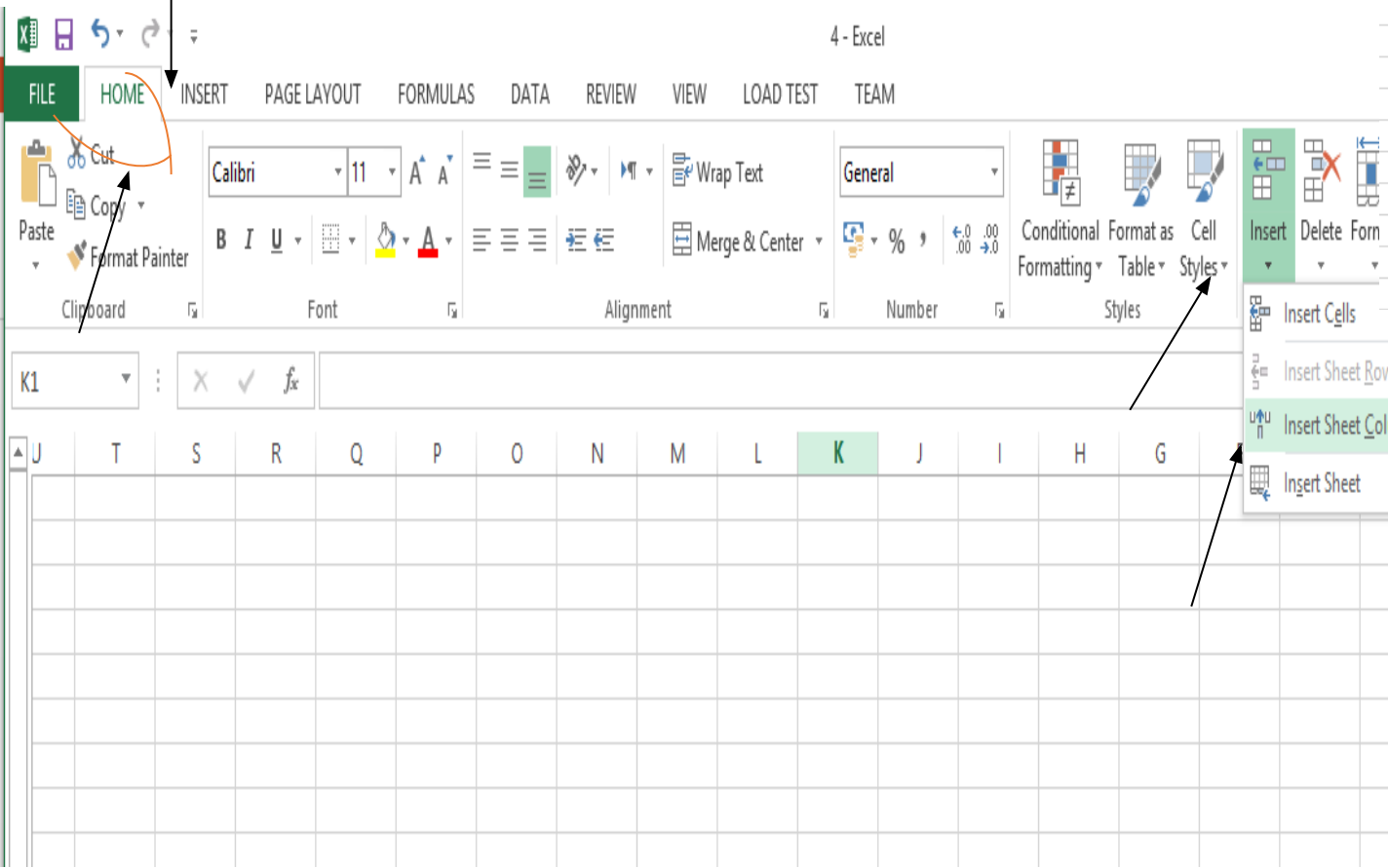
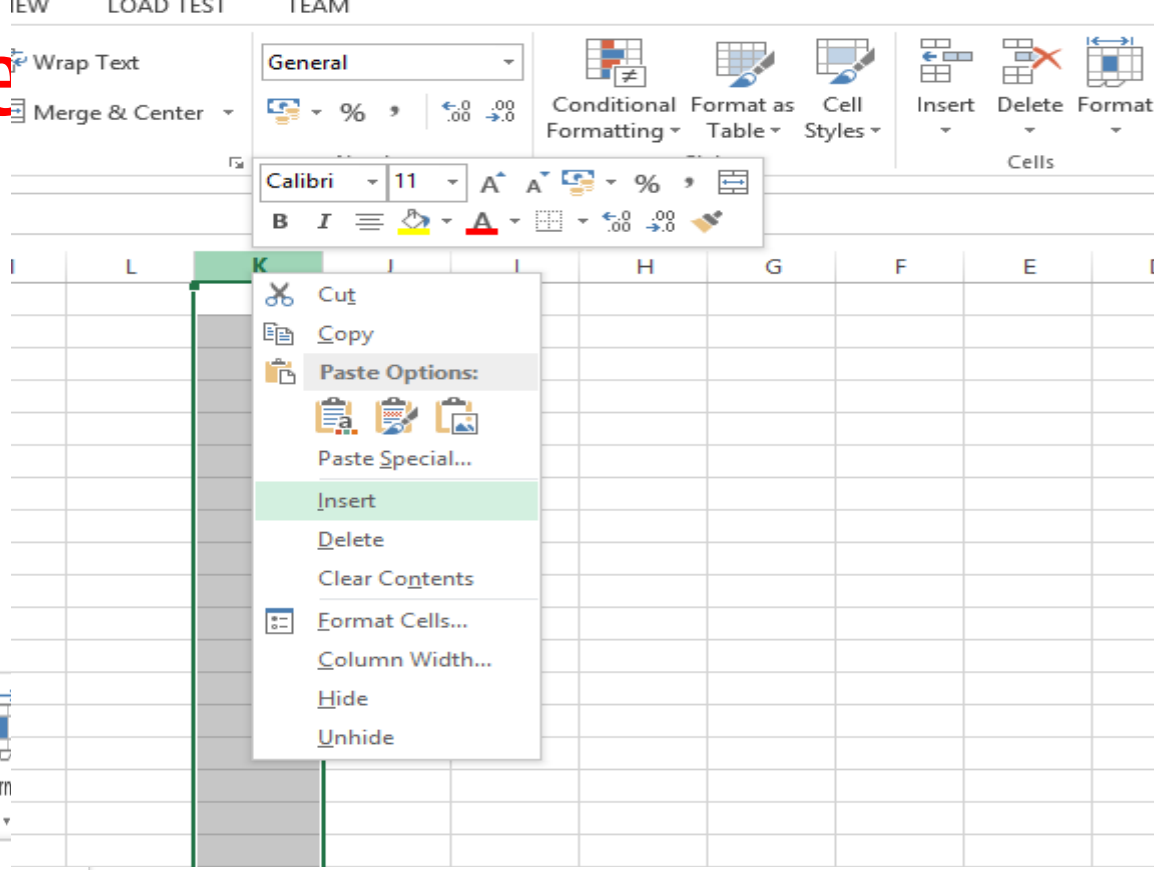
Lecutre 3

