

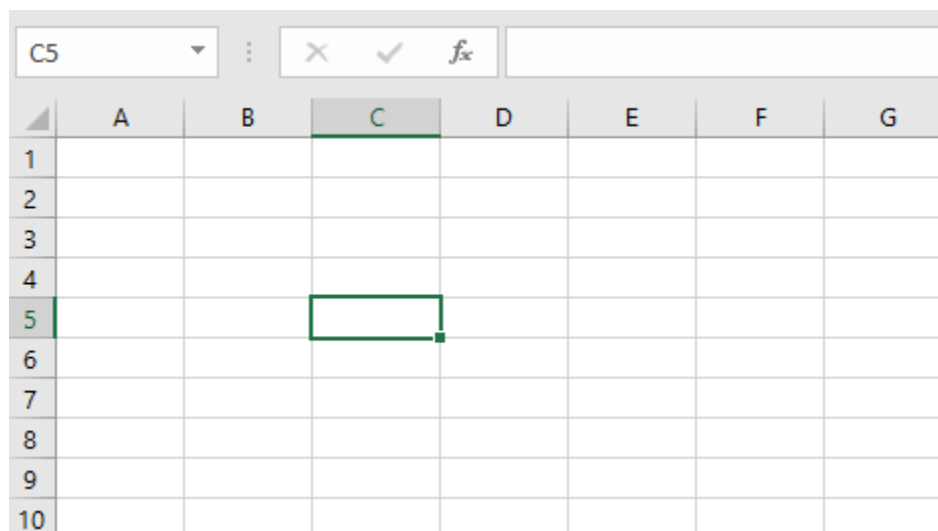
Introduction

Whenever you work with Excel, you'll enter information—or **content**—into **cells**. Cells are the basic building blocks of a worksheet. You'll need to learn the basics of **cells** and **cell content** to calculate, analyze, and organize data in Excel.

Understanding cells

Every worksheet is made up of thousands of rectangles, which are called **cells**. A cell is the **intersection** of a **row** and a **column**—in other words, where a row and column meet.

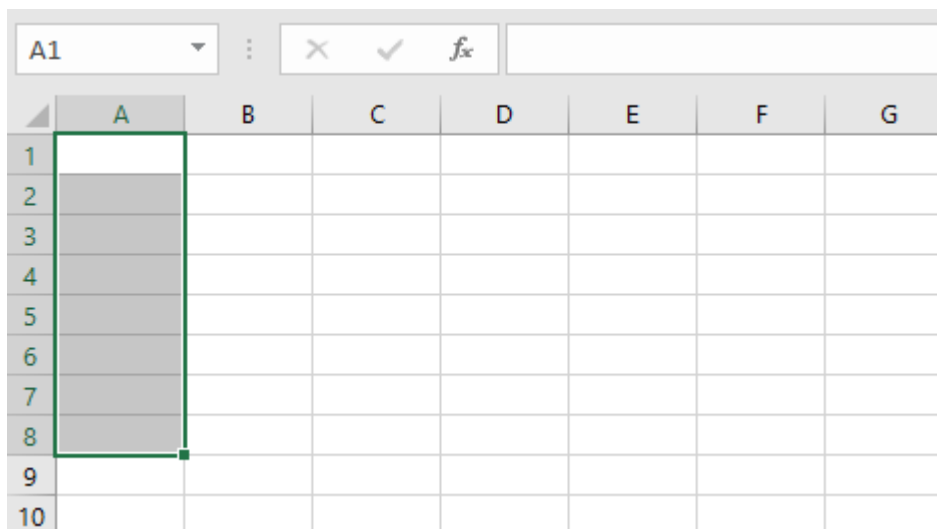
Columns are identified by **letters (A, B, C)**, while rows are identified by **numbers (1, 2, 3)**. Each cell has its own **name**—or **cell address**—based on its column and row. In the example below, the selected cell intersects **column C** and **row 5**, so the cell address is **C5**.



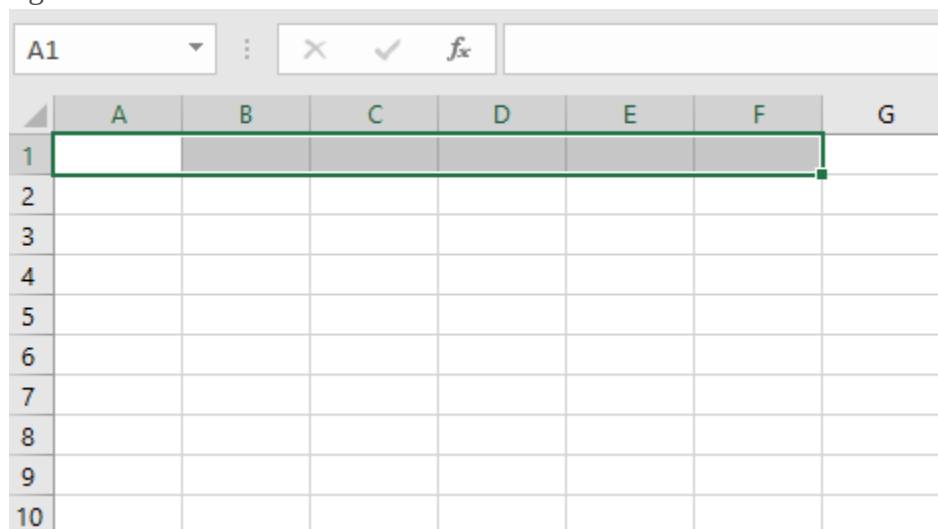
Note that the cell address also appears in the **Name box** in the top-left corner, and that a cell's **column** and **row headings** are **highlighted** when the cell is selected.

