

MS Excel 2007 - Lesson 5: Edit Worksheet

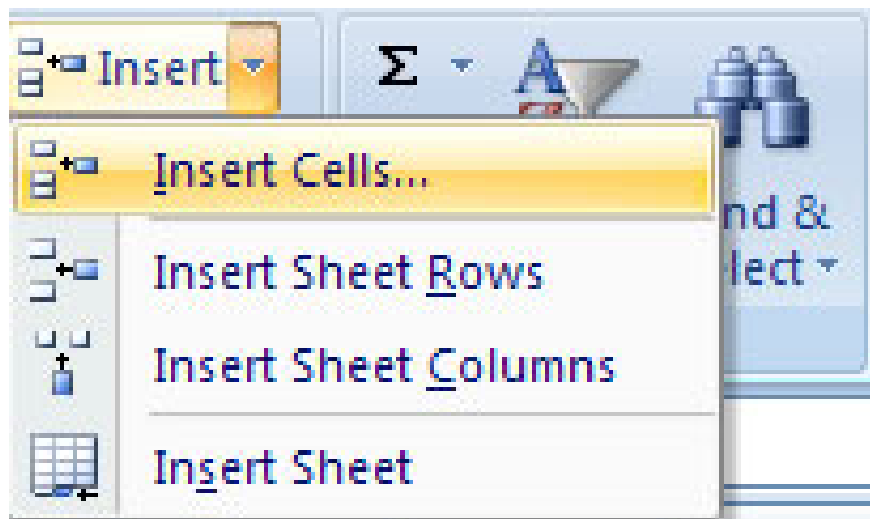
Editing a spreadsheet in Excel 2007 includes operations like: Inserting cells, inserting rows / lines and inserting columns, deleting rows, deleting cells, deleting columns, finding data, replacing data or checking spelling, go to a certain cell in the spreadsheet.

TipsMake.com - Editing a spreadsheet in Excel 2007 includes operations like: Inserting cells, inserting rows / lines, inserting columns, deleting rows, deleting cells, deleting columns, finding data, replacing data or checking Spelling, go to a certain cell in the worksheet.

Below TipsMake.com will guide each operation specifically for you to work on Excel 2007.

Insert cells, insert rows / rows, and columns in Excel 2007

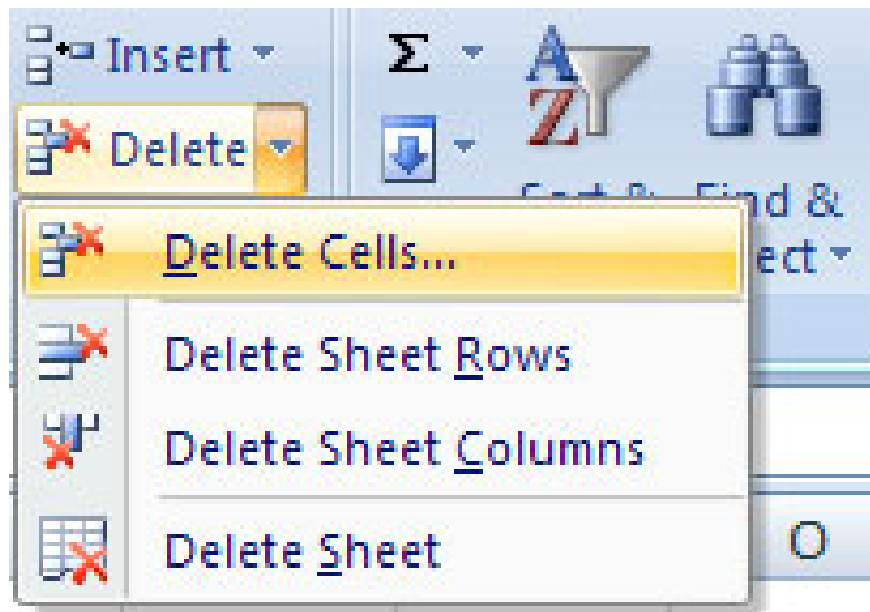
- Place the cursor on the line below where you want to insert a new line, or place the cursor on the left column where you want to insert a new column.
- Click the Insert button on the Cells group of the Home tab
- Click the appropriate option to insert **C**ell (cell), **R**ow (line) or **C**olumn (column)



