

MS Excel 2007 - Lesson 4: Working with data

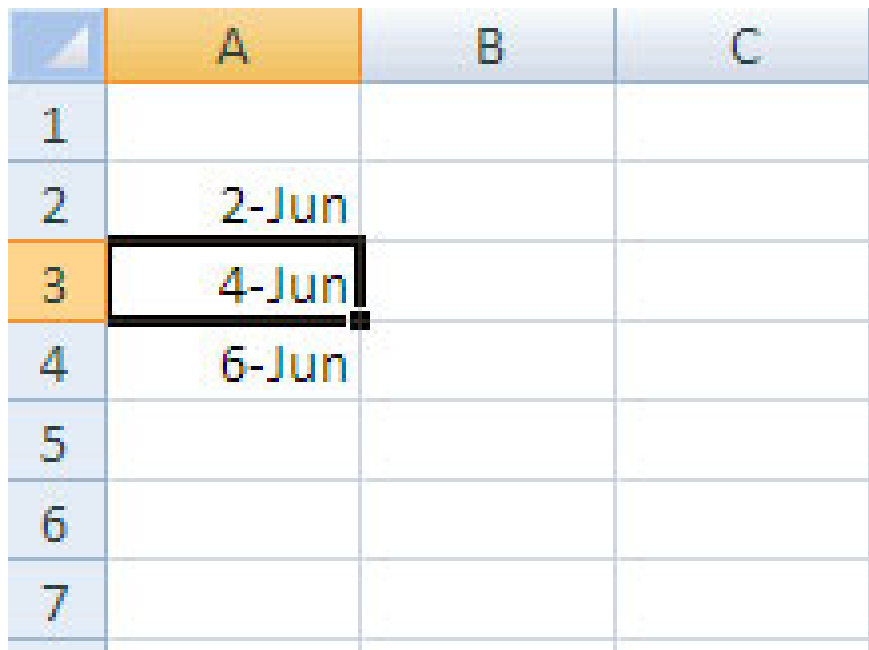
Excel allows you to move, copy and paste cells and text fields through cut and paste or copy and paste.

TipsMake.com - Excel allows you to move, copy and paste cells and content boxes through cut and paste or copy and paste .

Select data in Excel 2007 table

To select a cell or data area to copy or cut:

- Click on the box



	A	B	C
1			
2	2-Jun		
3	4-Jun		
4	6-Jun		
5			
6			
7			

- Click and drag the cursor to select multiple cells in an area

	A	B	C	D	E	F
1		Widgets	Customers	Sales	Price	
2	2-Jun					
3	4-Jun	2	4	2	5	
4	6-Jun					
5						
6						
7						

Select a row or column in Excel:

