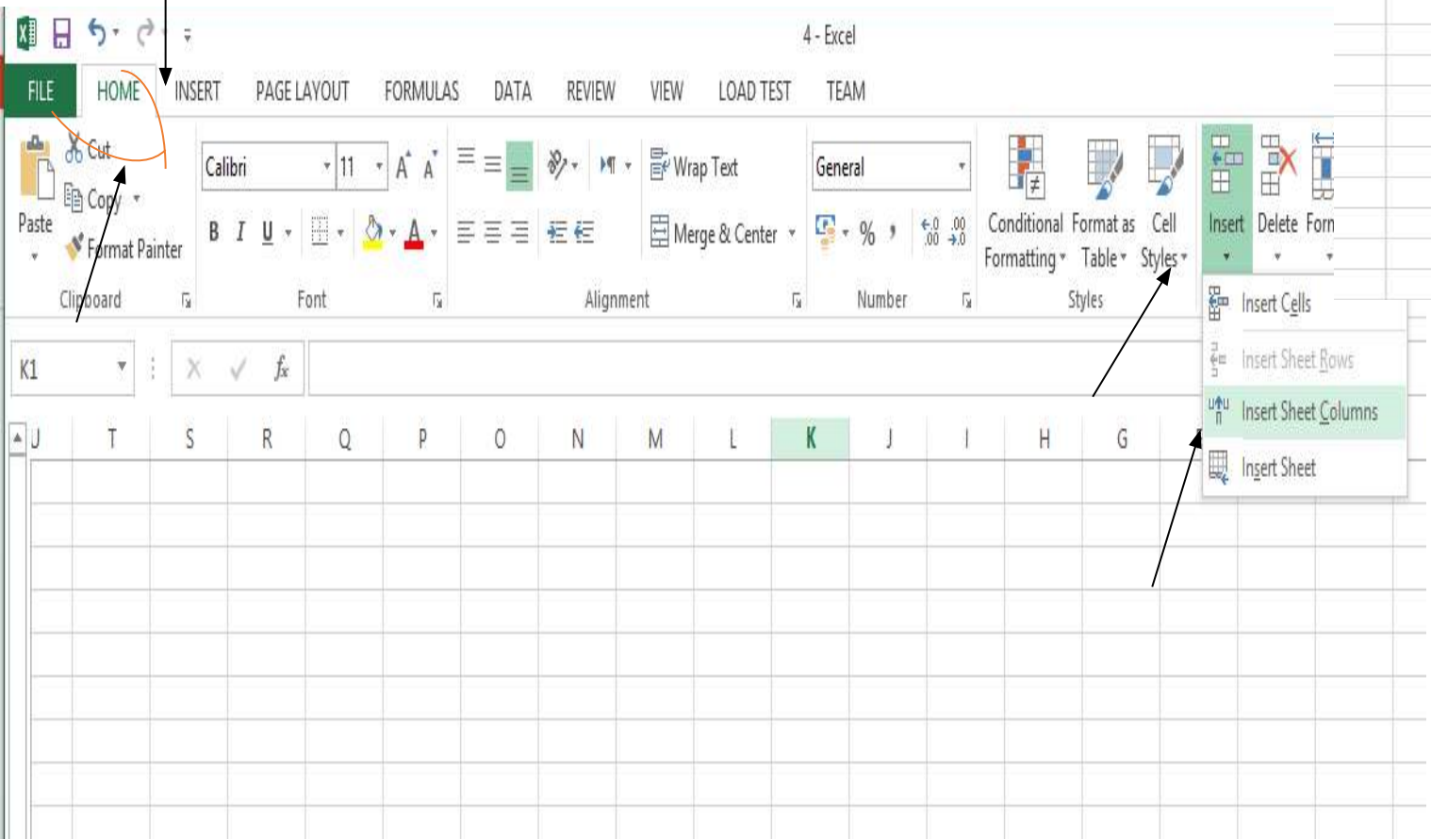
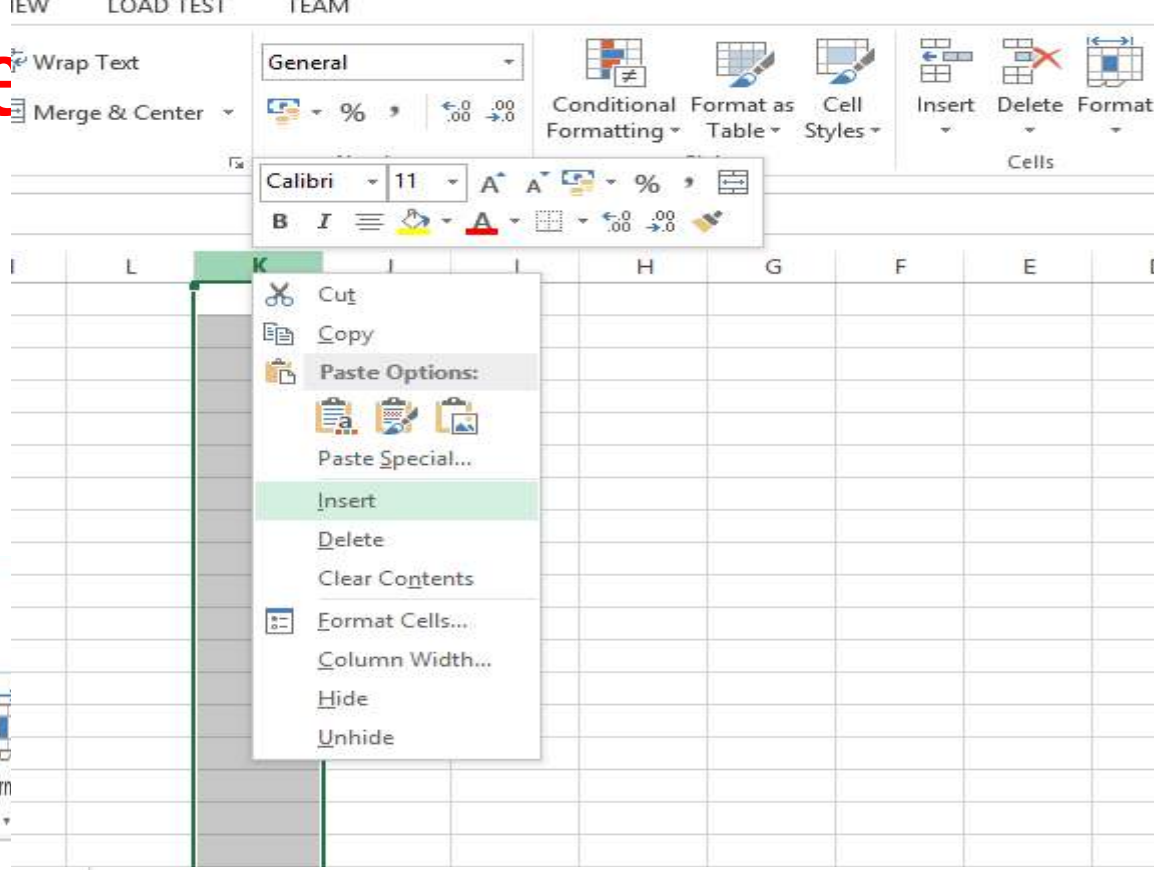
Lecutre 3

