

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

Exercise 36 - Editing Cells

Guidelines:

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.

Actions:

1. Start a new workbook and type **abcd** into cell **B7** and press **<Enter>**.
2. Click on cell **B7**. Type your first name and press **<Enter>** to replace **abcd** with your name. The contents of any cell can be overwritten in this way.
3. Click on cell **B7**. Type **HELLO**, but BEFORE pressing **<Enter>** press **<Esc>**, the **Escape** key. This cancels the new input and leaves the cell contents unchanged.

Note: The **Cancel** button  on the **Formula Bar** can be used instead of **<Esc>** to cancel the new input.

4. Close the workbook without saving and open **CD Sales**.
5. Click on the cell to be changed, in this case **B5, Quarters**.
6. Enter the new data label, **Months** to replace **Quarters**.
7. Press **<Enter>** to complete the entry. The new information replaces the old.

	A	B	C	D	E	F
1						
2		<i><u>CD Sales Ltd.</u></i>				
3						
4						
5		Months	First	Second	Third	Fourth
6		Sales	405	397	376	527
7		Turnover	£4,050	£3,970	£3,760	£5,270
8		Profit	£1,012.50	£992.50	£940.00	£1,317.50
9						

8. Click in cell **C6** and type **800**. This value replaces the original value. The calculated values in **C7** and **C8** change automatically.
9. Close the workbook **CD Sales** without saving.

Exercise 37 - Editing in the Formula Bar

Guidelines:

When a cell entry is long or complicated and only small changes are to be made, the changes can be 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:

<Insert>	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>	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>	Enter key: Completes the entry

Actions:

1. Open the workbook **Equipment Sales**.
2. Click in cell **A1**. Observe the cell contents in the **Formula Bar**. Click in the **Formula Bar** (the mode indicator on the **Status Bar** now shows **Edit**).



3. Using the features listed above, change **Equipment** to **Component**.

Note: After editing, the <Enter> key must be used to complete the changes.

4. Click on cell **D9**. The formula is incorrect, the range in the sum function should be **D4:D8**.
5. Click in the **Formula Bar** and move the cursor in front of the **5**.
6. Press **<Delete>** and type **4**.
7. Press **<Enter>** to complete the change. The formula is changed and the calculated value in **D9** changes automatically.
8. Close the workbook without saving.

Exercise 38 - In Cell Editing

Guidelines:

As well as editing in the **Formula Bar**, cell content can be edited directly in the cell: **In Cell Editing**. A cursor is displayed in the cell itself and the process is then identical to editing in the **Formula Bar**. All the usual movement keys can be used to edit in the cell.

Actions:

1. On a blank worksheet, enter your first name in cell **D6** and complete the entry.
2. Double click in cell **D6**. A cursor is displayed in the cell. If the cursor is not necessarily at the end of your name, use the **<End>** key to move to the end. Add a space and type your surname. Complete the entry by pressing **<Enter>**.
3. Make **D6** the active cell and press **<F2>**. The cursor is placed in the cell and editing can take place. This is an alternative to double clicking on the cell.
4. Click and drag to highlight your first name. Press **<Delete>** to remove it. Press **<Enter>** to complete the entry.

*Note: Any part of a cell's contents can be formatted by clicking and dragging during the edit process. **Formatting** is covered in a later Section.*


5. Close the workbook without saving.
6. Open the workbook **Equipment Sales**.
7. Double click in cell **D9**. The formula is now displayed in the cell and the **Status Bar** displays **Edit**.
8. In the formula, change the **D5** reference to **D4** and press **<Enter>**. The formula is changed and the calculated value in **D9** changes automatically.
9. Close the workbook **Equipment Sales** without saving.

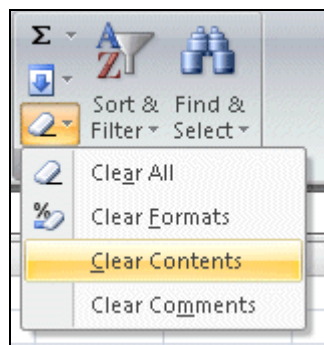
Exercise 39 - Delete Cell Contents

Guidelines:

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

Actions:

1. Open a new workbook.
2. Enter a number into cell **B4** and erase it by clicking on the cell and then pressing the <Delete> key.
3. Enter any two numbers into cells **B2** and **B3**.
4. Click on cell **B2**.
5. 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** from the cell/s.*


6. The cell is now blank, the contents have been cleared. Clear the **Contents** of cell **B3**.
7. Close the workbook without saving.

Exercise 40 - Undo and Redo




Guidelines:


As it is so easy to remove the contents of a cell, *Excel* has **Undo** to reverse any mistakes that may have been made. After undoing the action, it can be redone, if necessary, using **Redo**.


Actions:

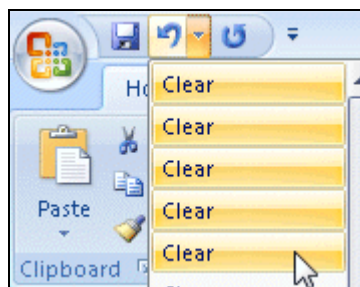
1. Open the workbook **CD Sales**.
2. Click in cell **E6** and press <**Delete**> to remove the cell contents.
3. Now delete the contents of cell **F6**.
4. Click the **Undo** button, , on the **Quick Access Toolbar**, to reverse the last action, i.e. put the contents back in **F6**.

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

5. Click the **Undo** button, , to replace the deletion before last.
6. After undoing an action, it can be redone by clicking the **Redo** button, . Click the **Redo** button, , to reverse the last action, the **Undo**.

*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 back to **Repeat**.*

7. Use **Undo** to return the worksheet to its original state.
8. Delete the contents of cells **B5**, **C5**, **D5**, **E5** and **F5** one at a time. All actions that can be undone are stored in the **Undo** history.
9. To use this, click the drop down list next to the **Undo** button, . Click and drag to **Clear** and **Undo 5 Actions**. The 5 deletions are restored.



10. Close the workbook **CD Sales** without saving the changes.

Exercise 41 - Revision: Editing Cells

1. Open the workbook **Payroll**. This is used to calculate the weekly wages for a small company. The calculations in this worksheet, although complicated have been simplified and are therefore not entirely accurate.
2. Click cell **B6** and view the formula **B2*B3** in the **Formula Bar**.
3. Column **K** is named **Spare**. Click on cell **K1** and delete the contents.
4. Enter your **Surname** in cell **K1**.
5. Click on cell **K2** enter **5** as the hourly rate of pay.
6. In cell **K3** enter **35** as the normal working hours and in **K4** enter **40** as your worked hours (5 hours of overtime in your first week! Very keen).
7. Double click in cell **K5**, edit the **Tax Code** in the cell to **350L**. The **Net Pay** in cell **K11** should be **£161.58**.
8. In cell **F1** the name **Stephenson** is not the correct spelling. Make **F1** the active cell and type **Stevenson** to overwrite the original.
9. Delete the contents of cell **F8**.
10. The contents of cell **F8** were deleted in error. Undo the last action.
11. Click on cell **F10** to display the formula for calculating the **Income Tax**. Look in the **Formula Bar** to view the formula. Fortunately this advanced formula is correct and does not need editing.
12. The **Income Tax** rate has been reduced from 25 pence in the pound to 22 pence. Change **25** in cell **B14** to **22**. Everyone's net pay will increase.
13. Close the workbook without saving.