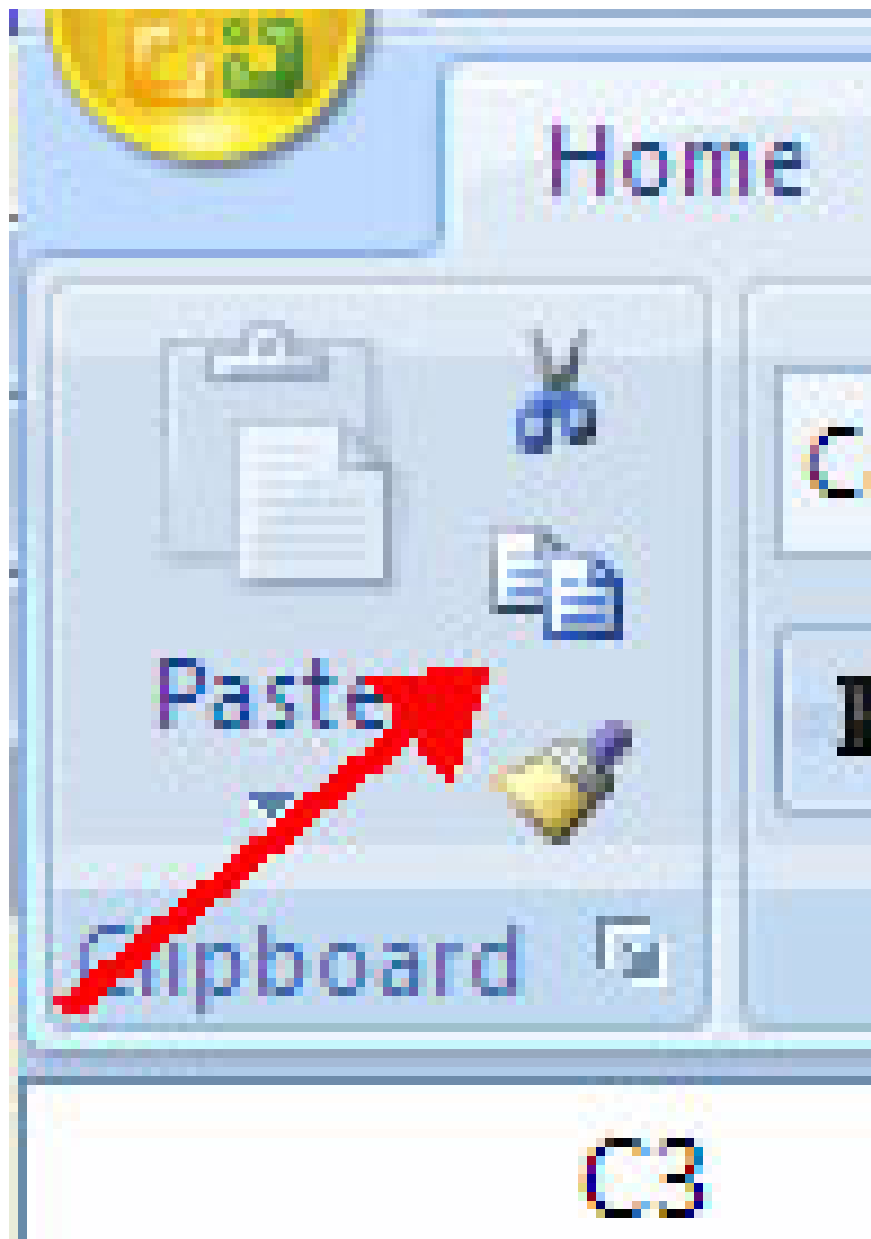
To select a row or column, click at the beginning of each row or column.

	A	B	C	D	E	F
1		Widgets	Customers	Sales	Price	
2	2-Jun					
3	4-Jun	2	4	2	5	
4	6-Jun					
5						

