

## 02 Cell Basics

### Introduction

Whenever you work with Excel, you'll enter information, or **content**, into **cells**. Cells are the basic building blocks of a worksheet. You'll need to learn the basics of **cells** and **cell content** to calculate, analyze, and organize data in Excel.

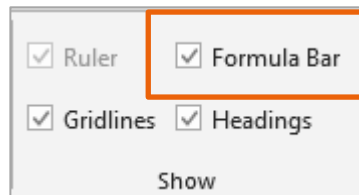
Click the link below to view the Video:

 [Link: Cell Basics](#)

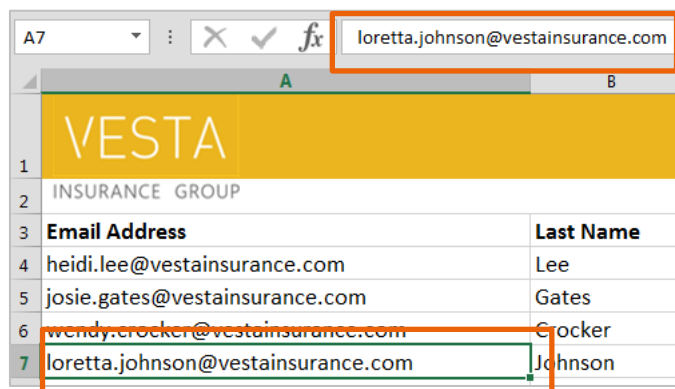
### Exercise 02a

Complete the exercise below.

- UNIT 6 EXCEL > 02 EXCEL EXERCISE >  
**Excel 02a Template CELL BASICS**
- Save the file in your Documents Folder:  
**File > Save As > My Documents**
- Name your file:  
Excel 02a YourFirstNameLastInitial CELL BASICS  
Click Save.
- In the View Tab, in the *Show Grouping*, check mark the **Formula Bar** if it is not already checked.



- Select cell A7. Notice how the **cell address** appears in the **Name box** and its **content** appears in both the cell and the **Formula bar**.



After the cells:

**philip.ortiz@vestainsurance.com**    **Ortiz**

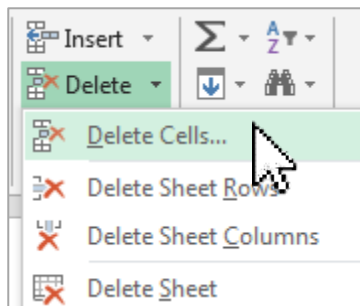
- Enter the following text:  
**sandra.lewis@vestainsurance.com**    **Lewis**
- If the information you type is **blue and underlined** (a hyperlink), right click your mouse in the cell. From the drop down menu click *Remove Hyperlink*.
- Check the size of the text you just entered. The text size should match the size of the other cells. **Change if necessary.**

**Delete** the 2 cells that contain the following text:

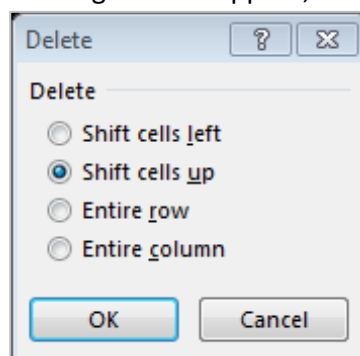
- Click your mouse in the middle of the cell containing:  
**philip.ortiz@vestainsurance.com**  
and drag your mouse to the cell containing **Ortiz**

35	william.williams@vestainsurance.com	Williams
36	philip.ortiz@vestainsurance.com	Ortiz
37	sandra.lewis@vestainsurance.com	Lewis

- In the Home Tab, click the **Delete** drop down menu and select delete cells from the pop up menu.



- A dialog box will appear, select **Shift cells up** and click **OK**.



- Select cells **D4 to D6**: Click your mouse in the centre of the cell and drag down.

	C	D
1		
2		
3	<b>First Name</b>	<b>March-01-13</b>
4	Heidi	X
5		X
6		X
7		

- In the **Home Tab**, click the **Cut** tool or, right click and select cut from the drop down menu.

You should see a dashed box around the cells.

	C	D
1		
2		
3	<b>First Name</b>	<b>March-01-13</b>
4	Heidi	X
5		X
6		X
7		

- Select cells **E4 to E6**.

	C	D	E
1			
2			
3	<b>First Name</b>	<b>March-01-13</b>	<b>March-08-13</b>
4	Heidi	X	n/a
5		X	n/a
6		X	n/a
7			n/a

- In the **Home Tab**, click the **Paste** tool or, right click and select paste from the drop down menu.

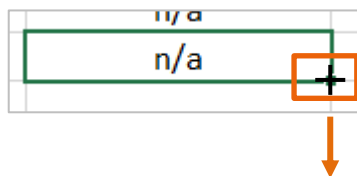
	C	D	E
1			
2			
3	<b>First Name</b>	<b>March-01-13</b>	<b>March-08-13</b>
4	Heidi		X
5			X
6			X
7			n/a
8			n/a

- Drag and Drop:** Drag cell **B22** (the name Knight) into cell **B19**. Hover the mouse on the **border** of the cell until the cursor changes to the black cross with four arrows. Click, hold, and drag the cells to the desired location.
- Enter the name **“Boll”** into cell **B22**.



