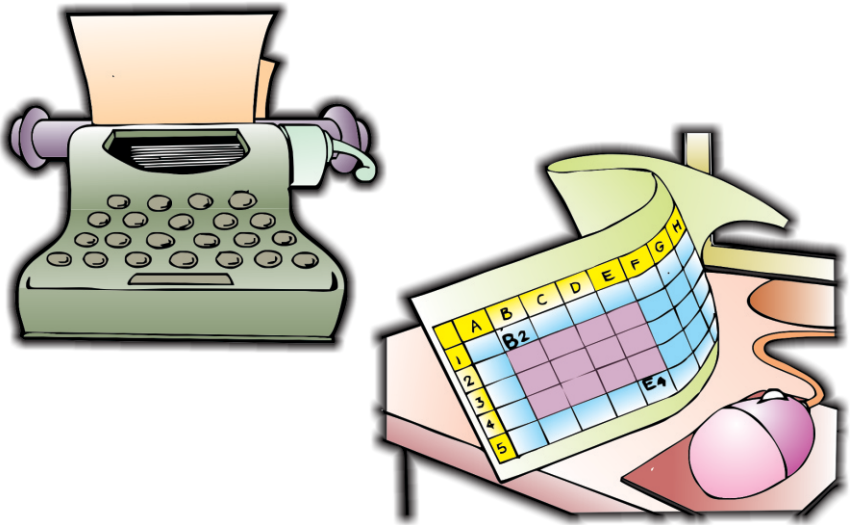


Chapter 3

Word Watch

- Worksheets
- Data
- Text Wrapping
- Column
- Row
- Cell
- Range
- Inevitable

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.

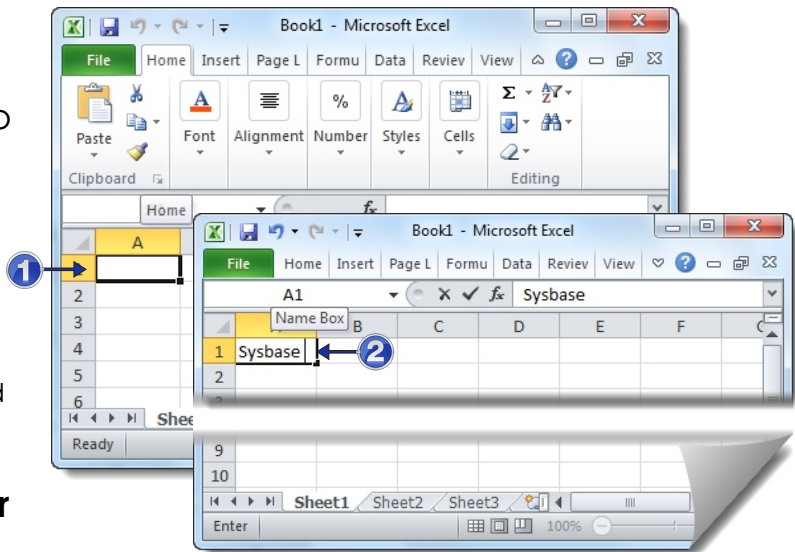
Enter Data

- 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.

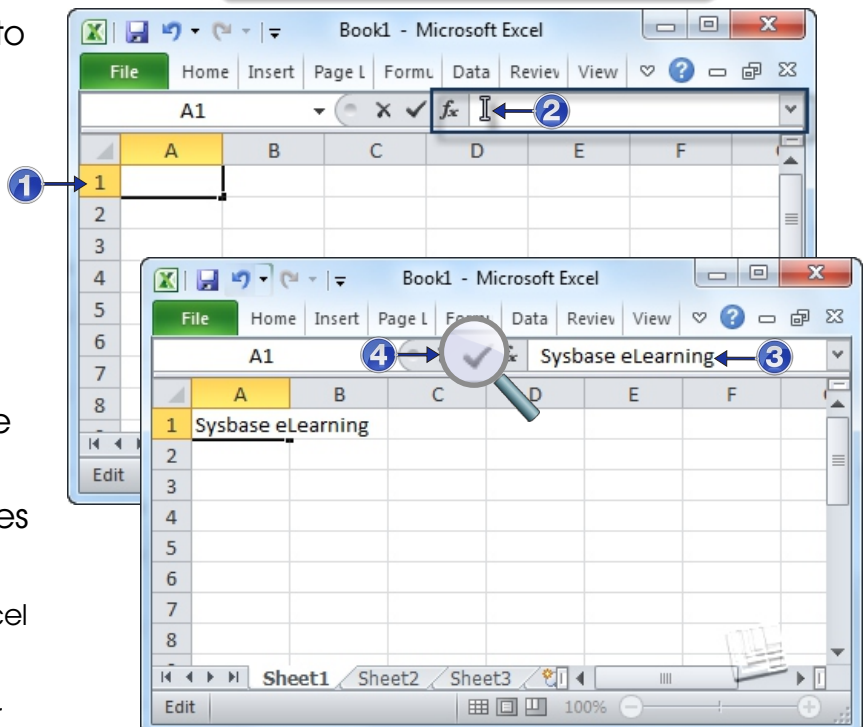
- 2 Click in the Formula bar.

