

Clearing a Cell

You can clear data from a cell, a block of cells, or an entire spreadsheet. Clearing a cell removes only the cell's contents, leaving the cell itself intact. It does not remove the cell from the spreadsheet, nor does it affect the position of any surrounding cells.

When you choose to clear a cell, you can select whether to clear both the data and the property settings such as alignments, formats, and fonts, only the data, only the property settings, or only the comments. As shown in Figure 2-9, you choose these options from the submenus of the Clear command on the Edit menu. The Cells command clears the data and property settings, the Values command clears only the data, the Formats command clears only the format, and the Comments command clears only the comment from the cell.

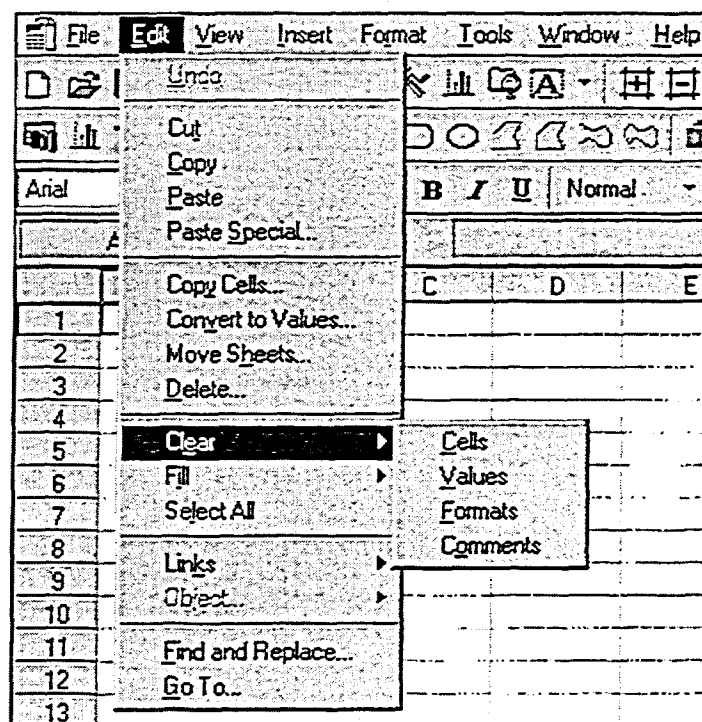


Figure 2-9: The Submenus of the Clear Command