



# Microsoft Office Virtual Learning

## Cell Basics

**April 30, 2020**



Lesson: April 30, 2020

**Objective/Learning Target:**

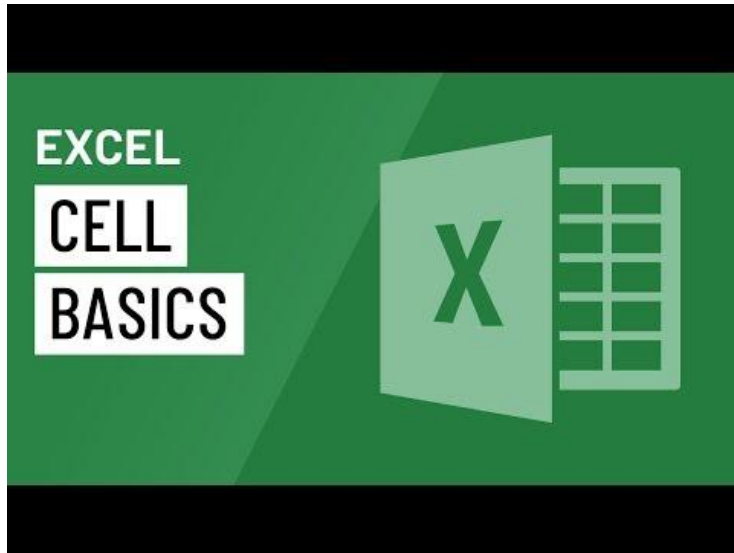
Students will learn how to insert and delete cells and cell content, drag and drop cells, use the fill handle and use the copy and paste function



# Introduction

Whenever you work with Excel and Google Sheets, 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.

## Excel



<https://youtu.be/6mSKsaquTAM>

## Google Sheets



<https://youtu.be/HLp6nbp8Vlc>

# Understanding Cells

Every spreadsheet 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 10, so the cell address is C10. Note that a cell's column and row headings become darker when the cell is selected.

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'll refer to a cell range using the cell address 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.

## Cell Range A1:A8

	A	B	C	D	E	F	G
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

## Cell Range A2:B8

	A	B
1	Date	Sales
2	5/6/2016	\$100.00
3	5/7/2016	\$121.00
4	5/8/2016	\$86.00
5	5/9/2016	\$25.00
6	5/10/2016	\$154.00
7	5/11/2016	\$110.00
8	5/12/2016	\$80.00

# Understanding Cell Content

Any information you enter into a spreadsheet will be stored in a cell. Each cell can contain several different types of content, including text, formatting, formulas, and functions.

- Text:** Cells can contain text, such as letters, numbers, and dates.
  
- 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.
  
- 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.

	A	B	C
1	Date	Sales	Percentage of Total
2	5/6/2016	100	0.1479
3	5/7/2016	121	0.1790
4	5/8/2016	86	0.1272
5	5/9/2016	25	0.0370
6	5/10/2016	154	0.2278
7	5/11/2016	110	0.1627
8	5/12/2016	80	0.1183
9			

	A	B	C
1	Date	Sales	Percentage of Total
2	May 6	\$100.00	14.79%
3	May 7	\$121.00	17.90%
4	May 8	\$86.00	12.72%
5	May 9	\$25.00	3.70%
6	May 10	\$154.00	22.78%
7	May 11	\$110.00	16.27%
8	May 12	\$80.00	11.83%
9			

	A	B	C
1	Date	Sales	Percentage of Total
2	May 6	\$100.00	14.79%
3	May 7	\$121.00	17.90%
4	May 8	\$86.00	12.72%
5	May 9	\$25.00	3.70%
6	May 10	\$154.00	22.78%
7	May 11	\$110.00	16.27%
8	May 12	\$80.00	11.83%
9	Total Sales	\$676.00	

# Select a Cell

## Excel

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

1. Click a cell to select it. In our example, we'll select cell D9.
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.