- 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.

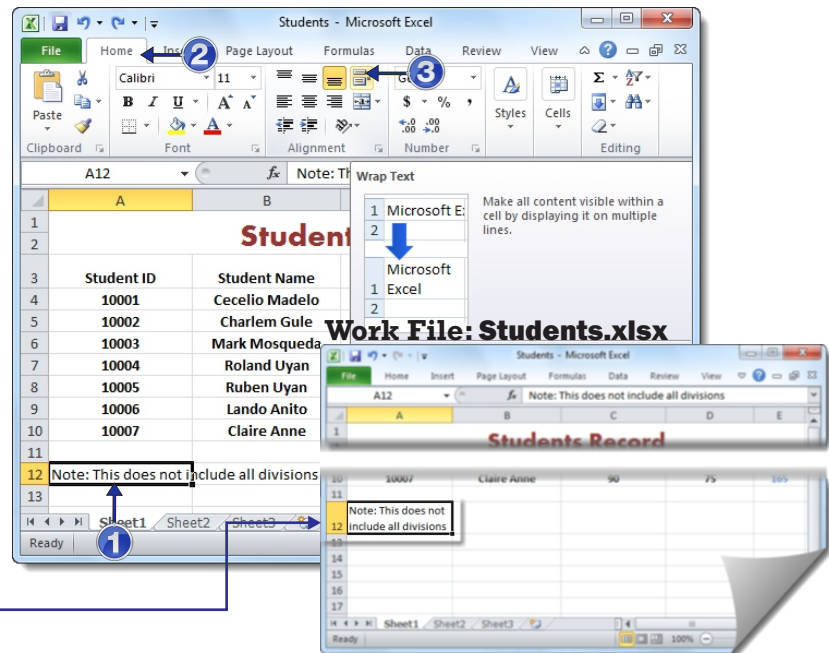
Text Wrap

- 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

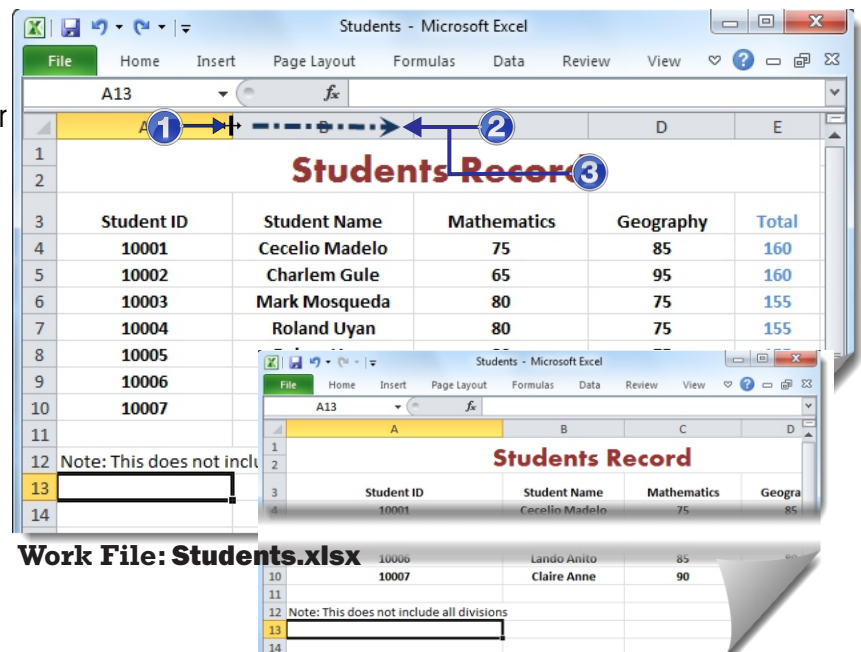
You can improve the appearance of your worksheet by resizing your worksheet's columns and rows to accommodate text. Doing it will increase the space between the rows of data in your worksheet, thus making them easier to read.

