# Lesson 6 Deleting Data and the Undo Command

There are several ways you can delete data but they all use the **Undo** *command*.

This is a helpful command. If you mistakenly remove data from your worksheet.

**1.***Click* cell **C2.**

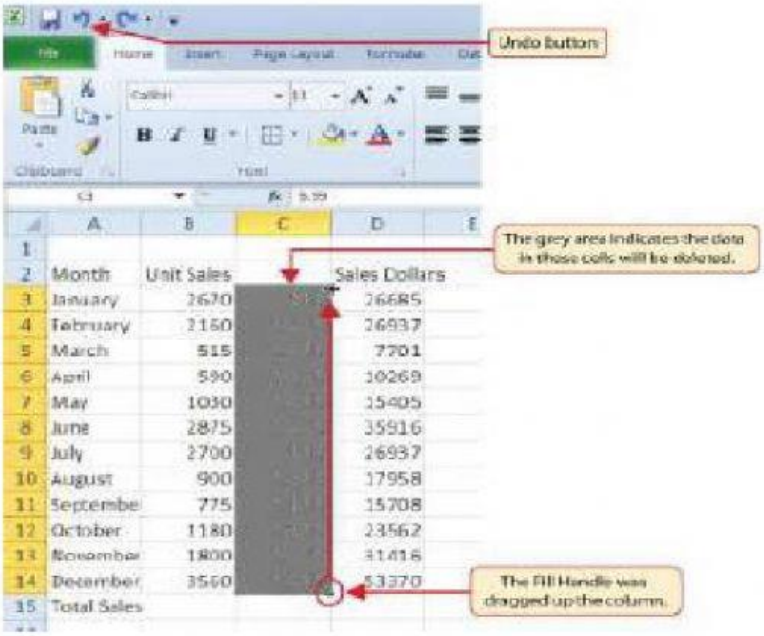
**2.** *Press* the **DELETE** key on your keyboard. This will remove the contents of the **cell.**

**3. *Highlight* the range C3-C14** . *Left click* and *drag* the mouse pointer down to **C14**.

4. Place the mouse pointer over the **Fill Handle**. You will see the white block plus sign change to a black **(+)sign**.

5. *Click and drag* the mouse pointer up to **C3**.Release the mouse button. The contents in the range **C3-C14** will be removed.

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**1**

Should you have deleted in error you can do the following

1. *Click* the **Undo** button in the *Quick Access Toolbar*. This should replace the data range that was deleted in error.
2. *Click* the **Undo** button again. This should replace the data in cell **C2.**

## Shortcuts

**Keyboard Shortcuts**

**Undo Command**

- Hold down the CTRL key while pressing the letter Z on your keyboard.
- Highlight the range C2:C14 by placing the mouse pointer over cell C2. Then left click and drag the mouse pointer down to cell C14.
- Click the Clear button in the Home tab of the Ribbon, which is next to the Cells group of commands (see **Figure** 1.22). This opens a drop-down menu that contains several options for removing or clearing data from a cell. Notice that you also have options for clearing just the formats in a cell or the hyperlinks in a cell.
- Click the Clear All option. This removes the data in the cell range.
- Click the Undo button. This replaces the data in the range C2:C14.

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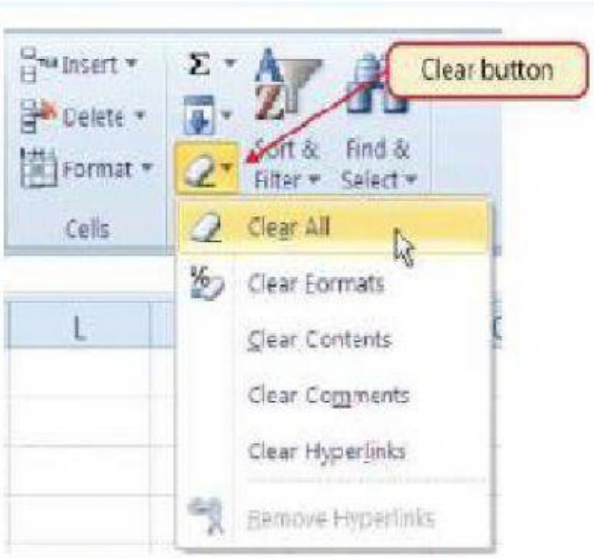


Figure 1.22 Clear Command Drop-Down Menu

**Adjusting Columns and Rows**.

In an earlier lesson we did touch on this. Now you will learn how to do the command.