You can also select **multiple cells** at the same time. A group of cells is known as a **cell range**. Rather than a single cell address, you will refer to a cell range using the cell addresses of the **first** and **last** cells in the cell range, separated by a **colon**. For example, a cell range that included cells A1, A2, A3, A4, and A5 would be written as **A1:A5**. Take a look at the different cell ranges below:

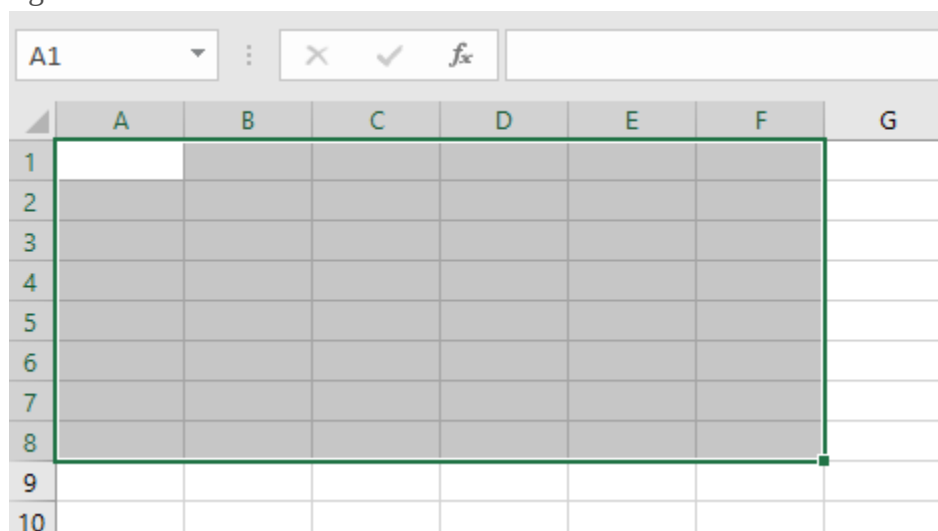
- Cell range **A1:A8**



- Cell range **A1:F1**



- Cell range **A1:F8**

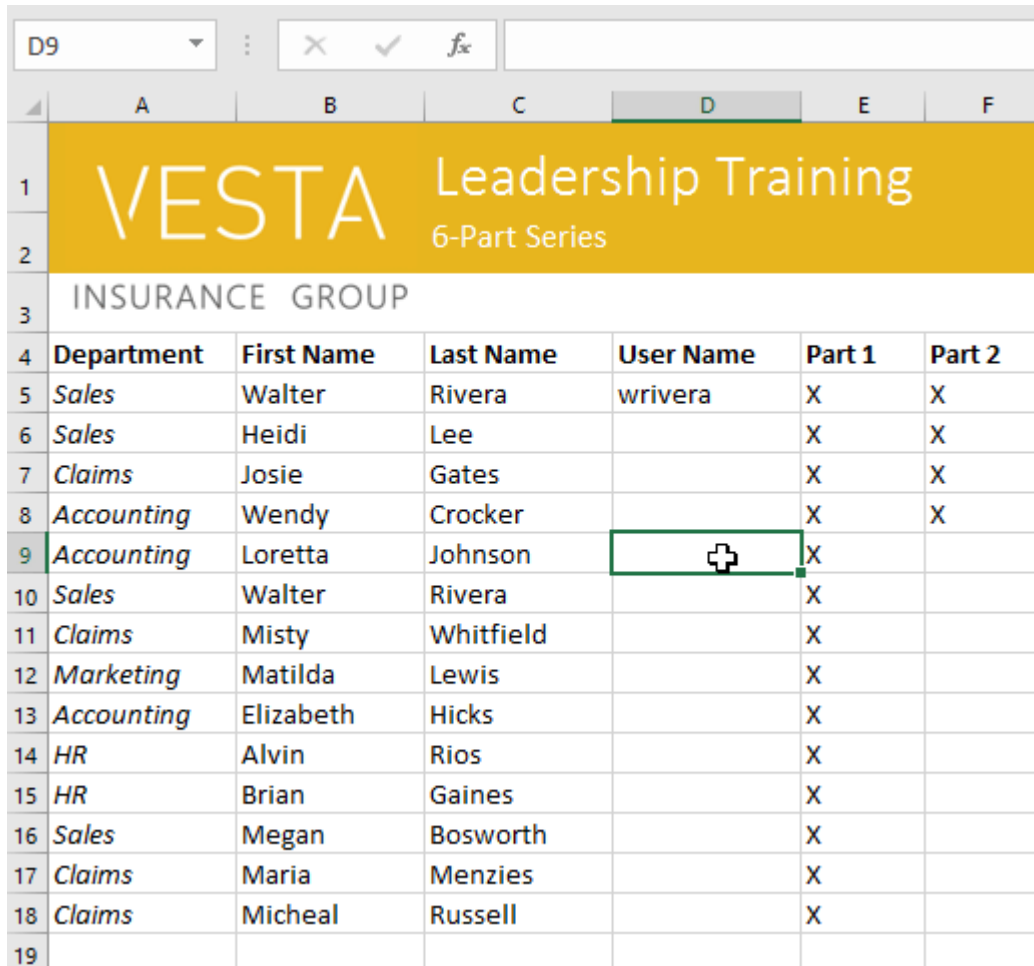


If the columns in your spreadsheet are labeled with numbers instead of letters, you'll need to change the default **reference style** for Excel. Review our Extra on **What are Reference Styles?** to learn how.

To select a cell:

To input or edit cell content, you'll first need to **select** the cell.

1. Click a **cell** to select it. In our example, we'll select cell **D9**.
2. A **border** will appear around the selected cell, and the **column heading** and **row heading** will be highlighted. The cell will remain selected until you click another cell in the worksheet.