Assistant lecture :Rawya raed jawad

Adding Colum, rows , shee

- For adding Colum :
- right click → insert or →
- ctrl + (➕) or
- Home → insert → insert sheet Colum





- To empty the contents of the table

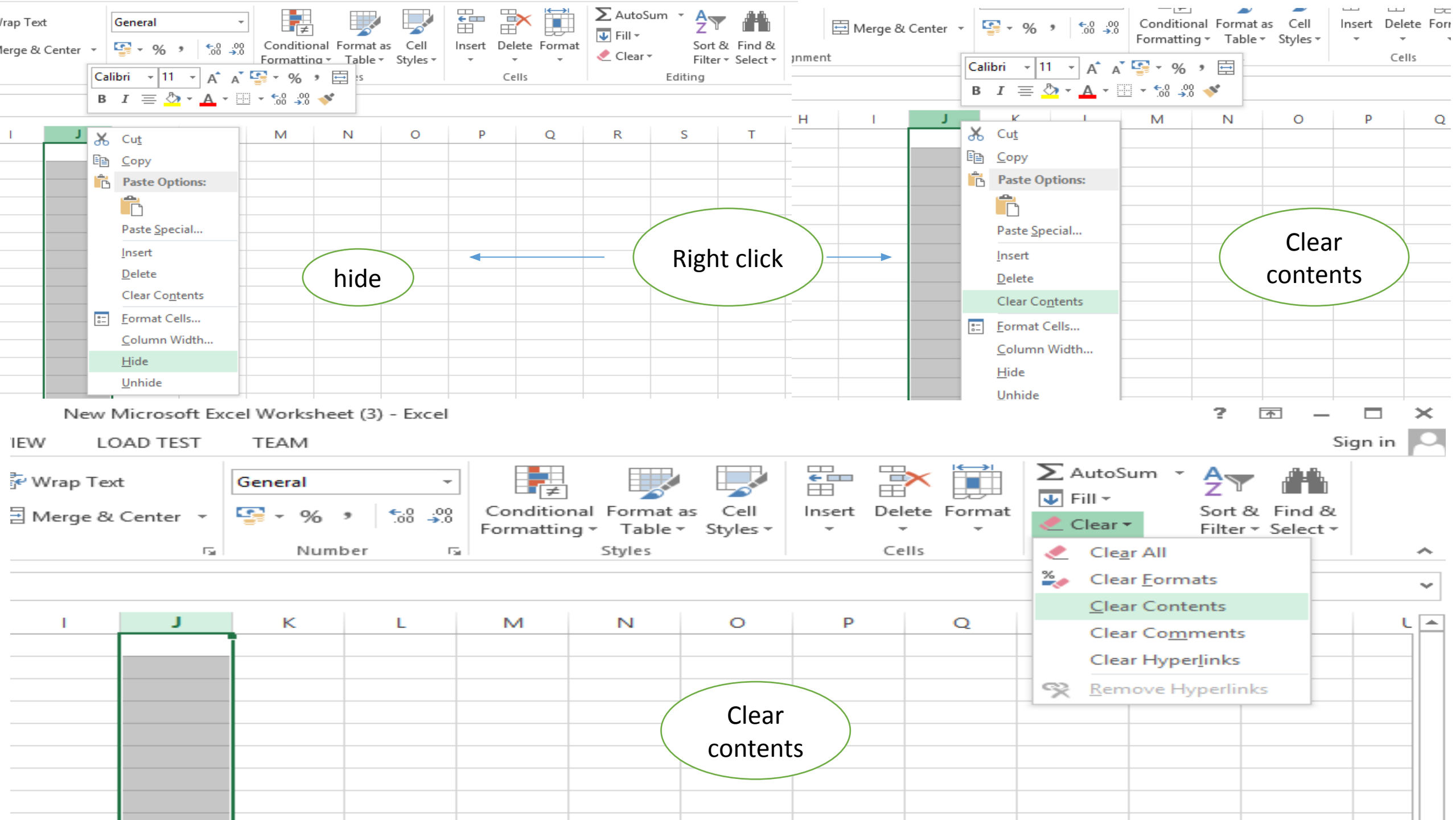
- Select the Colum
- Right click → clear contents

