Chapter 16

Edit

The Edit menu provides some basic commands for manipulating your document, such as Cut, Copy, Paste, and Undo. It also includes commands for erasing the contents of cells, and inserting and deleting cells, cell ranges, and entire rows and columns.

Cut (x), Copy (c) and Paste (v)

These are the standard editing commands used to move and remove text from your spreadsheet. Cut and copied items are stored on the Pasteboard, from which they may be pasted into other ParaSheet documents, or even documents from other programs.

Copy As EPS (C)

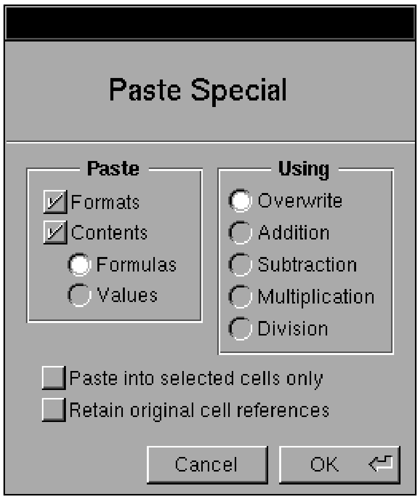
The *Copy As EPS* command enables you to select a portion of your ParaSheet document, or the entire document, and copy it as an EPS image to the Pasteboard. This image can then be pasted into any open application document that can read EPS.

Note *Charts are not copied with this command. To copy and paste a chart to another document, use the Copy and Paste commands. Charts that have been copied and pasted cannot be modified.*

Paste Special (V)

The *Paste Special* command gives you control over exactly what you paste from your copied selection. For example, if you select and copy a range of cells, you can choose to paste the format and alignment of the original cell, along with that cells contents, or just the contents. You could also choose to copy and paste a cell's formula, or the value resulting from the formula.

To use this command, select the cell you want to copy and choose *Copy*. Select the destination for the copy and choose *Paste Special*, which raises the following panel:



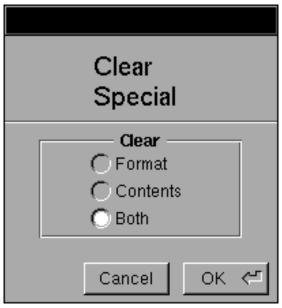
Choose the options you want to use and click *OK*. For a complete description of this panel's options, refer to page 112.

Clear and Clear Special (E)

The *Clear* or *Clear Special* commands are used to erase the contents of a cell. To clear a cell, select it, and then choose *Clear*. The newly empty cell remains the active cell. The contents have been cleared, but the format, font, and alignment remain the same.

Note *You can also you the Clear command to remove a selected chart from the spreadsheet.*

If you want to erase only the format or both the contents and the format, select the range and choose *Clear Special*. This raises the following 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).*

For information on cell formatting, refer to the “Displaying Numbers in Different Formats” section on page 116 in Chapter 9.

Undo (z)

Use the *Undo* command to reverse the last change made to your document. Please note that each time you save your document, your past action is cleared.

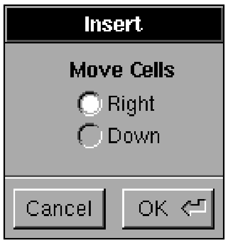
Cells

Use the commands in this submenu to add, remove or rearrange individual cell, ranges of cells, or rows and columns in your document.

Insert Cells (A)

The *Insert Cells* command is used to insert individual cells, or entire row or columns of empty cells.

To insert a cell or cell 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* 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.

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.

For more information on working with the *Insert Cells* command, refer to the "Inserting or Deleting Space on the Spreadsheet" section on page 103 in Chapter 8.

For information on how to select cells or rows and columns, refer to the "Selecting Cells" section on page 60 in Chapter 4.

Delete Cells (K)

The *Delete Cells* command is used to delete individual cells, or entire rows or columns.

To delete a cell or range, select the cell or range, and choose *Delete Cells* 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.

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

For more information on working with the *Delete Cells* command, refer to the "Inserting or Deleting Space on the Spreadsheet" section on page 103 in Chapter 8.

Move Cells

To move cells, select the range you want to move. Hold down the Shift key and select where you want the range moved, by selecting at least the cell in the top left corner of the destination area. Choose *Move Cells*.

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.*

For more information on moving cells, refer to the “Moving Cells” section on page 107 in Chapter 8.

Select All (a)

Use the *Select All* command to select entirety of your current document. Choosing this command will select all cell contents (including formatting and formulas), but will not select your spreadsheet’s charts.