Department	First Name	Last Name	User Name	Part 1	Part 2
Sales	Walter	Rivera	wrivera	X	X
Sales	Heidi	Lee		X	X
Claims	Josie	Gates		X	X
Accounting	Wendy	Crocker		X	X
Accounting	Loretta	Johnson		X	
Sales	Walter	Rivera		X	
Claims	Misty	Whitfield		X	
Marketing	Matilda	Lewis		X	
Accounting	Elizabeth	Hicks		X	
HR	Alvin	Rios		X	
HR	Brian	Gaines		X	
Sales	Megan	Bosworth		X	
Claims	Maria	Menzies		X	
Claims	Micheal	Russell		X	

## Sheets

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

1. Click a cell to select it.
2. A blue box will appear around the selected cell.

	A	B	C
1	Art Museum Field Trip Checklist		
2			
3	Student	Attending	Not Attending
4	Anderson, Stewart	x	
5	Bledsoe, David	x	
6	Carter, Angela	x	
7	Flint, Tony		x
8	Jimenez, Alfonso	x	
9	Jones, Drew	x	

# Select a Cell Range

## Excel

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

1. Click and drag the mouse until all of the adjoining cells you want to select are highlighted. In our example, we'll select the cell range B5:C18.
2. Release the mouse to select the desired cell range. The cells will remain selected until you click another cell in the worksheet.

The screenshot shows an Excel spreadsheet with a yellow header row for 'VESTA Leadership Training'. Below it is a table with columns for Department, Field Name, Last Name, User Name, Part 1, and Part 2. A blue selection box highlights the range from cell B5 to C18, covering the 'Field Name' and 'Last Name' columns for rows 5 through 18.

Department	Field Name	Last Name	User Name	Part 1	Part 2
Sales	Walter	Rivera	X	X	
Sales	Heidi	Lee	X	X	
Claims	Josie	Gates	X	X	
Accounting	Wendy	Crocker	X	X	
Accounting	Loretta	Johnson	X		
Sales	Walter	Rivera	X		
Claims	Misty	Whitfield	X		
Marketing	Martilda	Lewis	X		
Accounting	Elizabeth	Hicks	X		
HR	Alvin	Rios	X		
HR	Brian	Gainnes	X		
Sales	Megan	Bosworth	X		
Claims	Maria	Menzies	X		
Claims	Michael	Russell	X		

## Sheets

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

1. Click and drag the mouse until all of the cells you want to select are highlighted.
2. Release the mouse to select the desired cell range.

The screenshot shows a Google Sheet with a table titled 'Art Museum Field Trip Checklist'. The table has columns for Student, Attending, and Not Attending. A blue selection box highlights the range from cell B4 to C10, covering the 'Attending' and 'Not Attending' columns for rows 4 through 10.

	A	B	C
1	Art Museum Field Trip Checklist		
2			
3	Student	Attending	Not Attending
4	Anderson, Stewart	x	
5	Bledsoe, David	x	
6	Carter, Angela	x	
7	Flint, Tony		x
8	Jimenez, Alfonso	x	
9	Jones, Drew	x	
10	Martin, Billy		x



# Insert Cell Content

## Excel

1. Click a cell to select it. In our example, we'll select cell F9.
2. Type something 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.

Department	First Name	Last Name	User Name	Part 1	Part 2	On hold	Part 3
Sales	Walter	Rivera	wrivera	X	X	On hold	X
Sales	Heidi	Lee		X	X	On hold	
Claims	Josie	Gates		X	X		X
Accounting	Wendy	Crocker		X	X		
Accounting	Loretta	Johnson		X	X		X
Sales	Walter	Rivera		X			X
Claims	Misty	Whitfield		X			

## Sheets

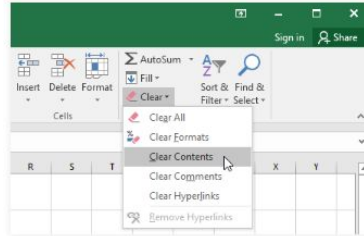
1. Select the desired cell.
2. Type content into the selected cell, then press Enter. The content will appear in the cell and the formula bar. You can also input content into and edit cell content in the formula bar.