Resize Columns and Rows

- 1 Position the mouse pointer (↔) over the border of the column or row that you want to resize (↔ becomes ⇅ or ⇅).

A dotted line marks the new border of the column or row as you drag.
- 2 Click and drag the border to your desired size.
- 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

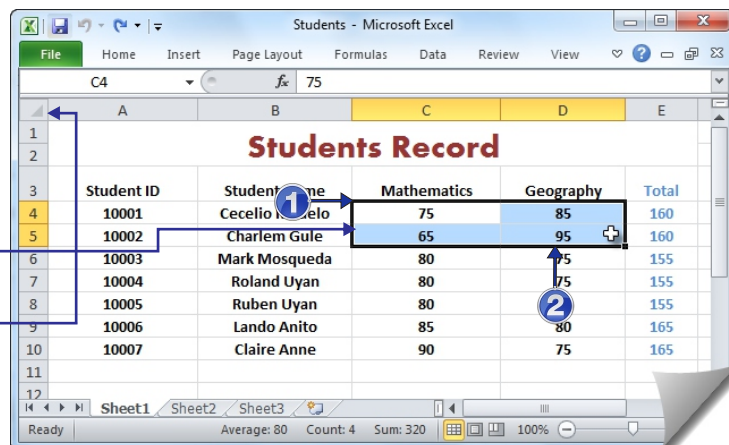
Select A Range

- 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

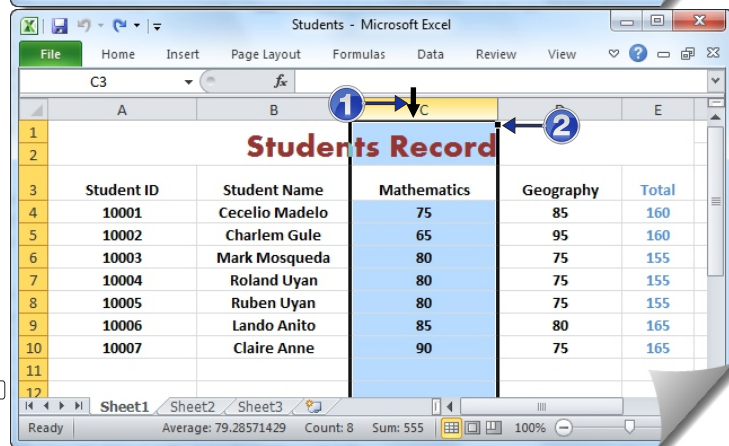


Select A Column Or Row

- 1 Position the mouse arrow (the mouse becomes ) 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.



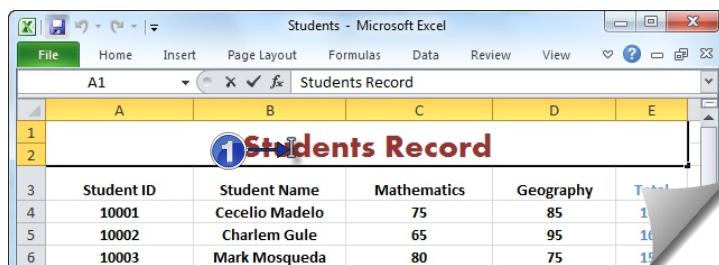
Editing Data

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



Chapter 3 Entering Data

Directions:

1. Launch **Microsoft Excel**.
2. Follow the steps on how to enter data into a spreadsheet.
3. Enter the data in the Preview into the spreadsheet.
4. Save the spreadsheet as **Entering Data** and place it to your own folder.

Exercise 46 Typing Information

Preview:

Sysbase eLearning School				
Compu High				
List of Enrollees(First Year)				
Sections	1 st Year	2nd Year	3rd Year	4rth Year
Section A	38	40	39	34
Section B	40	39	36	37
Section C	36	33	35	39
Section D	34	37	36	38

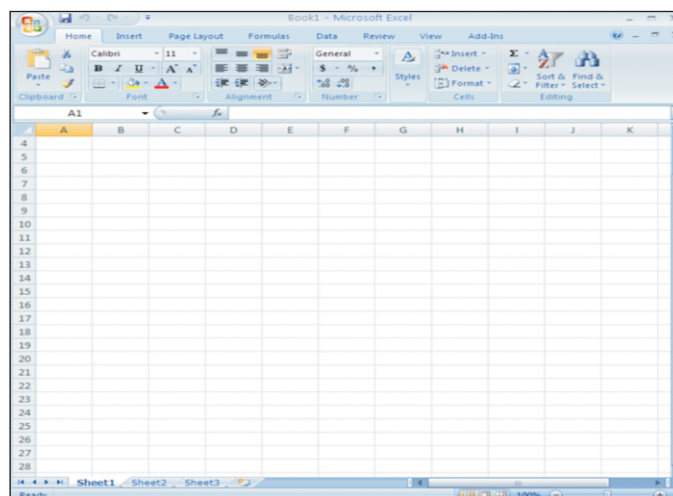
Chapter 3 Entering Data

Directions:

1. Launch **Microsoft Excel**.
2. Open your **Entering Data** spreadsheet.
3. Follow the steps on how to text wrap, resize columns and rows, select cell and edit data.
4. Do the following:
 - a. Wrap the cells which contain more words.
 - b. Resize the columns and rows.
 - c. Select the cell which contains the title of the spreadsheet.
 - d. Edit the data and replace the title with the name of your school.
5. Save the spreadsheet as its document name and place it to your own folder.

Exercise 46 Wrap To Edit

Preview:



TIPS

What if the data I type is too long to fit in my cell?

Long text entries appear truncated when you enter data into adjoining cells. You can remedy this by resizing the column to fit the data, or by turning on the cell's text wrap feature, which wraps the text to fit in the cell so that the text remains visible. Text wrapping causes the cell height to increase.



When I start typing in a cell, Excel tries to fill in the text for me. Why?

Excel's AutoComplete feature is automatic. If you repeat an entry from anywhere in the same column or row, AutoComplete attempts to complete the entry for you based on the first few letters you type. If the AutoComplete entry is correct, press **(Enter)** and Excel fills in the text for you. If not, just keep typing the text you want to insert in the cell. The AutoComplete feature is just one of many Excel tools to help speed up your data entry tasks.



Chapter 3 Entering Data

Directions:

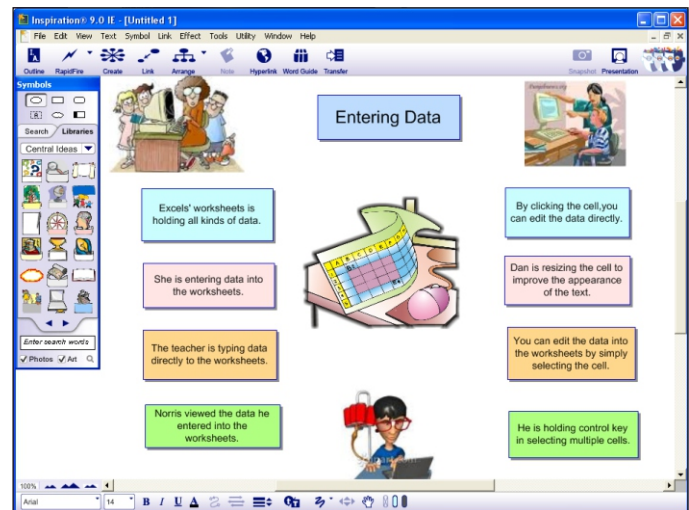
1. Launch **Inspiration**.
2. Open and answer **Entering Data**.
3. *Italicize* the simple predicate of each sentence and change its font size to 16.

The **simple predicate** of a sentence tells what the subject does, is doing, did or will do. The simple predicate is always a verb.

4. Save the exercise as its document name and place it to your own folder.

Exercise 47 Worksheets Data

Preview:



Chapter 4 Worksheets

Directions:

1. Launch **Microsoft Excel**.
2. Search the land area and the population as of 2007 of the countries in the Preview. Use Microsoft Student for your research.
3. Type in the countries and the data that you have researched about them.
4. Point out the following:
 - a. Active Cell
 - b. Active Worksheet
 - c. Worksheet Navigation Buttons
 - d. View Buttons
 - e. Horizontal Scroll Bar
 - f. Vertical Scroll Bar
5. Save the exercise as **Countries** and place it to your own folder.

Exercise 48 Worksheets Work

Preview:

Country	Land Area	Population
Israel		
Philippines		
China		
Iraq		
Iran		
Japan		
South Korea		
Thailand		
Indonesia		
Malaysia		

TIPS

How do I select data inside a cell?

To select a word or number inside a cell, select the cell, and then in the Formula bar click in front of the text; then drag over the characters or numbers you want to select. You can also double-click a word in the Formula bar to select the entire word.



How do I use my keyboard to select cells?

You can use the arrow keys to navigate to the first cell in the range. Next, press and hold while using an arrow key to select the range, such as and. Excel selects any cells you move over using the keyboard navigation keys.