Delete cells, delete rows / lines and delete Excel 2007 columns

To delete cells, rows and columns:

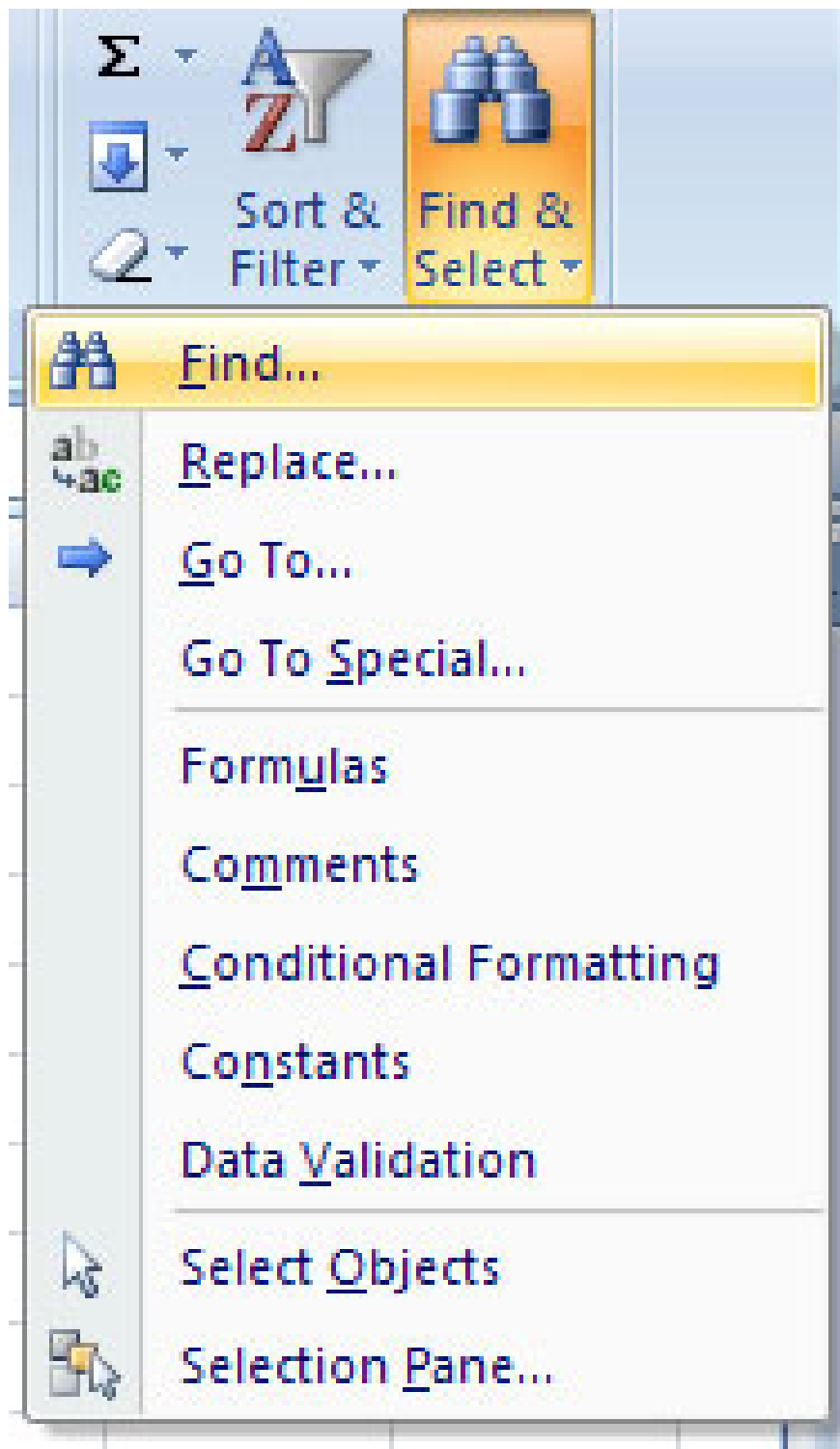
- Place the cursor in the cell, row or column you want to delete
- Click the **Delete** button on the Cells group of the Home tab
- Click the appropriate option to delete: Cell, Row, or Column