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

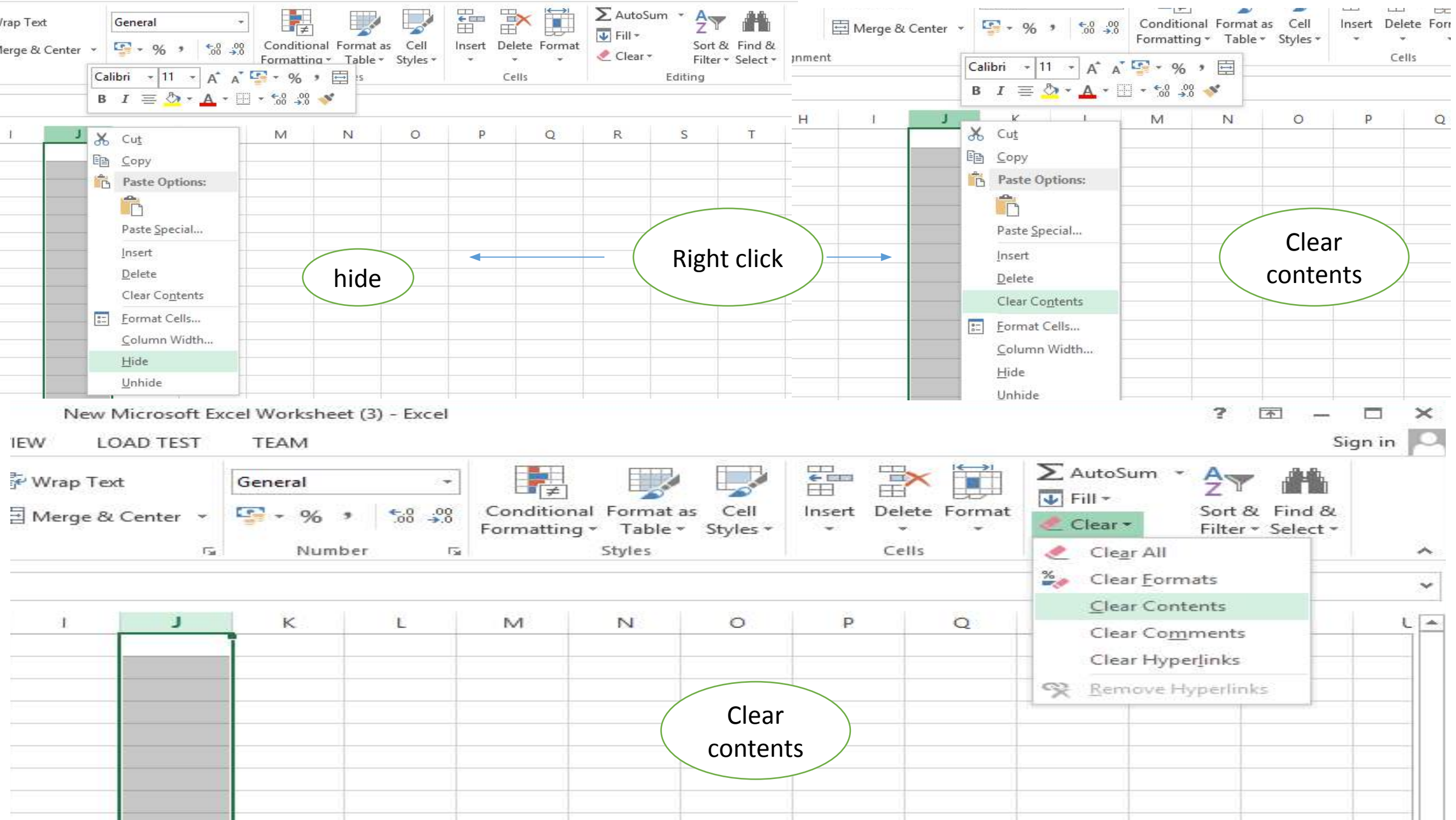
- Select the Colum
- Right click → clear contents

