

Cell



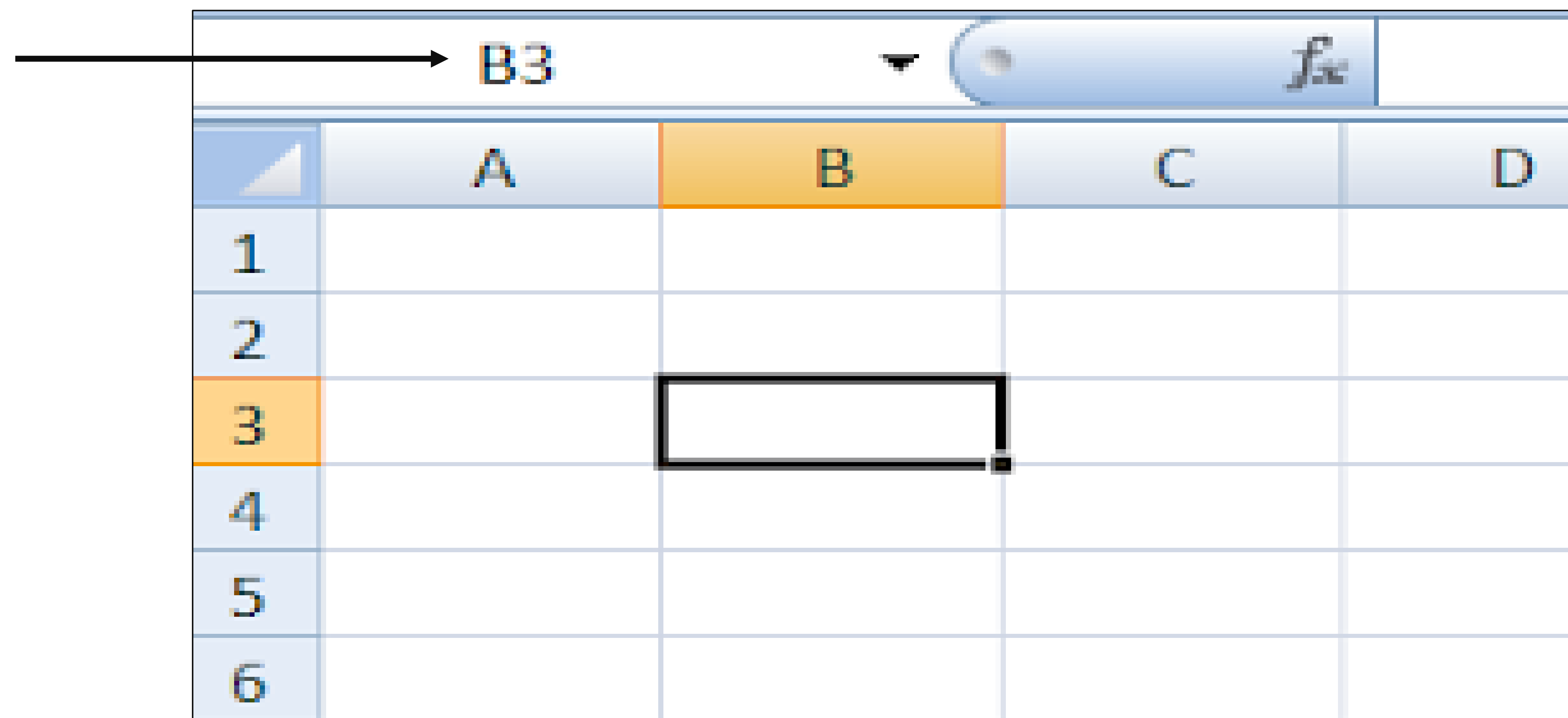


cell

- ❖ 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



The image shows a screenshot of an Excel spreadsheet. The active cell is B3, which is highlighted with a thick black border. The formula bar above the spreadsheet displays 'B3'. The spreadsheet grid shows columns A, B, C, and D, and rows 1 through 6. The cell B3 is currently empty.

	A	B	C	D
1				
2				
3				
4				
5				
6				



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 modify, or select the cell and modify data in formula bar.





Delete data

- ❑ Select the cell and press backspace.



	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						

Formula Bar: C4 = 100

Delete ? X

Delete

- Shift cells left
- Shift cells up
- Entire row
- Entire column

OK Cancel

	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