

How can I add cells in Microsoft Excel?

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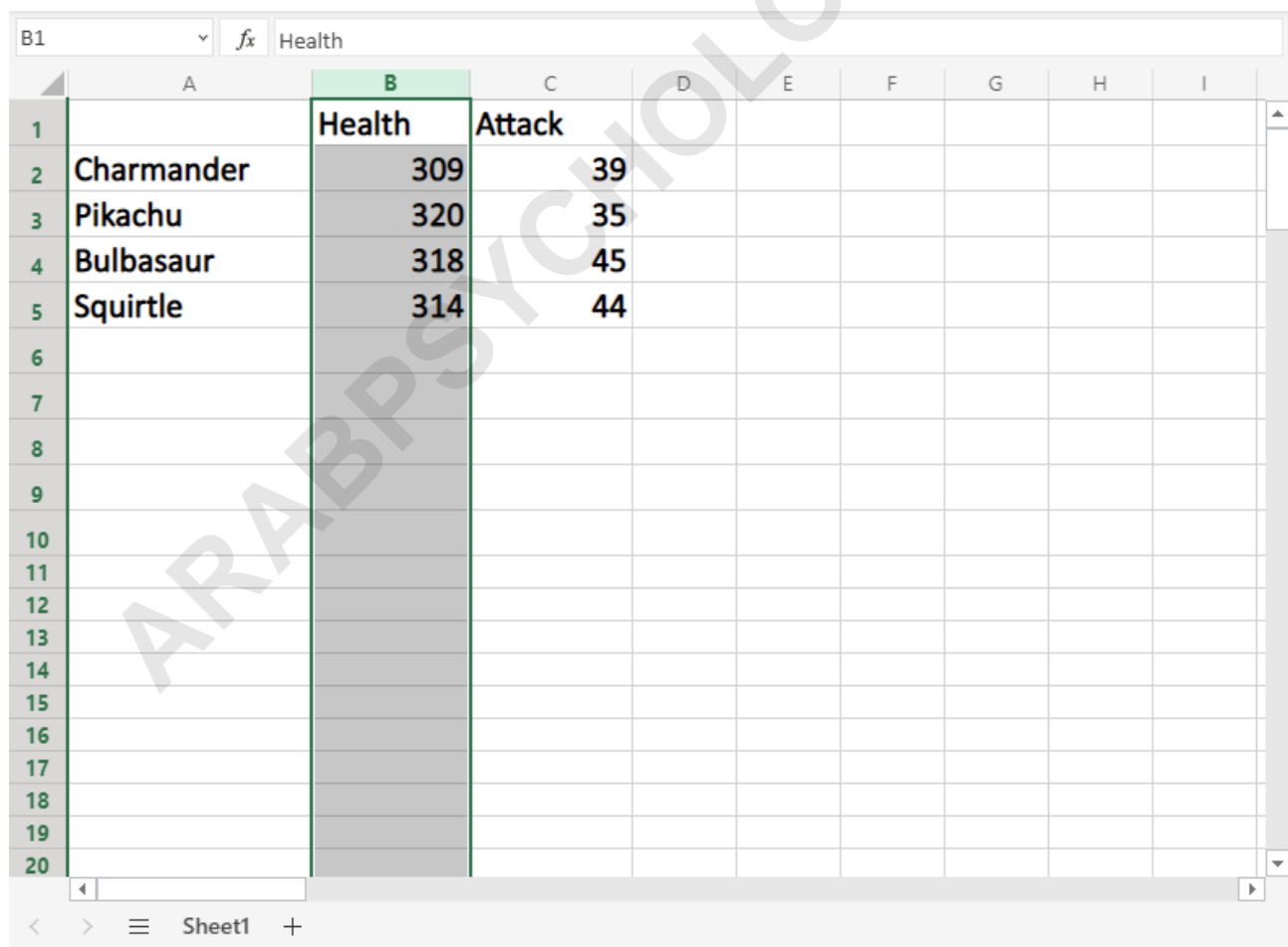
Microsoft Excel is a spreadsheet program that allows users to organize and manipulate data in a tabular format. To add cells in Microsoft Excel, users can use the "SUM" function, which adds up the values of selected cells. This function can be accessed through the "Formulas" tab and can be applied to a specific range of cells or a column/row of data. Alternatively, users can also use the AutoSum button to quickly sum up a column/row of data. These features make it easy and efficient to add cells in Microsoft Excel for various data analysis and calculation purposes.

