Using the Fill Handle

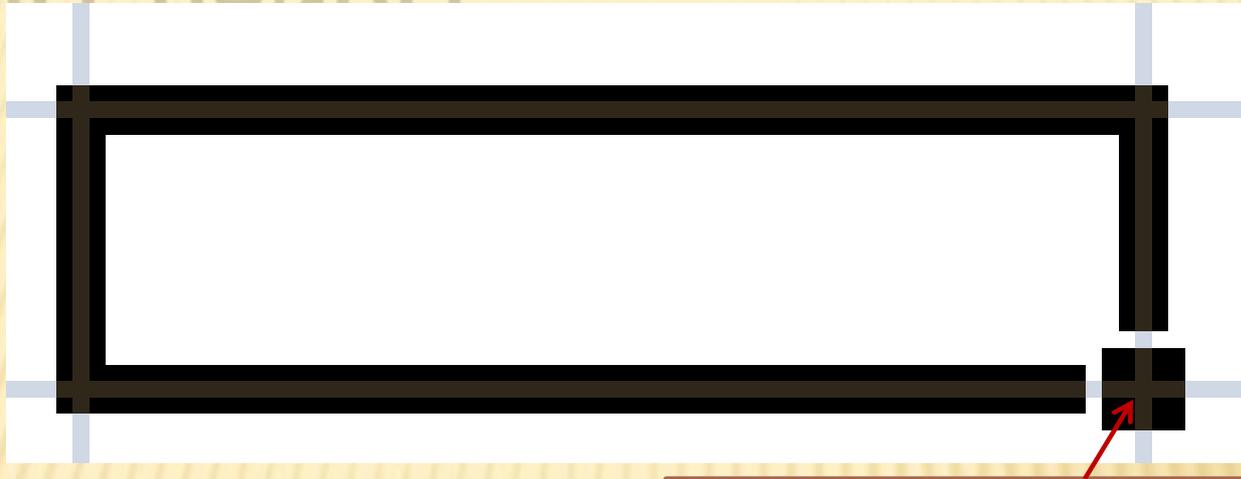Increasing/Decreasing Column Width and Row Height

