

How to delete cells in Excel

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Cách xóa ô trong Excel



For example, you have the following data table:

STT	Tên cửa hàng	Quý	Sản phẩm	Số lượng (Chiếc)	Đơn giá (VNĐ/Chiếc)	Tổng tiền (VNĐ)
1	Chi nhánh Hà Nội	1/2018	Áo sơ mi nam	52,871	190,000	10,045,490,000
2	Chi nhánh Hải Dương	1/2018	Đầm nữ	3,500	600,000	2,100,000,000
3	Chi nhánh Hồ Chí Minh	1/2018	Áo sơ mi nữ	52,590	600,000	7,500,000
4	Chi nhánh Hải Dương	3/2018	Áo sơ mi nữ	38,729	600,000	2,250,000
5	Chi nhánh Hà Nội	2/2018	Áo sơ mi nữ	41,180	600,000	5,000,000
6	Chi nhánh Đà Nẵng	1/2018	Đầm nữ	4,255	600,000	2,553,000,000
7	Chi nhánh Huế	1/2018	Đầm nữ	7,358	600,000	4,414,800,000
8	Chi nhánh Hồ Chí Minh	1/2018	Đầm nữ	1,672	600,000	541,200,000
9	Chi nhánh Hải Dương	4/2018	Đầm nữ	1,672	600,000	1,003,200,000
10	Chi nhánh Hồ Chí Minh	3/2018	Áo sơ mi nữ	43,800	190,000	10,950,000,000

Cell **E5** contains the content (formulas and data), format (number format and border), accompanying comments (Software Tips) and a link (link) to another file.

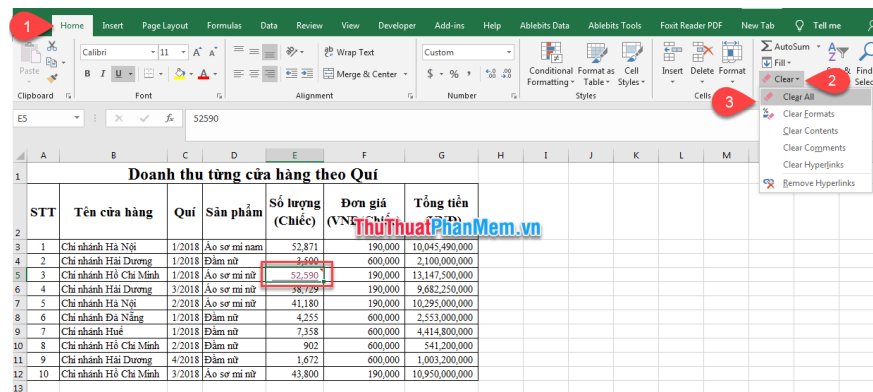
Delete the entire cell

To delete the entire contents, formatting, comments and links of a cell, follow these steps:

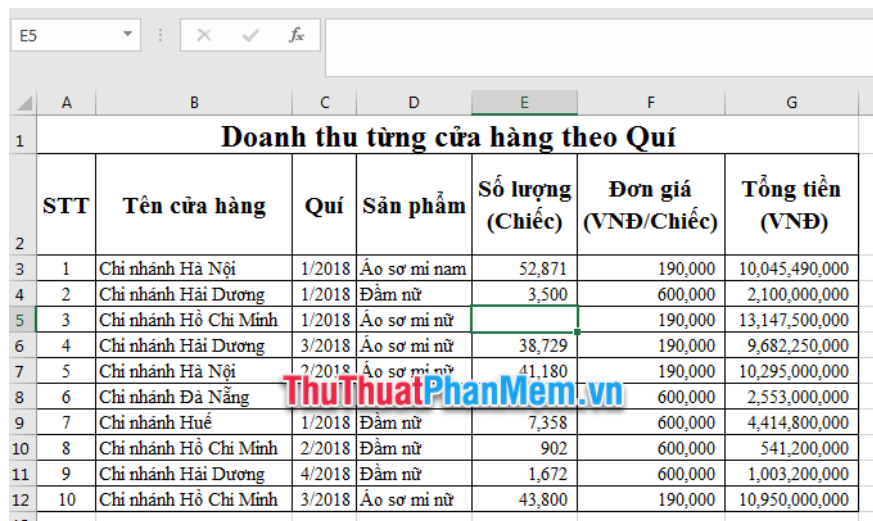
Step 1: You select the cell to be deleted. In the example above, cell E5.

