

# Chapter 3

# Entering Data

## Learning Objectives

After completing this chapter, you should be able to:

- enter data into worksheet;
- type data in the Formula bar;
- apply text wrapping;
- resize columns and rows;
- select cells; and
- edit data.

## Entering Data

Excel worksheets can hold all kinds of data, ranging from numbers and text to formulas and functions. You can enter numbers, text, dates, or times and other data in one cell, in several cells at once or on more than one worksheet. You can enter data into any cell within the worksheet. When you click a cell, it immediately becomes the active cell in the worksheet, and any data you type appears within it. You can type data directly into the cell, or you can enter data using the Formula bar.

Data can be text, such as row or column labels, or numbers, which are called values in Excel. Formulas are also values. Excel automatically left-aligns text data in a cell and right-aligns values. By default, Excel also considers numerical dates and times that you enter to be values, and assigns right alignment.

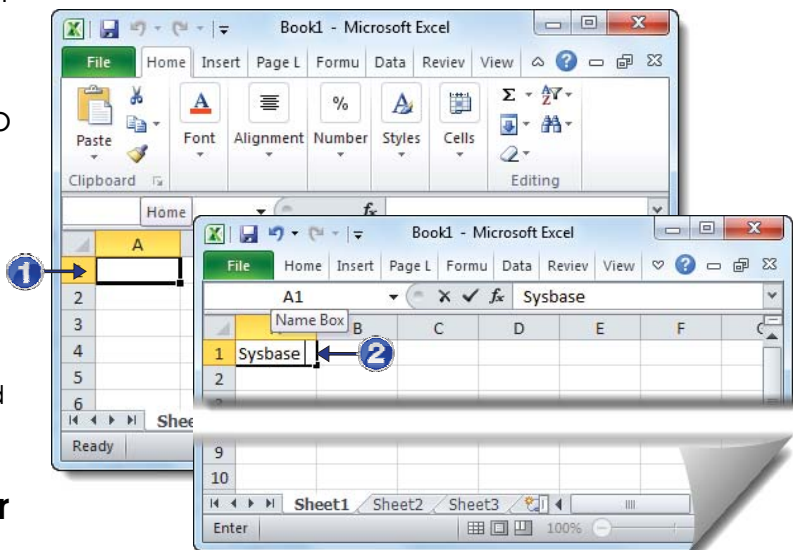
### Enter Data

- 1 Click the cell that you want to use.

The active cell always appears highlighted with a darker border than the other cells.

- 2 Type your data.

The data appears both in the cell and in the Formula bar.



### Type Data In The Formula Bar

- 1 Click the cell that you want to use.

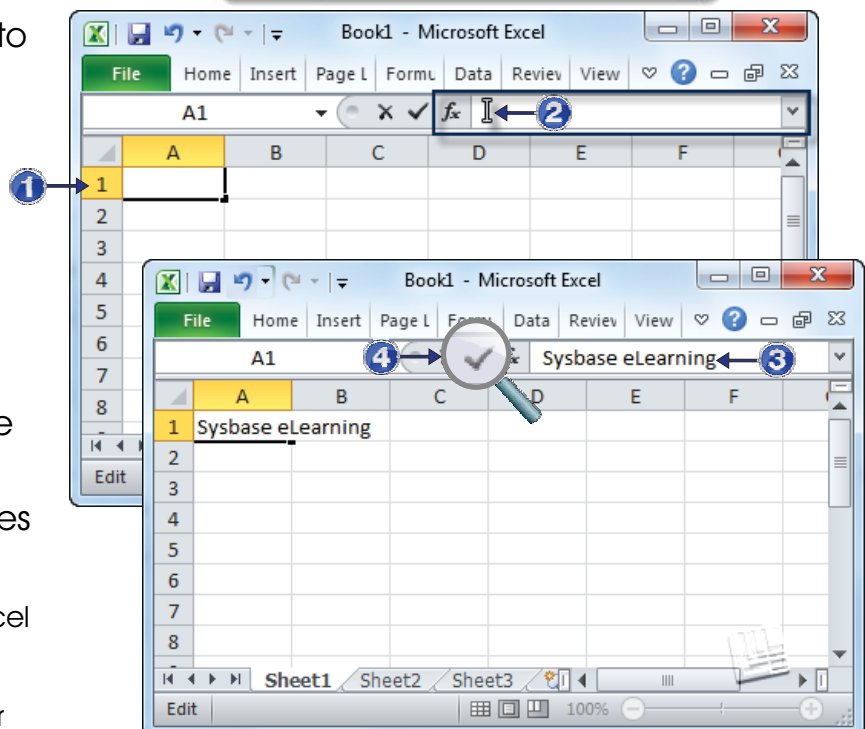
- 2 Click in the Formula bar.

