

## Excel

### Finding and Replace Entries in worksheet :-

To find the entries in the worksheet first of all we move the cursor to the first cell then call the find and replace option .

Step 1- move the cursor to the first cell or press ctrl +home

Step2 – call edit → find and replace option or press Ctrl +F

Step3 find and replace dialog box display on screen where we put the search entries and replace entries in given text box.

Step4- find next button to be pressed or replace button or replace all button

Step5- here, we can all activate , ignore case or match case to match the search entries.

Step6- ok

### Inserting the cell comment :-

To add the comment entries in the cell we follow the following option

Step1- click to the cell in which we want to entry the comment

Step2 – choose insert → comment or right click → insert comment command

Step3- A comment box appear in which we can write our comment.

Step4- click to any other cell to disappear the comment box.

Step5- ok

#### Deleting the cell comment :-

Step-1 right click to the cell in which comment is inserted

Step2 – choose delete comment option from popup menu

Step3- ok

#### Editing the comment information

Step1- right click to the cell in which comment is inserted

Step2- select edit comment option

Step3- edit the comment as desire

Step4 click to any other cell

Step5- ok

#### Inserting the deleting the cell

To insert cell or group of cell we follow the following option

Step1- click the destination of new blank cell or for group of cell select multiple cell

Step2- choose cell from insert menu or right click the cell of selected cell and select insert option.

Step3- a dialog box appear to take option to shift the current cell

Shift cell right

Shift cell down

Shift cell up

Shift cell left

for the shifting the current selected cell

Step4- we may give the desired option

Step5- new cell is inserted at the current location and existing is shifted as the given option.

To delete the cell we follow the following option :-

Step1- click the cell or select the cell that we want to delete from the sheet

Step-2- choose delete from the edit menu or right click to and select the delete option

Step 3 – a dialog box appear on screen where we have to give the information for what cell to be shifted at the deleted cell position.

Shift cell right

Shift cell down

Shift cell up

Shift cell left

Step4- ok

Inserting Rows and columns in the worksheet

As we edit the worksheet ,we can frequently insert or delete rows the rows and column as per our requirement. To insert the row and column we follow the following steps :

Step \_1 click any cell of the row or column in which we would like to insert the new blank row or column

Step\_2 from the insert menu, choose row or column to insert either row or column.

Step\_3 to insert multiple row or columns, drag across to highlight the same number of cells or rows or columns that we want to insert

Step\_4 we can also right click a column or rows heading button and choose insert row or column from pop up menu.

Step\_5 ok.

To delete a column or row :-

We follow the following steps :-

1. Select a column or row to delete
  2. Choose delete from the edit menu or right click the column or row and choose delete from the pop up menu .
  3. It ask for shifting the row or column either up or down or left or right.
  4. Here , entire row or column option is to be selected .
  5. Ok.
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