Note, you can select a range of data or select a row / column in a spreadsheet.

Step 2: On the **Home** tab (1) , click on the **Clear** icon (2) . Select **Clear All** (3) to delete all contents of the cell.



The result is that all contents, formatting and notes of the cell have been deleted.

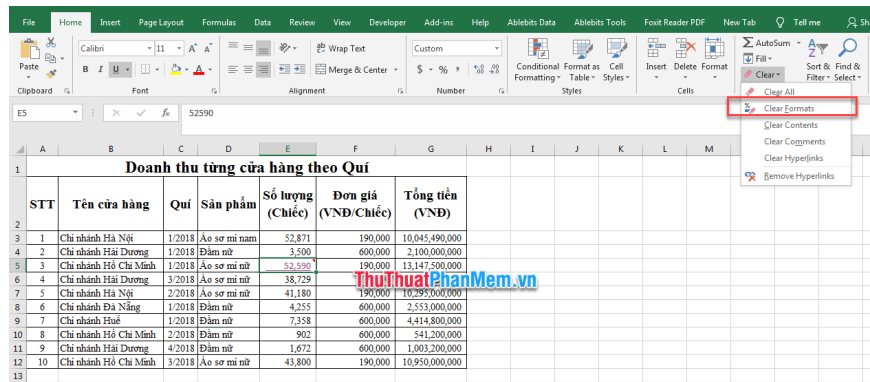


Note: To delete entire cells, you can use the Delete tool in Cells. However, if you use the unfiltered Delete tool, the data of columns and rows after the delete cell will be changed. So Ad encourages you to use the Clear tool to delete data for a cell or a range of data.

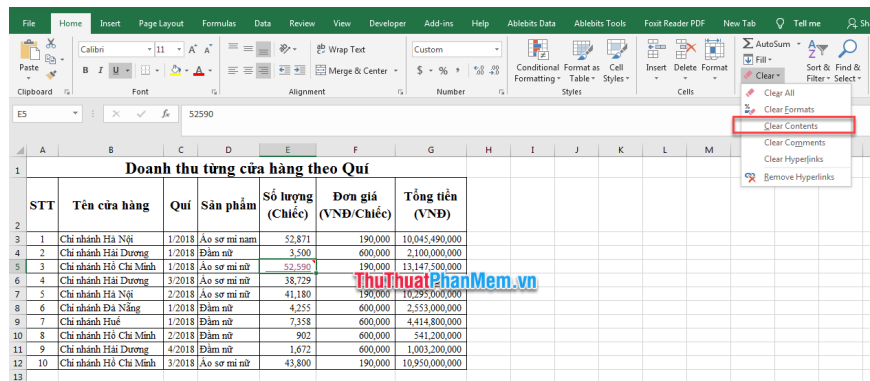
Only delete the contents / formatting / notes / links of the cell

The Clear tool is superior to Delete in that it allows users to choose to delete only one of the following points of the cell: content / format / notes / links.

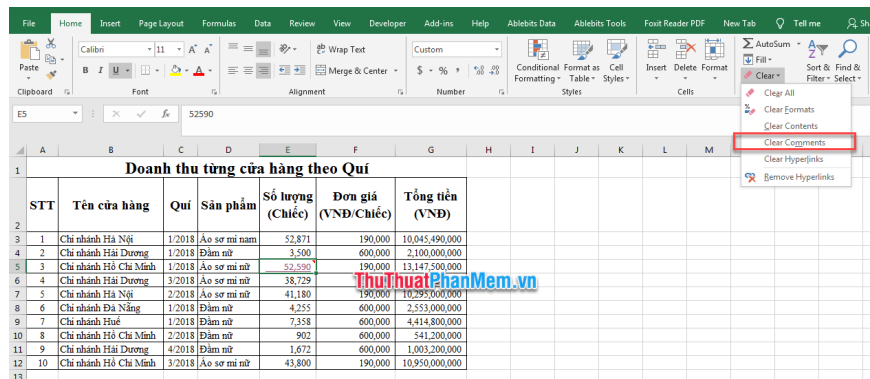
1. To delete the formatting applied to selected cells: in **Step 2** , instead of selecting **Clear All** , select **Clear Formats** .