OR

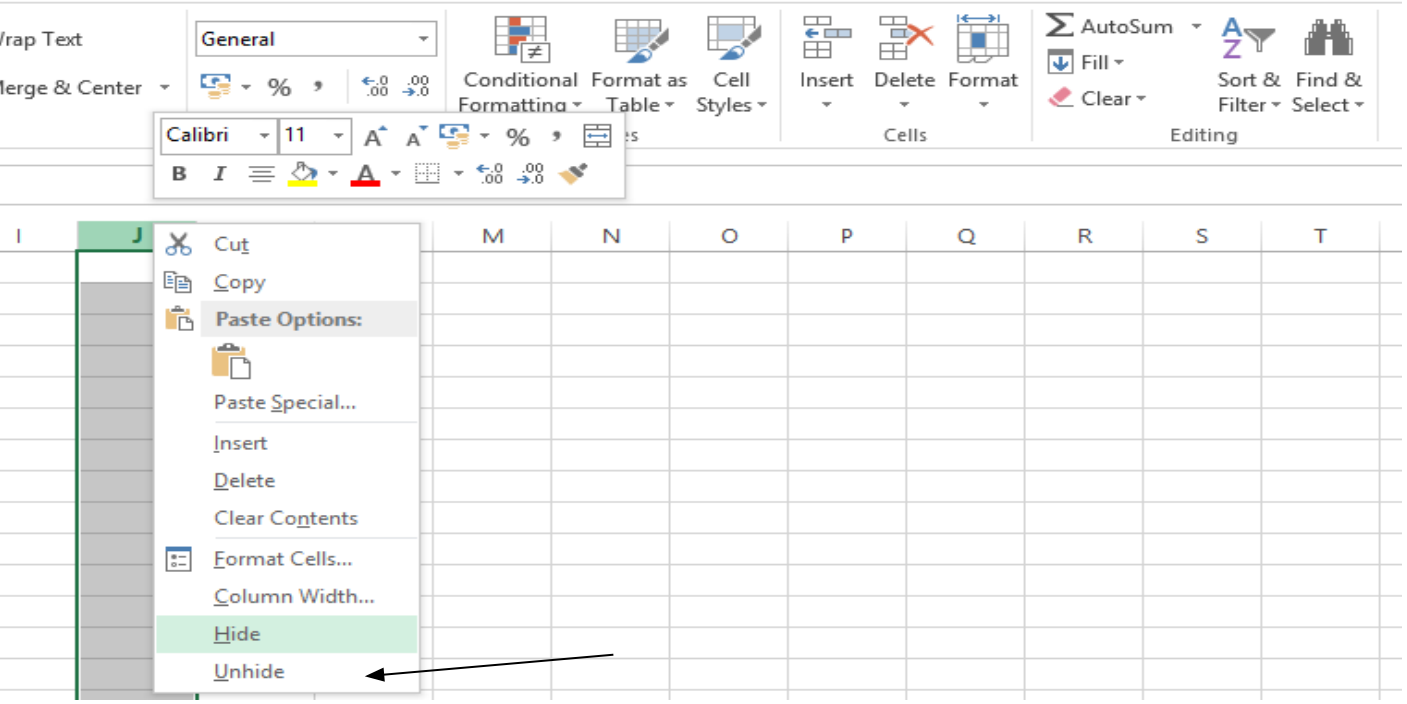
- Home → clear → clear contents

For hiding the Colum

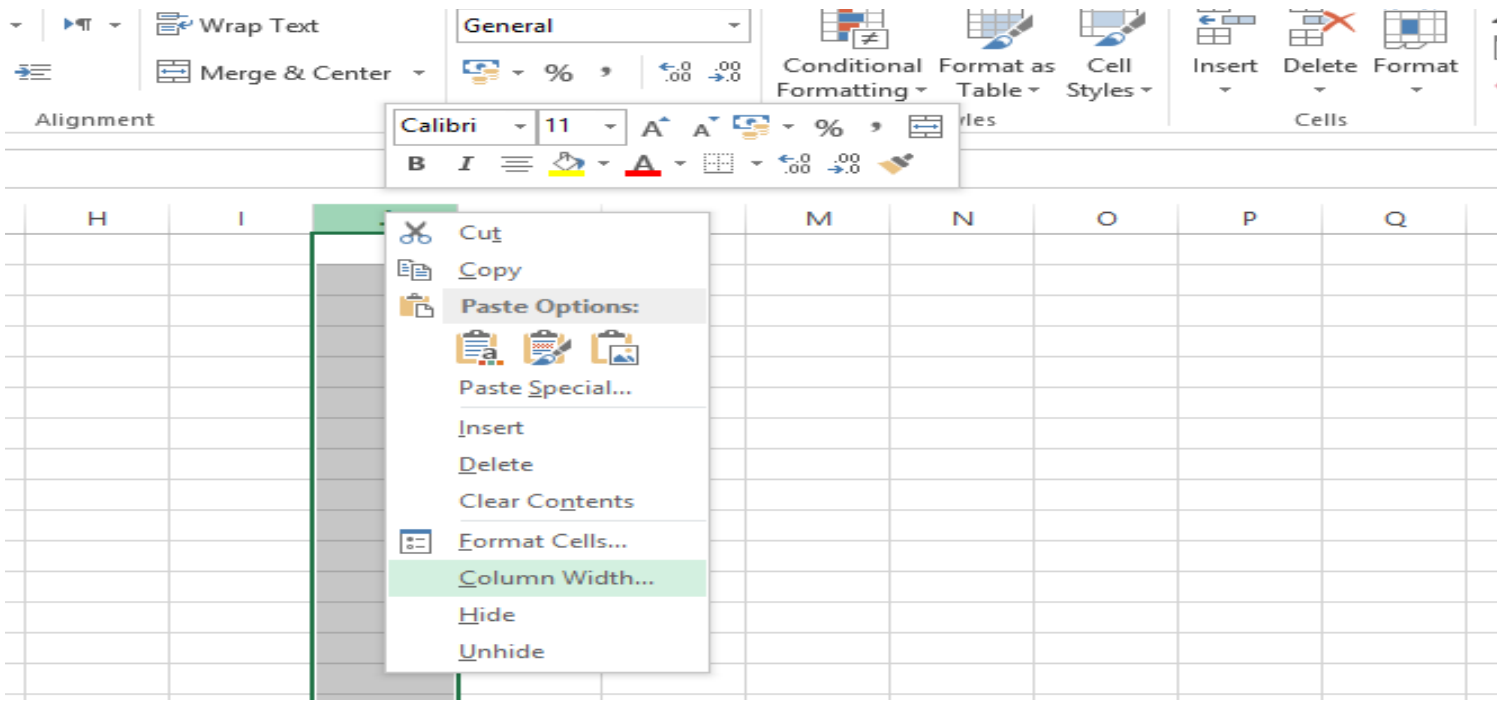
- Select the Colum
- Right click → hide


Cut
Copy
Paste Options:
Paste Special...
Insert
Delete
Clear Contents
Format Cells...
Column Width...
Hide
Unhide
hide
Right click
Clear contents
New Microsoft Excel Worksheet (3) - Excel
IEW
LOAD TEST
TEAM
Sign in
Wrap Text
Merge & Center
General
Conditional Formatting
Format as Table
Cell Styles
Insert
Delete
Format
AutoSum
Fill
Clear
Sort & Filter
Find & Select
Number
Styles
Cells
Editing
Clear All
Clear Formats
Clear Contents
Clear Comments
Clear Hyperlinks
Remove Hyperlinks
Clear contents