There area few entries in the worksheet that appear cut off e.g. **September** in cell **A11.**This is because the column is too narrow for this word. The columns and rows in an Excel worksheet can be adjusted to suit the data that is being entered into a cell using **three different methods**.

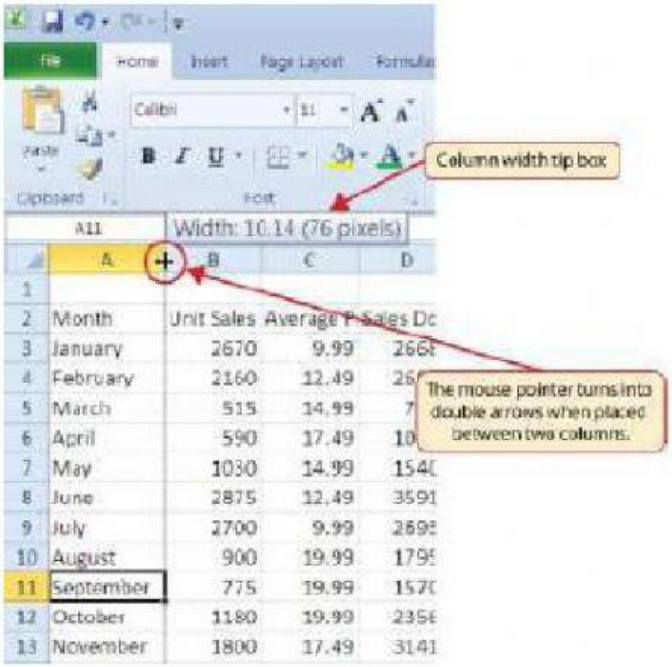
The following step will explain how to do this.

1. Bring the *mouse pointer* between **Column A** and **Column B** in the worksheet. (This movement does take a bit of practice.) You will see *the white block plus sign* turn into **double arrows**.
2. *Click and drag* the column to the *right* so the whole word **September** in cell **A11** can be seen. As you drag

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you see the *column width tip box.The box displays the number of characters that will fill the column using the Calibri 18-point font which is the default setting for font size. (You may be using a smaller font size).*

3. **Release** the *left mouse* button.




**Note:** You may find using the click and drag is not what you can use for the setting of a specific character width for one or more columns. Steps 1 to 6 is a second method for adjusting column width.

1. Click any cell location in Column A by moving the mouse pointer over a cell location and clicking the left mouse button. You can highlight cell locations in multiple columns if you are setting the same character width for more than one column.
2. In the Home tab of the Ribbon, left click the Format button in the Cells group.
3. Click the Column Width option from the drop-down menu. This will open the Column Width dialog box.
4. Type the number **13** and click the OK button on the Column Width dialog box. This will set Column A to this character width (see **Figure 1.24**).
5. Once again bring the mouse pointer between Column A and Column B so that the double arrow pointer displays and then double-click to activate AutoFit. This features adjusts the column width based on the longest entry in the column.
6. Use the Column Width dialog box (step 6 above) to reset the width to 13.

