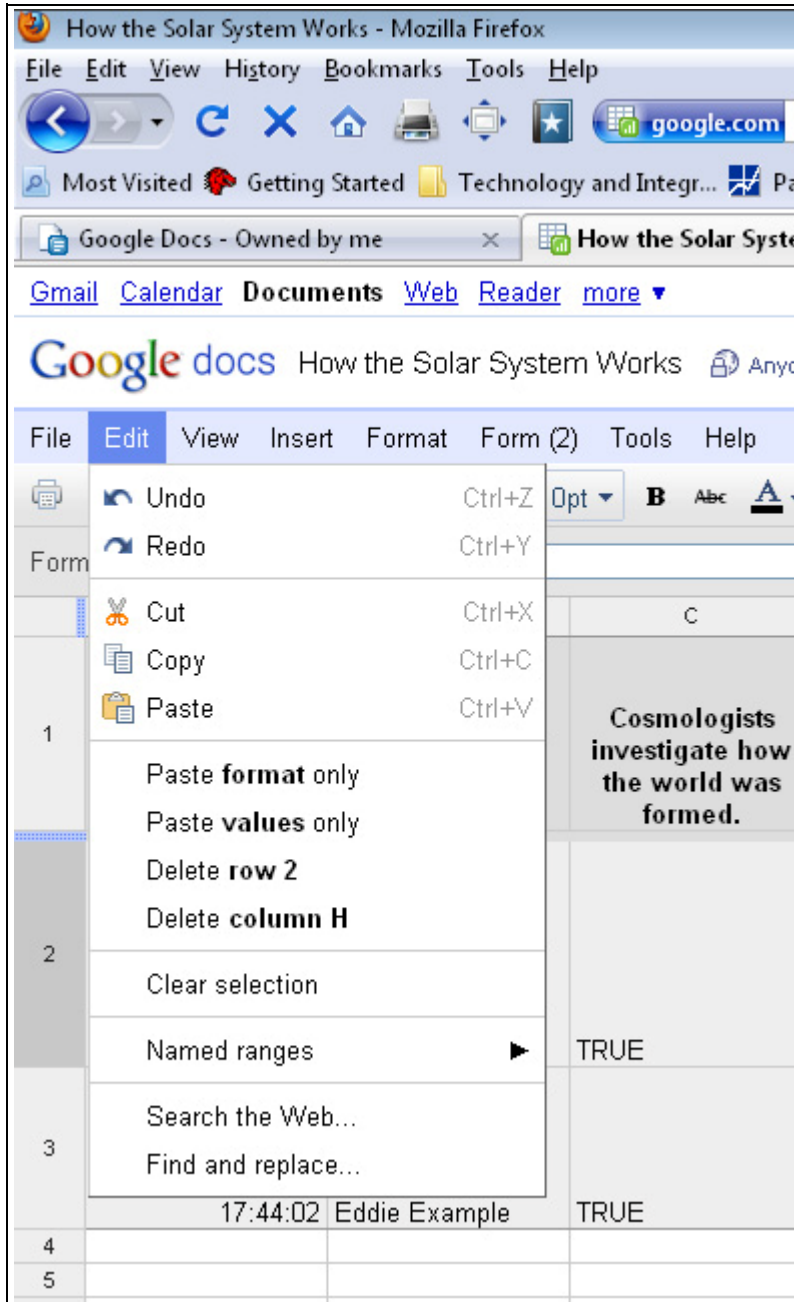


Update this Lesson

Edit page contents

LESSON 6.2 - The Spreadsheet Tools ?

The Edit Tool



UNDO - Undo the last edit to the spreadsheet.

REDO - Redo the last UNDO to the spreadsheet.

CUT - Cut text from the spreadsheet.

COPY - Copy text in the spreadsheet.

PASTE - Paste text in the spreadsheet.

PASTE FORMAT ONLY - Pastes only format changes made to data text.

PASTE VALUES ONLY - Pastes only the values from another column or cell.

DELETE OPTIONS - Delete a specific row or column.

CLEAR SELECTION - Clears text from a

File	Edit	View	Insert	Format	Form (2)	Tools	Help
	Undo						
	Redo						
	Cut						
	Copy						
	Paste						
1	Paste format only						
	Paste values only						
	Delete row 2						
	Delete column H						
2	Clear selection						
	Named ranges						
	Search the Web...						
3	Find and replace...						
	17:44:02	Eddie Example					
4							
5							

	<p>selected area.</p> <p>NAMED RANGES - Manage or define a range name. You can use range names to:</p> <ul style="list-style-type: none">• Assign a name to a cell or group of cells• Simplify your formulas instead of multiple cell addresses• Publish specific sections of your spreadsheet <p>SEARCH THE WEB - Opens a Google browser window.</p> <p>FIND AND REPLACE - Finds specific text or data and replaces it with specified text or data.</p>
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Continue