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

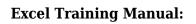
	Figure 5.1.1		
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Figure 1	File Edit Yeary Dropert Format To	solul Data Satradow	h today
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Name of Street	A12 - & Other Usefu		2.4
	A	T B	
- 1	And the second s		
20	E-Learning Team Positions	Names	HE SET
31 -	Manager	Juliet	3009
46	IDT Coordinator	Carolymne	312/0/0
455	MDT Coordinator	Faghad	2517
105	SDT Coordinator	Thembetani	2:50-4
7	ESS Coordinator	Marveda	2501
(3)	DAL Goordinator	Tahninin	2534
190	DMT Coordinator	Daniets	2676
11(0)			
7.7			
125	Other Useful Members	Names	Ext
71.20	Instructional Designers	Nonna & Tasneem	3200
1.4	Material Developer	Mahwoxolo	2496
15	Staff development & Training	Henok	2504
No.	Elearning student support	Standards	2501
7.	Digital Academic Literacy	Fungile	2966
m / 100	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 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 Training Manual

M Lipman



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