

Clearing a Block

Instead of clearing cells individually, you can save time by selecting a block of cells and clearing them together. The procedure for clearing a block is exactly the same as that for clearing an individual cell.

METHOD

To clear data in a block of cells:

1. Select the cell block.
2. From the Edit menu, choose Clear, and from the submenu, choose Cells.
or
2. Right-click the mouse, and then, from the QuickMenu, choose Clear.
or
2. Press **DELETE**

EXERCISE

In the following exercise, you will clear data in a block of cells.

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| 1. Select the block D11 through F11 | |
| 2. From the Edit menu, choose Clear | <i>The Clear submenu appears.</i> |
| 3. From the Clear submenu, choose Cells | <i>The data is cleared from the cell block.</i> |
| 4. Select cell A1 | <i>The block of cells is deselected and cell A1 is active.</i> |

END