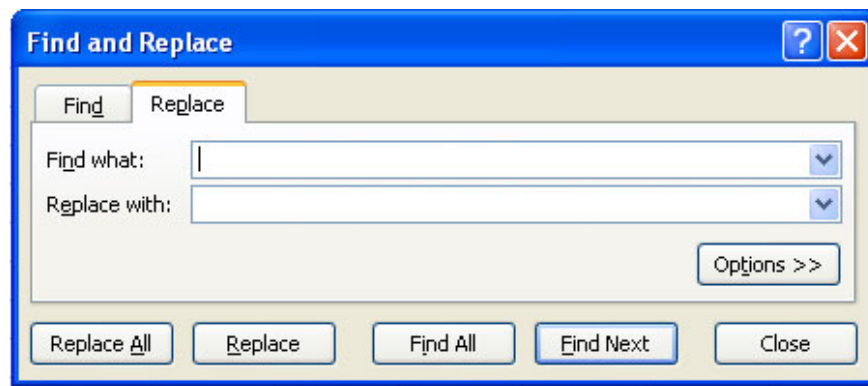
Find and replace data in Excel 2007

To find data or find and replace data:

- Click the **Find & Select** button on the **Editing** group of the Home tab, or press the Excel shortcut key combination + F
- Select **Find** or **Replace**



- The **Find and Replace** dialog box appears, enter the word you want to find in the **Find What** section (if you choose Find in the previous step) or enter the word you want to find in the **Find What** section and the replacement word in the **Replace with** section (if you select Replace at step on).
- Click the **Options** button to find more options



Go To command in Excel 2007

The **Go To** command will take you to a specific cell by referring to the cell (first column and line number) or cell name

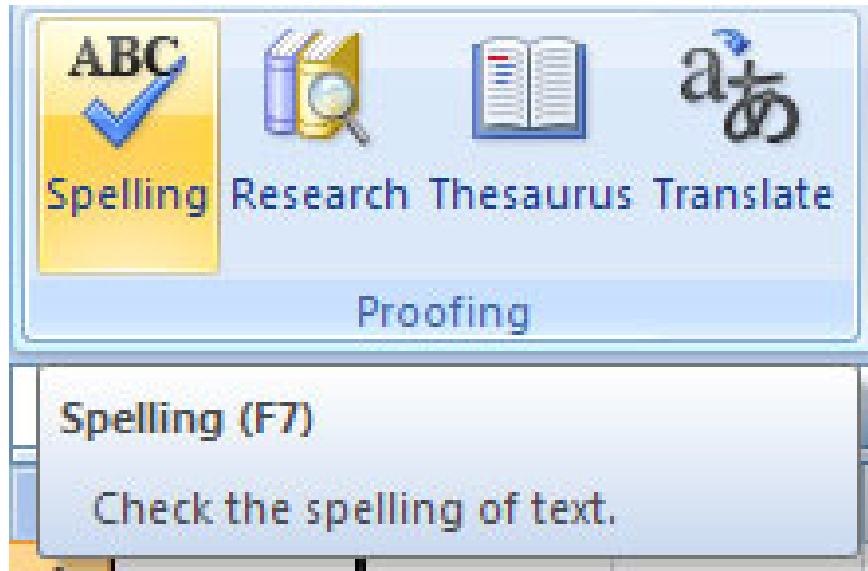
- Click the **Find & Select** button on the **Editing** group of the Home tab
- Click **Go To**



Check for spelling errors in Excel 2007

To check for spelling errors

- On the **Review** tab, click the **Spelling** button



This tool will help you check the spelling of the content in the whole Worksheet

Next lesson: MS Excel 2007 - Lesson 6: Calculation in Excel

Previous article: MS Excel 2007 - Lesson 4: Working with data

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