EDIT

Introduction

The edit options let you copy, paste and delete rows or columns of the grid. It also lets you insert a new row or column.

A.   Copy a Block of Cells

If you drag your mouse over a group of grid cells while holding down the left mouse button, you will see that area change to a highlight color. This block of cells can be copied into another area of the grid or can be copied to another program such as the Microsoft Excel grid. After you have highlighted the grid block to copy, click on the Edit menu and click the Copy Block option. Move to the grid area where you want to paste this block and select the Paste a Block option. When you select the Copy a Block option, the cell values are copied row by row to the Windows "Clipboard" where they remain available to paste. If you are an Excel user, you should know that you can also copy a block of grid cells in that program and paste them into the LazStats grid!

B.   Paste a Block of Cells

If you have copied a block of cells from another program such as Excel or SPSS, you can paste those cell values into the LazStats grid. Simply click on the cell where you wish the block of cells to start and select the Paste a Block option from the Edit menu.

C.   Insert a new Column

Click on a cell in any grid column and select the Edit menu option to insert a new column. A new column (variable) will be inserted in front of the previously selected column. Default values will have been assigned to this new column and you should go to the Variables menu and select the option to define variables. Be sure the variable name does not duplicate an existing variable.

D.   Copy Column

You can copy a column from an existing grid of data (LazStats, Excel, etc.) so that it can be pasted in another column of a grid. The copied column is placed in the Windows clipboard and is available to paste until another object is pasted to the clipboard.

E.   Cut a Column

There may be a time that you wish to delete a column from your data grid. Select this option to remove a column from the grid. Note that this will also delete the definition for that variable! If you save the file after deletion of a row or column,

the saved file will no longer contain that data. If you do NOT save the modified data in the grid, the original file on disk is not changed.

F.   Paste a Column

This option lets you paste a column of data copied from another application's grid or the LazStats grid. Click the column where you want the cell values to be deposited and click the Paste a Column option.

G.   Insert a New Row

You can insert a new row into the data grid at any position in the grid. Simply click on a cell in a row and then select this option. The new row will be inserted prior to the previously selected row.

H.   Copy a Row

You can copy a row of grid cells to the clipboard so that it may be pasted at another grid position or pasted in a grid row of another application. Click on a cell of the row to be copied and then click on this option.

I.   Cut a Row

To delete a grid row, click a cell in that row and choose this option. New users often end up accidentally adding a blank row of cells to their data grid by moving the cursor down with the down-arrow key at the bottom of their grid. This will add a row that should be deleted before saving the data file to disk.

J.   Paste a Row

If you have copied a row of data from your grid or the grid of another application, you can paste that data into a row of the LazStats grid. Click on a cell in a row of the grid where you want the data to be copied and select this Edit option.