	A	B	C
1	Art Museum Field Trip Checklist		
2			
3	Student	Attending	Not Attending
4	Anderson, Stewart	x	
5	Bledsoe, David	x	
6	Carter, Angela	x	
7	Flint, Tony		x
8	Jimenez, Alfonso	x	
9	Jones, Drew	x	
10	Martin, Billy		x
11	Quince, Tim		x
12	Polanski, Lisa		x
13	Olsen, Stephanie	x	
14	Stephenson, Anneke		

# Delete Cell Content

## Excel

1. Select the cell(s) with content you want to delete. In our example, we'll select the cell range A10:H10.
2. Select the Clear command on the Home tab, then click Clear Contents.
3. The cell contents will be deleted.



VESTA Leadership Training 6-Part Series						
INSURANCE GROUP						
Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3
Sales	Walter	Rivera	wrivera	X	X	On hold X
Sales	Heidi	Lee		X	X	On hold
Claims	Josie	Gates		X	X	X
Accounting	Wendy	Crocker		X	X	
Accounting	Loretta	Johnson		X	X	X
Claims	Misty	Whitfield		X		
Marketing	Matilda	Lewis		X		
Accounting	Elizabeth	Hicks		X		X
HR	Alvin	Rios		X		

- You can also use the Delete key on your keyboard to delete content from multiple cells at once. The Backspace key will only delete content from one cell at a time.

## Sheets

1. Select the cell you want to delete.
2. Press the Delete or Backspace key on your keyboard. The cell's contents will be deleted.

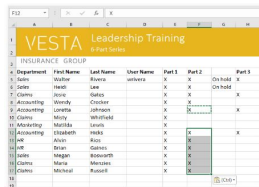
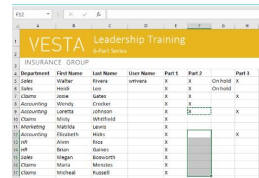
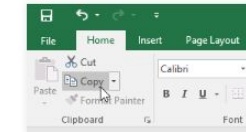
	A	B	C
1	Art Museum Field Trip Checklist		
2			
3	Student	Attending	Not Attending
4	Anderson, Stewart	x	
5	Bledsoe, David	x	
6	Carter, Angela	x	
7	Flint, Tony		x
8	Jimenez, Alfonso	x	
9	Jones, Drew	x	
10	Martin, Billy		x
11	Quince, Tim		x
12	Polanski, Lisa		x
13	Olsen, Stephanie		
14	Stephenson, Anneke		

# Copy and Paste Cell Content

## Excel

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. In our example, we'll select F9.
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. In our example, we'll select F12:F17. The copied cell(s) will have a dashed box around them.
4. Click the Paste command on the Home tab, or press Ctrl+V on your keyboard.
5. The content will be pasted into the selected cells.



## Sheets

It's easy to copy content that is already entered into your spreadsheet and paste this content to other cells.

1. Select the cells you want to copy.
2. Press Ctrl+C (Windows) or Command+C (Mac) on your keyboard to copy the cells.
3. Select the cell or cells where you want to paste the content. The copied cells will now have a box around them.
4. Press Ctrl+V (Windows) or Command+V (Mac) on your keyboard to paste the cells.

	A	B	C	D	E
1	Art Museum Field Trip Checklist				
2					
3	Student	Attending	Not Attending	Permission Slip Returned	
4	Anderson, Stewart	x		x	
5	Barbosa, David	x		x	
6	Carter, Angela	x			
7	Frost, Tony		x		
8	Jimenez, Alfredo	x		x	
9	Jones, Drew	x		x	
10	Matin, Billy		x		
11	Quince, Tim		x		
12	Purason, Lisa		x		
13	Olson, Stephanie				
14	Stephenson, Amanda				
15	Stubb, Amelia				
16	Tims, Male				
17	Zimmerman, Jude				