OR

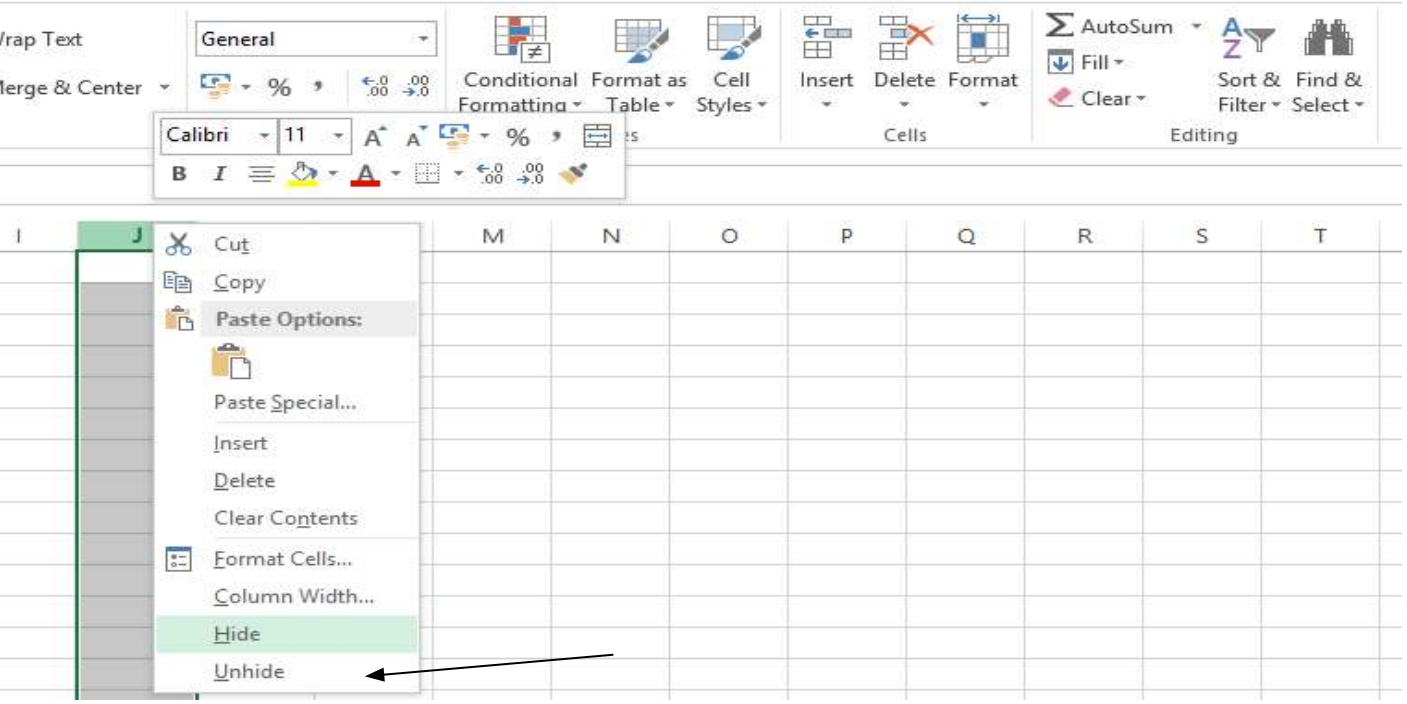
- Home →clear → clear contents

For hiding the Colum

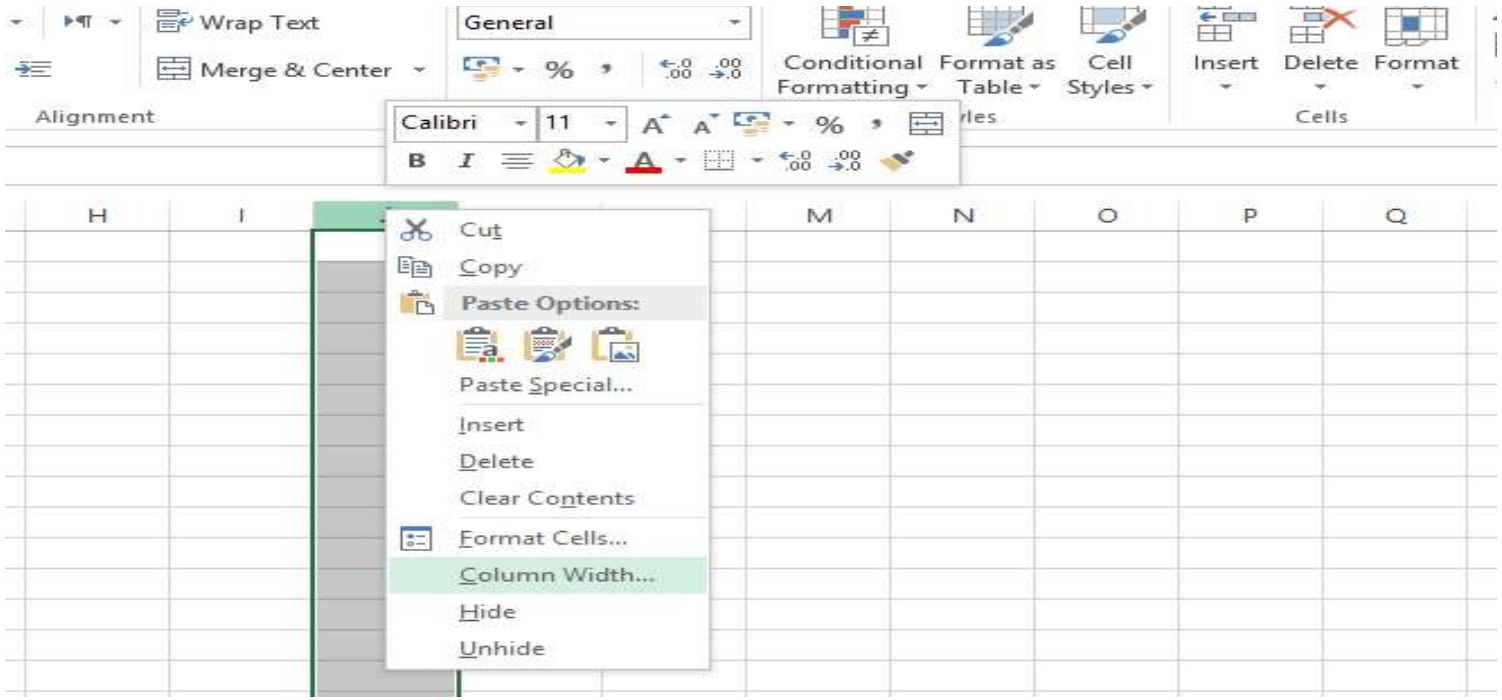
- Select the Colum
- Right click → hide


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

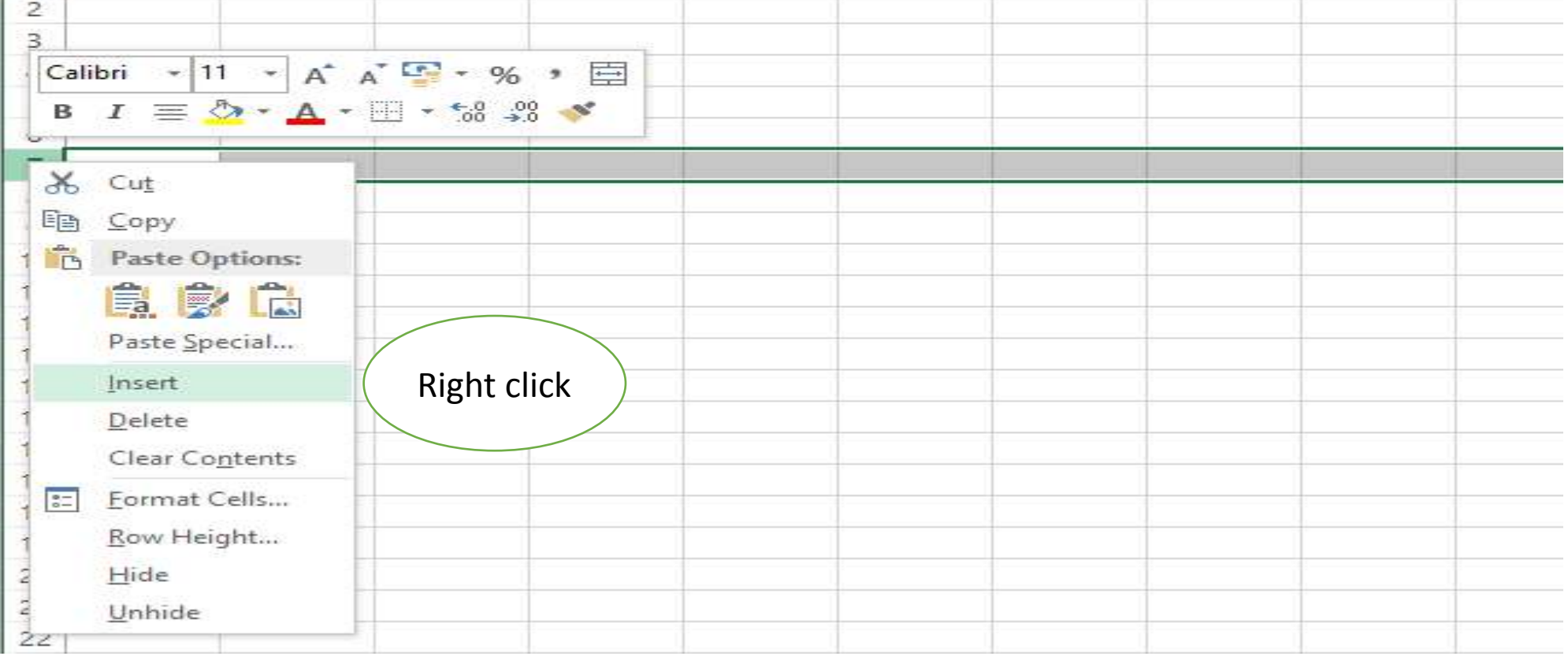