	A	B	C	D	E	F
1	VESTA Leadership Training					
2	6-Part Series					
3	INSURANCE GROUP					
4	Department	First Name	Last Name	User Name	Part 1	Part 2
5	Sales	Walter	Rivera	wrivera	X	X
6	Sales	Heidi	Lee		X	X
7	Claims	Josie	Gates		X	X
8	Accounting	Wendy	Crocker		X	X
9	Accounting	Loretta	Johnson		X	
10	Sales	Walter	Rivera		X	
11	Claims	Misty	Whitfield		X	
12	Marketing	Matilda	Lewis		X	
13	Accounting	Elizabeth	Hicks		X	
14	HR	Alvin	Rios		X	
15	HR	Brian	Gaines		X	
16	Sales	Megan	Bosworth		X	
17	Claims	Maria	Menzies		X	
18	Claims	Micheal	Russell		X	
19						

You can also select cells using the **arrow keys** on your keyboard.

To select a cell range:

Sometimes you may want to select a larger group of cells, or a **cell range**.

1. Click and drag the mouse until all of the **adjoining cells** you want to select are **highlighted**. In our example, we'll select the cell range **B5:C18**.
2. Release the mouse to **select** the desired cell range. The cells will remain selected until you click another cell in the worksheet.

14R x 2C						
	A	B	C	D	E	F
1	VESTA Leadership Training					
2	6-Part Series					
3	INSURANCE GROUP					
4	Department	First Name	Last Name	User Name	Part 1	Part 2
5	Sales	Walter	Rivera	wrivera	X	X
6	Sales	Heidi	Lee		X	X
7	Claims	Josie	Gates		X	X
8	Accounting	Wendy	Crocker		X	X
9	Accounting	Loretta	Johnson		X	
10	Sales	Walter	Rivera		X	
11	Claims	Misty	Whitfield		X	
12	Marketing	Matilda	Lewis		X	
13	Accounting	Elizabeth	Hicks		X	
14	HR	Alvin	Rios		X	
15	HR	Brian	Gaines		X	
16	Sales	Megan	Bosworth		X	
17	Claims	Maria	Menzies		X	
18	Claims	Micheal	Russell		X	
19						

Cell content

Any information you enter into a spreadsheet will be stored in a cell. Each cell can contain different types of **content**, including **text**, **formatting**, **formulas**, and **functions**.

- Text:** Cells can contain **text**, such as letters, numbers, and dates.

	A	B	C	D	E	
1	Date	Sales	Percentage of Total			
2	4/4/16	93	0.71			
3	4/5/16	42	0.78			
4	4/6/16	46	0.86			
5	4/7/16	73	0.28			
6	4/8/16	12	0.49			
7	4/9/16	24	0.65			
8	4/10/16	19	0.57			
9						
10						

- Formatting attributes:** Cells can contain **formatting attributes** that change the way letters, numbers, and dates are displayed. For example, percentages can appear as 0.15 or 15%. You can even change a cell's **text** or **background color**.

	A	B	C	D	E
1	Date	Sales	Percentage of Total		
2	April 4, 2016	\$93.00	71%		
3	April 5, 2016	\$42.00	78%		
4	April 6, 2016	\$46.00	86%		
5	April 7, 2016	\$73.00	28%		
6	April 8, 2016	\$12.00	49%		
7	April 9, 2016	\$24.00	65%		
8	April 10, 2016	\$19.00	57%		
9					
10					

- Formulas and functions:** Cells can contain **formulas** and **functions** that calculate cell values. In our example, **SUM(B2:B8)** adds the value of each cell in the cell range B2:B8 and displays the total in cell B9.

	A	B	C	D	E
1	Date	Sales	Percentage of Total		
2	April 4, 2016	\$93.00	71%		
3	April 5, 2016	\$42.00	78%		
4	April 6, 2016	\$46.00	86%		
5	April 7, 2016	\$73.00	28%		
6	April 8, 2016	\$12.00	49%		
7	April 9, 2016	\$24.00	65%		
8	April 10, 2016	\$19.00	57%		
9	Weekly Sales	\$309.00			
10					

To insert content:

1. Click a **cell** to select it. In our example, we'll select cell **F9**.

F9

✕

✓

f_x

A

B

C

D

E

F

G

H

1

2

3

4

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6

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11

VESTA

Leadership Training

6-Part Series

INSURANCE GROUP

Department	First Name	Last Name	User Name	Part 1	Part 2		Part 3
Sales	Walter	Rivera	wrivera	X	X	On hold	X
Sales	Heidi	Lee		X	X	On hold	
Claims	Josie	Gates		X	X		X
Accounting	Wendy	Crocker		X	X		
Accounting	Loretta	Johnson		X			X
Sales	Walter	Rivera		X			X
Claims	Misty	Whitfield		X			

2.Type something into the selected cell, then press **Enter** on your keyboard. The content will appear in the **cell** and the **formula bar**. You can also input and edit cell content in the formula bar.

