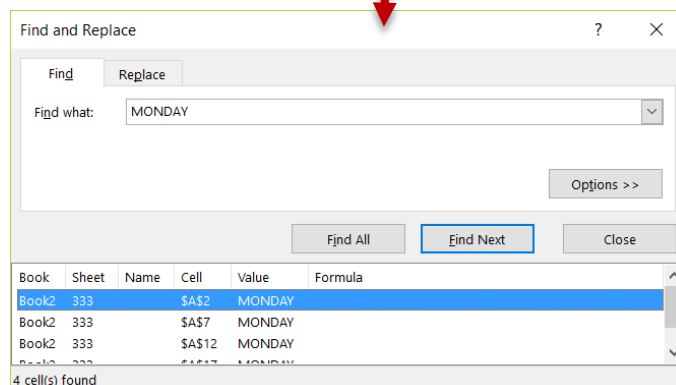
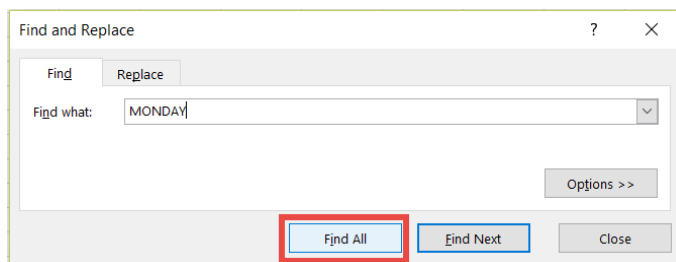




EXCEL: DELETE ALL ROWS CONTAINING A SPECIFIC VALUE/ENTRY

SCENARIO: In the list that appears here, I want to delete all rows marked MONDAY under the WORKDAY column (who wouldn't?) – without having to resort the data. But there are potential hundreds of them in this particular worksheet. Have no fear – Excel has you covered.

1. When the spreadsheet in front of you, press [CTRL] F (keyboard shortcut for the FIND command).
2. Type the entry for which you want to delete all corresponding rows (in this example, MONDAY).
3. Click the FIND ALL button.
4. That cause all occurrences of the searched-for item to appear at the bottom of the FIND AND REPLACE window.
5. Click on any one instance (in the list) – and press [CTRL] A (for ALL). All instances (in both the list and the spreadsheet) will become highlighted.
6. Click the X at the top-right corner of the FIND AND REPLACE window – to close it.
7. Point the mouse at any one of the selected cells in the spreadsheet – and click your RIGHT mouse button.
8. Choose DELETE... - then, when the DELETE window appears – choose ENTIRE ROW – then click OK.
9. All selected rows containing the searched text will be deleted at once.



Remember: You can always use [CTRL] Z (UNDO) if you mistakenly delete the wrong data.

WANT TO TRY OUT THIS TIP?

Go to www.ctccomputertraining.com/students and click on the EXCEL button. Under EXCEL LEVEL 1 – click the link to the CUSTOMER LIST.XLSX file.

Open the file and try it.

There are 173 rows of data in this spreadsheet.

Delete all records for the area code 403 – using the instructions above. NOTE: Be sure to encase the area code in brackets to avoid deleting addresses with 403 in them.

This is not a perfect function – the data that you are searching for must be unique in order for you to avoid deleting more records than you intended. (Although you can always select (using [CTRL] or [SHIFT] just the records you want (in the bottom of the FIND AND REPLACE window).