

# Excel Lesson 3

## Clearing Cell Contents

- Select cells to be cleared by clicking left mouse button and dragging
- Select **Edit**, then **Clear**
- Choose All, or Formats, or Contents, or Comments

The screenshot shows the Microsoft Excel interface with a spreadsheet. The spreadsheet has columns labeled REGION, NORTH, EAST, SOUTH, and WEST. Rows 10 and 11 contain data for Jan and Feb. A red oval highlights the cells in the SOUTH and WEST columns for Jan and Feb (B10:E11). A red arrow points from the text 'Cells to be Cleared' to the highlighted area.

	A	B	C	D	E	F	G	H	I
9	REGION	NORTH	EAST	SOUTH	WEST				
10	Jan	20	30	40	50				
11	Feb	60	70	80	90				
12	Mar	100	110	120	130				
13		180	210	240	270				
14									
15	AutoFormat Example Using Accounting 4								
16	REGION	NORTH	EAST	SOUTH	WEST				
17	Jan	\$ 20.00	\$ 30.00	\$ 40.00	\$ 50.00				
18	Feb	60.00	70.00	80.00	90.00				
19	Mar	100.00	110.00	120.00	130.00				
20	TOTAL	\$180.00	\$210.00	\$240.00	\$270.00				

# Microsoft Excel Lesson 3 Review Answers

**LP Steffe**



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