11	brian.gaines@vestainsurance.com	Gaines	Brian	x

To **modify** or **undo** Flash Fill, click the **Flash Fill button** next to recently added Flash Fill data.

	A	B	C	D
1	**Email Address**	**Last Name**	**First Name**	**Friday, March 01, 2013**
2	heidi.lee@vestainsurance.com	Lee	Heidi	x
3	josie.gates@vestainsurance.com	Gates	Josie	x
4	wendy.crocker@vestainsurance.com	Crocker	Wendy	
5	loretta.johnson@vestainsurance.com	↺ Undo Flash Fill		
6	walter.rivera@vestainsurance.com	✓ Accept suggestions		
7	misty.whitfield@vestainsurance.com	Select all 0 blank cells		
8	matilda.lewis@vestainsurance.com			
9	elizabeth.hicks@vestainsurance.com	Select all 76 changed cells		
10	alvin.rios@vestainsurance.com	Rios	Alvin	x

Resources:

https://www.gcflearnfree.org/excel2013/cell-basics/1/