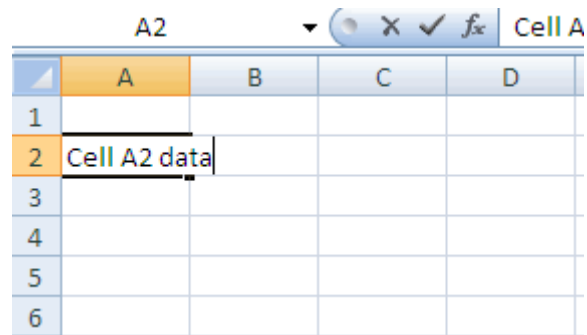


Entering Data

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

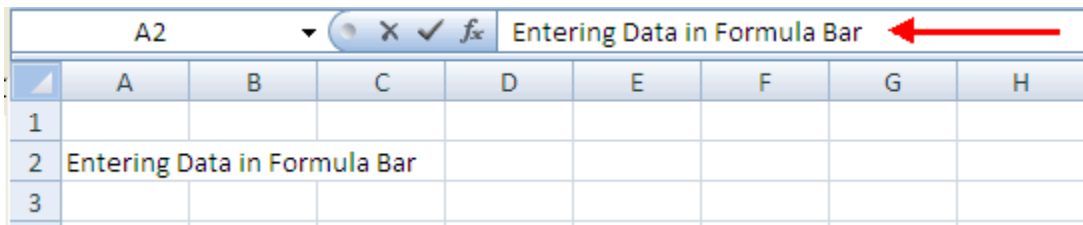
To enter data in an active cell:

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