Chapter 8

Editing a Spreadsheet

This chapter describes how to change and erase cell entries, and how to change the spacing on your spreadsheet by inserting, moving and deleting cells, rows and columns.

Changing a Single Entry

A cell's contents may be edited, or replaced completely. To make changes to contents, select the cell you want to change. The contents of the cell appear in the input window. Click in the entry where you want to make a change. The insertion point appears where you clicked. Use the Backspace key to erase characters to the left of the insertion point, then type the characters you want to add.

Shortcut

Double-clicking a word in a text entry selects it. Double-clicking in a formula entry selects a logical part of the formula such as a cell reference, function name, or range name. Triple-clicking selects the whole entry.

Once you've selected text or other cell contents, type new characters to replace the selection or press the Backspace key to erase the selection.

Press Enter, Return, Tab, or an arrow key when you're done making changes.

Note *Pressing Enter ends editing without moving to a new cell.*

To make text larger in the input window, select it and apply any of the commands in the Font submenu of the Format menu. This setting remains until you quit ParaSheet.

To replace the contents of a cell, select the cell and begin typing. Your first keystroke replaces the previous contents. Press Enter, Return, Tab, or an arrow key to display the new contents in the cell.

Erasing Cell Contents

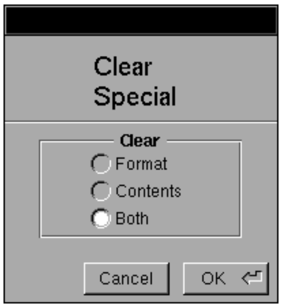
There are several ways to erase data from the spreadsheet. ParaSheet allows you to:

- Erase the *contents* of a cell or range with the Backspace key or with the *Clear* or *Clear Special* commands in the Edit menu. *Clear Special* controls whether the format is erased with the data. (*Clear* and *Clear Special* are explained later in this section.)
- Cut the contents of a cell or range using the *Cut* command in the Edit menu. This erases the contents and places them in the pasteboard, as explained in NEXTSTEP User's Guide. Cell data is copied to the pasteboard as ASCII text, which can be pasted into other NEXTSTEP applications that paste text.
- Delete *space* on the spreadsheet with the *Delete Cells* command in the Edit menu. This erases the contents and also moves cells surrounding the deletion to take up the space. See the "Inserting or Deleting Space on the Spreadsheet" section on page 103.

Warning! *Be careful that none of the cells you erase are referenced by formulas in other cells. Erasing them may cause some of your other data to become invalid, or make recalculating some formulas impossible.*

To clear a cell, select it, and then choose *Clear* from the Edit menu or press the Backspace key. The newly empty cell remains the active cell. The contents have been cleared, but the format, font, and alignment remain the same. For information on cell formatting, refer to the next chapter.

If you want to erase only the format or both the contents and the format, select the range and choose *Clear Special* from the Edit menu, to raise the Clear Special panel.



Select either *Format*, *Contents*, or *Both*, and click *OK*. The *Format* and *Both* settings clear any font or alignment changes in addition to changing the cell format back to *General*. The Clear Special setting remains until you change it.

Note *You can erase all the contents of a spreadsheet without deleting the spreadsheet itself. Click the white square that connects the row and column headings in the upper left of the spreadsheet, and choose Clear or Clear Special or press the Backspace key. All contents are cleared from the spreadsheet, but all formats are preserved (depending on the Clear Special setting).*

Inserting or Deleting Space on the Spreadsheet

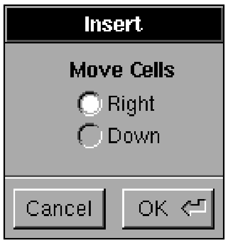
When you insert or delete cells, the other rows or columns must shift to accommodate the new cells or to close the gap left by deleted cells. You can choose to insert or delete individual cells, ranges of cells, or entire rows or columns. The new cells are blank and are in the General format.