Copying and Moving Data

Inserting & Deleting Rows and Columns

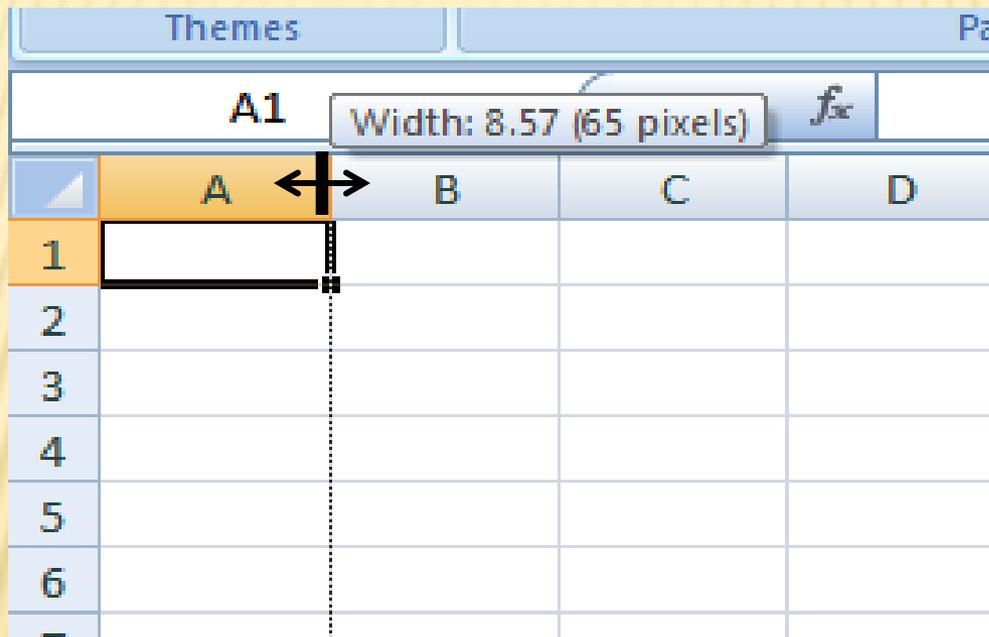Indenting text within a cell

# EXCEL 2007

# THE FILL HANDLE



The Fill Handle

Use the Fill handle to copy a series such as Months and Days, or to copy formulas
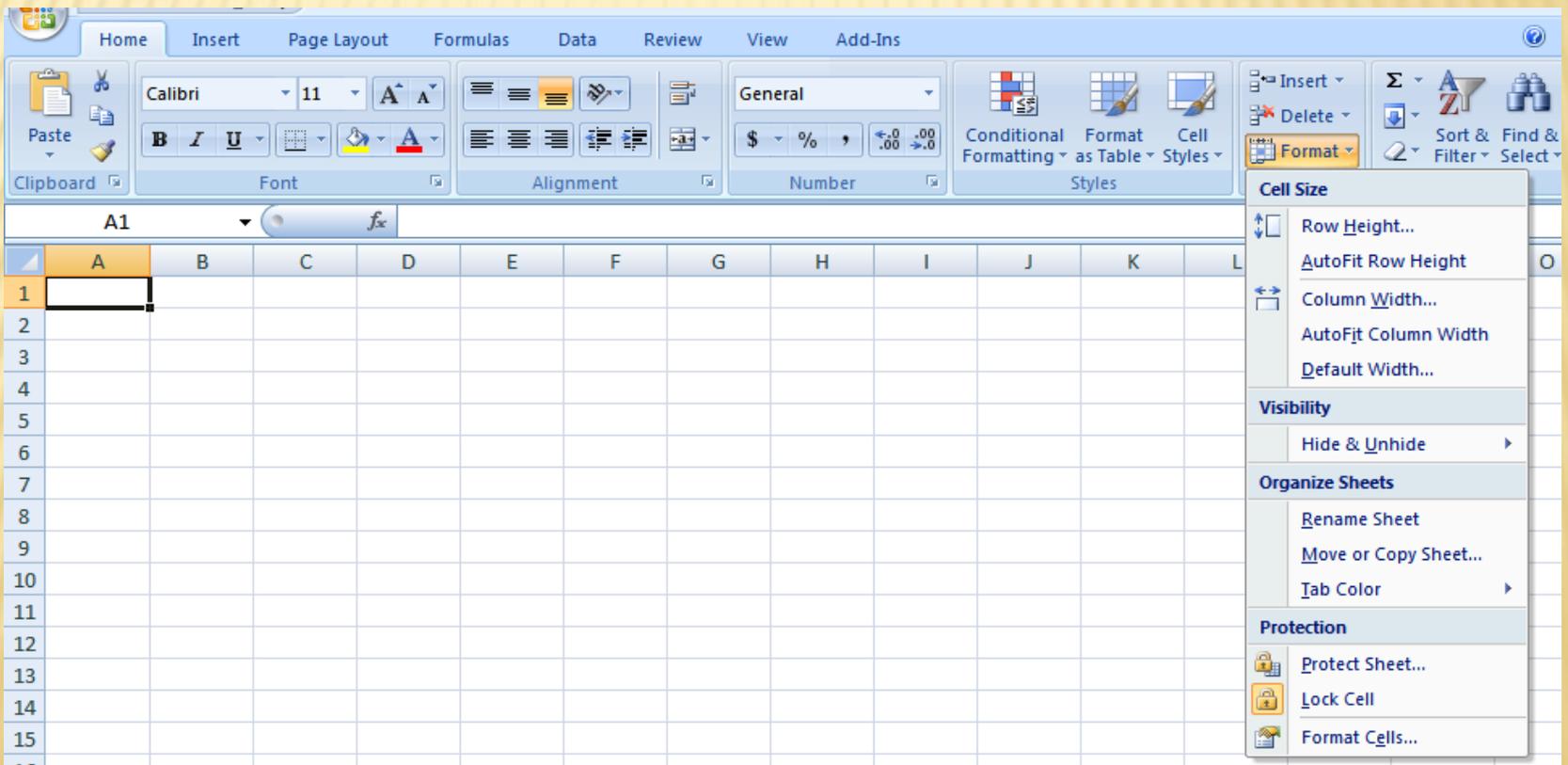
# INCREASING COLUMN WIDTH

Place mouse on the line between columns until you see the double arrow, hold down the left mouse click and drag to increase or decrease the size of the column



You can do the same to increase the height of rows, try it!

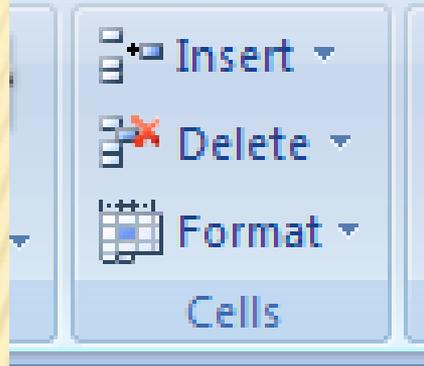# SECOND WAY TO INCREASE COLUMN WIDTH AND ROW HEIGHT

On the Home Tab, in the Cells Group, click the down arrow next to the format command and choose row height or column width and type in a specific number or click on Autofit and Excel will choose the best width for the data in the cells

# MOVING AND COPYING DATA

- Just like Microsoft Word, You can Copy and Move data by:
  - Using the Drag and Drop feature (use ctrl key while draging the mouse to copy text)
  - Use the Clipboard (select cell, click copy or cut on the clipboard on the Home tab, then click paste in the new location "also on the clipboard")

# TO INSERT/DELETE ROWS AND COLUMNS

Use the Cells group on the Home tab to Insert/Delete Columns, Cells and Rows

You can also click on the column header or row header to select, then right click and use the short cut menu to insert or delete columns, rows and cells

# INDENTING TEXT IN A CELL

- Sometimes it is nice to have text indented just a few spaces to help it to stand out.
  - Using the **Indent command** makes this easy to do
  - Highlight the range of cells you want to indent, then simply click the **Increase Indent command in the Alignment Group on the Home Tab.**