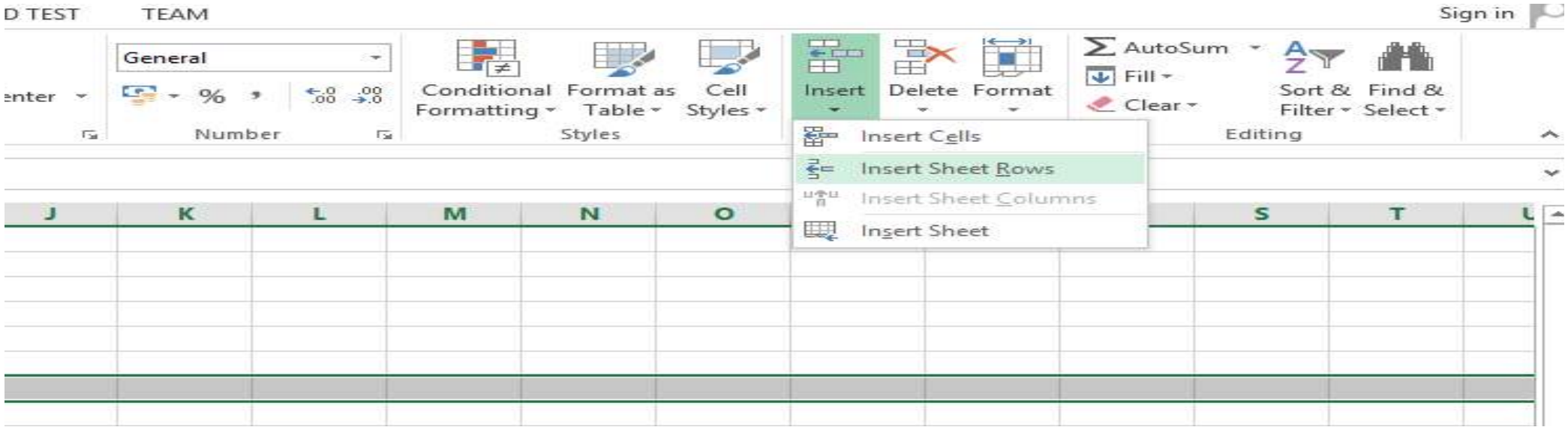
- To change the width of Colum



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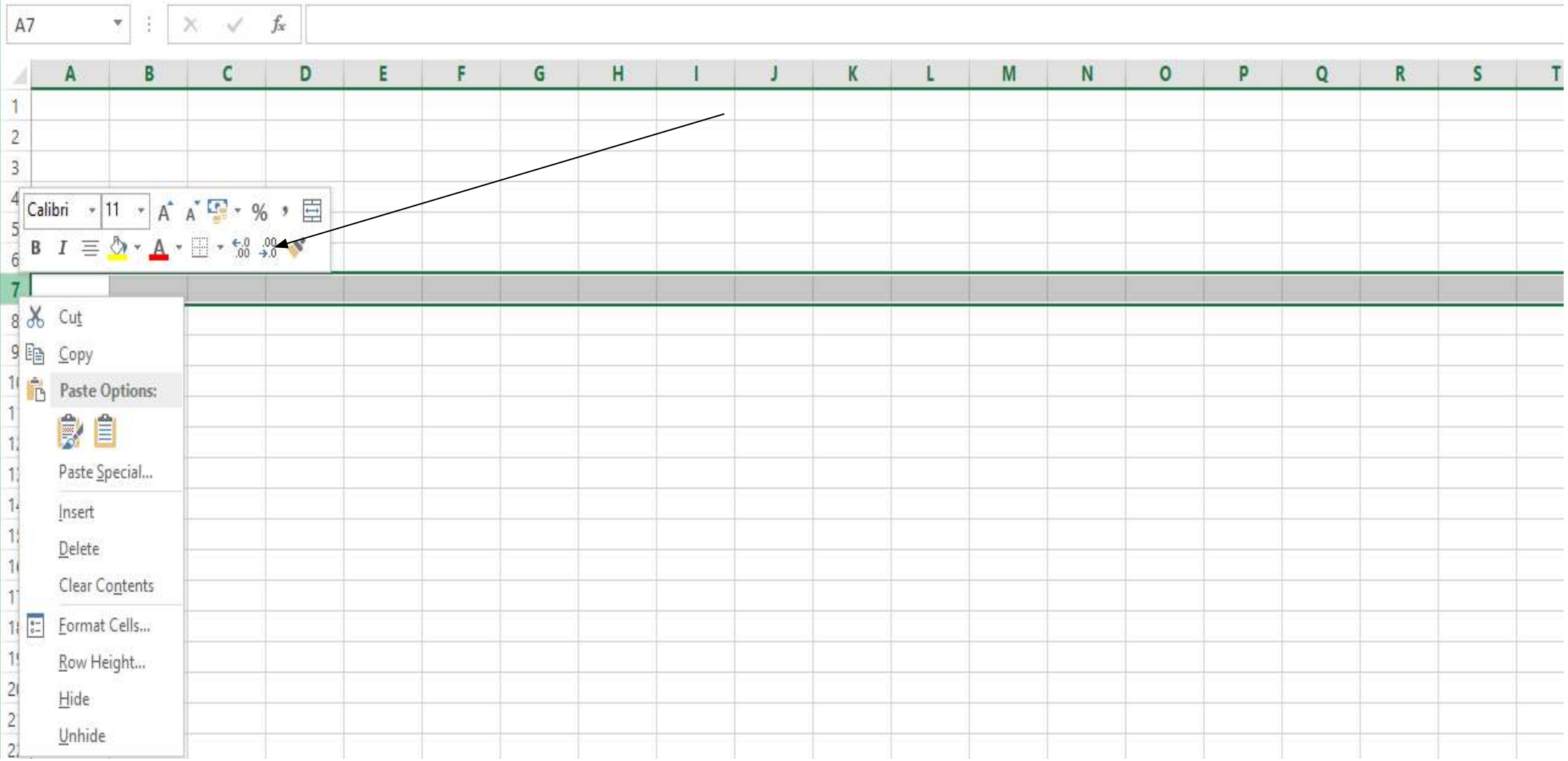
- The same steps mentioned above with the column can be done with the row
- Right click ⟶)hide , un hide, clear contents, row height)