	A	B	C	D	E
1	Art Museum Field Trip Checklist				
2					
3	Student	Attending	Not Attending	Permission Slip Returned	
4	Anderson, Stewart	x		x	
5	Barbosa, David	x		x	
6	Carter, Angela	x			
7	Frost, Tony		x		
8	Jimenez, Alfredo	x		x	
9	Jones, Drew	x		x	
10	Matin, Billy		x		
11	Quince, Tim		x		
12	Purason, Lisa		x		
13	Olson, Stephanie				
14	Stephenson, Amanda				
15	Stubb, Amelia				
16	Tims, Male				
17	Zimmerman, Jude				

	A	B	C	D	E
1	Art Museum Field Trip Checklist				
2					
3	Student	Attending	Not Attending	Permission Slip Returned	
4	Anderson, Stewart	x		x	
5	Barbosa, David	x		x	
6	Carter, Angela	x			
7	Frost, Tony		x		
8	Jimenez, Alfredo	x		x	
9	Jones, Drew	x		x	
10	Matin, Billy		x		
11	Quince, Tim		x		
12	Purason, Lisa		x		
13	Olson, Stephanie				
14	Stephenson, Amanda				
15	Stubb, Amelia				
16	Tims, Male				
17	Zimmerman, Jude				

# Drag and Drop Cell Content

## Excel

Instead of cutting, copying, and pasting, you can drag and drop cells to move their contents.

1. Select the cell(s) you want to move. In our example, we'll select H4:H12.
2. Hover the mouse over the border of the selected cell(s) until the mouse changes to a pointer with four arrows.
3. Click and drag the cells to the desired location. In our example, we'll move them to G4:G12.
4. Release the mouse. The cells will be dropped in the selected location.

VESTA Leadership Training  
 6 Part Sessions

INSURANCE GROUP						
Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3
Sales	Walter	Rivera	wrivera	X	X	X
Sales	Hendri	Lee		X	X	X
Cleams	Jose	Gibbs		X	X	X
Accounting	Wendy	Crocker		X	X	X
Accounting	Loretta	Johnson		X	X	X
Cleams	Wendy	Whitfield		X	On hold	X
Accounting	Maritza	Lewis		X	On hold	X
Accounting	Elizabeth	Hicks		X	X	X
Art	Alan	Ross		X	X	X
Art	Brian	Galles		X	X	X
IS	Megan	Brownorth		X	X	X
IS	Maria	Mannens		X	X	X
IS	Cleams	Michael	Russell	X	X	X

VESTA Leadership Training  
 6 Part Sessions

INSURANCE GROUP						
Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3
Sales	Walter	Rivera	wrivera	X	X	X
Sales	Hendri	Lee		X	X	X
Cleams	Jose	Gibbs		X	X	X
Accounting	Wendy	Crocker		X	X	X
Accounting	Loretta	Johnson		X	X	X
Cleams	Mindy	Whitfield		X	On hold	X
Accounting	Maritza	Lewis		X	On hold	X
Accounting	Elizabeth	Hicks		X	X	X
Art	Alan	Ross		X	X	X
Art	Brian	Galles		X	X	X
IS	Megan	Brownorth		X	X	X
IS	Cleams	Maria	Mannens	X	X	X
IS	Cleams	Michael	Russell	X	X	X

## Sheets

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

1. Select a cell, then hover the mouse over an outside edge of the blue box. The cursor will turn into a hand icon.
2. Click and drag the cell to its desired location.
3. Release the mouse to drop the cell.

	A	B	C	D	E
1	Art Museum Field Trip Checklist				
2					
3	Student	Attending	Not Attending	Permission Slip Returned	
4	Anderson, Stewart	X		X	
5	Bledsoe, David	X		X	
6	Carter, Angela	X			
7	Flint, Tony	X			
8	Jimenez, Alfonso	X		X	
9	Jones, Drew	X		X	
10	Martin, Billy	X			
11	Quince, Tim	X			
12	Polanski, Lisa	X			

	A	B	C	D	E
1	Art Museum Field Trip Checklist				
2					
3	Student	Attending	Not Attending	Permission Slip Returned	
4	Anderson, Stewart	X		X	
5	Bledsoe, David	X		X	
6	Carter, Angela	X			
7	Flint, Tony	X		X	
8	Jimenez, Alfonso	X		X	
9	Jones, Drew	X		X	
10	Martin, Billy	X			
11	Quince, Tim	X			
12	Polanski, Lisa	X			

# Using the Fill Handle

## Excel

If you're copying cell content to adjacent cells in the same row or column, the fill handle is a good alternative to the copy and paste commands.

