**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

![Example Table 1]

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

![Example Table 2]

Selecting a Row or Column

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

![Example Table 3]