

# Entering and editing data

## Microsoft Excel 2003

### Entering data

#### ENTER

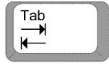


The active cell goes to the cell below you enter.

	A	B	C
1	123		
2	123		
3	123		
4			
5			
6			



#### TAB

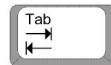


The active cell goes to the right cell as you TAB.

	A	B	C	D	E
1	123	123	123		
2					
3					
4					



#### Highlighting an Area and then typing with the TAB key



1. Select the area where you are going to enter data

	A	B	C	D	E
1		Unit 1	Unit 2	Unit 3	
2	Person A				
3	Person B				
4	Person C				
5					

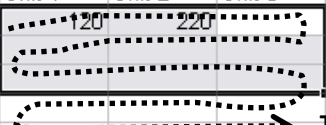
2. Type the first data in the cell (B2)

	A	B	C	D	E
1		Unit 1	Unit 2	Unit 3	
2	Person A	120			
3	Person B				
4	Person C				
5					

3. Press the **TAB** key which brings you to the next cell (the active cell goes to the cell C2)

	A	B	C	D	E
1		Unit 1	Unit 2	Unit 3	
2	Person A	120			
3	Person B				
4	Person C				
5					

4. Keep tabbing as you type.

	A	B	C	D
1		Unit 1	Unit 2	Unit 3
2	Person A			
3	Person B			
4	Person C			
5				

TAB moving →

**Tips:**

- ✳ This is only useful if you have a certain area where you are expecting to input some data, eg. Timetable, data table. You can keep typing until the last cell.
- ✳ If you make any mouse actions, e.g. click anywhere on the spreadsheet, you will lose the highlighted area. In that case, you have to go back to step 1.
- ✳ Pressing the **SHIFT** and **TAB** key together will bring you back to the previous cell within the highlighted area.



*Escape to delete and enter again*



If you make a mistake and want to start over, press the **ESC** (escape) key. This will cancel the current data entry.

**NB:** This method only works when you have just typed and the cell is still active. After you move onto the next cell, you will have to use the DELETE key. The escape (ESC) key won't work.

	A	B
1	123	
2		
3		

→

	A	B
1		
2		
3		

*F2 to edit the cell*



After you type something in the cell and want to edit it, select it and press F2 key to edit the cell. Your cursor will be put at the end of the figure/text.

	A	B
1	Article Databases	
2		
3		

← The cursor will be placed at the end of the figure.