After inserting or deleting space, ParaSheet revises formulas throughout the spreadsheet to adjust references to cells that moved. Formulas that refer to deleted cells evaluate to !REF.

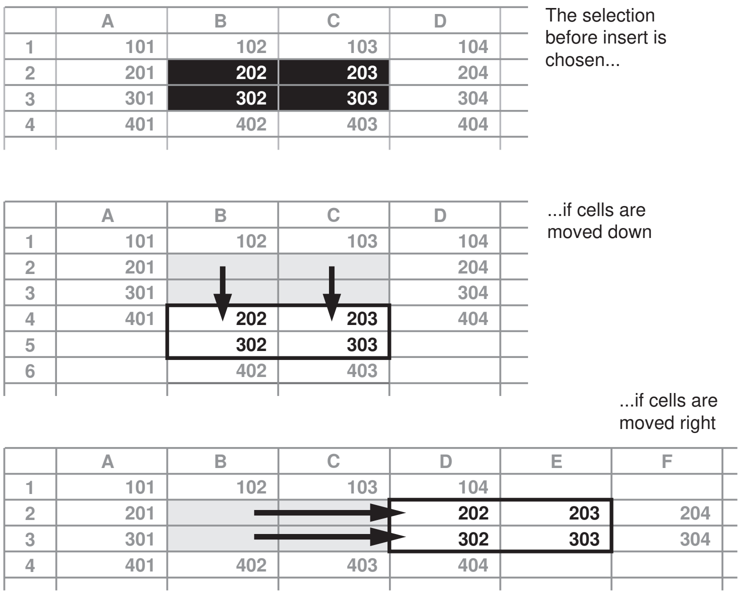
Inserting a Cell or Range

To insert a cell or range, select a range of the same size as the range you want to add. ParaSheet considers even a single cell to be a range.

Choose *Insert Cells* from the Cells submenu to raise the Insert panel.



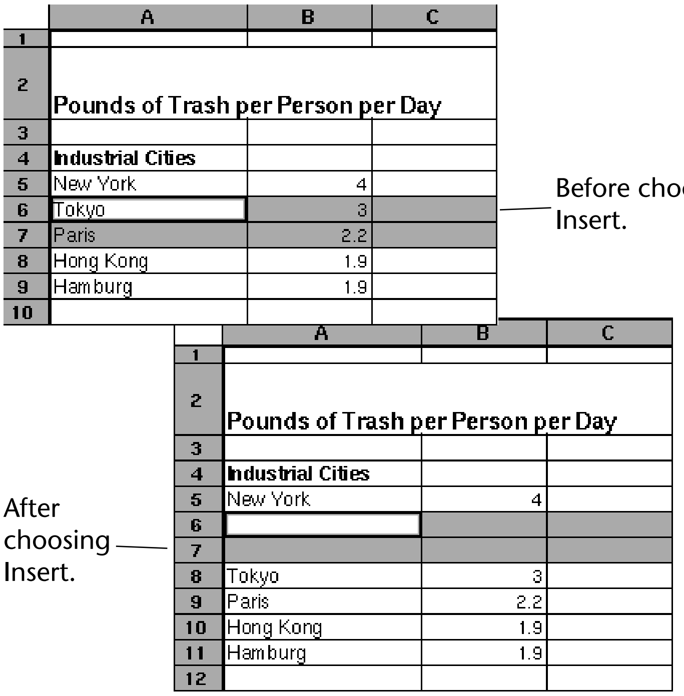
When you insert a cell or a range, you need to indicate which way to move the cells on the spreadsheet to make space for the additional cells. If you click *Right*, the existing cells in the range move to the right. Click *Down* to insert the cell or range above the current selection. For example:



Inserting Rows and Columns

When you insert a row, all the other rows move down to make room for the new row. When you add a column, the other columns move to the right to make space for the new column.

For example:



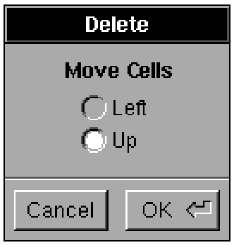
Before choosing Insert.