- For unhide Colum
- Select Colum
- Right click → unhide

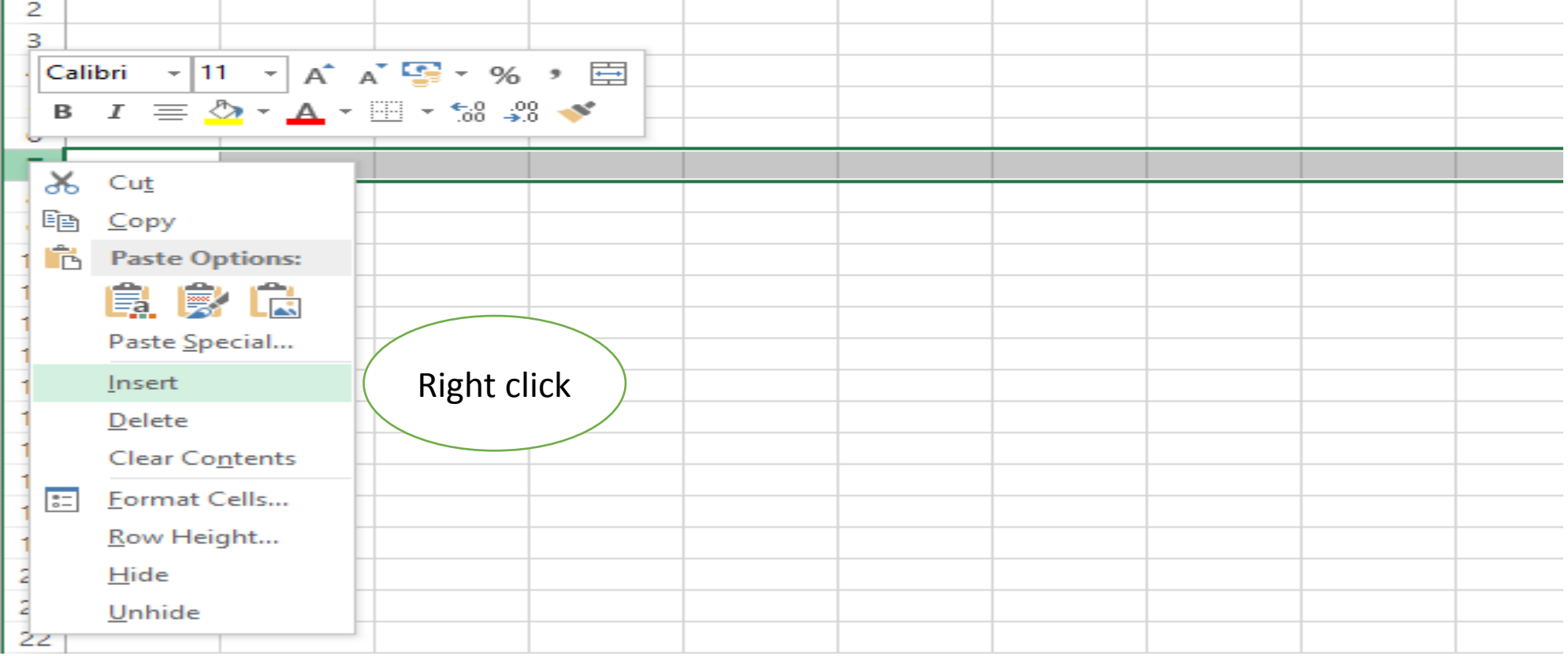


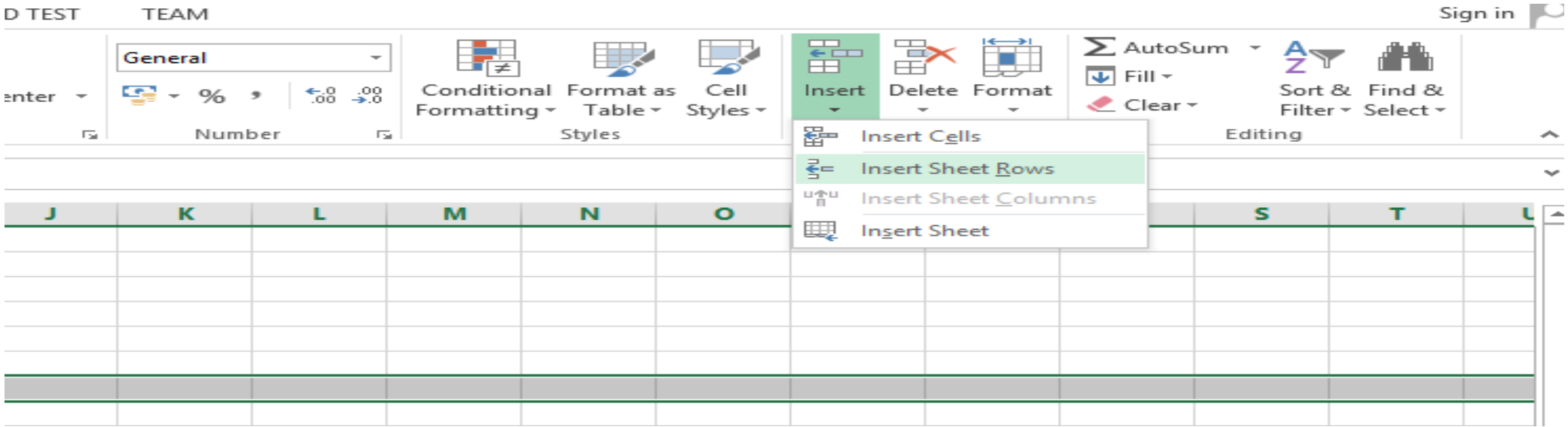
- To change the width of Colum



For adding rows

- right click ⟶ insert or
- ctrl + (✚) or
- Home ⟶ insert ⟶ insert sheet rows


Calibri
11
Cut
Copy
Paste Options:
Paste Special...
Insert
Delete
Clear Contents
Format Cells...
Row Height...
Hide
Unhide
Right click


D TEST
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Conditional Formatting
Format as Table
Cell Styles
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Fill
Clear
Sort & Filter
Find & Select
Number
Styles
Editing
Insert Cells
Insert Sheet Rows
Insert Sheet Columns
Insert Sheet
J
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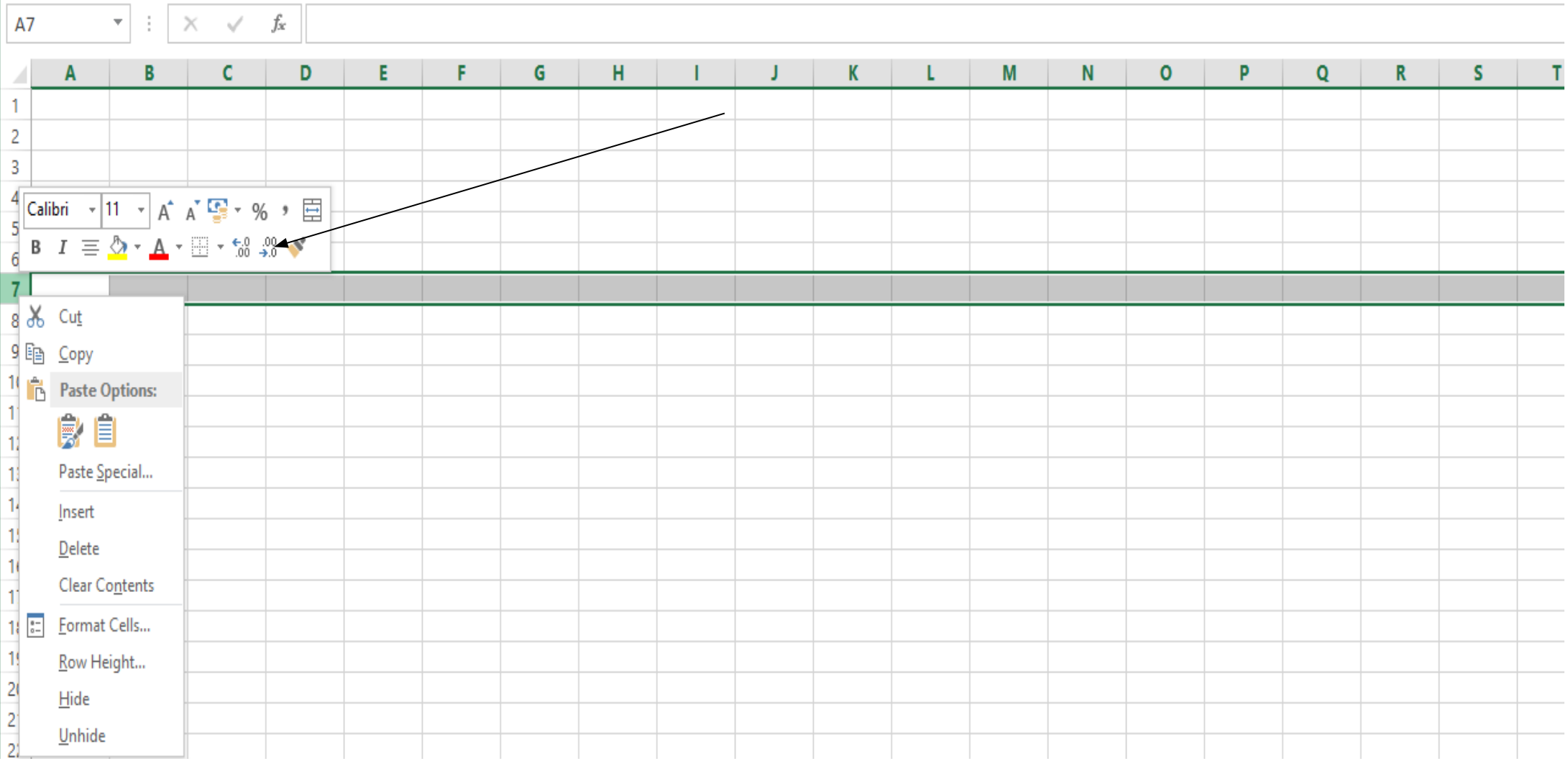
- The same steps mentioned above with the column can be done with the row
- Right click ⟶)hide , un hide, clear contents, row height)