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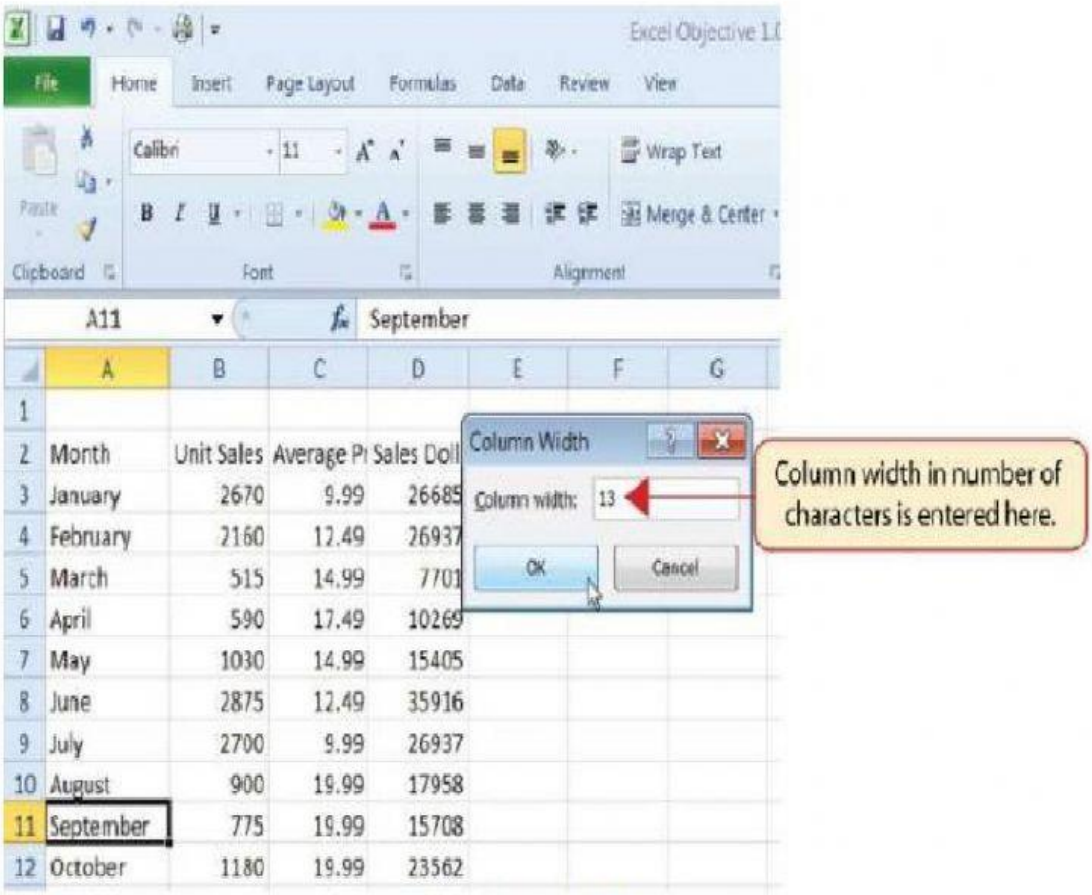



Figure 1.24 Column Width Dialog Box

**Keyboard Shortcuts**

**Column Width**

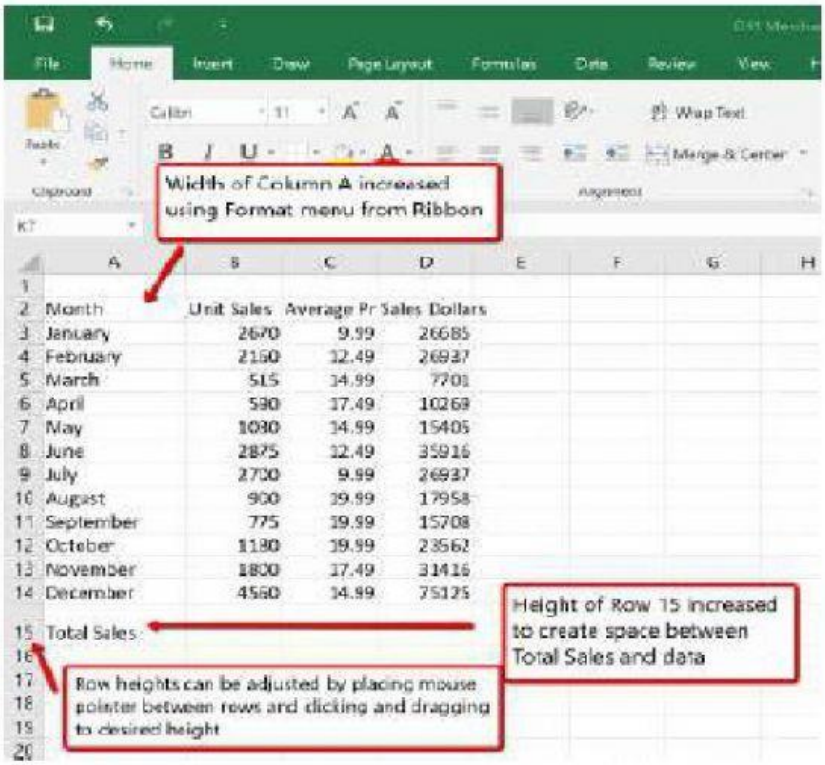
- Press the ALT key on your keyboard, then press the letters H, O, and W one at a time.