After choosing Insert.

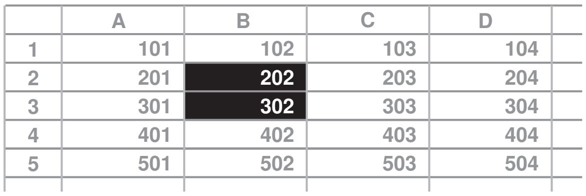
To insert a row or column, select the row *below* where you want the new row to appear, or the column *to the right* of where you want the new column to appear. Select as many rows or columns as you want to insert, and choose *Insert Cells* from the Cells submenu.

Deleting a Cell or Range

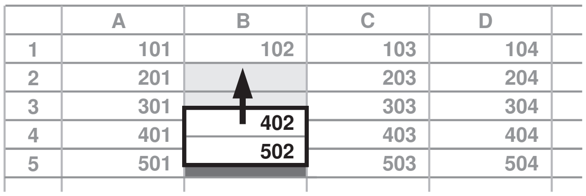
To delete a cell or range, select the cell or range, and choose *Delete Cells* from the Cells submenu to raise the Delete panel.



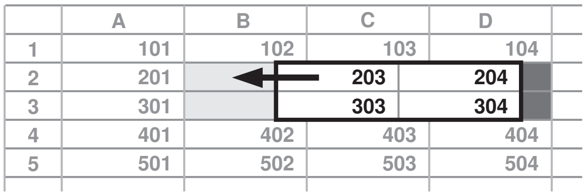
When you delete a cell or range, you need to indicate which way to move the cells on the spreadsheet to fill in the space that results. If you click *Left*, the remaining cells move to the left. Click *Up* if you want the replacement cells to come from below the deleted cells. For example:



The original selection...



...if move up is selected



...if move left is selected

Deleting Rows and Columns

When you delete rows or columns, the other cells in the spreadsheet shift to fill in the gap. If you delete a row, all the rows below move *up*. If you delete a column, all the columns on the right move *to the left*.

To delete rows or columns from a spreadsheet, select the row(s) or column(s) you want to delete, and choose *Delete Cells* from the Cells submenu.

Note *To remove data from rows or columns without having other cells shift, choose Cut or Clear from the Edit menu.*

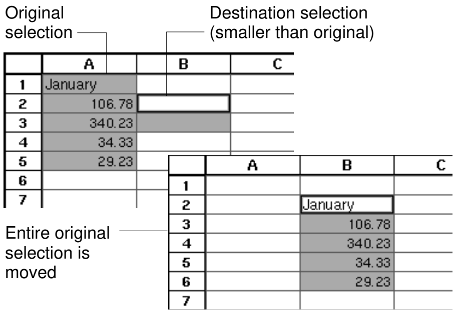
Moving Cells

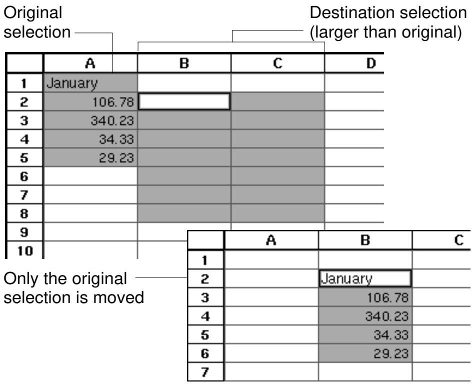
When you move cells, ParaSheet places the contents in the new location, leaving behind empty cells. Any information currently in the cells in the new location is overwritten. Use multiple selection to select the cells to be moved and the destination.

ParaSheet adjusts formulas to correspond to where cells move. So, if you move a cell that is the beginning or ending of a range reference, the range will change accordingly. To move cells:

- Select the range you want to move.
- Hold down the Shift key and select where you want the range moved. Select at least the cell in the top left corner of the destination area. The size of the destination selection doesn't matter, as shown in the examples below.
- Choose *Move Cells* from the Cells submenu.