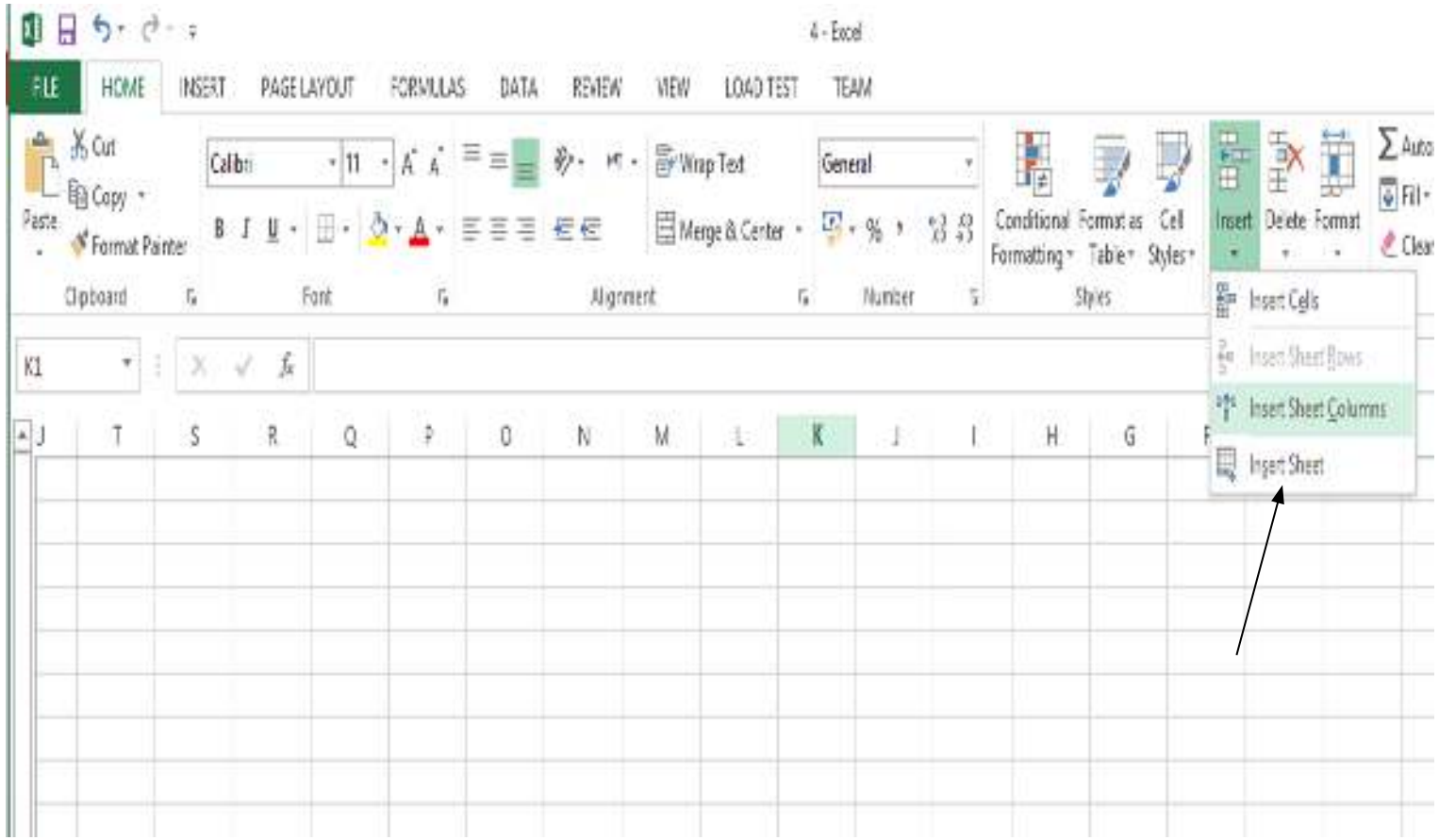


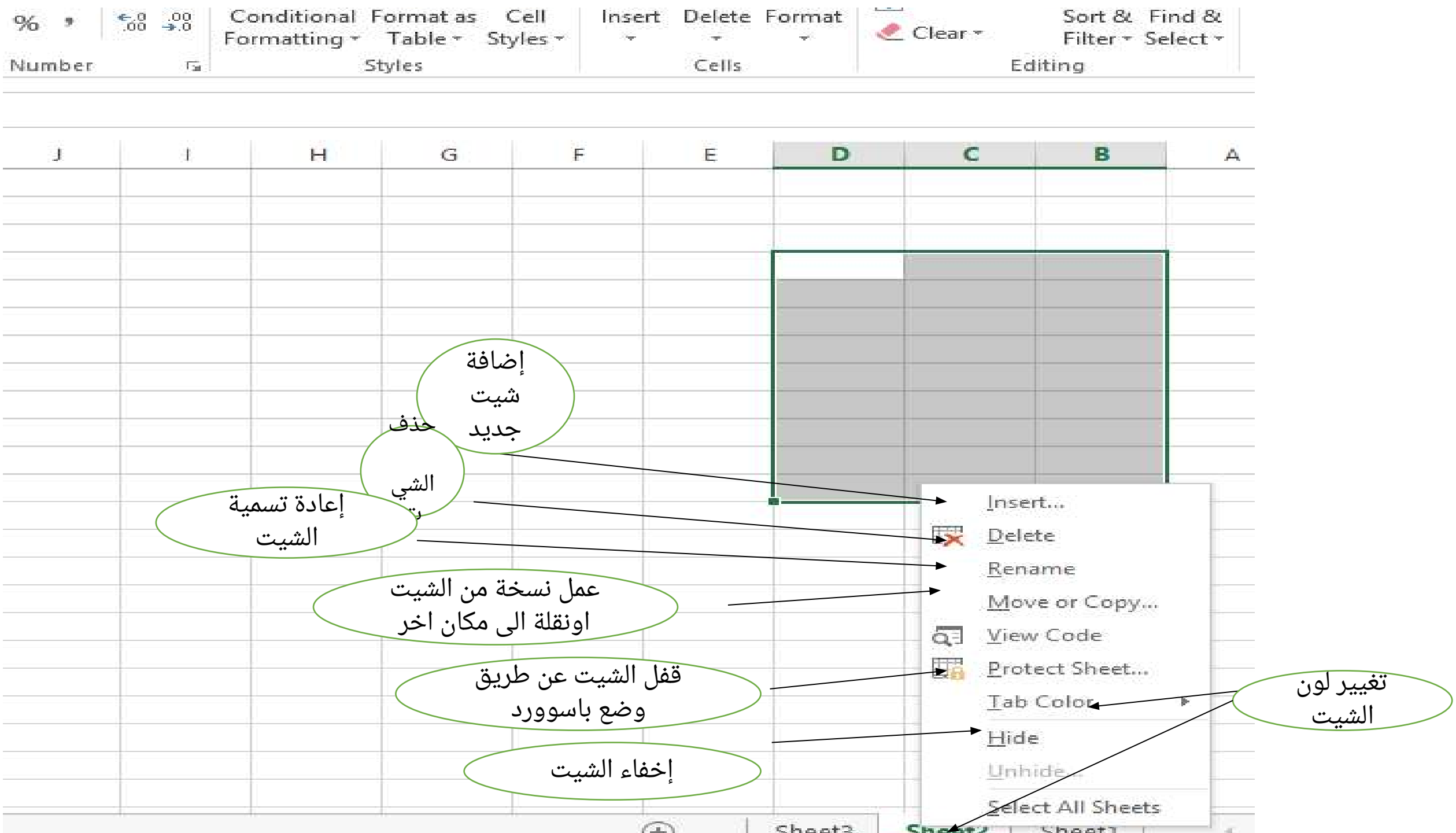
For delete the Colum or Row

- 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
Format as Table
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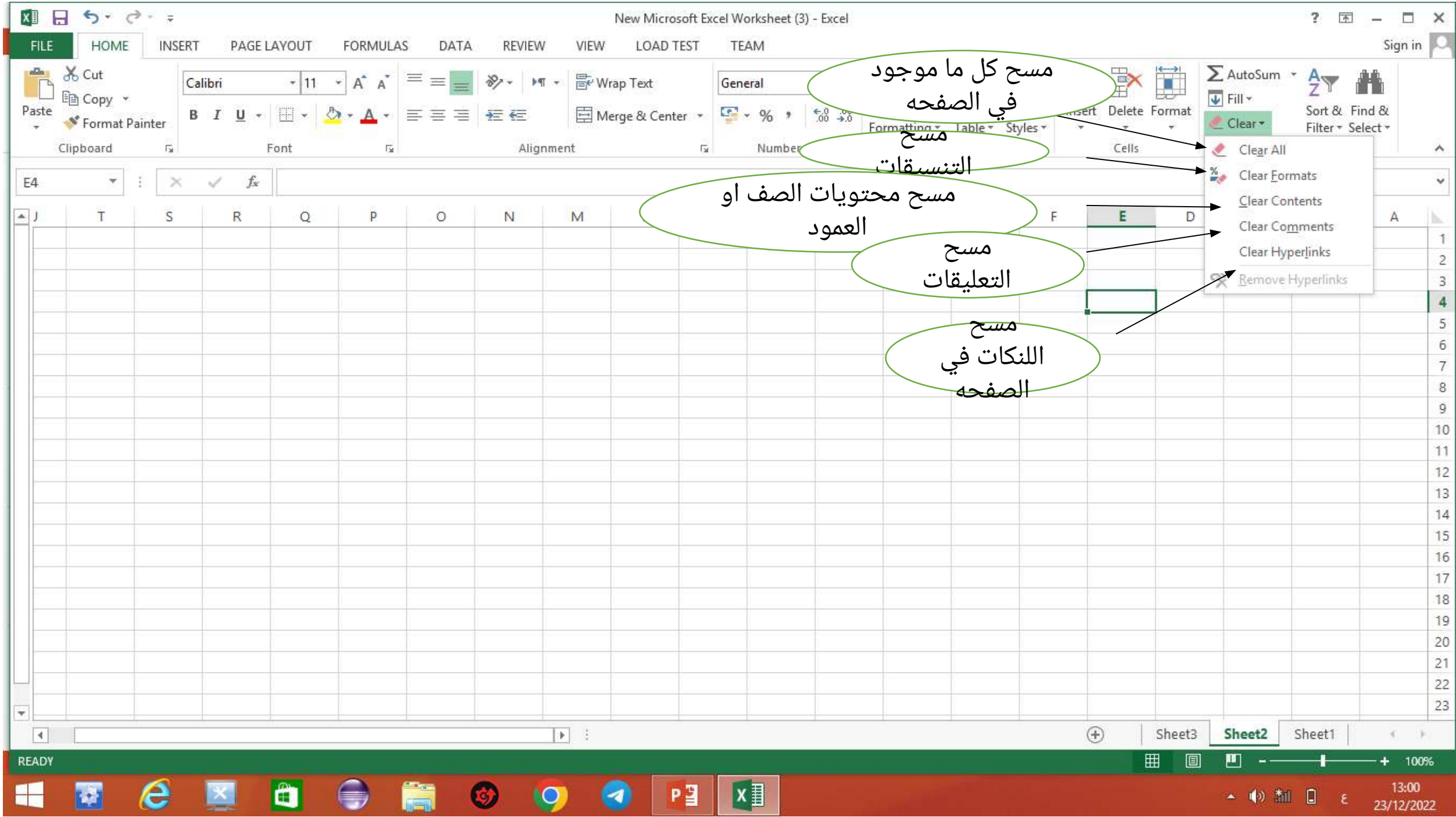
J I H G F E D C B A
إضافة شيت جديد
حذف الشيت
إعادة تسمية الشيت
عمل نسخة من الشيت اونقلة الى مكان اخر
قفل الشيت عن طريق وضع باسوورد
إخفاء الشيت
تغيير لون الشيت
Insert...
Delete
Rename
Move or Copy...
View Code
Protect Sheet...
Tab Color
Hide
Unhide...
Select All Sheets
Sheet3
Sheet1


