

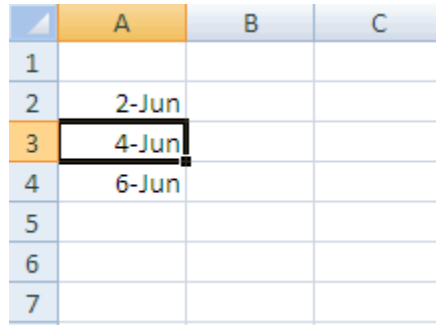
Excel 2007 Manipulating Data

Excel allows you to move, copy, and paste cells and cell content through cutting and pasting and copying and pasting.

Select Data

To select a cell or data to be copied or cut:

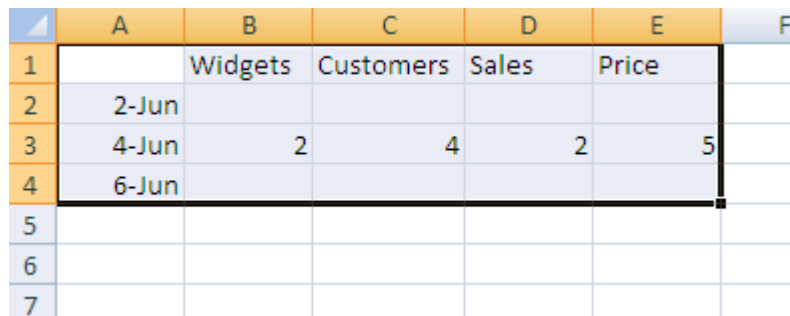
- Click the **cell**



A screenshot of an Excel spreadsheet with columns A, B, and C, and rows 1 through 7. The cell containing '4-Jun' in row 3, column A is selected, indicated by a thick black border around the cell.

	A	B	C
1			
2	2-Jun		
3	4-Jun		
4	6-Jun		
5			
6			
7			

- Click and drag the cursor to select many cells in a range

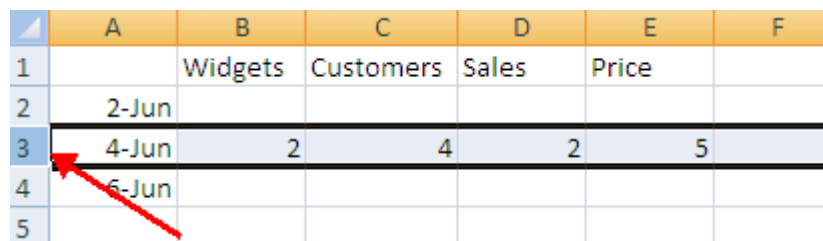


A screenshot of an Excel spreadsheet with columns A through F and rows 1 through 7. A range of cells from row 1 to row 4 and column A to column E is selected, indicated by a thick black border around the entire range.

	A	B	C	D	E	F
1		Widgets	Customers	Sales	Price	
2	2-Jun					
3	4-Jun	2	4	2	5	
4	6-Jun					
5						
6						
7						

Select a Row or Column

To select a row or column click on the **row** or **column header**.



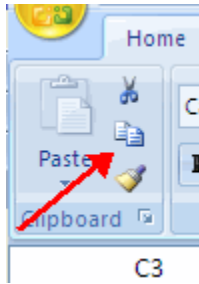
A screenshot of an Excel spreadsheet with columns A through F and rows 1 through 5. The entire row 3 is selected, indicated by a thick black border around the row. A red arrow points to the row header '3'.

	A	B	C	D	E	F
1		Widgets	Customers	Sales	Price	
2	2-Jun					
3	4-Jun	2	4	2	5	
4	6-Jun					
5						

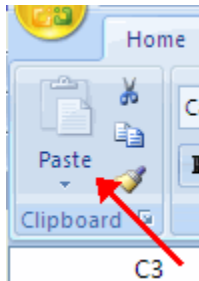
Copy and Paste

To copy and paste data:

- Select the cell(s) that you wish to copy
- On the **Clipboard** group of the **Home** tab, click **Copy**



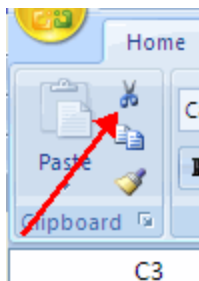
- Select the cell(s) where you would like to copy the data
- On the **Clipboard** group of the **Home** tab, click **Paste**



Cut and Paste

To cut and paste data:

- Select the cell(s) that you wish to copy
- On the **Clipboard** group of the **Home** tab, click **Cut**

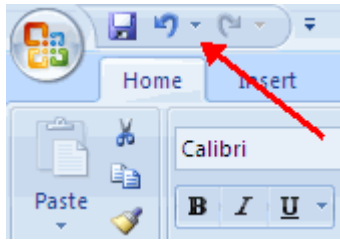


- Select the cell(s) where you would like to copy the data
- On the **Clipboard** group of the **Home** tab, click **Paste**

Undo and Redo

To undo or redo your most recent actions:

- On the **Quick Access Toolbar**
- Click **Undo** or **Redo**



Auto Fill

The Auto Fill feature fills cell data or series of data in a worksheet into a selected range of cells. If you want the same data copied into the other cells, you only need to complete one cell. If you want to have a series of data (for example, days of the week) fill in the first two cells in the series and then use the auto fill feature. To use the Auto Fill feature:

- **Click** the **Fill Handle**
- **Drag** the **Fill Handle** to complete the cells

	A	B	C	D
1		Widgets	Customers	Sales
2	2-Jun			
3	4-Jun	2	4	
4	6-Jun			
5				