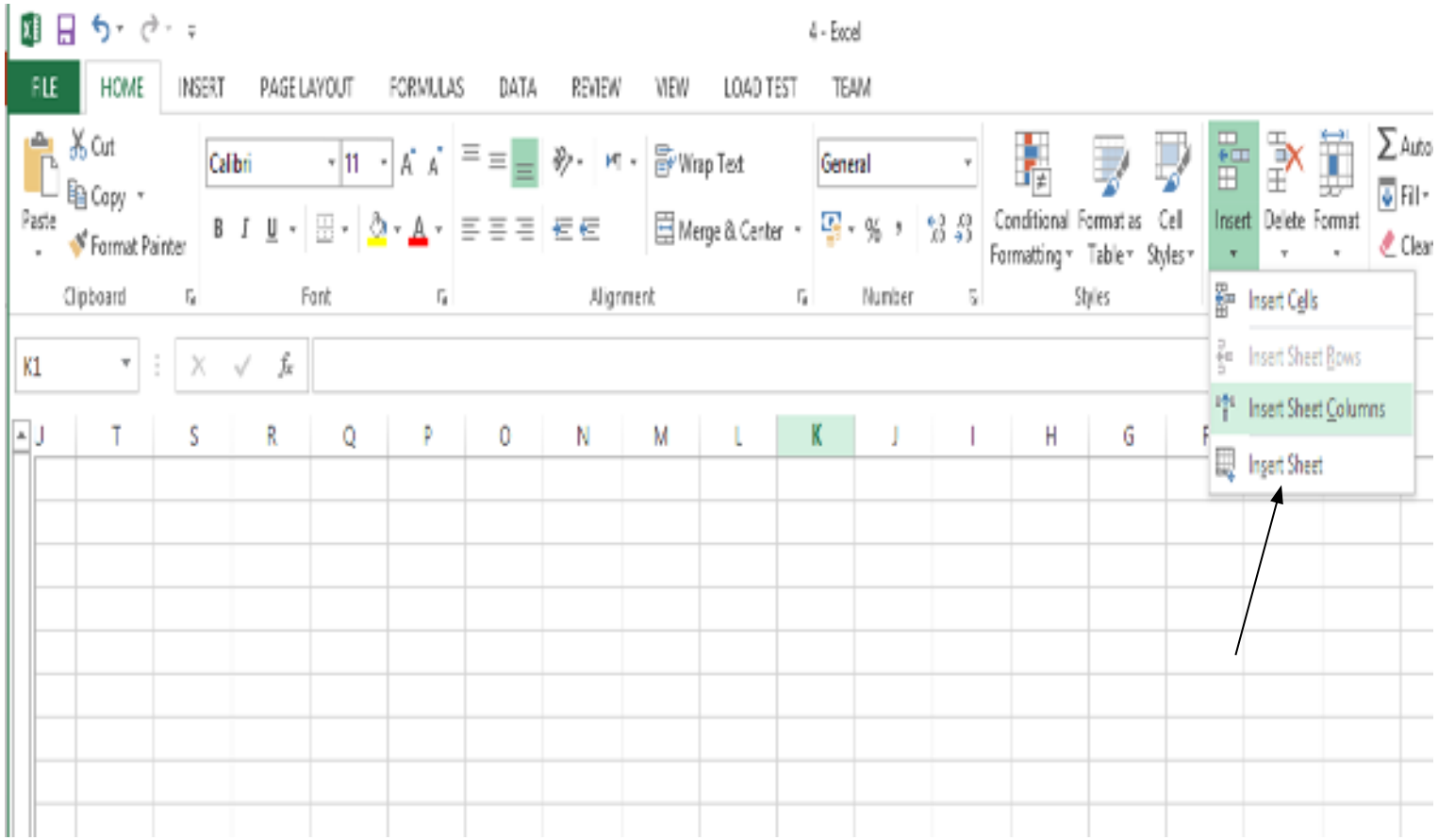


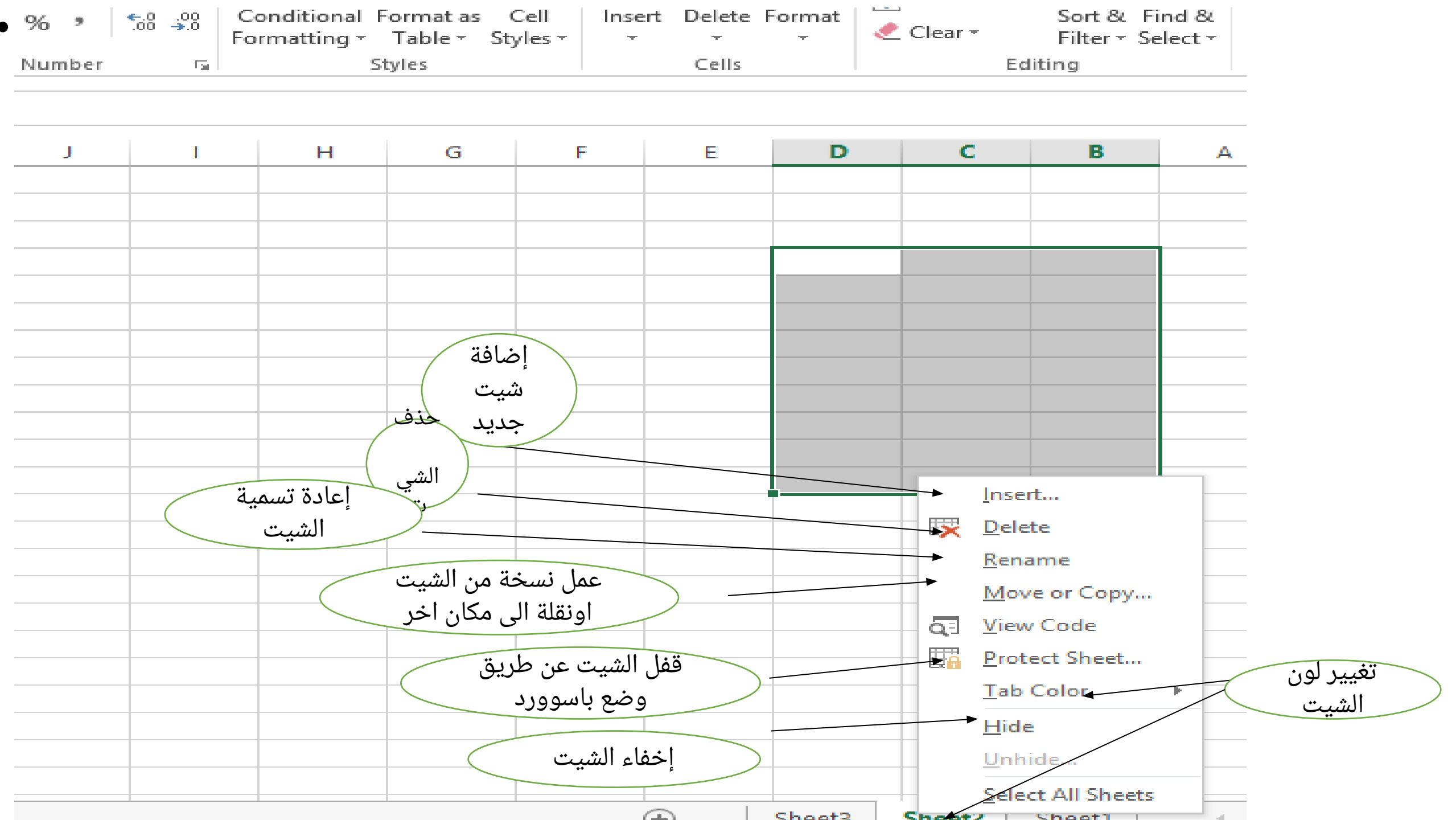
For delete the Colum or Row

- right click → delete or
- ctrl + (−) or
- Home → delete → delete sheet Colum
- right click → delete or
- ctrl + (−) or
- Home → delete → delete sheet row

Adding new sheet

- Home → insert → insert sheet




Conditional Formatting
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إعادة تسمية الشيت
