



Section 5

Editing Cells


By the end of this Section you should be able to:

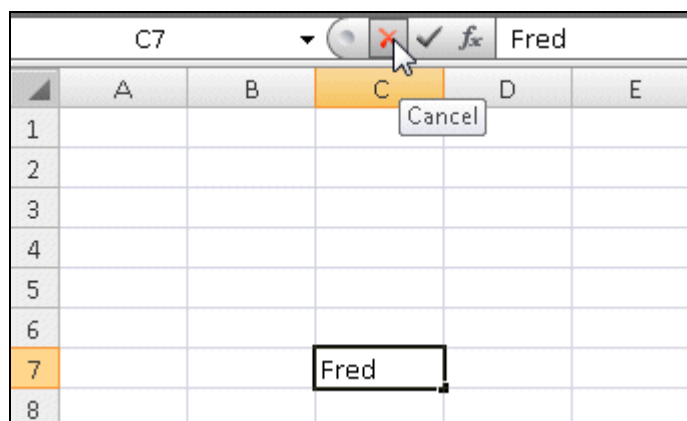
- Edit Cells by Overtyping
- Edit Data in the Formula Bar
 - Edit Data in a Cell
- Delete Cell Contents
- Use Undo and Redo

Editing Cells

Changes can be made to cell contents in a variety of ways. The easiest way is to overwrite one entry with another. When a cell entry is long or complicated small changes can be made either in the **Formula Bar** or in the cell itself.

To edit a cell by overtyping

- Click on the cell to be changed.
- Enter new data.
- Any time before **<Enter>** is pressed, the user may click on the **Cancel** button  on the formula bar or press **<Esc>** which will cancel the new input, leaving the original entry unchanged.



- Press **<Enter>**.
- After completing the cell entry the new information replaces the old.

Editing in the Formula Bar

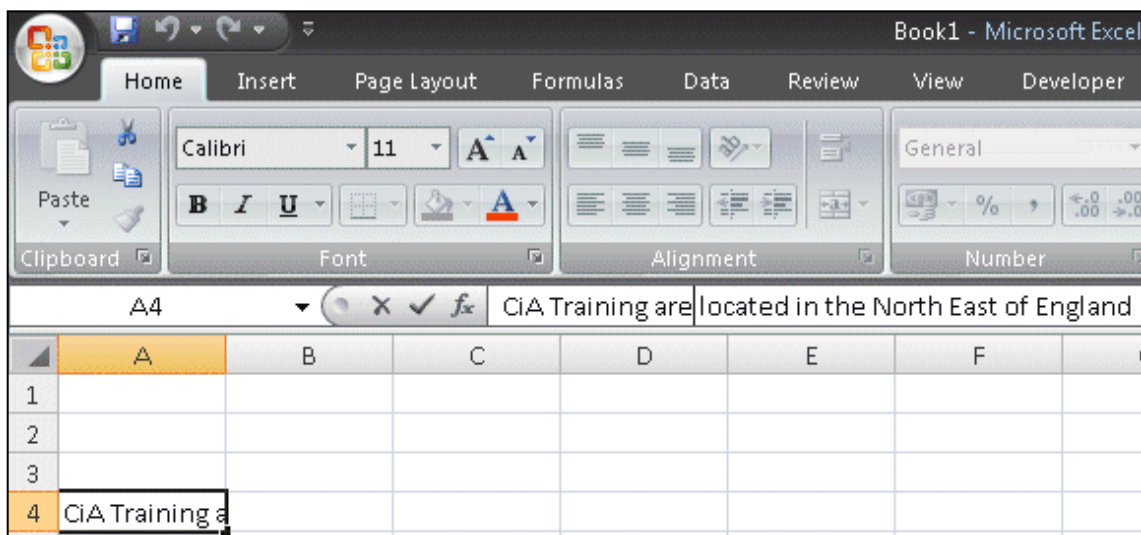
When a cell entry is long or complicated and only small changes are to be made, the changes are either made in the **Formula Bar** or in the cell itself (covered in the next exercise).

