

## 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





- 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 Lipman**



## **Excel Training Manual:**

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