عمل نسخة من الشيت اونقلة الى مكان اخر
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إخفاء الشيت
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Insert...
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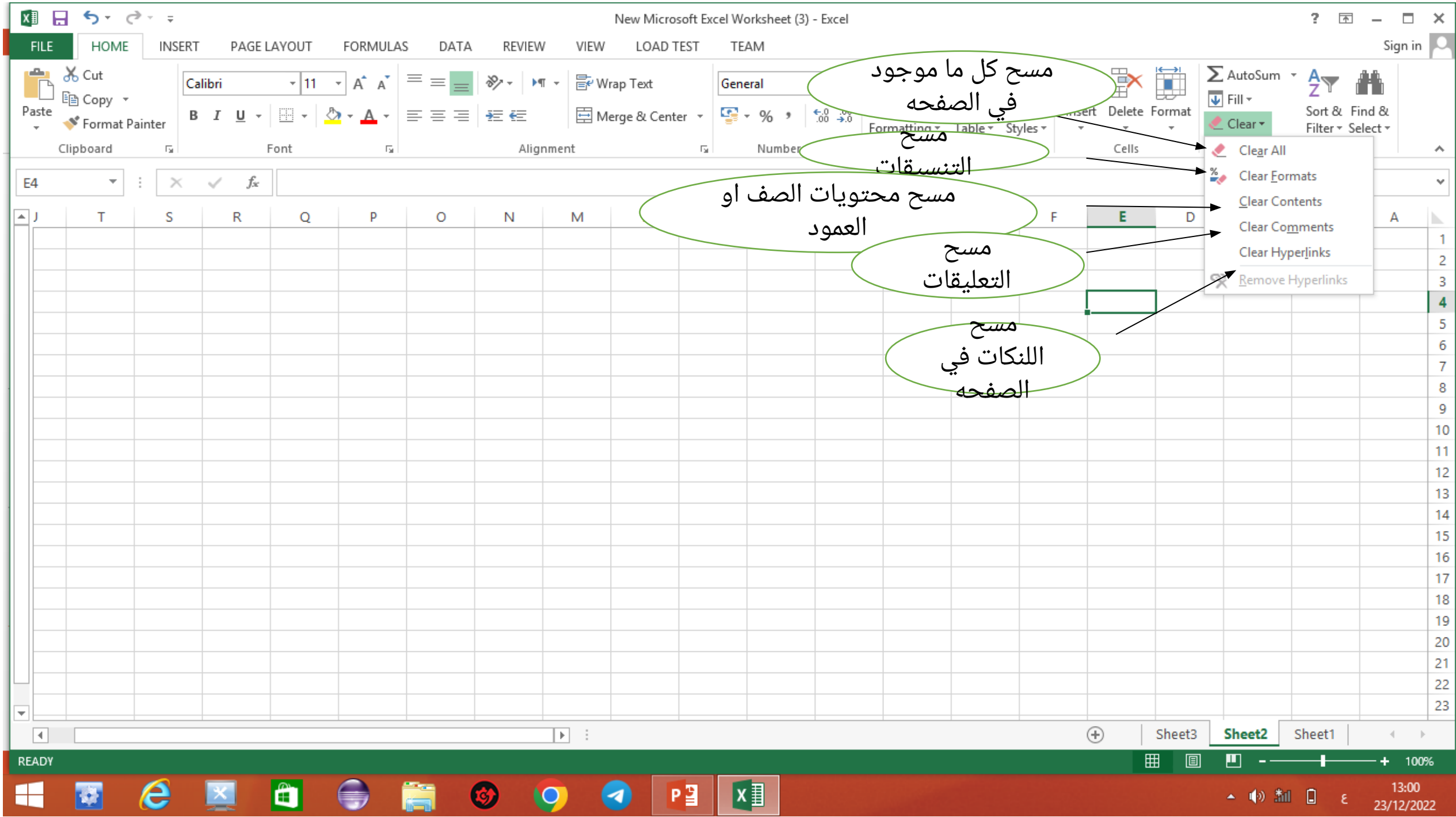
Move or Copy...
View Code
Protect Sheet...
Tab Color
Hide
Unhide...
Select All Sheets


