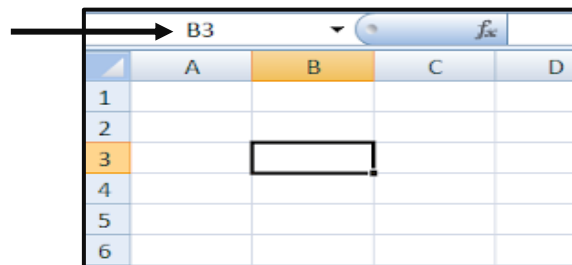


Cell

- ☐ A **cell** is a rectangular box that occurs at the intersection of a vertical column and a horizontal row in a spreadsheet.
- ☐ Columns are identified by letters (A, B, C), while rows are identified by numbers (1, 2, 3).

Cell address



Insert data

- ☐ Select the cell and type content into the selected cell then press Enter key. The content will appear in the cell and the formula bar.
- ☐ To edit the content, double click the cell and and modify, or select the cell and modify data in formula bar.

Delete data

- ☐ Select the cell and press backspace.

Insert cell

- ☐ Select the cell where you want the new, blank cells to appear, in home tab click insert option
- ☐ Or right click the cell where you want the new, blank cells to appear and select insert option .

Now The Insert dialog box opens. ...

Shift cells right to shift cells in the same row to the right.

Shift cells down - It shift cells to downward

Choose an option, then click OK.

Delete cell

- ☐ Select the cell then click the delete option in the home tab
- ☐ Or right click the cell and select delete option.

Now The Insert dialog box opens. ...

Shift cells left - to shift cells in the same row to the left.

Shift cells up - It shift cells to upward

Choose an option, then click OK.

C4		<i>fx</i>	100			
	A	B	C	D	E	F
1	S.No	Name	Marks			
2	101	A	87			
3	102	B	46			
4	103	C	100			
5	104	D	67			
6	105	E	39			
7						
8						
9						

Delete ? X

Delete

☐ Shift cells left

☒ Shift cells up

☐ Entire row

☐ Entire column

OK Cancel

C4		<i>fx</i>	67	
	A	B	C	D
1	S.No	Name	Marks	
2	101	A	87	
3	102	B	46	
4	103	C	67	
5	104	D	39	
6	105	E		
7				

After deleted one cell the remaining cells lifted up