Excel Add Cells

Adding New Columns

Columns can be added and deleted. You access the menu by right clicking the column letter. New columns are added to the same place you clicked.

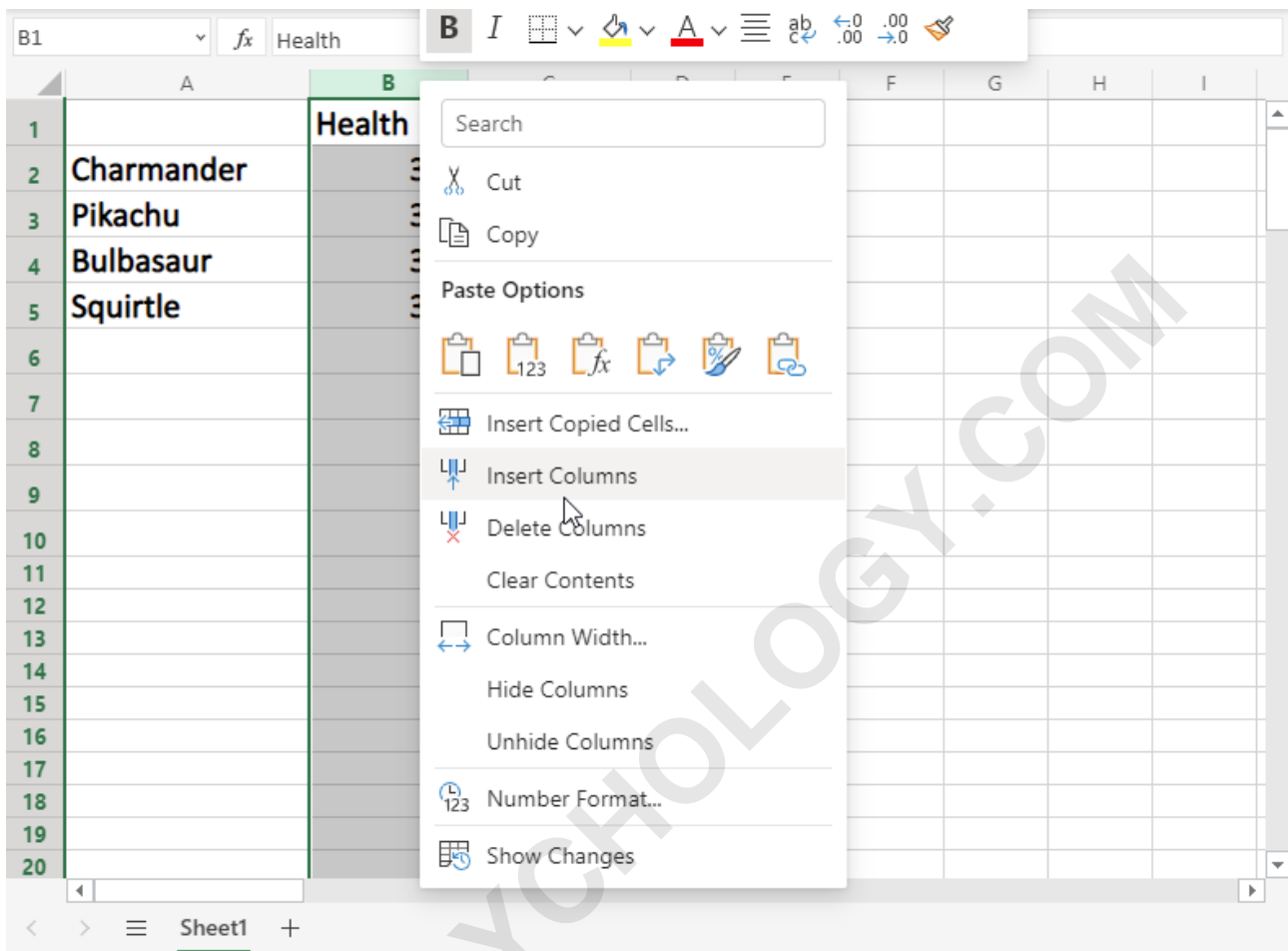
Let's try to create a new column B.



