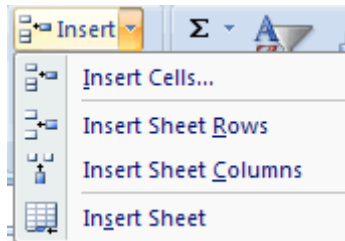


Excel 2007- Insert Cells, Rows, and Columns

To insert cells, rows, and columns in Excel:

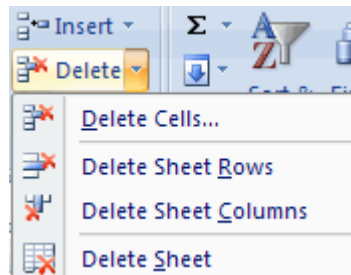
- Place the cursor in the row below where you want the new row, or in the column to the left of where you want the new column
- Click the **Insert** button on the **Cells** group of the **Home** tab
- Click the appropriate choice: **Cell, Row, or Column**



Delete Cells, Rows and Columns

To delete cells, rows, and columns:

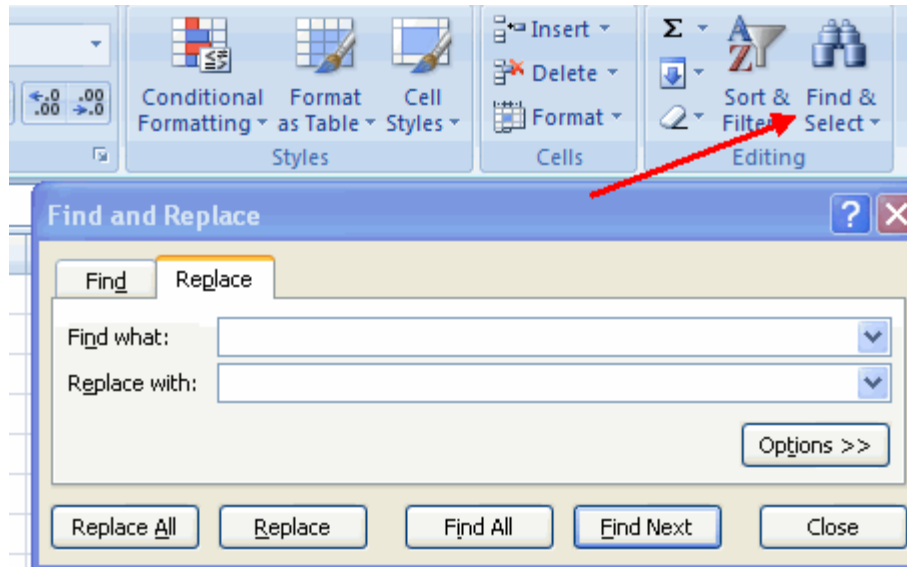
- Place the cursor in the cell, row, or column that you want to delete
- Click the **Delete** button on the **Cells** group of the **Home** tab
- Click the appropriate choice: **Cell, Row, or Column**



Find and Replace

To find data or find and replace data:

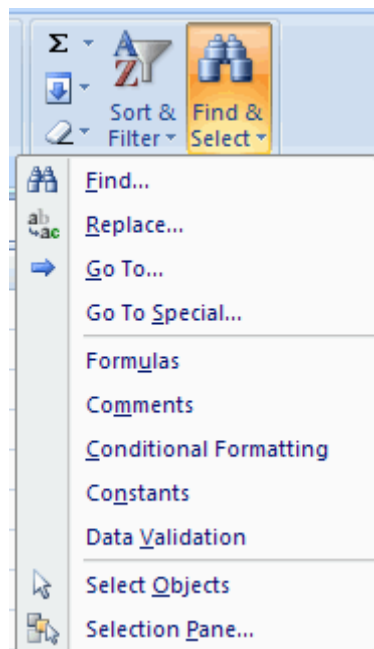
- Click the **Find & Select** button on the **Editing** group of the **Home** tab
- Choose **Find** or **Replace**
- Complete the **Find What** text box
- Click on **Options** for more search options



Go To Command

The Go To command takes you to a specific cell either by cell reference (the Column Letter and the Row Number) or cell name.

- Click the **Find & Select** button on the **Editing** group of the **Home** tab
- Click **Go To**



Spell Check

To check the spelling:

- On the **Review** tab click the **Spelling** button

