

## Worksheets

Using the Cut, Copy and Paste buttons or the Excel drag-and-drop feature, you can copy or move information from one cell or range in your worksheet to another. You can also cut, copy, and paste data from one worksheet to another to make corrections, and add information using the Office clipboard, which can store up to 12 items.

### Deleting contents

- STEP 1:** Select a range of cells of which contents you would like to delete  
**STEP 2:** Press [Del] on the keyboard

### Copy and Moving Cell Content

Figure 5.1.1

	A	B	C
1			
2	<b>E-Learning Team Positions</b>	<b>Names</b>	<b>Ext</b>
3	Manager	Juliet	3068
4	IDT Coordinator	Carolynne	3200
5	MDT Coordinator	Faghad	2517
6	SDT Coordinator	Thembelani	2504
7	ESS Coordinator	Maveia	2501
8	DAL Coordinator	Tohreh	2534
9	DMT Coordinator	Daniels	2676
10			
11			
12	<b>Other Useful Members</b>	<b>Names</b>	<b>Ext</b>
13	Instructional Designers	Nonna & Tasneem	3200
14	Material Developer	Mchewolo	2496
15	Staff development & Training	Henok	2604
16	E-learning student support	Sinethemba	2501
17	Digital Academic Literacy	Pungile	2565
18	Digital Media	Bradley & Clint	2676

- STEP 1:** Select a range of cells of which contents you would like to copy/move  
**STEP 2:** Click **Edit** then **Copy/Cut** OR Click the Copy button or Cut button on the Standard toolbar
- The selected range is copied to the Office Clipboard, a temporary storage file that holds the selected information you copy or cut. A moving border surrounds the selected range until you press [Esc] or copy additional information to the clipboard. To copy the most recent item copied to the clipboard to a new location, you click a new cell and then use Paste command.

Figure 5.1.2

# Excel Training Manual

**M Woodhall**



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