1. To delete the content that is applied to the selected cells, select **Clear Contents** .



1. To delete notes applied to the selected cells, select **Clear Comments** .



1. To remove hyperlinks applied to selected cells, select **Clear Hyperlinks**.

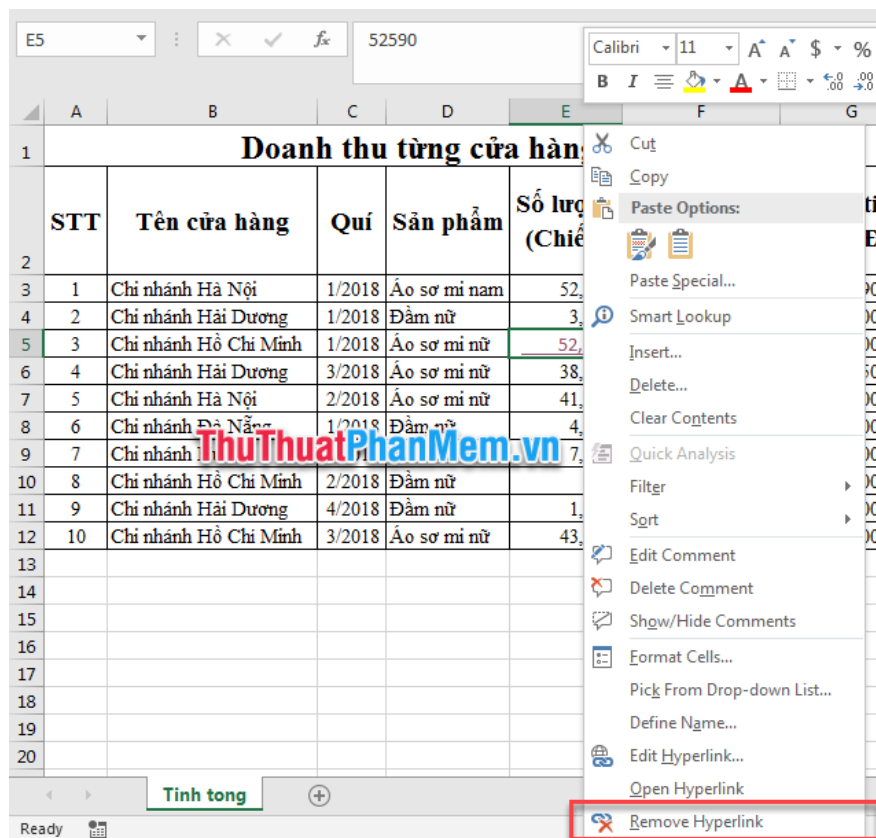
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4	Chi nhánh Hải Dương	3/2018	Áo sơ mi nữ	38,729	190,000	7,358,520,000
5	Chi nhánh Hà Nội	2/2018	Áo sơ mi nữ	41,180	190,000	7,824,200,000
6	Chi nhánh Đà Nẵng	1/2018	Đầm nữ	4,255	600,000	2,553,000,000
7	Chi nhánh Huế	1/2018	Đầm nữ	7,358	600,000	4,414,800,000
8	Chi nhánh Hồ Chí Minh	2/2018	Đầm nữ	902	600,000	541,200,000
9	Chi nhánh Hải Dương	4/2018	Đầm nữ	1,672	600,000	1,003,200,000
10	Chi nhánh Hồ Chí Minh	3/2018	Áo sơ mi nữ	43,800	190,000	8,322,000,000

Note:

1. To delete the contents of a cell without changing its format, notes, and links, you can select the cell to be deleted, and press the **Delete** or **Backspace** button on the keyboard.
2. To delete comments from a cell or range, select the cell or range to delete, right-click and select **Delete comment**.

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8	Chi nhánh Hồ Chí Minh	2/2018	Đầm nữ	902
9	Chi nhánh Hải Dương	4/2018	Đầm nữ	1,672
10	Chi nhánh Hồ Chí Minh	3/2018	Áo sơ mi nữ	43,800

1. To remove links, right-click the area to delete and select **Remove Hyperlink**.



Above, Dexterity Software has guided you a number of ways to delete content, notes of cells in Excel. Wish you success!

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