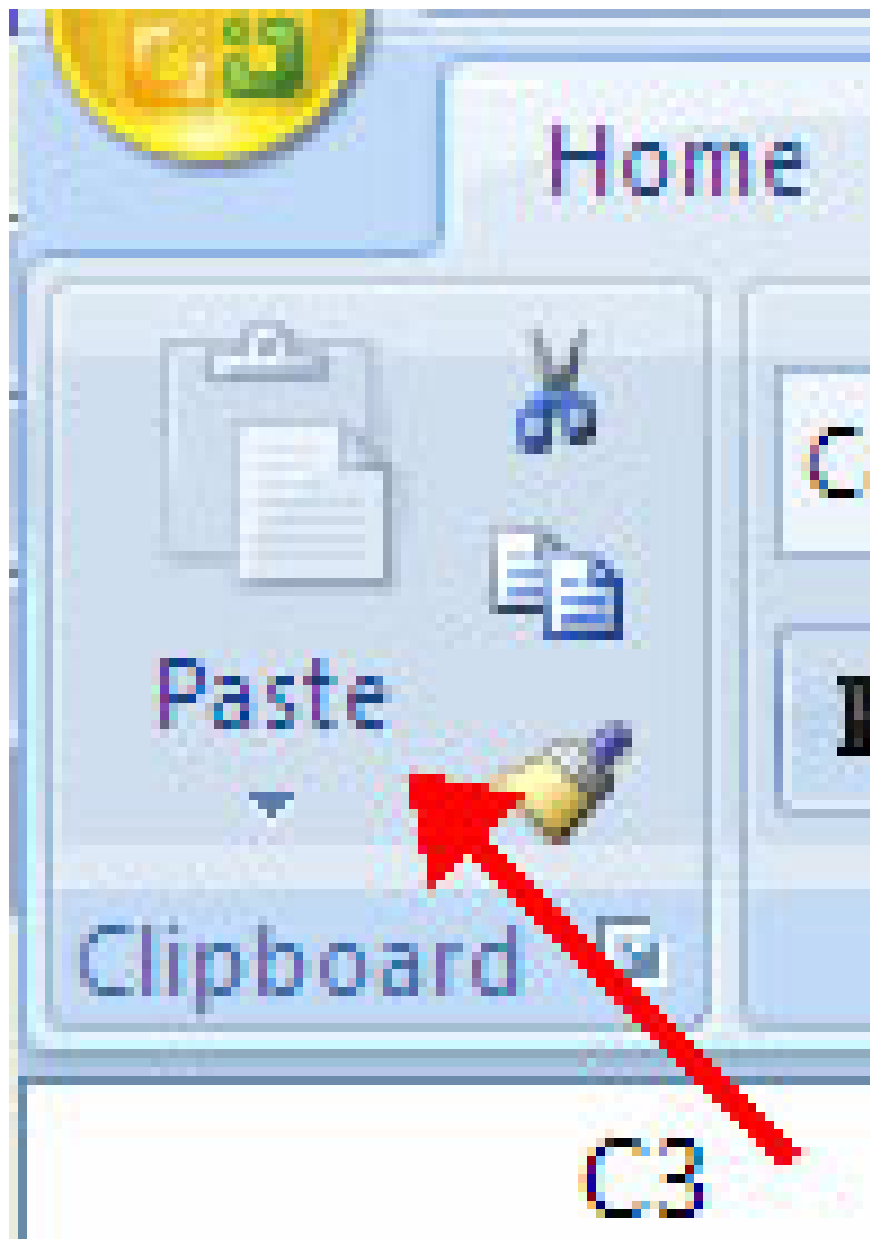
Copy and Paste data in Excel 2007

To copy and paste data:

- Select the cell you want to copy
- On the **Clipboard** group of the **Home** tab, click Copy (or press the Excel **Ctrl + C** shortcut combination)



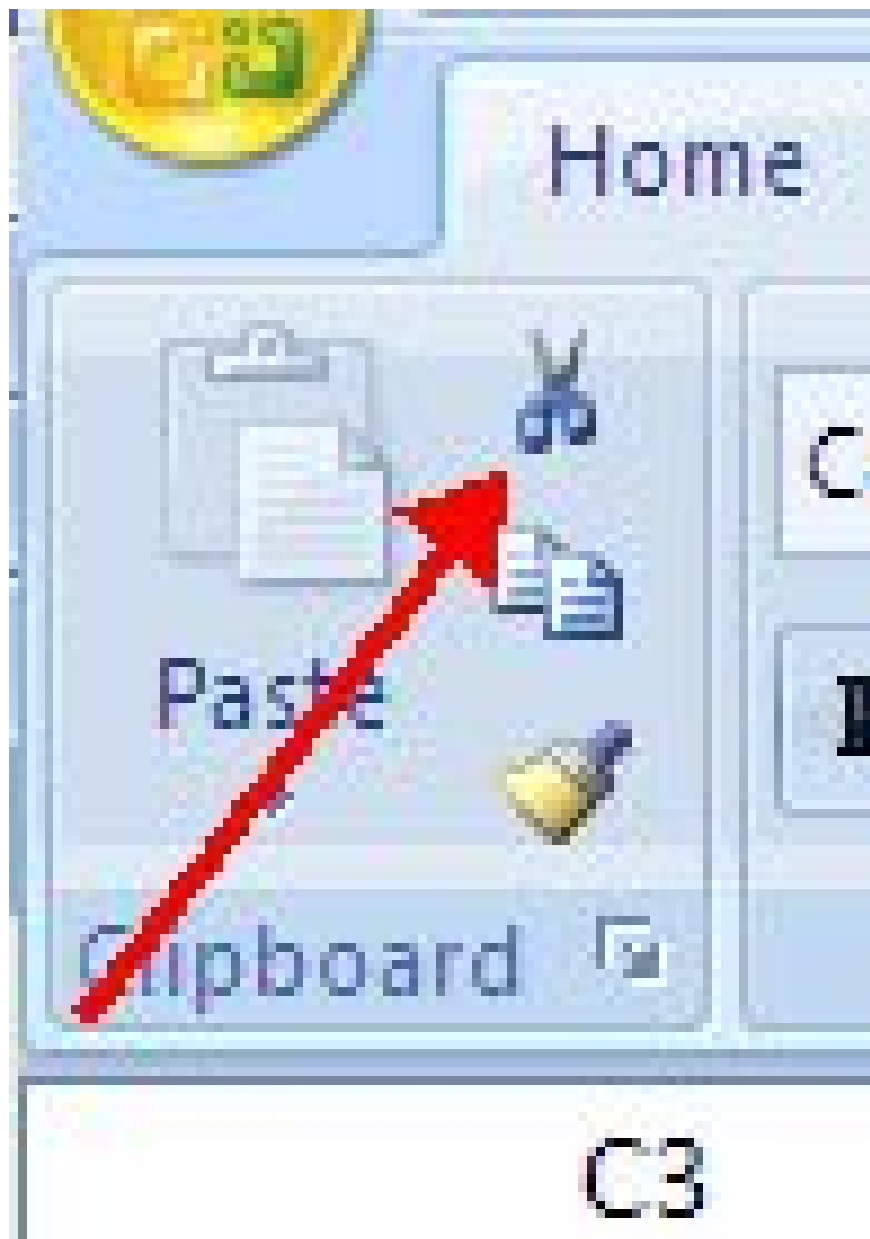
- Select the cell where you want to paste data into it.
- On the **Clipboard** group of the Home tab, click Paste (or press **Ctrl + V**).