New Microsoft Excel Worksheet (3) - Excel
FILE
HOME
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LOAD TEST
TEAM
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Paste
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Clear Hyperlinks
Remove Hyperlinks
مسح كل ما موجود في الصفحه
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E4
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Sheet2
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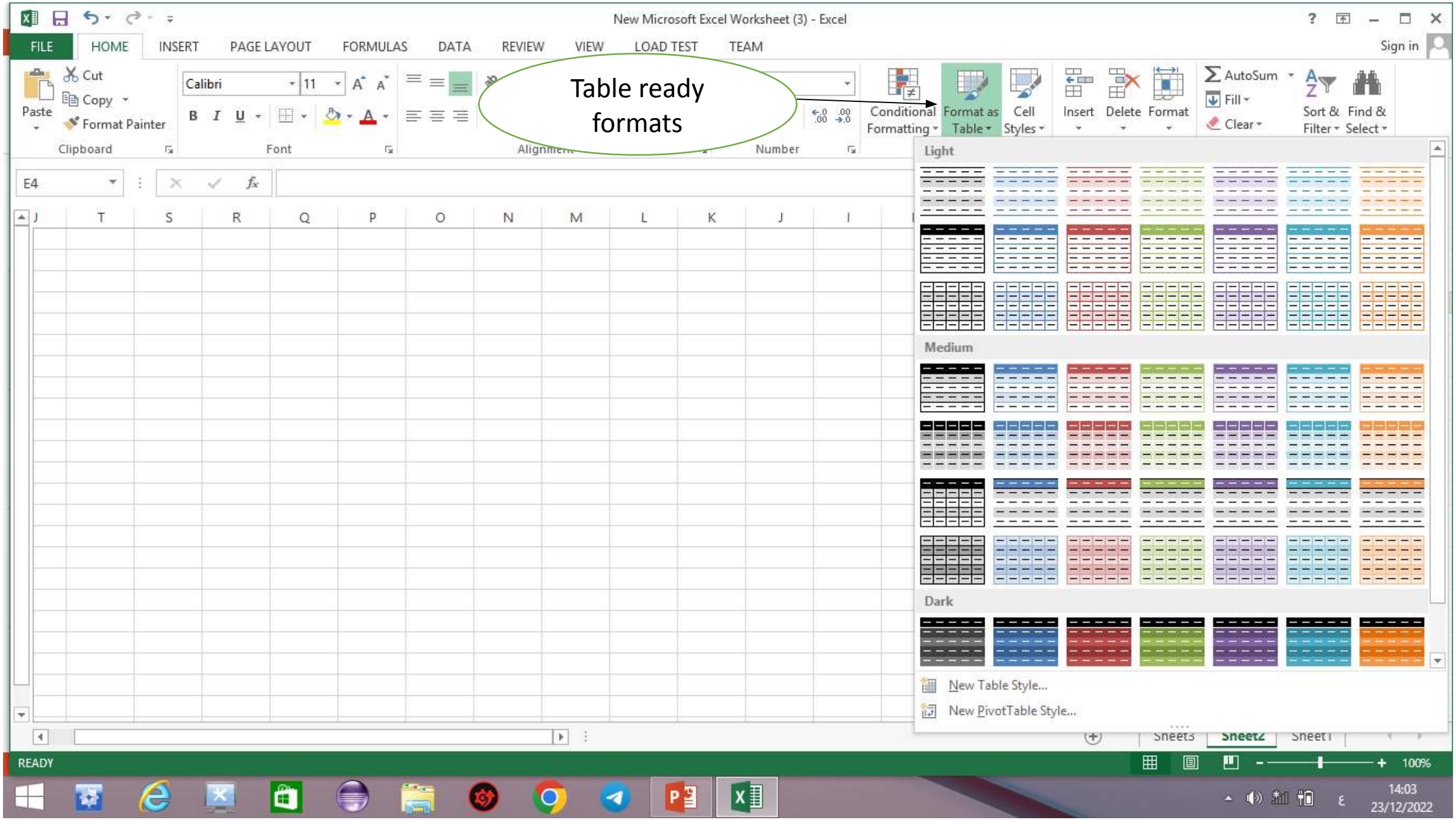
New Microsoft Excel Worksheet (3) - Excel
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E4
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New Table Style...
New PivotTable Style...
Sheet3
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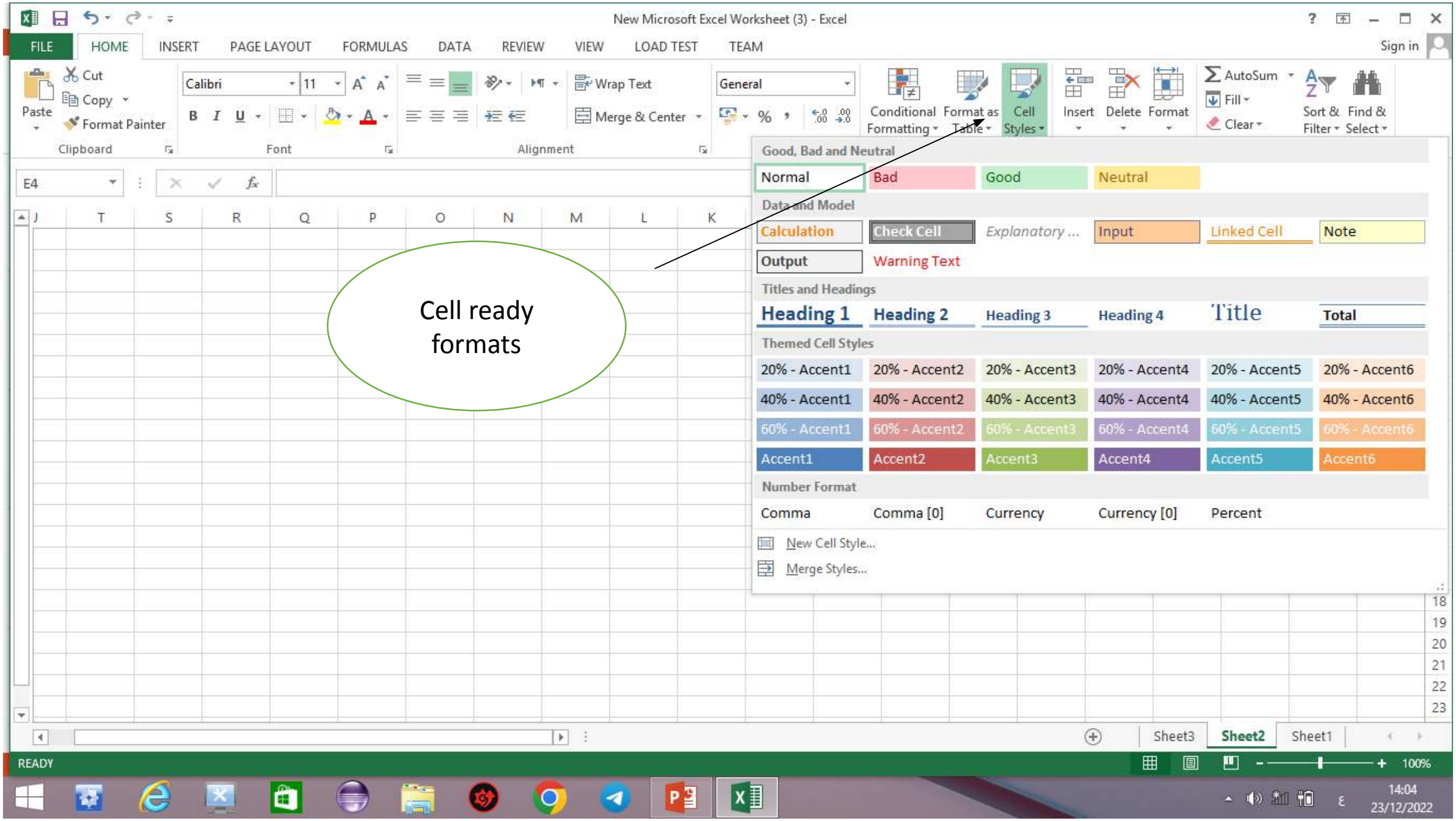
New Microsoft Excel Worksheet (3) - Excel
