SESSION 02: DATA ENTRY, COPY, PASTING, FORMATTING, AND INSERTING AND DELETING ROWS AND COLUMNS

o Data Entry:

- Typing: Entering data directly into cells.
- Autofill: Automatically filling a series of data based on a pattern.
- Drag-and-Drop: Moving data by clicking and dragging.

o Copying and Pasting:

- Copy: Duplicating data within or between worksheets.
- Paste: Placing copied data into desired locations.

o Formatting:

- Font: Style, size, and color of text.
- Alignment: Positioning of text within cells (left, center, right).
- Borders: Lines around cells or cell ranges.

o Inserting and Deleting Rows and Columns:

- Insert: Adding new rows or columns to accommodate additional data.
- Delete: Removing rows or columns to adjust the layout.