The following keys may then be used to move around and change the cell contents:

<Ins>	Insert key: Used to toggle (change) between Insert and Overwrite . When Insert is selected, the existing text moves to the right as new text is typed. When Insert is not selected the new information simply overwrites the old
	Delete key: Removes the character following the cursor
<Backspace>	Backspace key: Erases the character immediately preceding the current cursor position
<Home>	Home key: Moves to the first character of the entry
<End>	End key: Moves to last character of entry
←	Left cursor: Moves the cursor left one character
→	Right cursor: Moves right one character
<Enter>	Completes the entry

To edit data in the Formula Bar

- Click on the cell to edit and click in the contents in the **Formula Bar**.



- The cursor can be moved around using the cursor movement keys and the <Home> and <End> keys.
- Make the required changes.
- To complete the entry press <Enter>. Cursor movement keys do not complete the entry after editing.

In Cell Editing

As well as editing in the **Formula Bar**, text can be edited directly in a cell: **In Cell Editing**. A cursor is displayed in the cell and the usual movement keys can be used to edit in the cell.

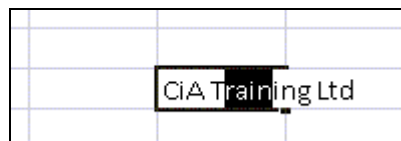
To edit in a cell

- Place the cursor within the required cell.
- Double click to start **In-cell** editing.
- The same rules apply as with **Formula Bar** editing.

Quick Tip

Press <F2> to start **In Cell** editing. The cursor is placed at the end of the contents in the active cell.


- Any part of a cell's contents can be formatted, by clicking and dragging, during the edit process.

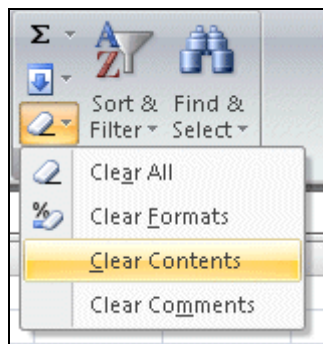


Deleting Cell Contents

Cell contents are erased by using the keyboard or the Ribbon.

To delete cell contents

- Click on the required cell or highlight a group of cells.
- Click the **Clear** button, , in the **Editing** group on the **Home** tab and select **Clear Contents**.



*Note: Selecting **Clear All** clears **Contents**, **Formatting** and **Comments**.*

Quick Tip

The contents of a cell or range can be erased by pressing the <**Delete**> key.

Undo and Redo

When editing a worksheet, the last change made can be **Undone** by using the **Undo** command. After undoing an action it can be **Redone** by using the **Redo** command.


To use Undo and Redo

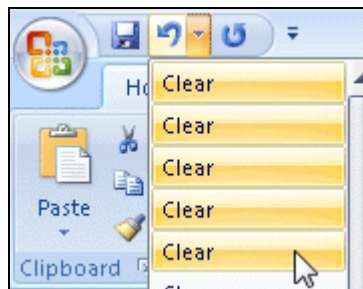
- Click the **Undo** button, , on the **Quick Access Toolbar**, to reverse the last action.

*Note: The exact wording after **Undo** is dependent on the action that has just been carried out.*


- After **Undoing** an action, it can be **Redone** by clicking the **Redo** button, .

All actions that can be undone are stored in the **Undo** history. To use this:




- Click the drop down arrow next to the **Undo** button, .



- Select the number of required **Undo** actions. This is done by dragging the pointer down over the actions and then releasing the mouse button.

*Note: **Repeat**, , may be displayed next to **Undo** but this button changes to **Redo** after **Undo** has been used. When there is nothing to **Redo** it reverts to **Repeat**.*

Summary

Edit Cells by Overtyping	Select cell and type in new information
Editing in the Formula Bar	Select cell and click in the Formula Bar
In-Cell Editing	Select cell, press <F2> or double click in the cell
Delete Cell Contents	Click the Clear button,  , from the Editing group on the Home tab and select Clear Contents or press <Delete>
Undo	Click  on the Quick Access Toolbar
Redo	Click  on the Quick Access Toolbar