F9

✕

✓

fx

X

A

B

C

D

E

F

G

H

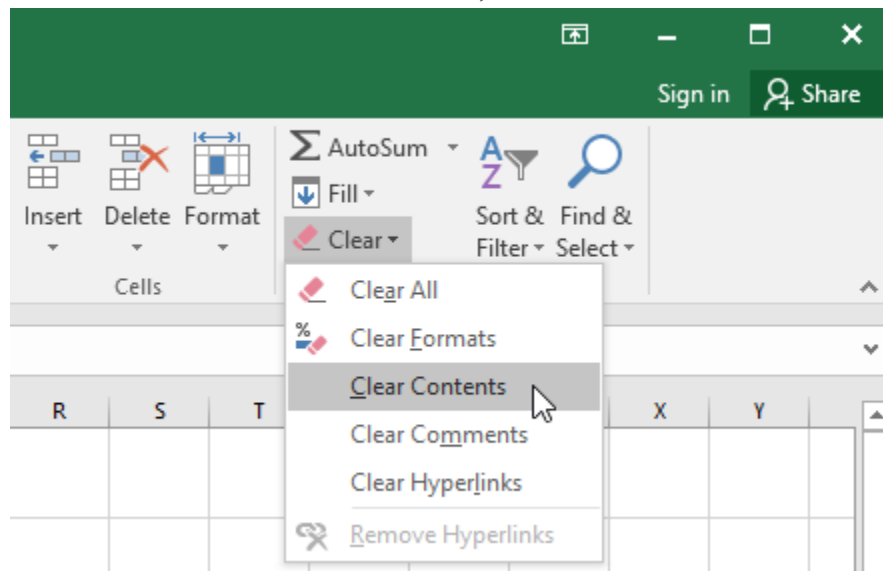
1	VESTA Leadership Training							
2	6-Part Series							
3	INSURANCE GROUP							
4	Department	First Name	Last Name	User Name	Part 1	Part 2		Part 3
5	Sales	Walter	Rivera	wrivera	X	X	On hold	X
6	Sales	Heidi	Lee		X	X	On hold	
7	Claims	Josie	Gates		X	X		X
8	Accounting	Wendy	Crocker		X	X		
9	Accounting	Loretta	Johnson		X	X		X
10	Sales	Walter	Rivera		X			X
11	Claims	Misty	Whitfield		X			

To delete (or clear) cell content:

1.Select the **cell(s)** with content you want to delete. In our example, we'll select the cell range **A10:H10**.

A10								Sales
	A	B	C	D	E	F	G	H
1	VESTA Leadership Training							
2	6-Part Series							
3	INSURANCE GROUP							
4	Department	First Name	Last Name	User Name	Part 1	Part 2		Part 3
5	Sales	Walter	Rivera	wrivera	X	X	On hold	X
6	Sales	Heidi	Lee		X	X	On hold	
7	Claims	Josie	Gates		X	X		X
8	Accounting	Wendy	Crocker		X	X		
9	Accounting	Loretta	Johnson		X	X		X
10	Sales	Walter	Rivera		X			X
11	Claims	Misty	Whitfield		X			
12	Marketing	Matilda	Lewis		X			
13	Accounting	Elizabeth	Hicks		X			X
14	HR	Alvin	Rios		X			

2. Select the **Clear** command on the **Home** tab, then click **Clear Contents**.



3. The cell contents will be deleted.

A10								
	A	B	C	D	E	F	G	H
1	VESTA Leadership Training							
2	6-Part Series							
3	INSURANCE GROUP							
4	Department	First Name	Last Name	User Name	Part 1	Part 2		Part 3
5	Sales	Walter	Rivera	wrivera	X	X	On hold	X
6	Sales	Heidi	Lee		X	X	On hold	
7	Claims	Josie	Gates		X	X		X
8	Accounting	Wendy	Crocker		X	X		
9	Accounting	Loretta	Johnson		X	X		X
10								
11	Claims	Misty	Whitfield		X			
12	Marketing	Matilda	Lewis		X			
13	Accounting	Elizabeth	Hicks		X			X
14	HR	Alvin	Rios		X			

You can also use the **Delete** key on your keyboard to delete content from **multiple cells** at once. The **Backspace** key will only delete content from one cell at a time.

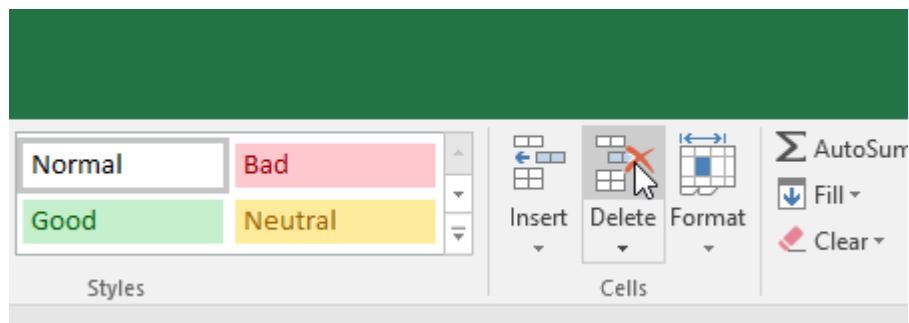
To delete cells:

There is an important difference between deleting the content of a cell and **deleting the cell itself**. If you delete the entire cell, the cells below it will **shift to fill in the gaps** and **replace the deleted cells**.

1. Select the **cell(s)** you want to delete. In our example, we'll select **A10:H10**.

A10								
	A	B	C	D	E	F	G	H
1	VESTA Leadership Training							
2	6-Part Series							
3	INSURANCE GROUP							
4	Department	First Name	Last Name	User Name	Part 1	Part 2		Part 3
5	Sales	Walter	Rivera	wrivera	X	X	On hold	X
6	Sales	Heidi	Lee		X	X	On hold	
7	Claims	Josie	Gates		X	X		X
8	Accounting	Wendy	Crocker		X	X		
9	Accounting	Loretta	Johnson		X	X		X
10								
11	Claims	Misty	Whitfield		X			
12	Marketing	Matilda	Lewis		X			
13	Accounting	Elizabeth	Hicks		X			X
14	HR	Alvin	Rios		X			

2. Select the **Delete** command from the **Home** tab on the **Ribbon**.



3. The cells below will **shift up** and **fill in the gaps**.

	A	B	C	D	E	F	G	H
1	VESTA Leadership Training							
2	6-Part Series							
3	INSURANCE GROUP							
4	Department	First Name	Last Name	User Name	Part 1	Part 2		Part 3
5	Sales	Walter	Rivera	wrivera	X	X	On hold	X
6	Sales	Heidi	Lee		X	X	On hold	
7	Claims	Josie	Gates		X	X		X
8	Accounting	Wendy	Crocker		X	X		
9	Accounting	Loretta	Johnson		X	X		X
10	Claims	Misty	Whitfield		X			
11	Marketing	Matilda	Lewis		X			
12	Accounting	Elizabeth	Hicks		X			X
13	HR	Alvin	Rios		X			
14	HR	Brian	Gaines		X			

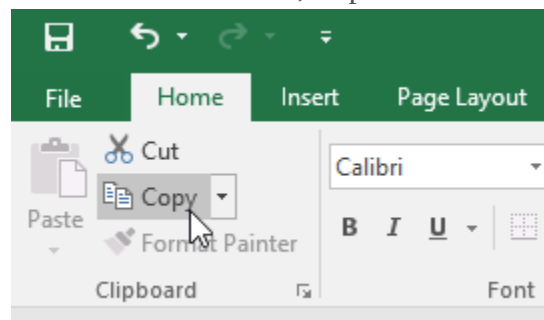
To copy and paste cell content:

Excel allows you to **copy** content that is already entered into your spreadsheet and **paste** that content to other cells, which can save you time and effort.

1. Select the **cell(s)** you want to **copy**. In our example, we'll select **F9**.

F9								
	A	B	C	D	E	F	G	H
1	VESTA Leadership Training							
2	6-Part Series							
3	INSURANCE GROUP							
4	Department	First Name	Last Name	User Name	Part 1	Part 2		Part 3
5	Sales	Walter	Rivera	wrivera	X	X	On hold	X
6	Sales	Heidi	Lee		X	X	On hold	
7	Claims	Josie	Gates		X	X		X
8	Accounting	Wendy	Crocker		X	X		
9	Accounting	Loretta	Johnson		X	X		X
10	Claims	Misty	Whitfield		X			
11	Marketing	Matilda	Lewis		X			
12	Accounting	Elizabeth	Hicks		X			X
13	HR	Alvin	Rios		X			
14	HR	Brian	Gaines		X			
15	Sales	Megan	Bosworth		X			
16	Claims	Maria	Menzies		X			
17	Claims	Micheal	Russell		X			
18								

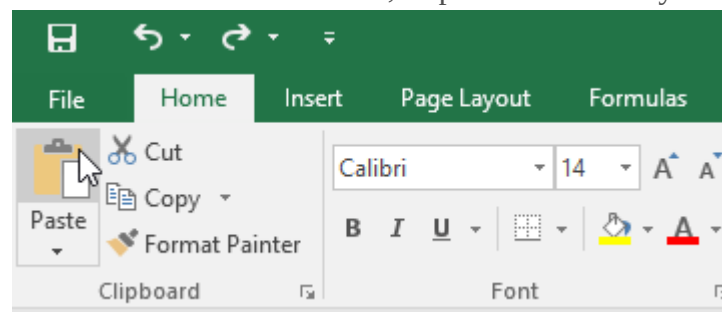
2. Click the **Copy** command on the **Home** tab, or press **Ctrl+C** on your keyboard.



3. Select the **cell(s)** where you want to **paste** the content. In our example, we'll select **F12:F17**. The copied cell(s) will have a **dashed box** around them.

	A	B	C	D	E	F	G	H
1	VESTA Leadership Training							
2	6-Part Series							
3	INSURANCE GROUP							
4	Department	First Name	Last Name	User Name	Part 1	Part 2		Part 3
5	Sales	Walter	Rivera	wrivera	X	X	On hold	X
6	Sales	Heidi	Lee		X	X	On hold	
7	Claims	Josie	Gates		X	X		X
8	Accounting	Wendy	Crocker		X	X		
9	Accounting	Loretta	Johnson		X	X		X
10	Claims	Misty	Whitfield		X			
11	Marketing	Matilda	Lewis		X			
12	Accounting	Elizabeth	Hicks		X			X
13	HR	Alvin	Rios		X			
14	HR	Brian	Gaines		X			
15	Sales	Megan	Bosworth		X			
16	Claims	Maria	Menzies		X			
17	Claims	Micheal	Russell		X			
18								

4. Click the **Paste** command on the **Home** tab, or press **Ctrl+V** on your keyboard.

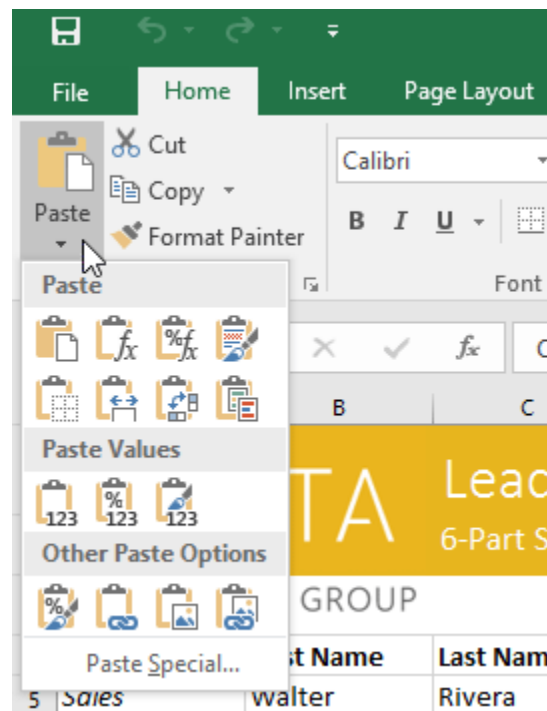


5. The content will be **pasted** into the selected cells.

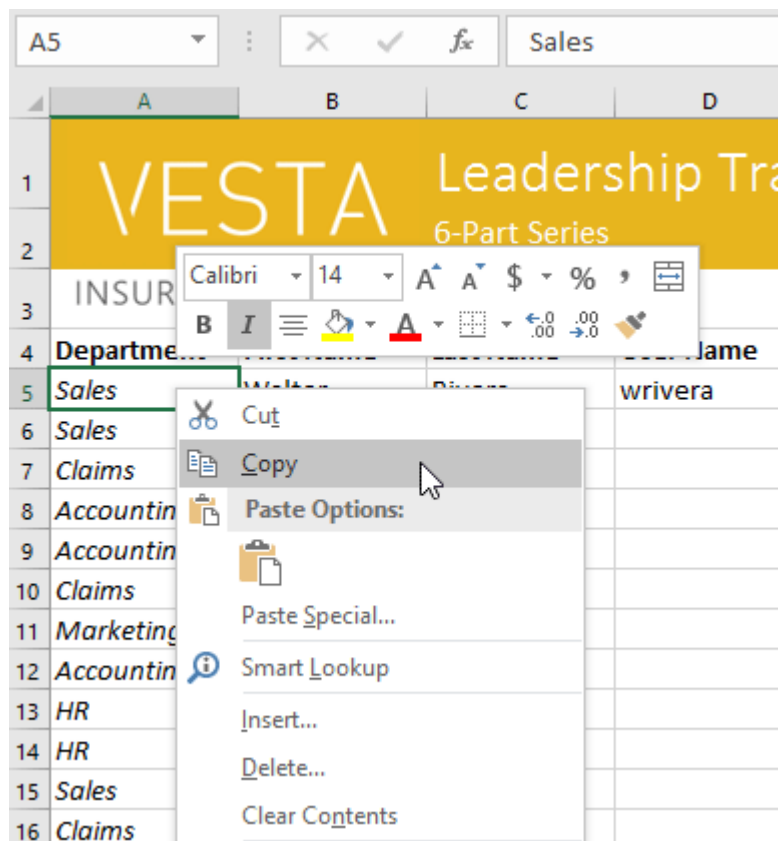
F12								
	A	B	C	D	E	F	G	H
1	VESTA Leadership Training							
2	6-Part Series							
3	INSURANCE GROUP							
4	Department	First Name	Last Name	User Name	Part 1	Part 2		Part 3
5	Sales	Walter	Rivera	wrivera	X	X	On hold	X
6	Sales	Heidi	Lee		X	X	On hold	
7	Claims	Josie	Gates		X	X		X
8	Accounting	Wendy	Crocker		X	X		
9	Accounting	Loretta	Johnson		X	X		X
10	Claims	Misty	Whitfield		X			
11	Marketing	Matilda	Lewis		X			
12	Accounting	Elizabeth	Hicks		X	X		X
13	HR	Alvin	Rios		X	X		
14	HR	Brian	Gaines		X	X		
15	Sales	Megan	Bosworth		X	X		
16	Claims	Maria	Menzies		X	X		
17	Claims	Micheal	Russell		X	X		
18								
19								

To access more paste options:

You can also access **additional paste options**, which are especially convenient when working with cells that contain **formulas** or **formatting**. Just click the **drop-down arrow** on the **Paste** command to see these options.



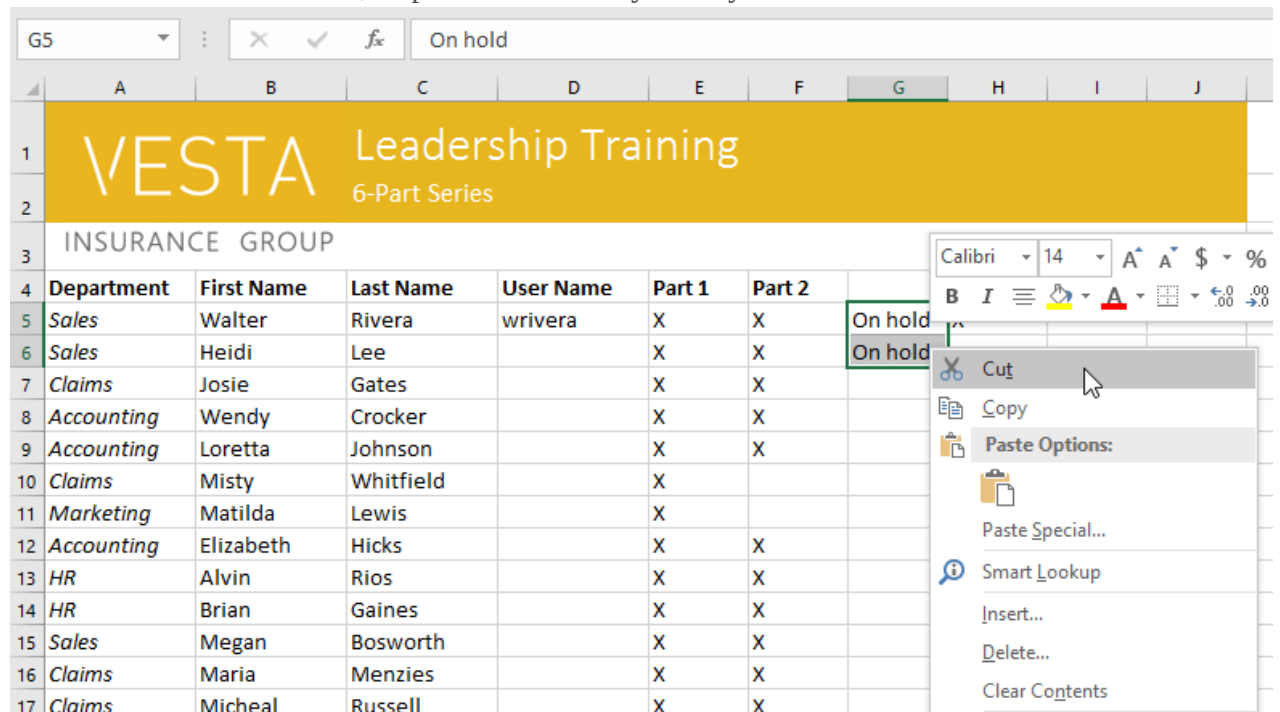
Instead of choosing commands from the Ribbon, you can access commands quickly by **right-clicking**. Simply select the **cell(s)** you want to **format**, then right-click the mouse. A **drop-down menu** will appear, where you'll find several **commands** that are also located on the Ribbon.



To cut and paste cell content:

Unlike copying and pasting, which **duplicates** cell content, **cutting** allows you to **move** content between cells.

1. Select the **cell(s)** you want to **cut**. In our example, we'll select **G5:G6**.
2. Right-click the mouse and select the **Cut** command. Alternatively, you can use the command on the **Home** tab, or press **Ctrl+X** on your keyboard.



3. Select the cells where you want to **paste** the content. In our example, we'll select **F10:F11**. The cut cells will now have a **dashed box** around them.
4. Right-click the mouse and select the **Paste** command. Alternatively, you can use the command on the **Home** tab, or press **Ctrl+V** on your keyboard.

The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The spreadsheet contains the following data:

	A	B	C	D	E	F	G	H	I	J
1	VESTA Leadership Training									
2	6-Part Series									
3	INSURANCE GROUP									
4	Department	First Name	Last Name	User Name	Part 1	Part 2		Part 3		
5	Sales	Walter	Rivera	wrivera	X	X	On hold	X		
6	Sales	Heidi	Lee		X	X	On hold			
7	Claims	Josie	Gates		X	X		X		
8	Accounting	Wendy	Crocker		X	X				
9	Accounting	Loretta	Johnson		X	X				
10	Claims	Misty	Whitfield		X					
11	Marketing	Matilda	Lewis		X					
12	Accounting	Elizabeth	Hicks		X	X				
13	HR	Alvin	Rios		X	X				
14	HR	Brian	Gaines		X	X				
15	Sales	Megan	Bosworth		X	X				
16	Claims	Maria	Menzies		X	X				
17	Claims	Micheal	Russell		X	X				
18										
19										
20										
21										
22										

A context menu is open over cell F5, showing the following options:

- Cut
- Copy
- Paste Options:
 - Paste Special...
- Smart Lookup
- Insert Cut Cells...
- Delete...
- Clear Contents

5. The cut content will be **removed** from the original cells and **pasted** into the selected cells.

F10								
	A	B	C	D	E	F	G	H
1	VESTA Leadership Training							
2	6-Part Series							
3	INSURANCE GROUP							
4	Department	First Name	Last Name	User Name	Part 1	Part 2		Part 3
5	Sales	Walter	Rivera	wrivera	X	X		X
6	Sales	Heidi	Lee		X	X		
7	Claims	Josie	Gates		X	X		X
8	Accounting	Wendy	Crocker		X	X		
9	Accounting	Loretta	Johnson		X	X		X
10	Claims	Misty	Whitfield		X	On hold		
11	Marketing	Matilda	Lewis		X	On hold		
12	Accounting	Elizabeth	Hicks		X	X		X
13	HR	Alvin	Rios		X	X		
14	HR	Brian	Gaines		X	X		
15	Sales	Megan	Bosworth		X	X		
16	Claims	Maria	Menzies		X	X		
17	Claims	Micheal	Russell		X	X		
18								

To drag and drop cells:

Instead of cutting, copying, and pasting, you can **drag and drop** cells to move their contents.

1. Select the **cell(s)** you want to **move**. In our example, we'll select **H4:H12**.
2. Hover the mouse over the **border** of the selected cell(s) until the mouse changes to a **pointer with four arrows**.

H4

✕

✓

f_x

Part 3

A

B

C

D

E

F

G

H

I

1

2

3

4

5

6

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8

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10

11

12

13

14

15

16

17

18

VESTA

Leadership Training

6-Part Series

INSURANCE GROUP

Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3
Sales	Walter	Rivera	wrivera	X	X	X
Sales	Heidi	Lee		X	X	
Claims	Josie	Gates		X	X	X
Accounting	Wendy	Crocker		X	X	
Accounting	Loretta	Johnson		X	X	X
Claims	Misty	Whitfield		X	On hold	
Marketing	Matilda	Lewis		X	On hold	
Accounting	Elizabeth	Hicks		X	X	X
HR	Alvin	Rios		X	X	
HR	Brian	Gaines		X	X	
Sales	Megan	Bosworth		X	X	
Claims	Maria	Menzies		X	X	
Claims	Micheal	Russell		X	X	

3. Click and drag the cells to the **desired location**. In our example, we'll move them to G4:G12.

H4

X

✓

fx

Part 3

A

B

C

D

E

F

G

H

I

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

VESTA

Leadership Training

6-Part Series

INSURANCE GROUP

Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3
Sales	Walter	Rivera	wrivera	X	X	X
Sales	Heidi	Lee		X	X	
Claims	Josie	Gates		X	X	X
Accounting	Wendy	Crocker		X	X	
Accounting	Loretta	Johnson		X	X	X
Claims	Misty	Whitfield		X	On hold	
Marketing	Matilda	Lewis		X	On hold	
Accounting	Elizabeth	Hicks		X	X	X
HR	Alvin	Rios		X	X	
HR	Brian	Gaines		X	X	
Sales	Megan	Bosworth		X	X	
Claims	Maria	Menzies		X	X	
Claims	Micheal	Russell		X	X	

