

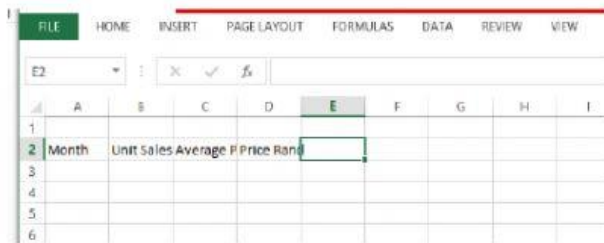
Lesson 5 Entering, Editing and Managing Data.

In this lesson we will begin to develop the workbook. The skills in this are typically used in the early stage of developing one or more worksheets in a workbook.

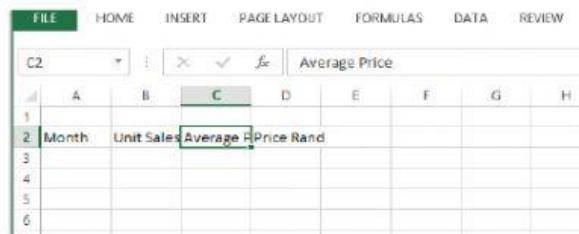
You will begin by building the workbook by manually entering data into the worksheet. the following steps explain how:

1. Click cell Location A2 on the worksheet.
2. Type the word Month.
3. Press the RIGHT ARROW KEY. This will enter the word into cell A2 and activate the cell to the right
4. Type Unit Sales and press the RIGHT ARROW KEY.
5. Repeat step 4 for the words Average Price and again for Sales Rand.

1 Shows you how your worksheet should look like after typing the headings in Row 2. Notice the word Price is not visible in C2. This because the column is not wide enough. But in a later lesson you will be shown how to format this to correct the problem.



1



2

It is extremely important to include column headings that describe the data in each column of a worksheet. In professional workplaces you will most likely be sharing the Excel workbooks with departments. Good column headings reduce the chance of data being misinterpreted in a worksheet which could lead to costly errors and your job.

1. Click B3.

2. **Type** the number **2670** press **ENTER**. Cell B4 will be activated. Using the **ENTER** key is an efficient way to enter data *vertically down*.

3. Enter the following numbers in B4 through to B14, 2160, 515, 590, 1830, 2875, 2700, 900, 775, 1180, 1800, and 4560.

4. Click C3.

5. **Type** the number **9.99** and press **ENTER**.

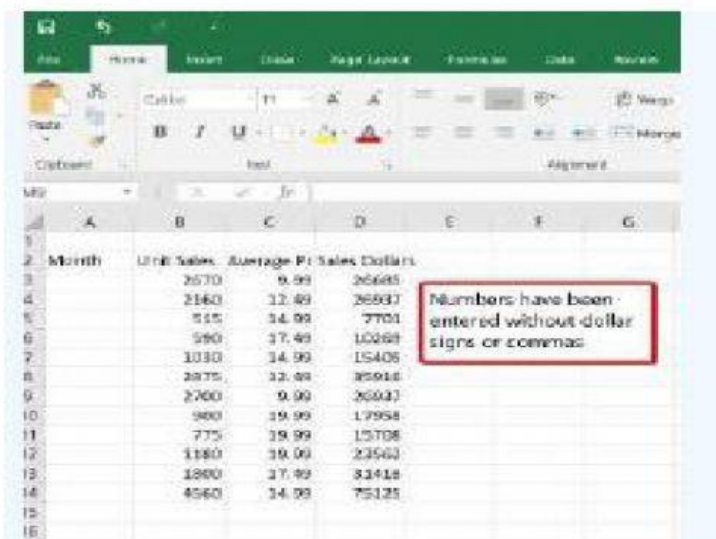
6. Enter the following numbers in **C4 through to C14**
12.49,14.99,17.49,14.99,9.99,19.99,19.99,19.99,17.49
and**14.99**.

7. Click cell **D3**.

8. Type the number **26685** and press **ENTER**.

9. Enter the following numbers in cells **D4 through to D14**,
26937,7791,10269,15405,35916,26927,17958,15700,23562,
31416 and **75125**.