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Sort & Filter
Find & Select
E4
Good, Bad and Neutral
Normal
Bad
Good
Neutral
Data and Model
Calculation
Check Cell
Explanatory ...
Input
Linked Cell
Note
Output
Warning Text
Titles and Headings
Heading 1
Heading 2
Heading 3
Heading 4
Title
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Themed Cell Styles
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Accent1
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Accent3
Accent4
Accent5
Accent6
Number Format
Comma
Comma [0]
Currency
Currency [0]
Percent
New Cell Style...
Merge Styles...
Cell ready formats
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Sheet2
Sheet1
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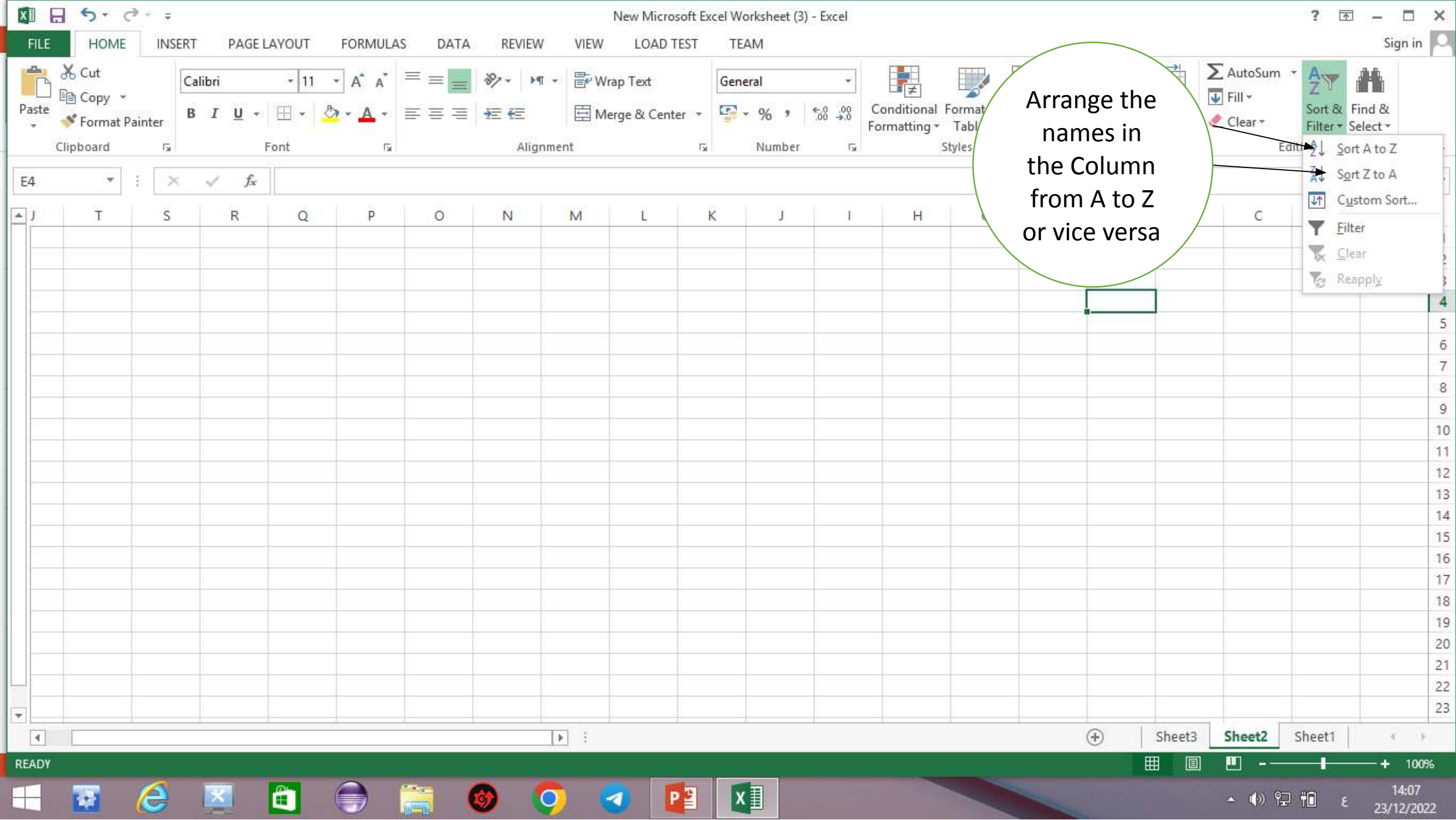
14:04
23/12/2022


