



# Deleting/Clearing Data

## What is the difference between clearing and deleting?

If you clear the contents of a cell the contents are removed but the cell remains (empty). If you delete a cell the cell and its contents are removed. Adjacent cells will be moved to fill the space.

## How do I clear the contents of a cell/cells?

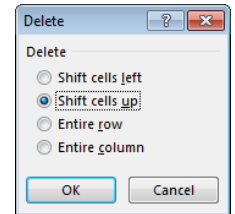
1. Select the cell(s) you wish to clear.
2. Press <Delete>.

## How do I delete a cell and its contents?

1. Select the cell/cell range that you wish to delete.
2. Right click.
3. Click 'Delete'.

The 'Delete' dialogue box will be displayed as shown opposite.

4. Choose whether to delete the entire row or column, or, if deleting a cell whether to shift the remaining cells left or up.
5. Click 'OK'.



The cell(s) selected will be deleted and adjacent cells will be moved to fill the space created.

The illustrations opposite show the result of deleting the cell A5-A8 and shifting the remaining cells up.

|    | A  | B |    | A  | B |
|----|----|---|----|----|---|
| 1  | 52 |   | 1  | 52 |   |
| 2  | 53 |   | 2  | 53 |   |
| 3  | 54 |   | 3  | 54 |   |
| 4  | 55 |   | 4  | 55 |   |
| 5  | 56 |   | 5  | 60 |   |
| 6  | 57 |   | 6  | 61 |   |
| 7  | 58 |   | 7  | 62 |   |
| 8  | 59 |   | 8  |    |   |
| 9  | 60 |   | 9  |    |   |
| 10 | 61 |   | 10 |    |   |
| 11 | 62 |   | 11 |    |   |
| 12 |    |   | 12 |    |   |



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0141-342 1570

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Part of the 'How do I...' series of helpsheets. For more, visit [ictsupport.key.org.uk](https://ictsupport.key.org.uk)