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 dipboard, 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

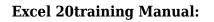
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-	A	I N B	1 0
1	Section for the control of the contr		
20	E-Learning Team Positions	Names	Ext
30 -	Manager	Juliet	3006
46	IDT Coordinator	Carolymne	312500
65	MDT Coordinator	Faghad	2:517
C5	SDT Coordinator	Thembelani	25504
7	ESS Coordinator	Marveda	2501
(3)	DAL Goordinator	Tahninin	2534
190	DMT Coordinator	Daniets	2/6/78
10			
7.7			
125	Other Useful Members	Names	Ext
71.20	Instructional Designers	Nonna & Tasneem	3200
1.4	Material Developer	Mahwoxolo	2496
155	Staff development & Training	Historia	2504
TYLES.	Elearning student support	Standardon	2501
X.	Digital Academic Literacy	Fungile	2964
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- STEP 1: Select a range of cells of which contents you would like to copy/move
- STEP 2: Click Edit then CopylCut 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 dipboard. To copy the most recent item copied to the dipboard to a new location, you dick a new cell and then use Paste command.

Figure 5.1.2

Excel 20training Manual

JG Myers



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