Cut and Paste data in Excel 2007

To cut and paste data:

- Select the cell you want to cut
- On the **Clipboard** group of the Home tab, click Cut (or press **Ctrl + X**).

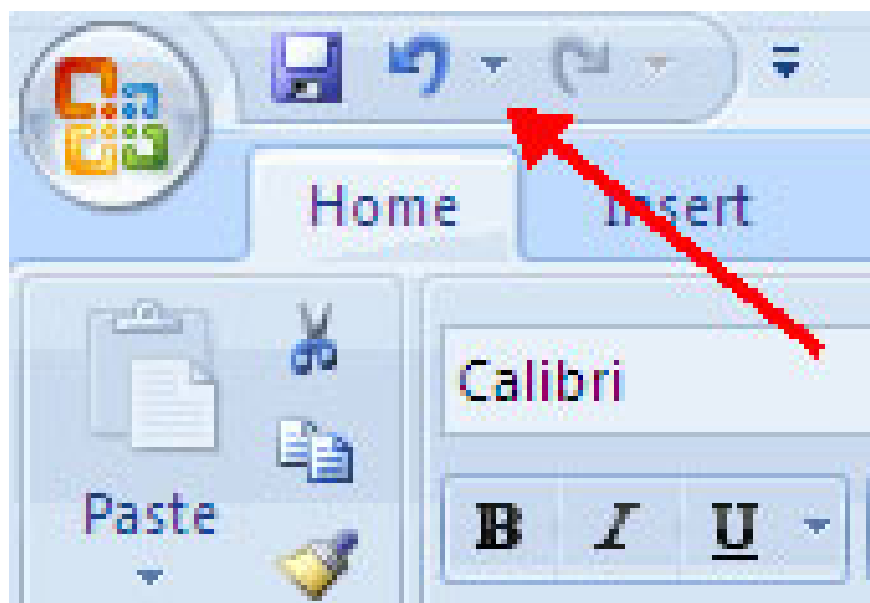


- Select the cell where you want the data to be pasted
- On the **Clipboard** group of the Home tab, click **Paste**

Undo and Redo features in Excel 2007

To Undo or Redo the actions you have just taken:

- On the Quick Access Toolbar
- Click **Undo** (**Ctrl + Z**) or **Redo** (**Ctrl + Y**)



The auto-fill feature of Excel 2007

Auto Fill feature helps you automatically fill data into cells or data series into a worksheet into a selected area. If you want the same data to be copied into different cells, you only need to complete a box or if you want to have a data series (like, days of the week) fill in the first 2 cells in the series and then It uses Auto Fill feature.

To use Auto Fill feature:

- Click **Fill Handle** (control hook in the lower right corner of the box)
- Drag the Fill Handle to automatically fill in the cells.

	A	B	C	D
1		Widgets	Customers	Sales
2	2-Jun			
3	4-Jun	2	4	
4	6-Jun			
5				

Next lesson: MS Excel 2007 - Lesson 5: Edit Worksheet

Previous article: MS Excel 2007 - Lesson 3: Working with Workbook

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