Steps 1 – 4 will show you how to heighten your cell in the worksheet.

1. *Click* **A15**.
2. In the **Home Tab** of the Ribbon *left click* the **Format** button in the **Cell** group.

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3. *Click* the **Row Height** from the *drop-down* menu. This will open the *row height dialog box*.
4. *Type* the number **24** and click the **OK** button on the *Row Height dialog box*. This will set **Row 15** to a height of **24 points**. (A point is equivalent to about 1/72 of an inch.)
The adjusted row height was made to create space between the totals for this worksheet and the rest of the data.
**NOTE:** Should you find this is too high you may adjust it to what you think will be fitting. Both the column and row adjustment you can make to what you feel are fitting.



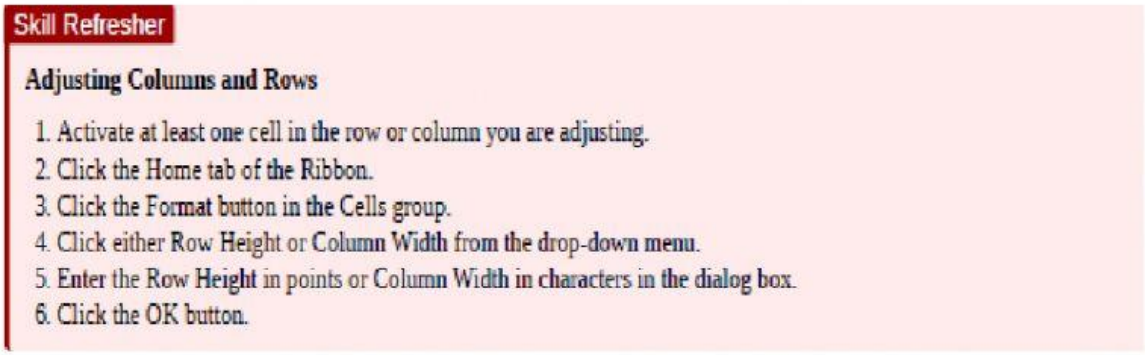

| | A | B | C | D |
|---|---|---|---|---|
| 1 | | | | |
| 2 | Month | Unit Sales | Average Pr | Sales Dollars |
| 3 | January | 2670 | 9.99 | 26685 |
| 4 | February | 2160 | 12.49 | 26937 |
| 5 | March | 515 | 14.99 | 7701 |
| 6 | April | 590 | 17.49 | 10269 |
| 7 | May | 1080 | 14.99 | 15405 |
| 8 | June | 2875 | 12.49 | 35916 |
| 9 | July | 2700 | 9.99 | 26937 |
| 10 | August | 900 | 19.99 | 17958 |
| 11 | September | 775 | 19.99 | 15708 |
| 12 | October | 1180 | 19.99 | 23562 |
| 13 | November | 1800 | 17.49 | 31416 |
| 14 | December | 4560 | 14.99 | 75125 |
| 15 | Total Sales | | | |

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## Shortcut




This below is a shortened version which will be easier to learn for your exams.




## Questions.

1. **How do you delete data?**

2. **Can you widen and heighten the cells on the worksheet?**

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**3.Explain the process of how to heighten the row on the worksheet?**

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