New Microsoft Excel Worksheet (3) - Excel
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Conditional Formatting
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Sort & Filter
Find & Select
Editing
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
E4
J T S R Q P O N M L K J I H C
4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23
Sheet3
Sheet2
Sheet1
READY
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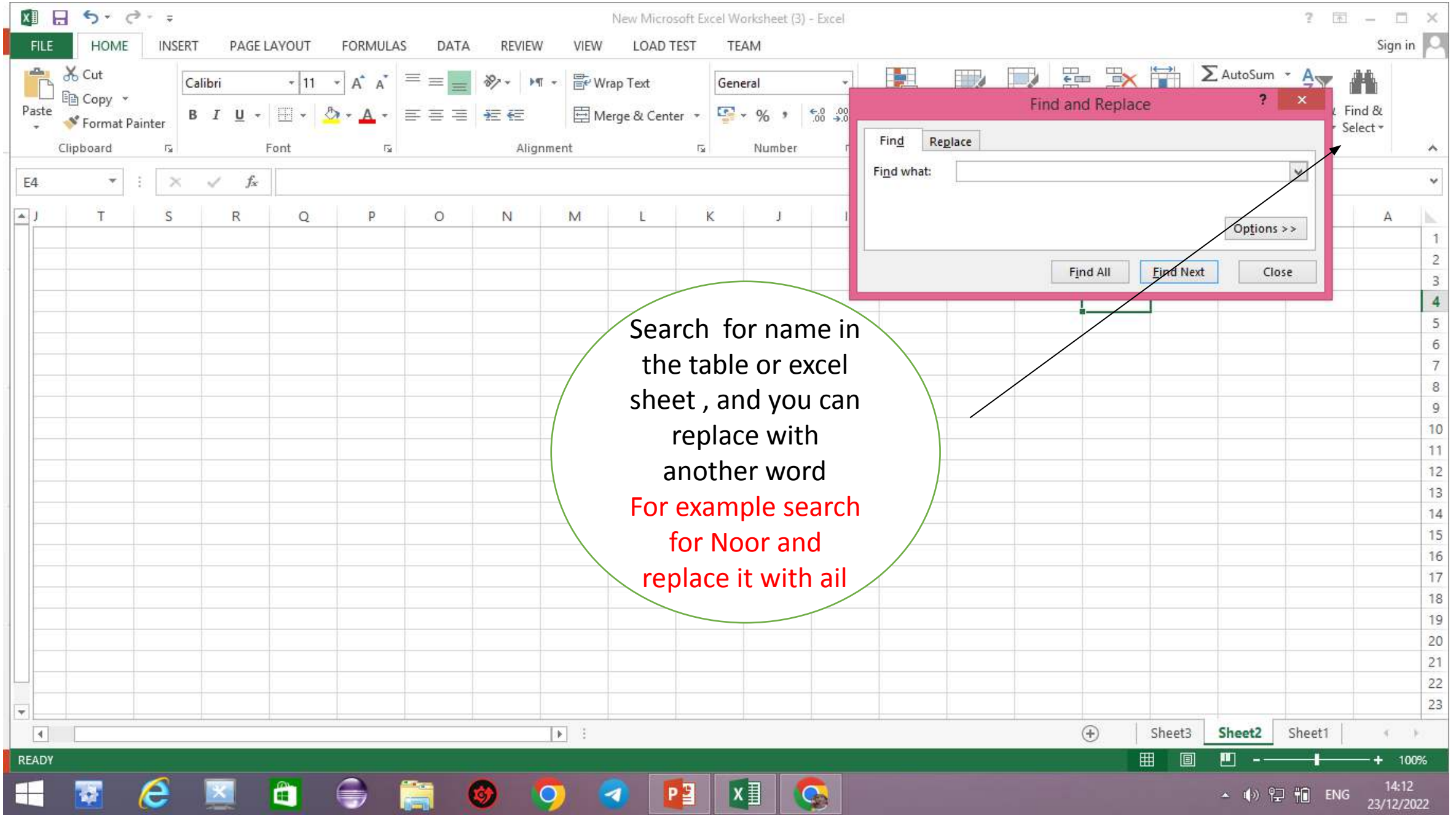
23/12/2022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AutoSum
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Find and Replace
Find
Replace
Find what:
Options >>
Find All
Find Next
Close
Search for name in the table or excel sheet , and you can replace with another word
For example search for Noor and replace it with ail
Sheet3
Sheet2
Sheet1
READY
100%
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14:12
23/12/2022