The cells move to the new location, and their previous location is blank. The original selection determines the size of the new location.





Warning! *If the second selection isn't large enough to contain all the moved cells, ParaSheet moves the entire first selection anyway, overwriting as many additional cells as necessary. If you overwrite cells unintentionally, immediately choose Undo from the Edit menu.*

Copying Cells

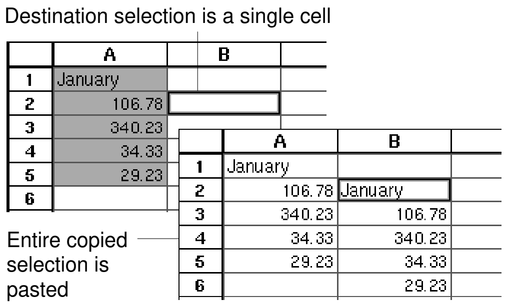
ParaSheet offers two ways to copy. To copy data into a series of adjacent cells, use the *Fill Right* or *Fill Down* commands from the Fill submenu located on the Sheet menu. To copy a cell or range into any destination, use the *Copy* and *Paste* commands.

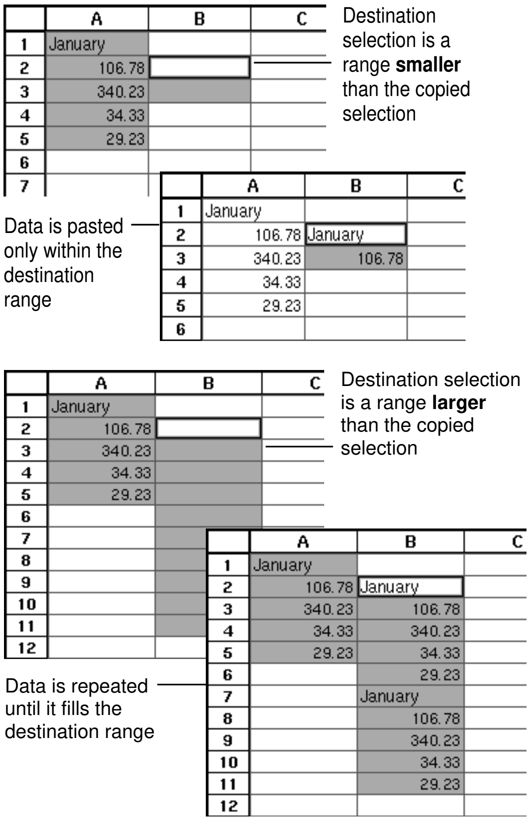
Whether you use *Copy* and *Paste* or *Fill Right* or *Fill Down*, absolute cell references are maintained, and relative references are adjusted to reflect their new location. For information on relative and absolute references in formulas, refer to page 82 in Chapter 6.

Using Copy and Paste

Copying in ParaSheet works just the way it does in other NEXTSTEP applications. Select what you want to copy and choose *Copy* from the Edit menu to store a copy of the information on the pasteboard. Select the destination, and choose *Paste* to place the copy.

The size of the destination selection used with the *Paste* command works differently than the *Move* command. The figure below shows the result of differently sized selections when pasting.





Destination selection	Result
Single cell	Entire copied selection is pasted, possibly overwriting existing data
Range smaller than	Pasted contents restricted to copied selection in that range
Range larger than	Data repeated until the copied selection destination is filled

Warning! *If you overwrite cells unintentionally, immediately choose Undo from the Edit menu.*

Using Fill Right or Fill Down

Use one of the Fill commands to save time when duplicating an entry many times across a row or column. The cells you fill must be adjacent to the cell (or cells) you're duplicating.

To copy cells in a column across columns, use *Fill Right*. Use *Fill Down* to copy cells in a row down several rows.