	A	B	C	D	E	F	G	H	I
1		Health	Attack						
2	Charmander	309	39						
3	Pikachu	320	35						
4	Bulbasaur	318	45						
5	Squirtle	314	44						
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Copy Values

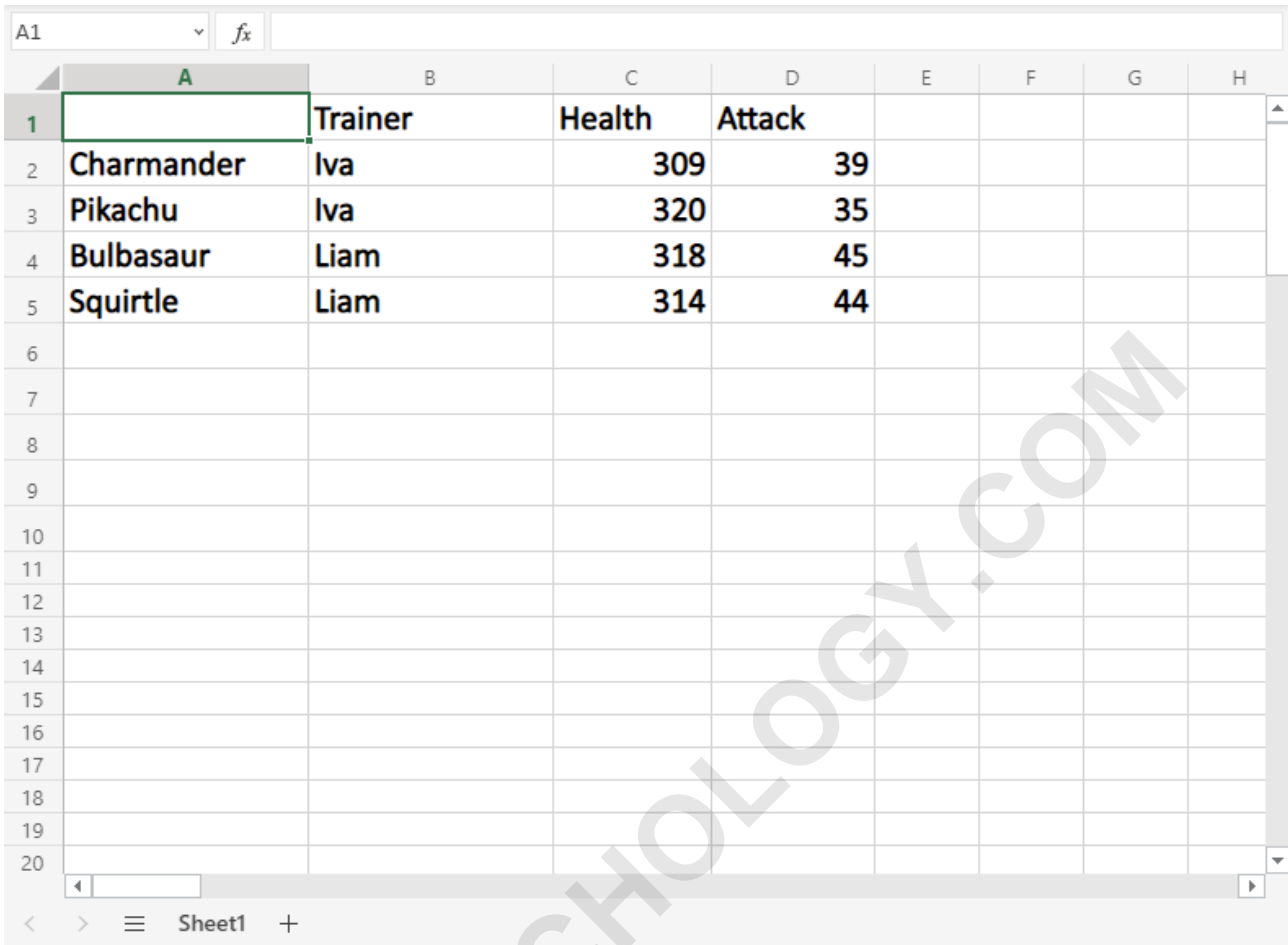
Right click on the column and select "Insert Columns":



And a new column is created:

	A	B	C	D	E	F	G	H
1			Health	Attack				
2	Charmander		309	39				
3	Pikachu		320	35				
4	Bulbasaur		318	45				
5	Squirtle		314	44				
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Next, we need to get some Pokemon trainers in there. Type or copy the following data in the new column B:



The screenshot shows a Microsoft Excel spreadsheet with the following data:

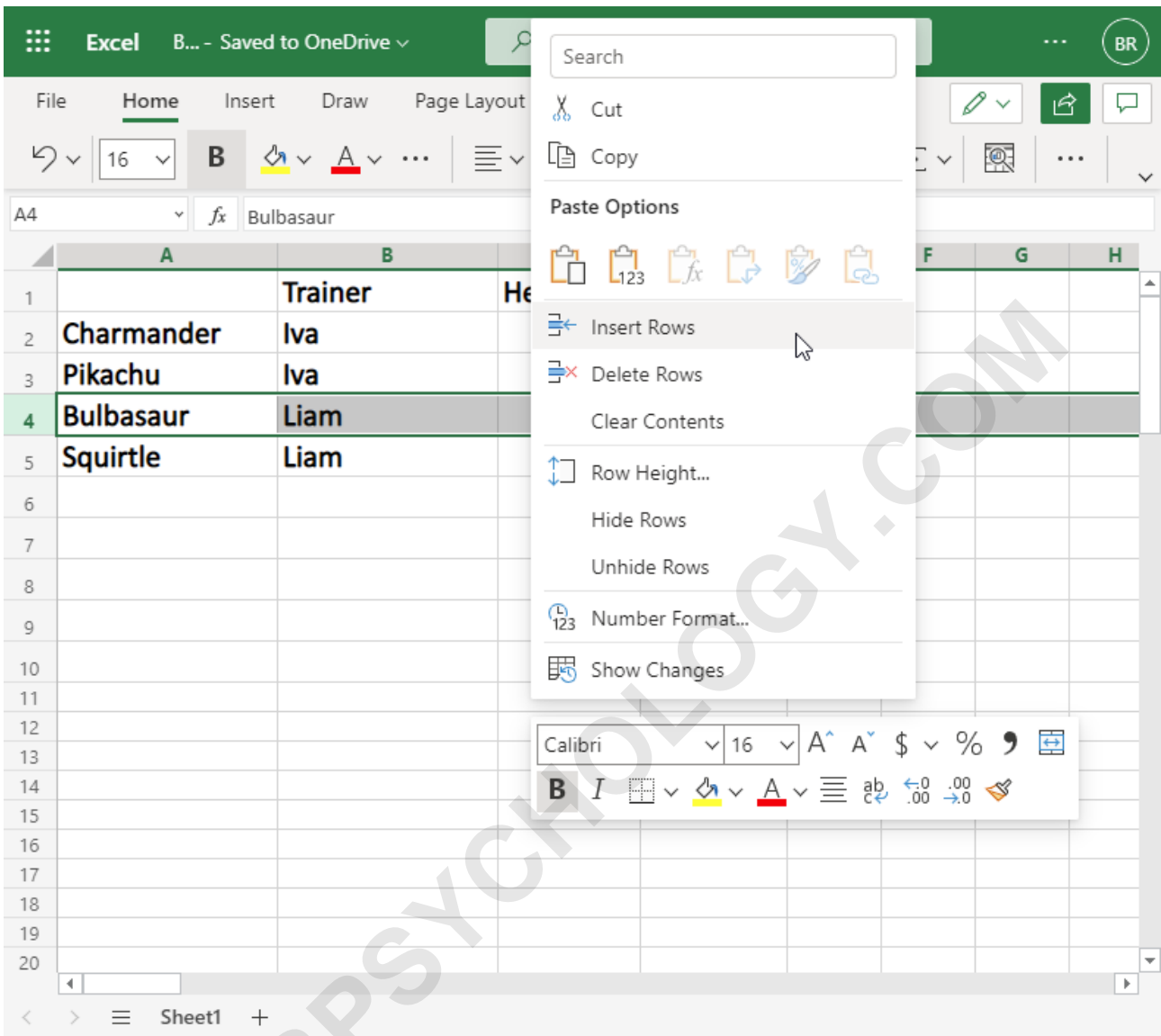
	A	B	C	D	E	F	G	H
1		Trainer	Health	Attack				
2	Charmander	Iva	309	39				
3	Pikachu	Iva	320	35				
4	Bulbasaur	Liam	318	45				
5	Squirtle	Liam	314	44				
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Copy Values