New Microsoft Excel Worksheet (3) - Excel
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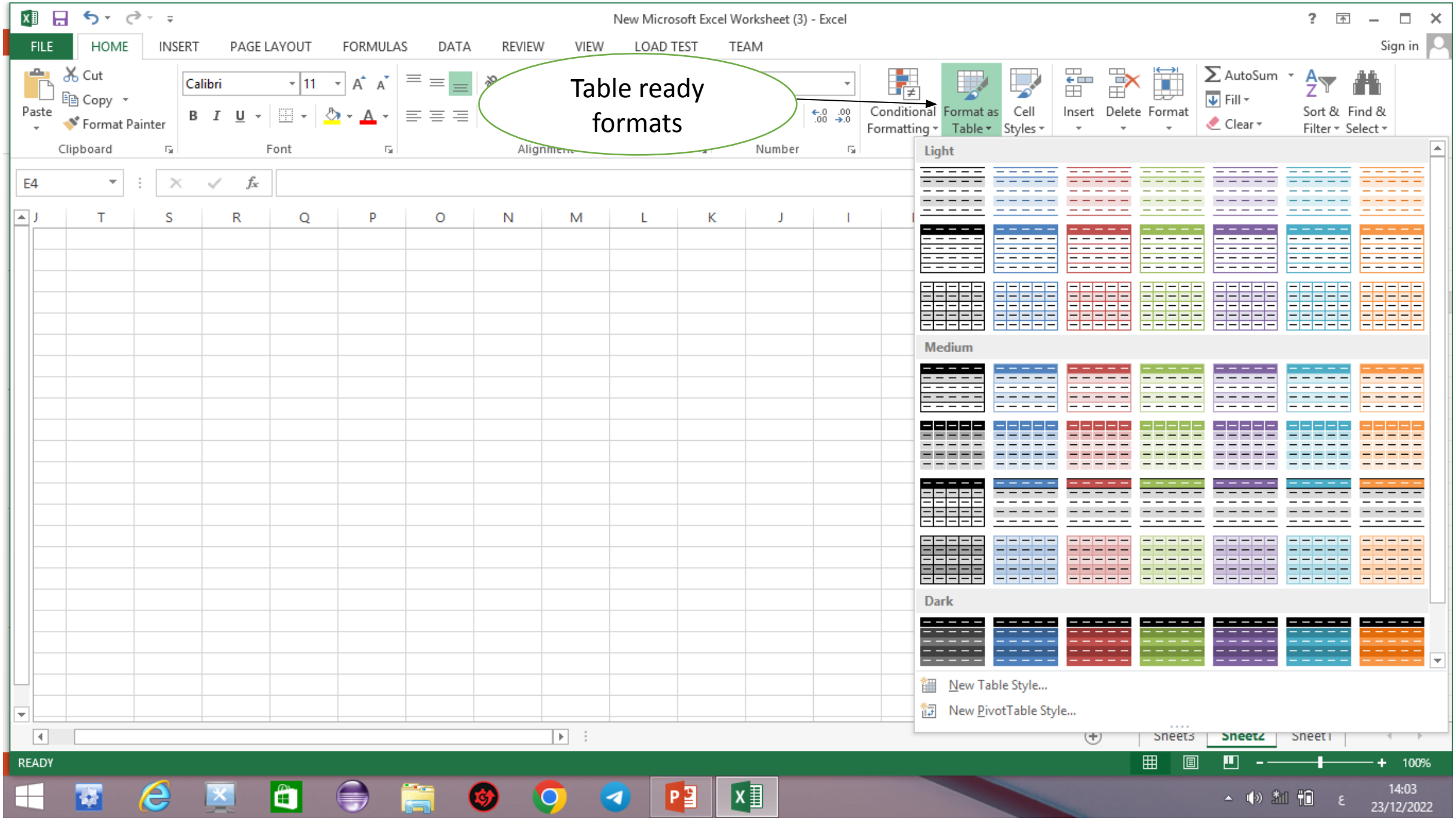
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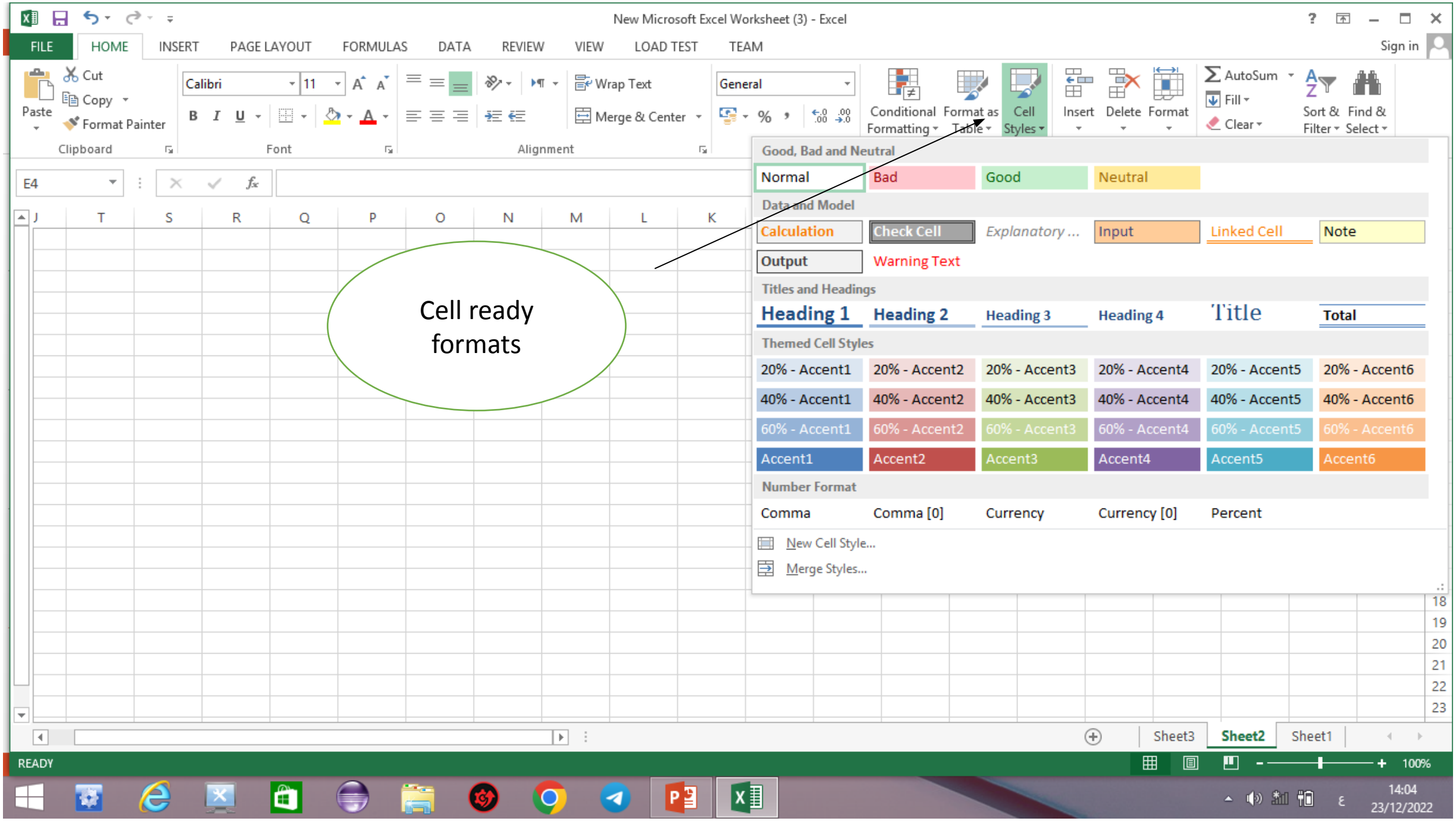
New Microsoft Excel Worksheet (3) - Excel
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Note
Output
Warning Text
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Heading 2
Heading 3
Heading 4
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Accent2
Accent3
Accent4
Accent5
Accent6
Number Format
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READY
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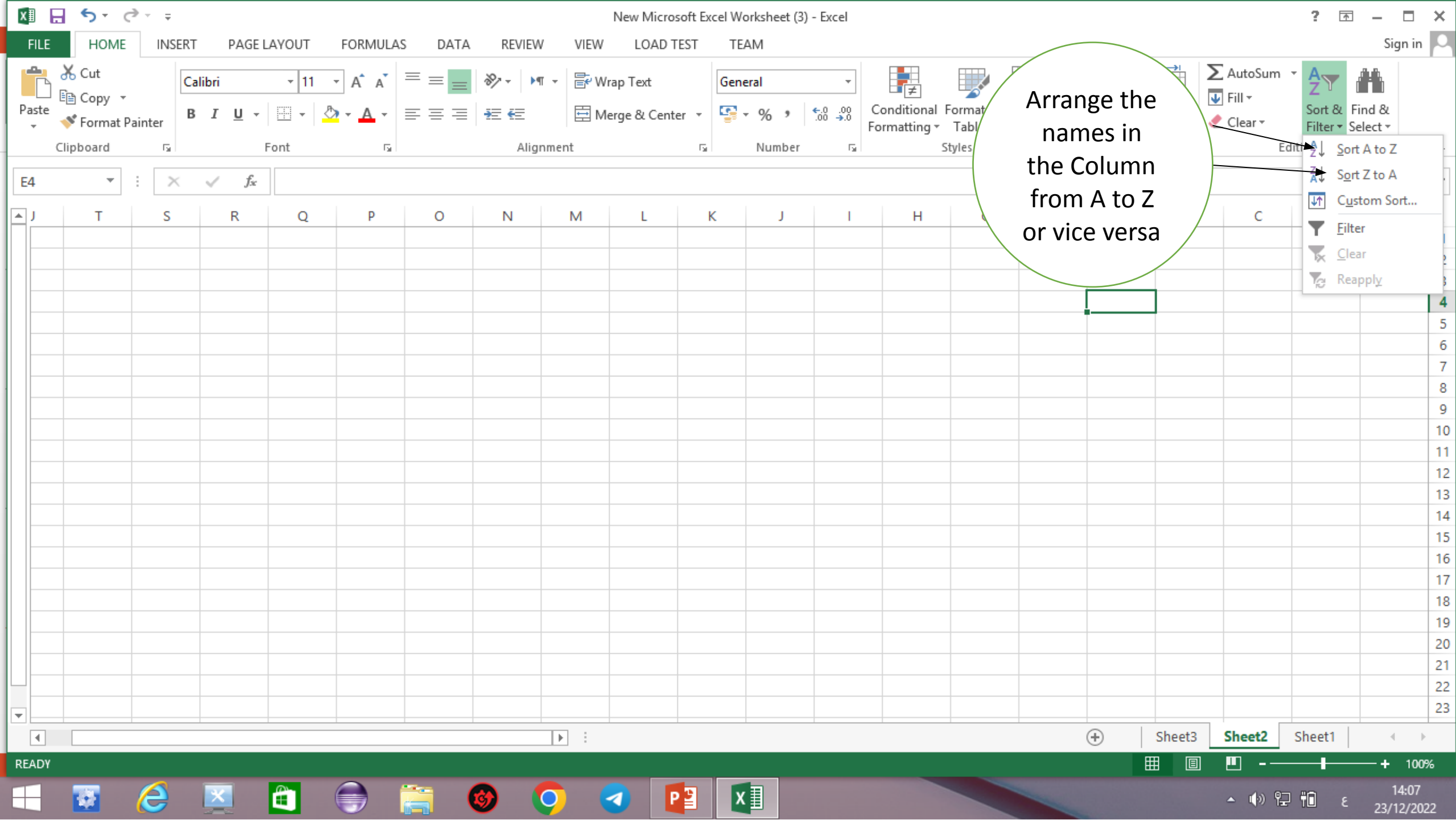