Warning! *If the cells you fill are not empty, the new values will replace the current entries. If the cell or cells you're duplicating are blank, they will also overwrite current entries.*

To use the *Fill Right* command, select the cell or range you want to duplicate. The selection can contain as many cells in a column as you want.

Indicate how far to the right to copy the cells by dragging across the cells or holding down the Alternate key and clicking the lower right cell of the range you want to fill:

	A	B	C	D	E	F
1		Jan	Feb	Mar	April	May
2	Minimum	50				
3	Maximum	100				
4	Actual					

Choose *Fill Right* from the Fill submenu of the Sheet menu. The values in the first selected column are repeated in each cell in the columns to the right:

	A	B	C	D	E	F
1		Jan	Feb	Mar	April	May
2	Minimum	50	50	50	50	50
3	Maximum	100	100	100	100	100
4	Actual					

Shortcut *To fill an entire row with the value in column A, click the row heading to select the entire row. When you select Fill Right, the value is duplicated across the spreadsheet.*

To use the *Fill Down* command, select the cell or range you want to duplicate. The selection can contain as many cells in a row as you want.

Indicate how far down to copy by dragging across the cells or by holding down the Alternate key and clicking the lower right cell of the range you want to fill:

	A	B	C
1	Price	Tax	Total
2	$7.99	$0.56	$8.55
3	$5.99		
4	$15.99		
5	$34.00		
6	$76.89		
7	$23.99		
8			

Choose *Fill Down* from the Fill submenu. The values in the first selected row are repeated in each cell in the rows below:

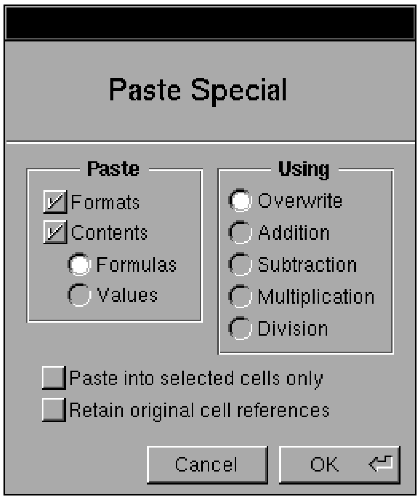
	A	B	C
1	Price	Tax	Total
2	$7.99	$0.56	$8.55
3	$5.99	$0.42	$6.41
4	$15.99	$1.12	$17.11
5	$34.00	$2.38	$36.38
6	$76.89	$5.38	$82.27
7	$23.99	$1.68	$25.67

Note *In the example above, cells B2 and C2 contained relative formulas, which were applied to all of the selected cells, in turn displaying values.*

Controlling What You Paste

You can use *Paste Special* with Cut or Copy as an alternative to the *Paste* command. Instead of pasting everything in the cell as *Paste* does, *Paste Special* lets you give specific pasting instructions.

To use *Paste Special*, select the cell you want to copy and choose *Copy* from the Edit menu. Select the destination for the copy and choose *Paste Special* from the Edit menu to raise the Paste Special panel:



Choose the options you want to use and click *OK*. The *Paste Special* options are summarized in the table below:

Option	Action
Formats	Pastes the format and alignment of the original selection
Contents	Pastes the cell contents—choose either *Formulas* or *Values*
Formulas	Pastes the formula
Values	Pastes the value resulting from the formula
Overwrite	Pastes the pasteboard contents into the cells in the new location, replacing their current contents
Addition	Adds the pasteboard contents to the cells in the new location
Subtraction	Subtracts the pasteboard contents from the cells in the new location
Multiplication	Multiplies the cells by the pasteboard contents

Option	Action
Division	Divides the cells by the pasteboard contents
Paste into selected cells only	Copies only as much of the pasteboard contents as will fit into the new location (does not overwrite additional cells)
Retain original cell references	Treats all cell references as if they were absolute

Warning! *If you overwrite data unintentionally, immediately choose the Undo command from the Edit menu.*