- 3 Type your data.

The data appears both in the Formula bar and in the cell.

- 4 Click Enter (✓) to accept the entry or press **Enter**, which accepts the entry and moves your cursor down one cell.

- To cancel an entry, click Cancel (✗).
- Excel enters the data into your worksheet.



## Text Wrapping

By default, long lines of text you enter into a cell remain on one line. You can turn on the cell's text wrapping option to make text wrap to the next line and fit into the cell without cutting the text. Text wrapping makes the row size taller to fit the number of lines that wrap.

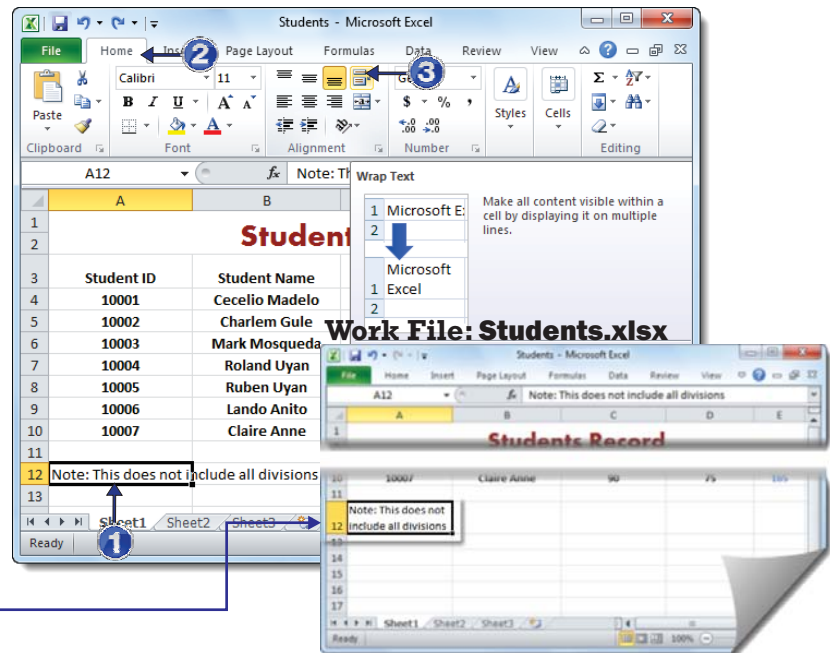
### Text Wrap

- 1 Click the cell that you want to edit.

Note: You can apply text wrapping to multiple cells.

- 2 Click on Home tab.
- 3 Click the Wrap Text icon (📄).

Excel applies text wrapping to the cell.



## Resizing Columns and Rows

You can improve the appearance of your worksheet by resizing your worksheet's columns and rows to accommodate text. Doing it will increase the space between the rows of data in your worksheet, thus making them easier to read.

### Resize Columns and Rows

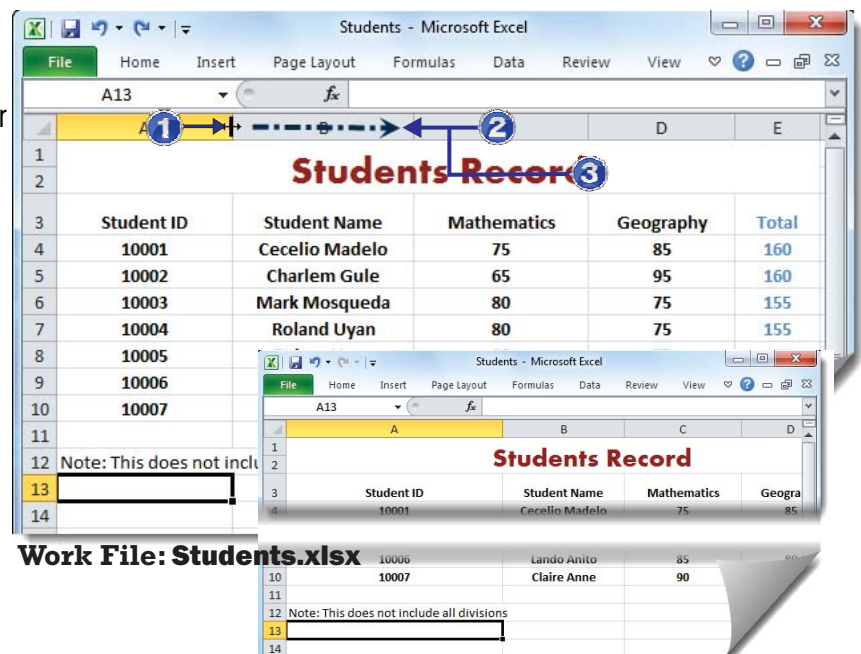
- 1 Position the mouse pointer (↔) over the border of the column or row that you want to resize (the pointer becomes  $\frac{+}{-}$  or  $\frac{+}{-}$ ).

