

EXCEL

Cut (Move), Copy & Paste

4 Steps

1. **Select:** cell or group of cells
click, shift, click OR click and drag a block
2. **Choose:** command of Cut or Copy
3. **Destination:** navigate to cell or worksheet & click
4. **Paste:** stick information in new destination

4 Ways to Implement Cut, Copy & Paste

1. Click on Edit on **Menu Bar**
2. **Right Click** on a selected cell
3. **Toolbar** buttons
Cut = scissors, Copy = two pieces of paper, Paste = clipboard
4. **Keyboard** shortcuts
Cut = Control + X (looks like scissors)
Copy = Control + C (for copy)
Paste = Control + V (for Velcro)

Order of Operations

PEMDAS: Please Excuse My Dear Aunt Sally

P lease	=	P arentheses ()
E xcuse	=	E xponents $^ 10^5$
M y	=	M ultiplication *
D ear	=	D ivision /
A unt	=	A ddition +
S ally	=	S ubtraction -

Formula Rules

1. Click in cell where answer will go
2. Start with = sign
3. Always use cell address (example: B14)
4. No spaces in the formula
5. Follow order of operations
6. **fx** (paste functions)