10. When finished, check that the data you entered matches in picture2.



Month	Unit Sales	Average Price	Sales Dollars
	2570	9.99	25685
	2160	12.49	26937
	515	14.99	7701
	580	17.49	10060
	1030	14.99	15405
	2875	12.49	35916
	2700	9.99	26927
	980	19.99	17958
	775	19.99	15700
	1180	19.99	23562
	1800	17.49	31416
	4560	14.99	75125

2

Editing Data

Data that has been entered in a cell can be changed by double clicking the cell location or dialog Formula Box. You may have noticed that the data that you enter appears in the Formula Bar. The Formula Bar can also be used for entering data as well as for editing the data that is already in a cell. The

following steps provide an example of entering and editing data that has been entered into a cell location.

1. *Click* cell **A15** on the worksheet.

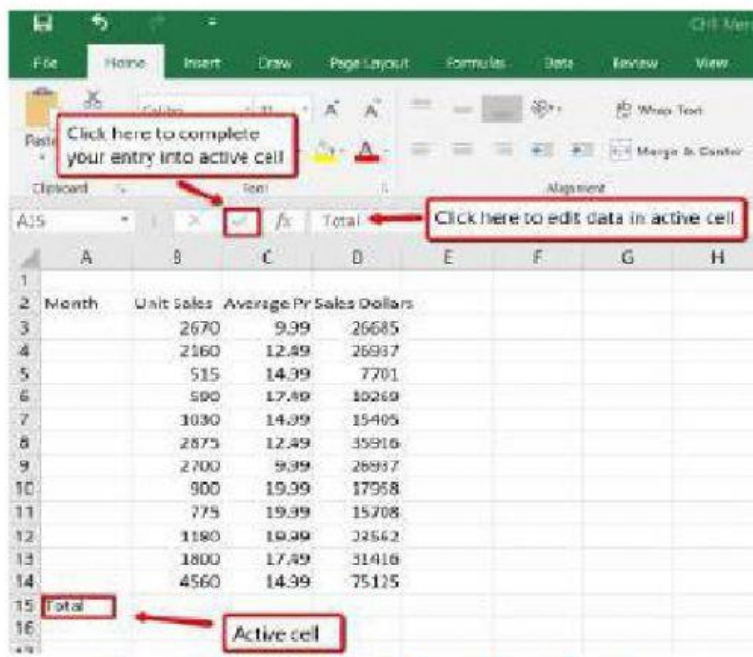
Type the abbreviation **Tot** and press **ENTER**.

3. *Click* cell **A15**.

4. *Move* the *mouse pointer* to the **Formula Bar**. You will see the pointer turn into a *cursor*. Move the *cursor* to the end of the abbreviation **Tot**.

5. *Type* the letters **al** to complete the word **Total**.

6. *Click* the check mark to the *left* of the **Formula Bar**. This will enter the change in the *cell*.



1. *Double click* cell **A15**.

2. Add a space after the word **Total** and type the word **Sales**.

3. Press **ENTER**.

Shortcut

Keyboard Shortcuts

Editing Data in a Cell

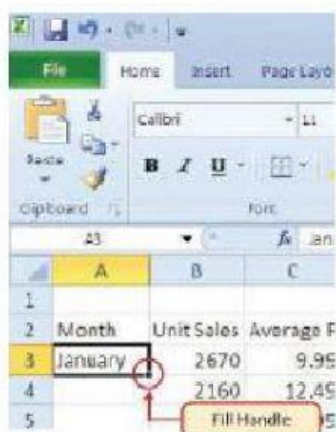
- Activate the cell that is to be edited and press the F2 key on your keyboard.

Auto Fill

The **Auto Fill** is a valuable feature entering data in a worksheet. This feature has many uses, but it is more beneficial when you are entering data in a defined sequence e.g. 2,3,6,8, and so on or nonnumeric data such as *days of the week* or *months of the year*.

