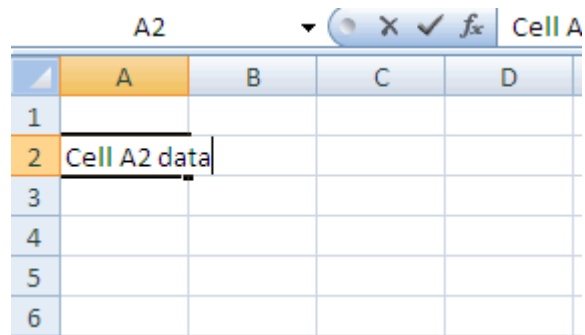


Entering Data

There are different ways to enter data in Excel: in an active cell or in the formula bar.

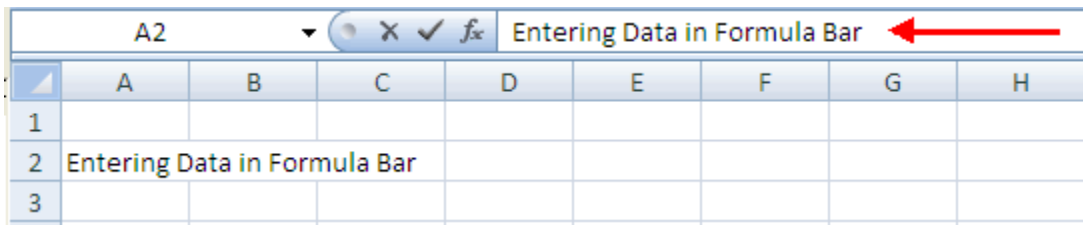
To enter data in an active cell:

- Click in the **cell** where you want the data
- Begin typing



To enter data into the **formula bar**

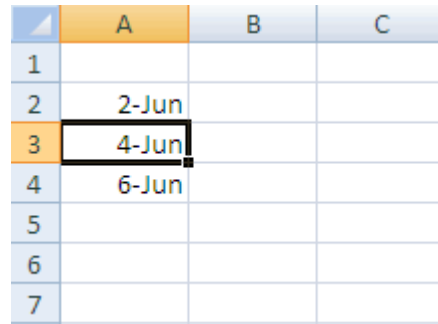
- Click the cell where you would like the data
- Place the cursor in the **Formula Bar**
- Type in the data



Selecting Data

To select a cell or data to be copied or cut:

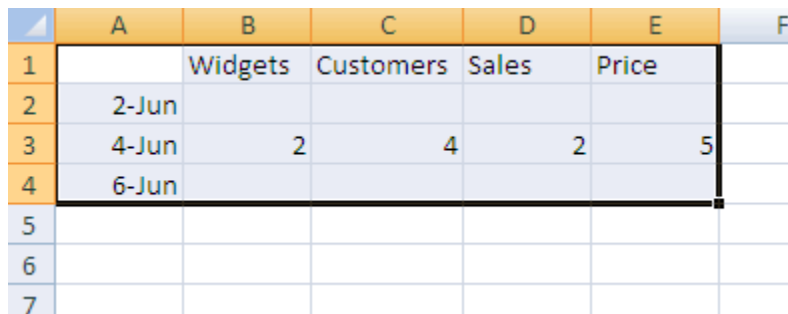
- Click the **cell**



A screenshot of an Excel spreadsheet with columns A, B, and C, and rows 1 through 7. The cell containing '4-Jun' in row 3, column A is selected, indicated by a black border and a small cursor icon.

	A	B	C
1			
2	2-Jun		
3	4-Jun		
4	6-Jun		
5			
6			
7			

- Click and drag the cursor to select many cells in a range

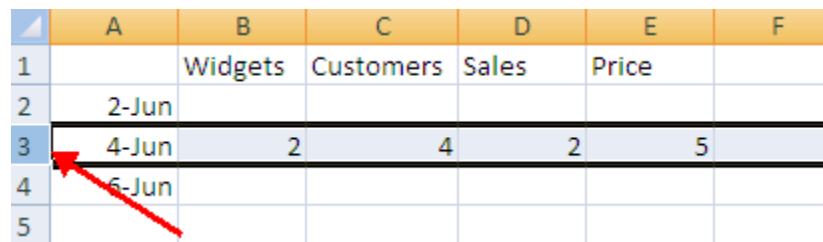


A screenshot of an Excel spreadsheet with columns A through F and rows 1 through 7. A range of cells from row 1 to row 4 and column A to column E is selected, indicated by a thick black border.

	A	B	C	D	E	F
1		Widgets	Customers	Sales	Price	
2	2-Jun					
3	4-Jun	2	4	2	5	
4	6-Jun					
5						
6						
7						

Selecting a Row or Column

To select a row or column click on the **row** or **column header**.



A screenshot of an Excel spreadsheet with columns A through F and rows 1 through 5. The row containing '4-Jun' in row 3 is selected, indicated by a thick black border. A red arrow points to the row header '3'.

	A	B	C	D	E	F
1		Widgets	Customers	Sales	Price	
2	2-Jun					
3	4-Jun	2	4	2	5	
4	6-Jun					
5						