Use the **fill handle** to fill in cells E9 through E36 with the term **“n/a”**:

- Click on cell E8. Drag down the green box (handle) on the bottom right corner of the cell down to cell E 36.

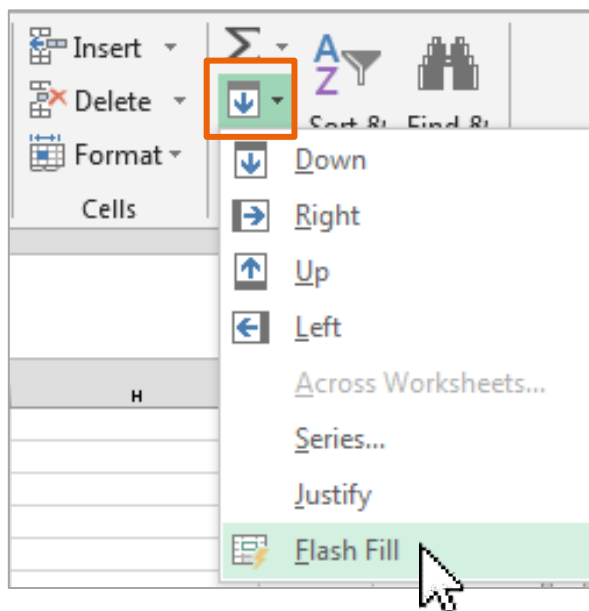


Use the **flash fill** feature to fill in the **first names** in column C.

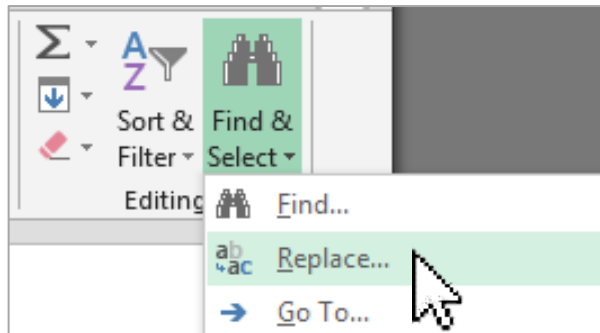
- Click on the cell containing the name *Heidi*.



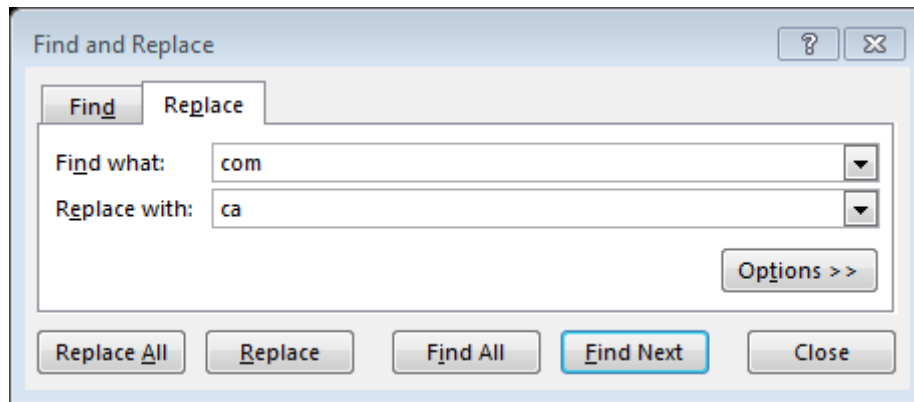
- In the **Home Tab**, click the **Fill** drop down menu and select **Flash Fill**. Excel will recognize the pattern and fill the column with first names.



- In the Home Tab, click the **Find & Select** Tool. Click **Replace**.



- Type the word **com** into the **Find what:** field. Replace with **ca**. Replace All.



- Check to ensure all the information in the cells is **font size 14**.
- Save** and email your assignment to your instructor.

## Exercise 02b

*Complete the exercise below.*

*Refer to exercise 2a as needed.*

- UNIT 6 EXCEL > 02 EXCEL EXERCISE >  
**Excel 02b Template CELL BASICS**
- Save the file in your Documents Folder:  
**File > Save As > My Documents**
- Name your file:  
Excel 02b YourFirstNameLastInitial CELL BASICS  
Click Save.
- Delete** cells **A16** to **D17**.
- Use the **flash fill** feature to fill in the **first names** in column B as you did in the previous exercise:  
As there are no first names appearing in column B, you will have to **type in the first name** before using the flash fill.  
After you type the name, **click on the border** of the cell to get out of text edit mode.
- Find** and **replace** the word *net* with **com**
- Use the **fill handle** to place an **x** for each participant in Webinar Completed column.
- Save and email the document to your instructor.**