1. Select the cell(s) containing the content you want to use, then hover the mouse over the lower-right corner of the cell so the fill handle appears.
2. Click and drag the fill handle until all of the cells you want to fill are selected. In our example, we'll select G13:G17.
3. Release the mouse to fill the selected cells.

A screenshot of an Excel spreadsheet titled "VESTA Leadership Training 6-Part Series". The spreadsheet has columns for Department, First Name, Last Name, User Name, and three parts of a series. A small square with a plus sign (the fill handle) is visible in the bottom-right corner of cell G13.

Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3
Sales	Walter	Rivera	wriverer	X	X	X
Sales	Heidi	Lee	X	X	X	X
Claims	Jocoe	Cooper	X	X	X	X
Accounting	Wendy	Crocker	X	X	X	X
Accounting	Lorelei	Johnson	X	X	X	X
Claims	Mary	Whitfield	X	On hold	X	X
Accounting	Marilee	Lewis	X	On hold	X	X
Accounting	Elizabeth	Wicks	X	X	X	X
HR	John	Bliss	X	X	X	X
HR	Brian	Gaines	X	X	X	X
Sales	Megan	Bowen	X	X	X	X
Claims	Mary	Mercers	X	X	X	X
Claims	Michael	Russell	X	X	X	X

A second screenshot of the same Excel spreadsheet, showing the fill handle being dragged from cell G13 down to cell G17. A grey shaded area indicates the range of cells being filled.

Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3
Sales	Walter	Rivera	wriverer	X	X	X
Sales	Heidi	Lee	X	X	X	X
Claims	Jocoe	Cooper	X	X	X	X
Accounting	Wendy	Crocker	X	X	X	X
Accounting	Lorelei	Johnson	X	X	X	X
Claims	Mary	Whitfield	X	On hold	X	X
Accounting	Marilee	Lewis	X	On hold	X	X
Accounting	Elizabeth	Wicks	X	X	X	X
HR	John	Bliss	X	X	X	X
HR	Brian	Gaines	X	X	X	X
Sales	Megan	Bowen	X	X	X	X
Claims	Mary	Mercers	X	X	X	X
Claims	Michael	Russell	X	X	X	X

## Sheets

There may be times when you want to copy the content of one cell to several other cells in your spreadsheet. 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 from one cell to any other cells in the same row or column.

1. Select the cell you want to use. A small square—known as the fill handle—will appear in the bottom-right corner of the cell.
2. Hover the mouse over the fill handle. The cursor will change to a black cross.
3. Click and drag the fill handle over the cells you want to fill. A dotted black line will appear around the cells that will be filled.
4. Release the mouse to fill the selected cells.

A screenshot of an Excel spreadsheet titled "Art Museum Field Trip Checklist". A blue selection box is around cell B3, and a black cross cursor is over the fill handle in the bottom-right corner of that cell.

	A	B	C	D	E
1	Art Museum Field Trip Checklist				
2					
3	Student	Attending	Not Attending	Permission Slip Returned	
4	Anderson, Stewart	x			
5	Bladsoe, David	x		x	
6	Carter, Angela	x			
7	Fitz, Tony	x			
8	Jimenez, Alfonso	x		x	
9	Jones, Drew	x		x	
10	Martin, Billy	x			
11	Quinn, Tim	x			
12	Polanski, Lisa	x			
13	Olson, Stephanie	x			
14	Stephenson, Annette	x			
15	Stubbs, Amelia	x			
16	Tims, Mike				
17	Zimmerman, Jude				

A second screenshot of the same Excel spreadsheet, showing the fill handle being dragged from cell B3 down to cell B17. A blue shaded area indicates the range of cells being filled.