- 2 Click and drag the border to your desired size.

A dotted line marks the new border of the column or row as you drag.

- 3 Release the mouse button, and the column or row is resized.

- You can also double-click the right border of a column to quickly activate the AutoFit command.






## Selecting Cells

You can select cells in Excel to perform editing, calculating, and formatting tasks. Selecting a single cell is quite simple, all you need to do is click the cell. To select a group of cells, called a range, you can use your mouse or keyboard. For example, you can apply formatting to a range of cells rather than format each cell individually.

### Select Cells

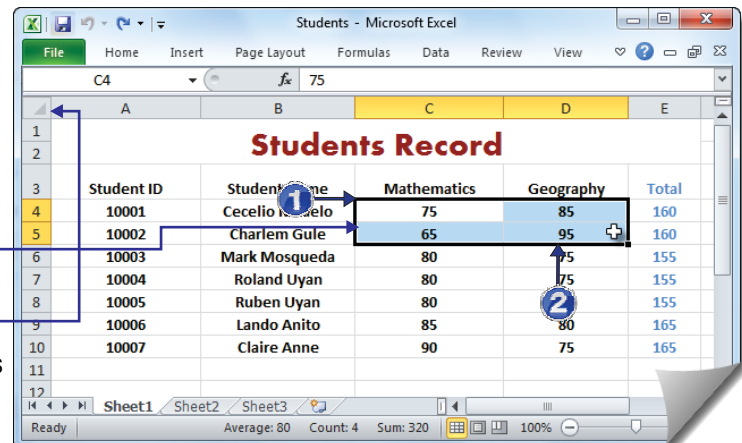
#### Select A Range

- 1 Click the first cell in the range of cells you want to select.
- 2 Drag across the cells that you want to include in the range (the mouse becomes .
- 3 Release the mouse button.


The cells are selected.

- To select all the cells in the worksheet, click here.
- You can select multiple noncontiguous cells by pressing and holding **Ctrl** while clicking cells.

Work File: Students.xlsx

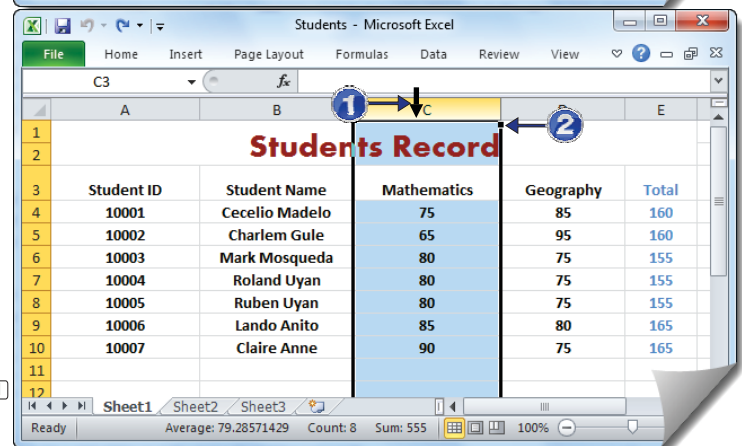


#### Select A Column Or Row

- 1 Position the mouse arrow over the header of the column or row that you want to select (the mouse becomes .
- 2 Click the column or row.

Excel selects the entire column or row.

- To select multiple columns or rows, drag across the column or row headings.
- You can select multiple noncontiguous columns or rows by pressing and holding **Ctrl** while clicking column or row headings.



## Editing Data

Mistakes are inevitable, especially mistakes of the data entered into the worksheets. When this occurs, you can perform editing tasks to the data in your worksheets. For example, you want to change the number values you entered, or add additional text to a cell.

### Edit Data

- 1 Double-click the cell containing the data that you want to edit.
  - You can edit the data in the selected cell by making changes to the data as it appears in the Formula bar.
  - You can use **Backspace** or **Delete** to remove characters and make corrections to data entries.
  - You can select data and type over it to replace it with new text.

Work File: Students.xlsx

