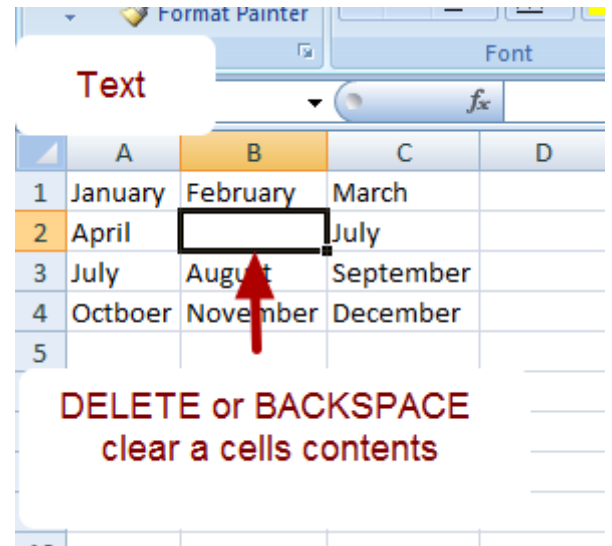


Editing Cells

Inevitably you will insert something wrong into Excel. This lesson will cover how to edit or delete a cells contents

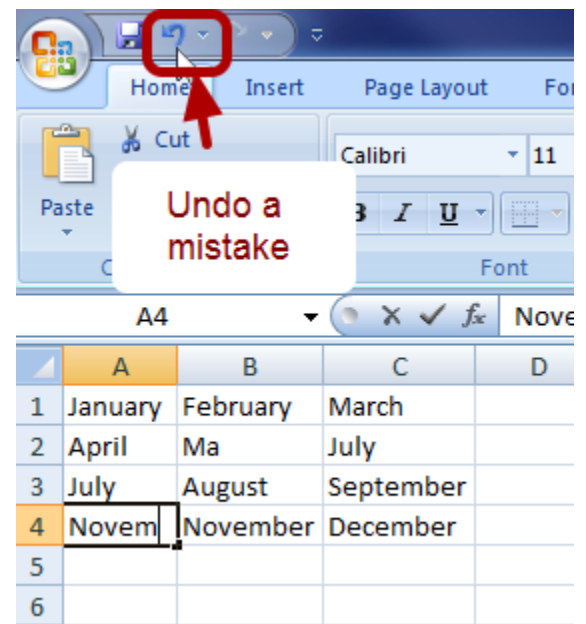
Delete Content

Use DELETE or BACKSPACE to clear a cells contents entirely.



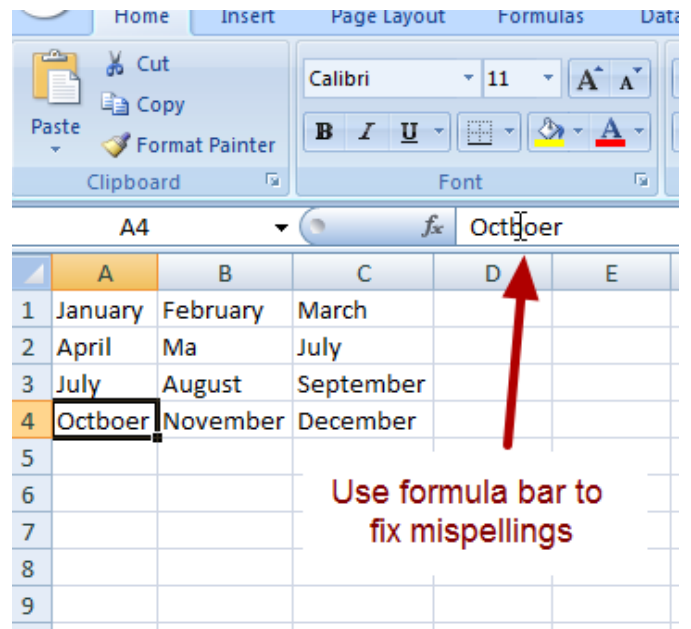
Edit Content: Replace Entire Cell

To replace an entire cell, click on it and start typing, you will automatically begin to overwrite the text. NOTE: If you accidentally type over text, hit the undo button to get that text back without having to retype it.



Edit Content: Fix Misspellings

To Fix a spelling error, use the mouse and click in the formula bar.



The screenshot shows the Microsoft Excel interface. The ribbon at the top includes Home, Insert, Page Layout, Formulas, and Data. The Home ribbon is active, showing the Clipboard group (Cut, Copy, Paste, Format Painter) and the Font group (Calibri font, size 11, Bold, Italic, Underline, and text color options). The active cell is A4, containing the text "Octboer". The formula bar above the grid shows "Octboer" with a red arrow pointing to the 'o' in "boer". A red arrow also points to the 'o' in "boer" in the cell A4. A red text box in the lower right of the grid says "Use formula bar to fix misspellings".

| | A | B | C | D | E |
|---|---------|----------|-----------|---|---|
| 1 | January | February | March | | |
| 2 | April | Ma | July | | |
| 3 | July | August | September | | |
| 4 | Octboer | November | December | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |