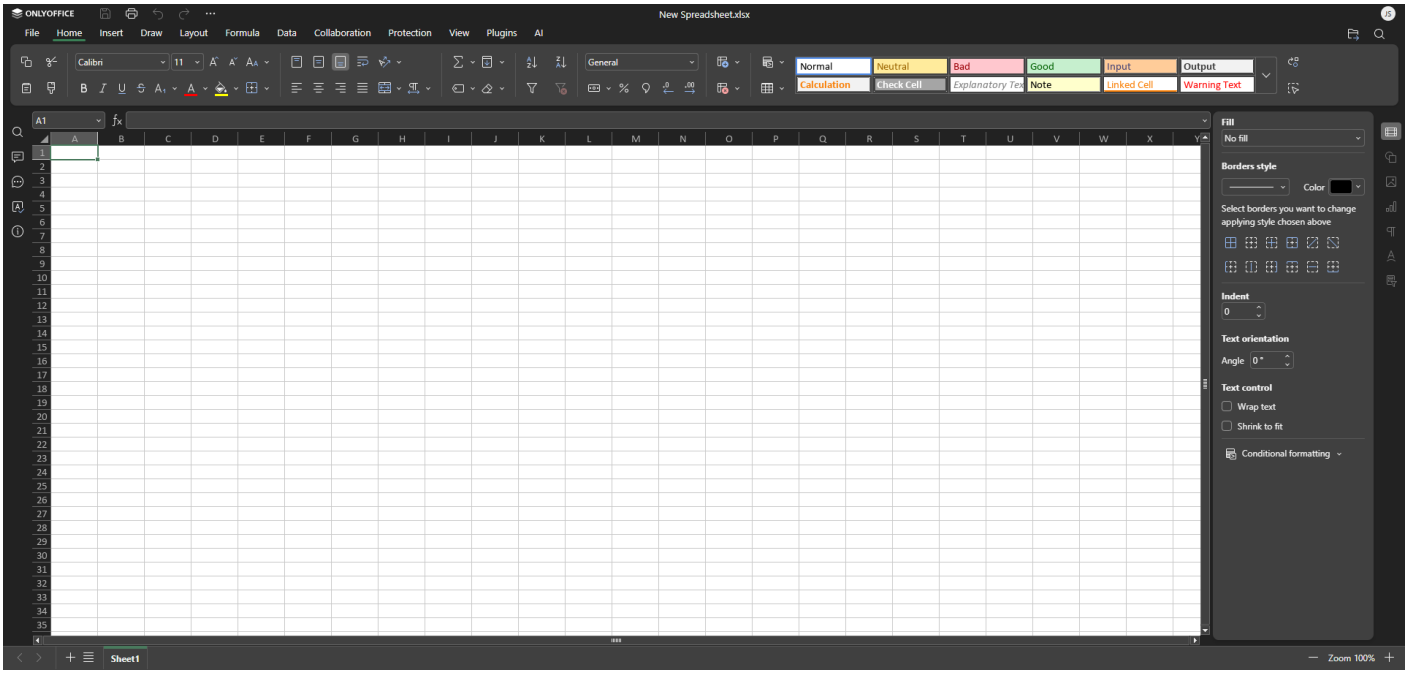
Editing Spreadsheets

OfficeDocs includes a spreadsheet editor for working with Excel files and other spreadsheet formats. This guide introduces the main tools and features available when editing spreadsheets.

Spreadsheet editor overview

When you open a spreadsheet, the editor includes:

- **Toolbar**: Formatting, formulas, and data tools
- **Formula bar**: Displays and edits the contents of the selected cell
- **Column and row headers**: Help identify cell locations
- **Cell grid**: The main area for entering and editing data
- **Sheet tabs**: Switch between worksheets
- **Status bar**: Displays quick calculations and zoom controls



Working with cells

You can perform common actions directly in the spreadsheet.

Selecting cells

- Click a cell to select it.
- Click and drag to select a range.
- Click a column header to select an entire column.
- Click a row header to select an entire row.
- Press **Ctrl+A** to select all cells.

Entering and editing data

- Select a cell and start typing to enter data.
- Press **Enter** to confirm and move down.
- Press **Tab** to confirm and move right.
- Press **Esc** to cancel editing.
- Double-click a cell or press **F2** to edit existing content.
- Use the **Formula bar** to edit longer values or formulas.

Working with formulas

Formulas in OfficeDocs begin with the **=** sign.

Examples:

- **=A1+B1** to add two cells
- **=SUM(A1:A10)** to total a range
- **=AVERAGE(B1:B20)** to calculate an average
- **=IF(A1>10,"Yes","No")** to apply conditional logic

For more advanced usage, refer to the Working with Formulas guide.

Formatting cells

OfficeDocs provides a range of formatting options, including:

- Number formats such as currency, percentage, and dates
- Font size, font color, and cell fill color
- Borders and alignment
- Text wrapping
- Merging cells

Managing rows, columns, and sheets

You can adjust the structure of a spreadsheet as needed.

- Insert or delete rows and columns
- Resize rows and columns by dragging borders
- Hide or unhide rows and columns
- Rename, add, or remove sheets
- Reference cells from other sheets in formulas: **=Sheet2!A1**

Data tools

OfficeDocs includes tools to help organize and analyze spreadsheet data.

- **Sort**: Reorder data by column values
- **Filter**: Show only rows that match selected criteria

- **Pivot Tables**: Summarize larger datasets
- **Charts**: Present data visually

Saving your work

Changes are saved automatically as you work. You can also press **Ctrl+S** to save manually. Spreadsheets can be downloaded in supported formats such as **.xlsx, .ods, .csv, or .pdf.**

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