23/12/2022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Arrange the names in the Column from A to Z or vice versa
Sort A to Z
Sort Z to A
Custom Sort...
Filter
Clear
Reapply
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J T S R Q P O N M L K J I H C
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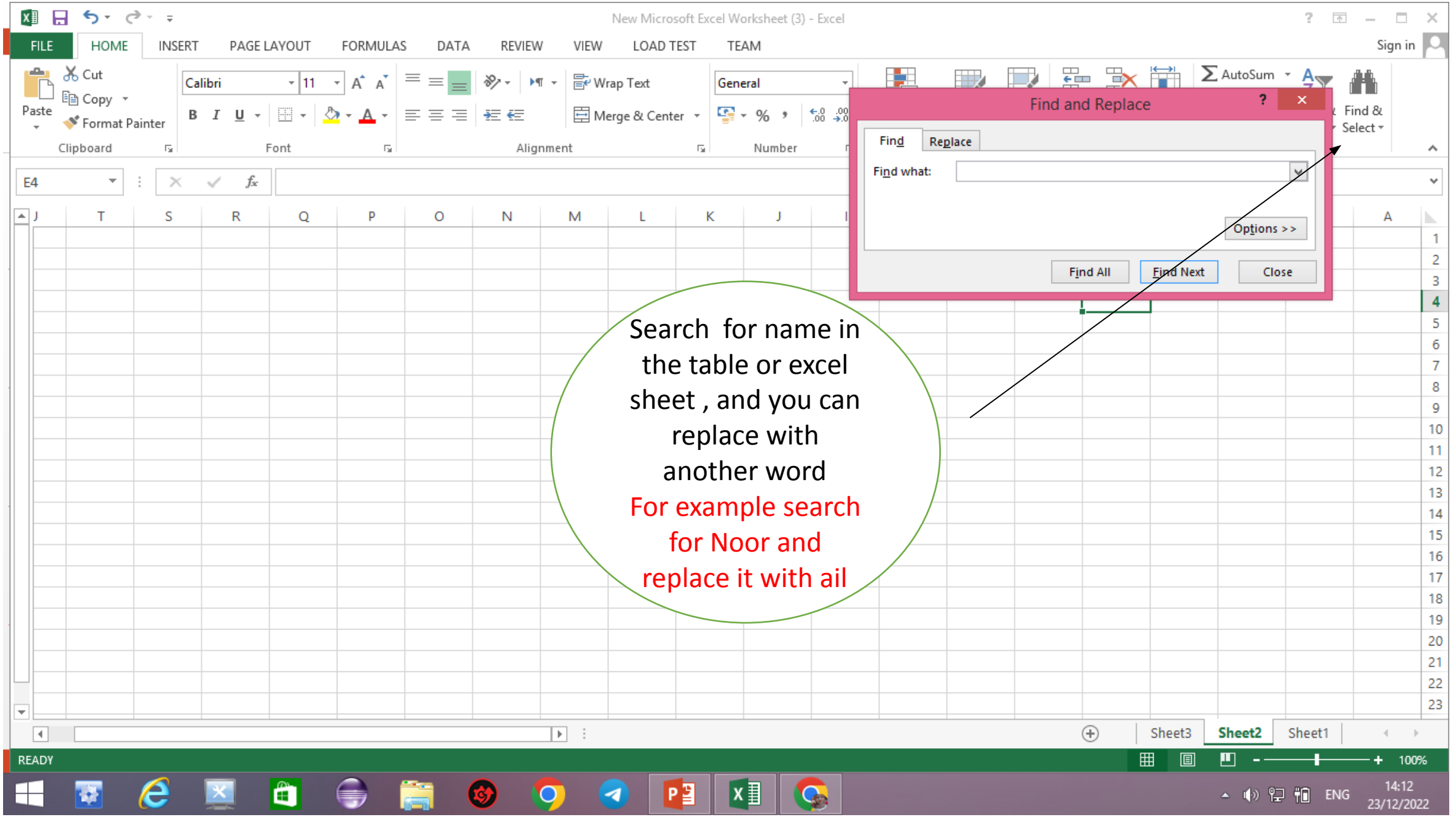
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Find what:
Options >>
Find All
Find Next
Close
Search for name in the table or excel sheet , and you can replace with another word
For example search for Noor and replace it with ail
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23/12/2022