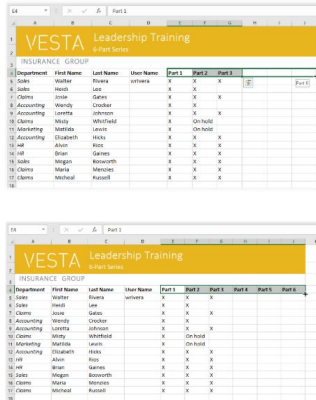
	A	B	C	D	E
1	Art Museum Field Trip Checklist				
2					
3	Student	Attending	Not Attending	Permission Slip Returned	
4	Anderson, Stewart	x			
5	Bladsoe, David	x		x	
6	Carter, Angela	x			
7	Fitz, Tony	x			
8	Jimenez, Alfonso	x		x	
9	Jones, Drew	x		x	
10	Martin, Billy	x			
11	Quinn, Tim	x			
12	Polanski, Lisa	x			
13	Olson, Stephanie	x			
14	Stephenson, Annette	x			
15	Stubbs, Amelia	x			
16	Tims, Mike				
17	Zimmerman, Jude				

# Using the Fill Handle to Continue a Series

## Excel

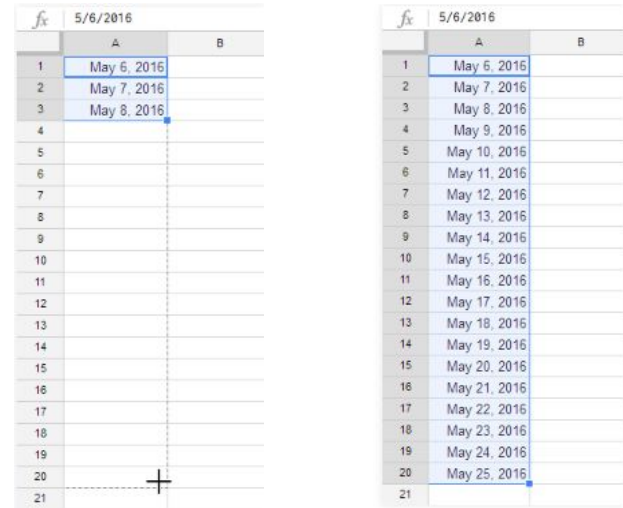
The fill handle can also be used to continue a series. Whenever the content of a row or column follows a sequential order, like numbers (1, 2, 3) or days (Monday, Tuesday, Wednesday), the fill handle can guess what should come next in the series. In most cases, you will need to select multiple cells before using the fill handle to help Excel determine the series order. Let's take a look at an example:

1. Select the cell range that contains the series you want to continue. In our example, we'll select E4:G4.
2. Click and drag the fill handle to continue the series.
3. Release the mouse. If Excel understood the series, it will be continued in the selected cells. In our example, Excel added Part 4, Part 5, and Part 6 to H4:J4.



## Sheets

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 will guess what should come next in the series. In our example below, the fill handle is used to extend a series of dates in a column.





# Challenge

## Excel

1. Open Excel 2016.
2. In cell A1, type the date using the format M/D/YY (for example, 5/30/17).
3. Use the fill handle to place dates in cells A1:A10.
4. Use drag and drop to move the dates to cells B1:B10.
5. Delete the content in cell B5.

## Sheets

1. Open Google Sheets and create a new blank spreadsheet.
2. Change the spreadsheet title from Untitled Spreadsheet to Practice Spreadsheet.
3. In cell A1, type the date using the format M/D/YY (for example, 5/30/17).
4. Use the fill handle to place dates in cells A1:A10.
5. Use drag and drop to move the dates to cells B1:B10.
6. Delete the content in cell B5.

For More Resources:

Microsoft Excel:

<https://edu.gcfglobal.org/en/excel2016/cell-basics/1/>

Google Sheets:

<https://edu.gcfglobal.org/en/googlespreadsheets/getting-started-with-google-sheets/1/>