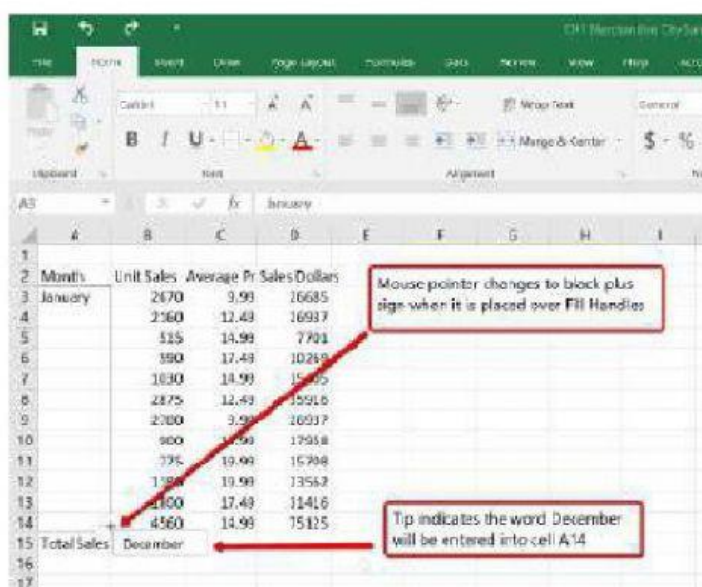
The following will show you **Auto Fill** can be used to enter the months of the year in **column A**.

1. Click cell **A3** in the sheet.
2. Type the word **January** and press the **ENTER** key.
3. Click cell **A3** again.
4. Move the *mouse pointer* to the *right corner* of **A3**. You will see a small square in the corner of the cell, this is called the **Fill Handle 1**. When the mouse pointer gets close to **Fill Handle**, the *white block plus sign* will turn into a *black plus sign (+)*.



1

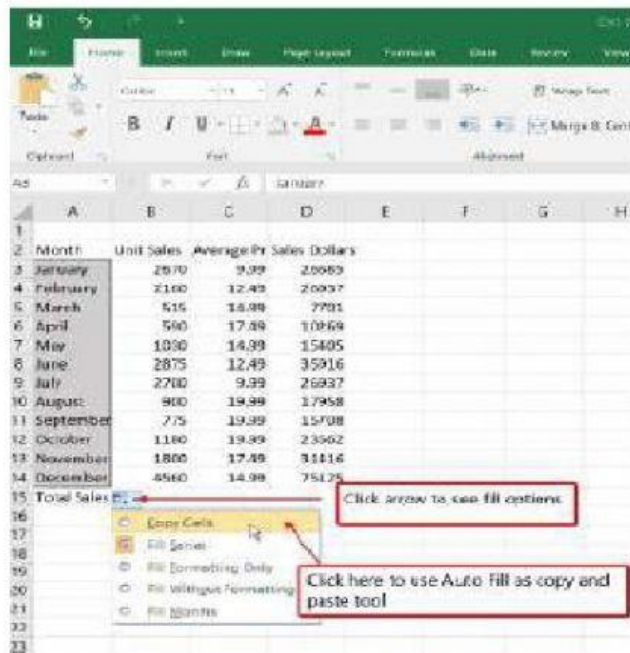
Left click and drag the **Fill Handle** to cell **A14**. Notice that the **Auto Fill** tip box shows what month will be placed into each cell. 2 Release the mouse button when the tip box reads **December**.



2

Once you release the left mouse button, all twelve months of the year should appear in the cell range A3:A14, as shown in **Figure 1.20**. You will also see the **Auto Fill Options** button. By clicking this button, you have several options for inserting data into a group of cells.

Once you release the *left mouse* button, all the twelve months should appear in the cell range **A3-A14**. You will also see the **Auto Fill Options** button. By clicking this button you have several options for entering data into a *group of cells*.³



1. Click the **Auto Fill Options** button.
2. Click the **Copy Cells** option.
3. Click the **AutoFill Option** button again.
4. Click the **Fill Months Option** to return to the *months of the year* to the cell range **A4-A14**. (The **Fill Series** option will give the same results.)

Questions

- 1. Describe how you set up your worksheet in your workbook. There are 5 steps detail them.**
- 2. Why must you have column headings?**
- 3. What is the AutoFill?**