

## Exercise your data entry skills


---

Before you begin

During the practice, this window will stay on top of the program you are working in. When it covers an area you need to use, move and resize it as follows:

To move this window, click the title bar of the window (as shown below) and drag it to a new location:



To resize this window, drag the resize handle  in the lower-right corner.

### Exercise 1: Enter data using TAB and ENTER

In this exercise you'll enter data.

#### **TAB goes right, and ENTER goes down**

1. In cell A1, type **January**. Press TAB. The selection moves to the right, and cell B1 is now the active cell.
2. Return to cell A1 by clicking in that cell or by pressing the left arrow key.

In cell A1, press ENTER. The selection moves down, and now cell A2 is the active cell.

Return to cell A1 by pressing the up arrow key.

You may prefer to enter data by pressing TAB and moving across rows, or by pressing ENTER and moving down columns. Use whichever method works best for you.

#### **Sometimes Enter goes down and over**

Enter doesn't always move straight down the column. Here's an example.

1. In cell E1, type **Name**, and then press TAB.
2. In cell F1, type **Date**, and then press TAB.
3. In cell G1, type **Asset**. Now press ENTER.

Instead of going down the column to cell G2, the selection went to cell E2, which is now the active cell.

What happened? Excel thinks that you're ready to start a new row of data under the one you just used. So Excel has put the selection in the first column you used.

#### Exercise 2: Fix mistakes as you type

In this exercise you'll learn about ESC and BACKSPACE. These keys let you make changes before you press ENTER or TAB. They're useful if you change your mind about what to enter, or when you realize you've made a mistake as you type.

1. Click cell B1. You're going to type "February," but you'll stop before completing the text.
2. Type **Febru**.

Press ESC. The text is deleted.

3. Type **Fev** in cell B1.

Press BACKSPACE once to delete "v". Type **bruary** and then press TAB or ENTER.

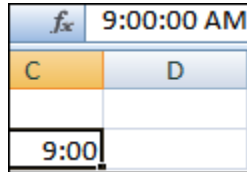
#### Exercise 3: Enter dates and times

In this exercise you'll enter some dates and times and then look at how they are formatted. You'll also take a look at the formula bar.

1. Click cell B2. Enter **7/16/2009**, just like that, and then press ENTER or TAB.

2. Now you'll type a time. You learned in the lesson that Excel interprets any time as AM unless you type a "p" after it. To see that, click cell C2, type **9:00**, and press ENTER.

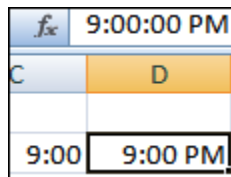
Now select cell C2 again. Look in the **formula bar** above cell C1.



The formula bar displays the content of the active cell. In the formula bar you can see how Excel interprets the time you entered: as 9:00 AM.

3. Select cell D2, type **9:00 p** (be sure to leave a space between 9:00 and the p), and press ENTER. It says 9:00 PM.

Now select cell D2 again. Look in the formula bar. The time shows there as 9:00 PM.



#### Exercise 4: Enter numbers

In this exercise you'll enter different types of numbers.

1. Select cell B4. Type **(100)**, and then press ENTER. Notice that the number is displayed as -100.
2. In cell B5, enter a whole number and a fraction: **1 1/8**. Be sure to leave a space after the first 1. Press ENTER after you've entered the entire fraction. Then select cell B5, and look at the value in the formula bar. It is displayed as 1.125. Why is that?

<i>fx</i>	1.125
C	D


When you enter a fraction, Excel actually stores it as a decimal number. Because you typed 1 1/8, Excel keeps that fraction in the worksheet cell. But the formula bar shows how Excel sees the number. You can see how Excel interprets the data you enter by selecting a cell and then looking in the formula bar.

- Now enter another fraction that you might expect to work the same way: In cell B6 enter a fraction only: type **1/4**. Now press ENTER. What happened? Excel interprets the number as a date. Why? You need to enter a zero before a fraction with no whole number.
- In cell B7, again enter a fraction only, but this time enter a zero first: **0 1/4**. Press ENTER. Then select cell B7 again. Notice that the value is displayed as 0.25 in the formula bar. When you type a fraction with no whole number, remember to enter a zero (and a space) before you type the fraction.

### Exercise 5: Use AutoFill

This is a fast way to enter data that follows patterns Excel recognizes.

#### Fill in the months of the year

- Select cell A1, where you previously typed "January."
- Position the pointer over the lower-right corner of this cell until a black cross (+) appears (not a thick white cross). (Be sure you're at the lower corner on the right; that's critical.)
- Drag the fill handle  down the column. As you drag, ScreenTips appear to tell you what will be filled in for each row. When the ScreenTip says "December" (in row 12), release the mouse button. Then the list fills in.

#### Fill in numbers

For some data you need to type two entries to establish a pattern Excel can recognize.

1. Select cell A15. Type **3**, and then press ENTER.
2. In cell A16, type **6**, and then press ENTER. By typing two numbers, you've established a pattern for Excel.
3. Select A15, press SHIFT, select A16, and then release the SHIFT button. Both cell A15 and cell A16 are selected. Position the pointer over the lower-right corner of cell A16 until a black cross (+) appears. Drag the fill handle down the column.
4. Release the mouse button when the ScreenTip says "18" in cell A20.

Excel fills in the rest of the numbers from the three-times table.


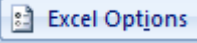
#### Exercise 6: Use AutoComplete

In this exercise you'll see how to let Excel complete data entry for you.

1. In cell A23, type **Buchanan**, and then press ENTER.
2. In cell A24, type **B** (as though you are about to enter Buchanan's name again). Excel will fill in the rest for you.

If you didn't actually want to type Buchanan's name again, you would just keep typing what you did want.

**Note** If AutoComplete doesn't work, the feature may be turned off. (If any data on the worksheet is selected, press ESC before you follow these instructions.) Click the

**Microsoft Office Button**  in the upper left. Then click **Excel Options**  in the lower right of the menu. Click **Advanced**. Under **Editing options**, the **Enable AutoComplete for cell values** check box must be selected for this feature to work.

## Exercise 7: When text is too long for a cell

Sometimes the text you enter is too long for the cell you enter it into. In this exercise you'll see how to handle that.

1. In cell C6, type **this is very long**, and press ENTER. The text overlaps into the next cell.
2. Select cell D6. Type **ABC** (just ignore the text that overlaps from C6) and press ENTER.

Now you can no longer see all the text in cell C6.

3. Select cell C6. Look in the formula bar. You can see all the text you originally typed.
4. You can make the column wider, so that you see all the text in the cell. Point at the right column boundary of column C, between the column headings C and D (up at the top, not in the worksheet), until the pointer changes to a dark cross with two arrow points.

Double-click the right column boundary of column C. The column will widen so that all of the text in cell C6 is visible.

**Note** When numbers or dates are too wide to fit into a cell, you'll see this: #####. Double-click the right column boundary next to the column heading, and the column will widen.