

class - VII

Subject - Computers

ch - 6

'More on Spreadsheet'

Teacher-Prabdeep Kaur

Good Morning Students,

Students, this lesson is of class VII, for the subject of Computers. Topic is 'Inserting cells, columns and rows', which is covered in chapter 6.

So, I hope all the students are ready for today's lesson. Students in previous lesson we discussed about inserting special numbers, date and time, today we will learn how to insert or add cells, columns and rows in an excel sheet. Children, sometimes while entering data in our excel sheet we may miss out certain entries. In such situation we may have to insert some new cells, columns or rows in the worksheet. So that we can enter our data properly. For adding or inserting blank cells follow the given steps:-

1. Select the range of cells where you want to insert the blank cells
2. Now right click on the range and select the Insert option.

Students for inserting a column follow the steps:-

1. To insert a single column, select the column or cell adjacent to which you want to insert a new column.

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2. Now click on the arrow next to the **Insert** option in the **Cells** group on the **Home** tab.
3. Choose the **Insert Sheet Columns** option.
4. A blank column will get inserted adjacent to your selected column.

Students, you can insert rows in the excel sheet by using same steps as for inserting column. You have to only choose option **Insert rows** instead of **Insert column**. To select or insert non-adjacent columns, hold down the **ctrl** key while you select non-adjacent columns and select the **Insert** option and choose **Insert Sheet Columns**.

Students our next topic is **Copying and Moving Data**.

Copying data means to create a duplicate file of the original data that is text, number either in the same worksheet or in a different worksheet. Whereas moving data means to change the position of data from one place to another. For moving or copying data you can use **Cut**, **Copy** and **Paste** options. Let us understand this step by step. For copying and pasting data follow the steps:-

1. Select the cell or range of cells, you want to copy for example **B4:D4** as given on page no. 70 in figure 6.7.
2. Click on **Copy** button in the **Clipboard** group.
3. Select the cell where you want to paste let us say **F6** and click on the **Paste** button.
4. You will observe your text is copied to the new location.

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As, we can insert cells, columns and rows, similarly we can delete or remove cells, columns and rows from an excel worksheet.

Students, let us now resume our topic of Deleting cells, columns and rows. For deleting cells follow the steps.

1. Select the cell or range of cells to be deleted.
2. Right click on the cells and choose the Delete option.
3. Your selected cells will get deleted.

For deleting columns or rows follow the steps

1. Select the column or row to be deleted.
2. Right click on the header of the selected column or row and choose the delete option.
3. Your selected row or column will get deleted

Children, our next topic is Moving Data Around. As we read earlier also that moving data refers to changing the position of data either in the same worksheet or in different worksheet. You need not to delete or retype data if you find that the data is not placed at appropriate place. In excel worksheet you can easily move the data around the worksheet. The method used to move data is known as Drag and Drop method. Steps to use this method are as follows:-

1. Select the cell or range of cells.
2. Position the mouse pointer at the edge of selected cells
3. You will observe that the pointer changes from a white cross symbol $\oplus$ to a move pointed symbol that is also known as four headed arrow $\leftrightarrow$.
4. Drag the selected cell to a new destination and release the mouse button. The data will be moved to a new location

Students, in previous topic we learnt about inserting and deleting of cells, columns and rows. You can insert or delete cells, columns and rows according your requirement after creating a table also. Children, today we will learn how to change Row height and Column width in a table. In Excel worksheet we can change or adjust the height of row and the width of column as per your requirement. The default height of row is 15 points and width of column is 8.43 points. To change the row height follow the given steps :-

1. Select the row, whose height is to be changed.
2. Select the **Home** tab and click on the **Format** button in the **Cells** group

OR

Right click on the selected row.

3. click on the **Row Height** option.
4. The Row Height dialog box will appear. Enter the desired value and click OK.
5. The changed height of row will reflect on the selected row.

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Students, If you want to change the width of column follow the given steps :-

1. Select the column, whose width is to be changed.
2. Select the **Home** tab and click on the **Format** button.
OR
Right click on the selected column.
3. Click on the **Column Width** option.
4. The Column width dialog box appears, enter the desired value and click OK.
5. The width of column will get changed.

Students, our next topic is **Using Auto Fill Feature**.

Auto fill is a very useful feature provided in Excel Worksheet, as when we are entering data there are various data or information that we want to fill in a particular sequence or series, so to fill a range of cells with a series of data without typing in it again and again we use Auto Fill feature. It is the easiest method to fill data quickly and easily and also automatically in an Excel Worksheet. Follow the given steps to use the feature of Auto Fill and also observe the figure 6.11 given on page no. 72.

1. Select the cell which contains the data. let us say B1 as given in figure 6.11. January is written in cell B1.
2. Position your mouse pointer at the lower right corner of the cell B1.

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3. Your mouse pointer will change to a plus '+' sign, which is called as Fill Handle.
4. Hold down the left mouse button and drag the fill handle across the cells that you want to fill and release the mouse button when the data is filled.
(As you can see in figure 6.11, that the months from February to May appears in cells B2 to B5.).

Students, if you want to fill a series of numbers like 1, 2, 3 - ... so on, then you have to select first two digits 1 and 2, then you can use the Auto Fill feature to fill rest of the numbers automatically.

Let us continue with our next topic Custom Lists. The user defined lists are used under Custom lists. By using this option we can save time and errors or mistakes can also be reduced. Custom lists can be created in two different ways or methods, one is by typing a list and other is by importing a list from a range of cells.

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Creating List by Typing in Values → For creating a list by typing values follow the given steps and also observe the fig. 6.12 on page no. 73.

1. In the **File** tab, click on the option '**Options**'.
2. The **Excel Options** dialog box will appear and select **Advanced** option from the left pane of the dialog box.
3. Under the **General** section, click on **Edit Custom lists**.
4. Select the **New List** under the **Custom Lists** dialog box.
5. Type the entries in the **list entries** box.
6. As shown in figure 6.12, name of seven continents Asia, Africa, North America etc are entered. Press the enter key after each entry.
7. When your list is completed, click on the **Add** button given at top right corner of window.
8. The list gets added in the **Custom Lists** listbox.
9. Click **OK** button present at a right bottom corner.

Creating list by Importing → Students, in the custom lists dialog box, specify or select the cell references or addresses containing the list of items in the **Import Lists from Cells** box and click on the **Import** button. The list will be added in the custom lists dialog box. Click **OK** twice to close the dialog boxes. Importing feature is used when the list is already created and saved at some other location.

Students, I am ending the lesson here. Read the assignment carefully and also try to solve part A and B given on page no. 74 of your text book.