

Editing data

In data entry mode, when you move the cursor to a new cell, anything you type replaces the previous cell contents. *Edit mode allow you to amend existing cell contents without having to* retype the entire entry. Note that while you are in edit mode, many of the Ribbon commands are disabled.

Editing cell contents

There are two different ways to enter edit mode: either double-click on the cell whose contents you want to edit, or else click to select the cell you want to edit, and then click anywhere in the formula bar.

- To delete characters, use the **[BACKSPACE]** or **[DEL]** key.
- To insert characters, click where you want to insert them, and then type.
- You can force a line break within the current cell contents by typing **[ALT] + [ENTER]**.
- Exit edit mode by pressing **[ENTER]**.

Common problems

* If a cell contains a number but displays #####, then the column is not wide enough to show the full data value. You need to make the column wider (see formatting).

If a cell contains text but chops off the display at the edge of the column, then you need to either widen the column or wrap the text within the column (see formatting).

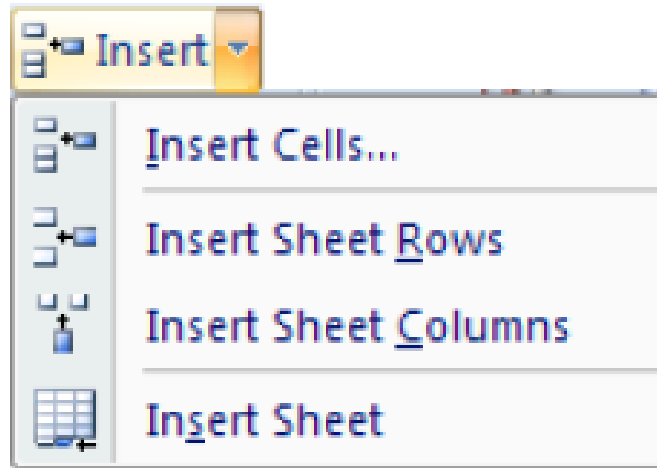
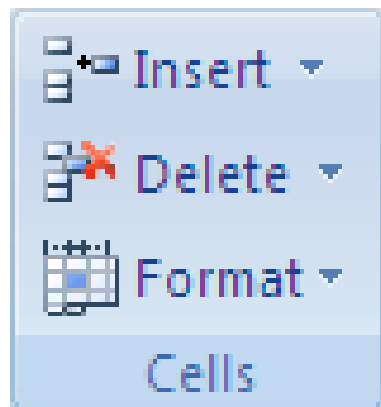
Inserting or deleting cells

You can insert a new cell above the current active cell, in which case the active cell and those below it will each move down one row.

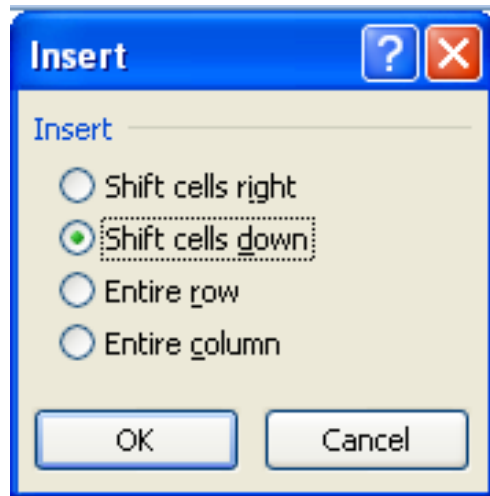
You can also insert a new cell to the left of the current active cell, in which case the active cell and those on its right will each move one column to the right.

To insert a cell:

1. Select the cell next to which you want to insert a new cell.
2. On the Home ribbon, find the Cells group and click ***Insert*** followed by ***Insert Cells***.

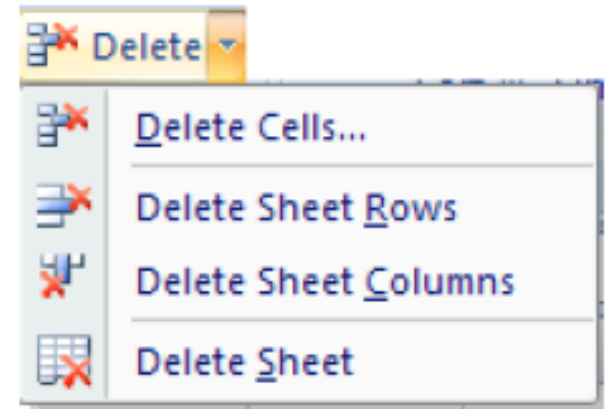


3. A dialog box will open. Click the direction in which you want the surrounding cells to shift.



To delete a cell, do as follows:

1. Select the cell that you want to delete.
2. On the Home ribbon, find the Cells group and click **Delete** followed by **Delete Cells**.
3. A dialog box will open. Click the direction in which you want the surrounding cells to shift.




➡ You can also right-click on the active cell and select **Insert** or **Delete on the pop-up menu**.

Inserting or Deleting Rows

When you insert a row, the new row will be positioned *above the row containing the active cell*.

1. Select a cell in the row above which you want to insert a new row.
2. On the Home ribbon, find the **Cells group** and click ***Insert followed by Insert Sheet Rows.***
3. A new row will be inserted above the current row.

To delete a row, do as follows:

1. Select a cell in the row that you want to delete.
 2. On the Home ribbon, find the Cells group and click ***Delete followed by Delete Sheet Rows.***
 3. The row containing the active cell will be deleted. All the rows below it will move up by one.
-  You can also right-click on the active cell and use the pop-up menu to insert or delete a row.

Inserting or deleting columns:

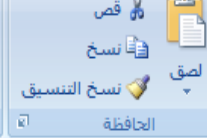
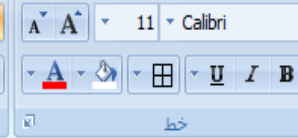
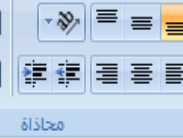
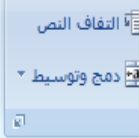
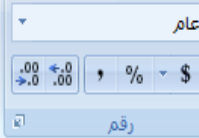
When you insert a column, the new column will be positioned *on the left of the column* containing the active cell.

1. Select a cell in the column to the left of which you want to insert a new column.
2. On the Home ribbon, find the Cells group and click ***Insert followed by Insert Sheet Columns.***
3. A new column will be inserted to the left of the current column.

To delete a column, do as follows:

1. Select a cell in the column that you want to delete.
2. On the Home ribbon, find the Cells group and click ***Delete followed by Delete Sheet Columns.***
3. The column containing the active cell will be deleted. All the columns on its right will move left by one.

You can also right-click on the active cell and use the pop-up menu to insert or delete a column.



J7 fx

Excel spreadsheet showing a right-click context menu over cell J7. The menu options are:

- قص (Cut)
- نسخ (Copy)
- لصق (Paste)
- لصق خاص... (Paste Special...)
- إدراج... (Insert...)
- حذف... (Delete...)
- مسح المحتويات (Clear Contents)
- عامل تصفية (Filter)
- إدراج تعليق (Insert Comment)
- تنسيق خلايا... (Format Cells...)
- إنتقاء من القائمة المنسدلة... (Select from dropdown...)
- تسمية نطاق... (Name Range...)
- ارتباط تشعبي... (Create Hyperlink...)

A blue box labeled "R-Click" with an arrow points to the context menu.