Adding New Rows

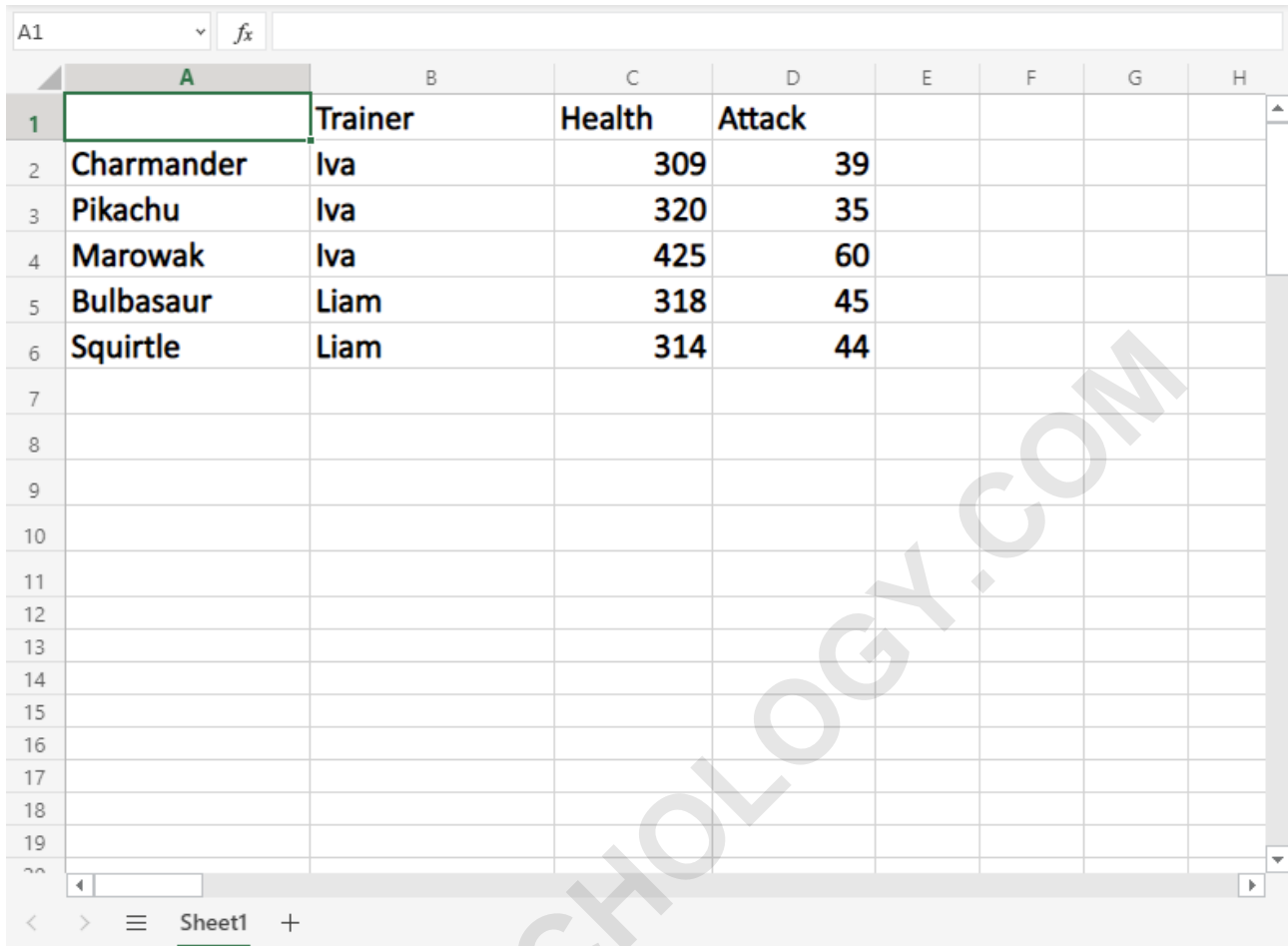
Rows can also be added and deleted. You access the menu by right clicking the row number. New rows are added to the same place you clicked.

Let's try to create a new row 4.



	A	B	C	D	E	F	G	H
1		Trainer	Health	Attack				
2	Charmander	Iva	309	39				
3	Pikachu	Iva	320	35				
4								
5	Bulbasaur	Liam	318	45				
6	Squirtle	Liam	314	44				
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We forgot to add Iva's Pokemon, **Marowak**. Lets add his data to the new row 4, by typing or copying the following values:



The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H
1		Trainer	Health	Attack				
2	Charmander	Iva	309	39				
3	Pikachu	Iva	320	35				
4	Marowak	Iva	425	60				
5	Bulbasaur	Liam	318	45				
6	Squirtle	Liam	314	44				
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Copy Values

Excellent job!

Test Yourself With Exercises

★+1

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