G4:G12

4. Release the mouse. The cells will be **dropped** in the selected location.

G4							Part 3		
	A	B	C	D	E	F	G	H	I
1	VESTA Leadership Training								
2	6-Part Series								
3	INSURANCE GROUP								
4	Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3		
5	Sales	Walter	Rivera	wrivera	X	X	X		
6	Sales	Heidi	Lee		X	X			
7	Claims	Josie	Gates		X	X	X		
8	Accounting	Wendy	Crocker		X	X			
9	Accounting	Loretta	Johnson		X	X	X		
10	Claims	Misty	Whitfield		X	On hold			
11	Marketing	Matilda	Lewis		X	On hold			
12	Accounting	Elizabeth	Hicks		X	X	X		
13	HR	Alvin	Rios		X	X			
14	HR	Brian	Gaines		X	X			
15	Sales	Megan	Bosworth		X	X			
16	Claims	Maria	Menzies		X	X			
17	Claims	Micheal	Russell		X	X			
18									

To use the fill handle:

If you're copying cell content to adjacent cells in the same row or column, the **fill handle** is a good alternative to the copy and paste commands.

1. Select the **cell(s)** containing the content you want to use, then hover the mouse over the lower-right corner of the cell so the **fill handle** appears.

	G12						
	X						
	A	B	C	D	E	F	G
1	VESTA Leadership Training						
2	6-Part Series						
3	INSURANCE GROUP						
4	Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3
5	Sales	Walter	Rivera	wrivera	X	X	X
6	Sales	Heidi	Lee		X	X	
7	Claims	Josie	Gates		X	X	X
8	Accounting	Wendy	Crocker		X	X	
9	Accounting	Loretta	Johnson		X	X	X
10	Claims	Misty	Whitfield		X	On hold	
11	Marketing	Matilda	Lewis		X	On hold	
12	Accounting	Elizabeth	Hicks		X	X	X
13	HR	Alvin	Rios		X	X	
14	HR	Brian	Gaines		X	X	
15	Sales	Megan	Bosworth		X	X	
16	Claims	Maria	Menzies		X	X	
17	Claims	Micheal	Russell		X	X	
18							

2. Click and drag the **fill handle** until all of the cells you want to fill are selected. In our example, we'll select **G13:G17**.

	VESTA Leadership Training 6-Part Series						
	INSURANCE GROUP						
4	Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3
5	Sales	Walter	Rivera	wrivera	X	X	X
6	Sales	Heidi	Lee		X	X	
7	Claims	Josie	Gates		X	X	X
8	Accounting	Wendy	Crocker		X	X	
9	Accounting	Loretta	Johnson		X	X	X
10	Claims	Misty	Whitfield		X	On hold	
11	Marketing	Matilda	Lewis		X	On hold	
12	Accounting	Elizabeth	Hicks		X	X	X
13	HR	Alvin	Rios		X	X	X
14	HR	Brian	Gaines		X	X	X
15	Sales	Megan	Bosworth		X	X	X
16	Claims	Maria	Menzies		X	X	X
17	Claims	Micheal	Russell		X	X	X
18							
19							

To continue a series with the fill handle:

The fill handle can also be used to **continue a series**. Whenever the content of a row or column follows a sequential order, like **numbers (1, 2, 3)** or **days (Monday, Tuesday, Wednesday)**, the fill handle can guess what should come next in the series. In most cases, you will need to select **multiple cells** before using the fill handle to help Excel determine the series order. Let's take a look at an example:

1. Select the cell range that contains the series you want to continue. In our example, we'll select **E4:G4**.
2. Click and drag the fill handle to continue the series.

E4				Part 1						
	A	B	C	D	E	F	G	H	I	J
1	VESTA Leadership Training									
2	6-Part Series									
3	INSURANCE GROUP									
4	Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3			
5	Sales	Walter	Rivera	wrivera	X	X	X			
6	Sales	Heidi	Lee		X	X				Part 6
7	Claims	Josie	Gates		X	X	X			
8	Accounting	Wendy	Crocker		X	X				
9	Accounting	Loretta	Johnson		X	X	X			
10	Claims	Misty	Whitfield		X	On hold				
11	Marketing	Matilda	Lewis		X	On hold				
12	Accounting	Elizabeth	Hicks		X	X	X			
13	HR	Alvin	Rios		X	X	X			
14	HR	Brian	Gaines		X	X	X			
15	Sales	Megan	Bosworth		X	X	X			
16	Claims	Maria	Menzies		X	X	X			
17	Claims	Micheal	Russell		X	X	X			
18										

3. Release the mouse. If Excel understood the series, it will be continued in the selected cells. In our example, Excel added **Part 4**, **Part 5**, and **Part 6** to H4:J4.

E4

:

X

✓

fx

Part 1

A

B

C

D

E

F

G

H

I

J

K

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

VESTA

Leadership Training

6-Part Series

INSURANCE GROUP

Department

First Name

Last Name

User Name

Part 1

Part 2

Part 3

Part 4

Part 5

Part 6

Sales

Walter

Rivera

wrivera

X

X

X

Sales

Heidi

Lee

X

X

Claims

Josie

Gates

X

X

X

Accounting

Wendy

Crocker

X

X

Accounting

Loretta

Johnson

X

X

X

Claims

Misty

Whitfield

X

On hold

Marketing

Matilda

Lewis

X

On hold

Accounting

Elizabeth

Hicks

X

X

X

HR

Alvin

Rios

X

X

X

HR

Brian

Gaines

X

X

X

Sales

Megan

Bosworth

X

X

X

Claims

Maria

Menzies

X

X

X

Claims

Micheal

Russell

X

X

X

You can also **double-click** the fill handle instead of clicking and dragging. This can be useful with larger spreadsheets, where clicking and dragging may be awkward.