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 enterng 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.Repeatstep4 for the words Average Price and again for Sales Rand.

1 Shows you how your worksheet should looklike after typing the headings in Row 2.Notice thewordPrice is not visible in C2. This because the column is not wide enough. But in a later lesson you will be shown howto format thisto correct the problem.

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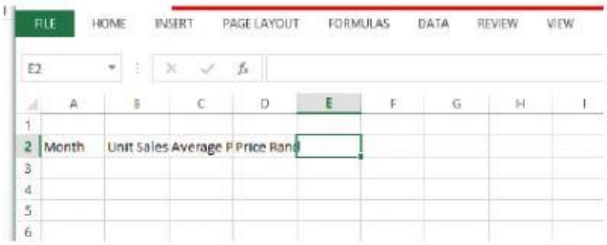
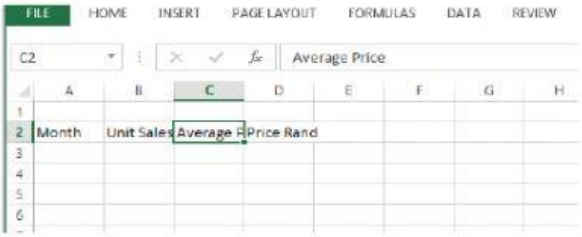


1



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.**

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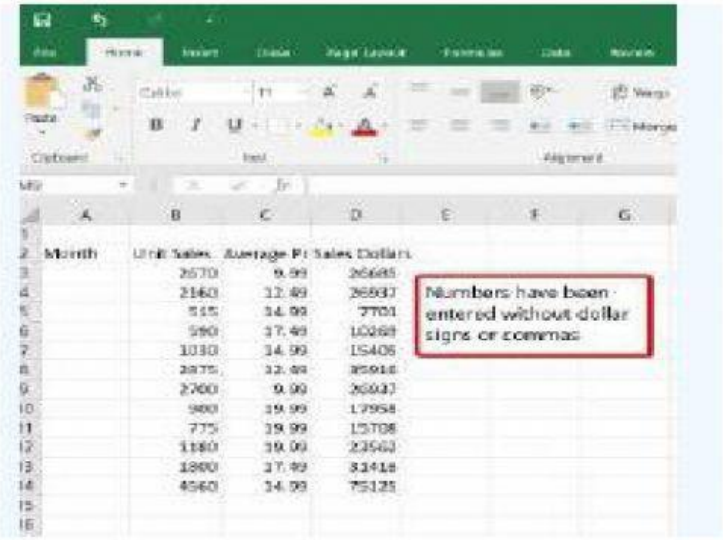
6. **Enter** the following numbers in **C4** ***through to*** **C14**
12.49,14.99,17.49,14.99,9.99,19.99,19.99,19.99,17.49 and**14.99.**

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.



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

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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.

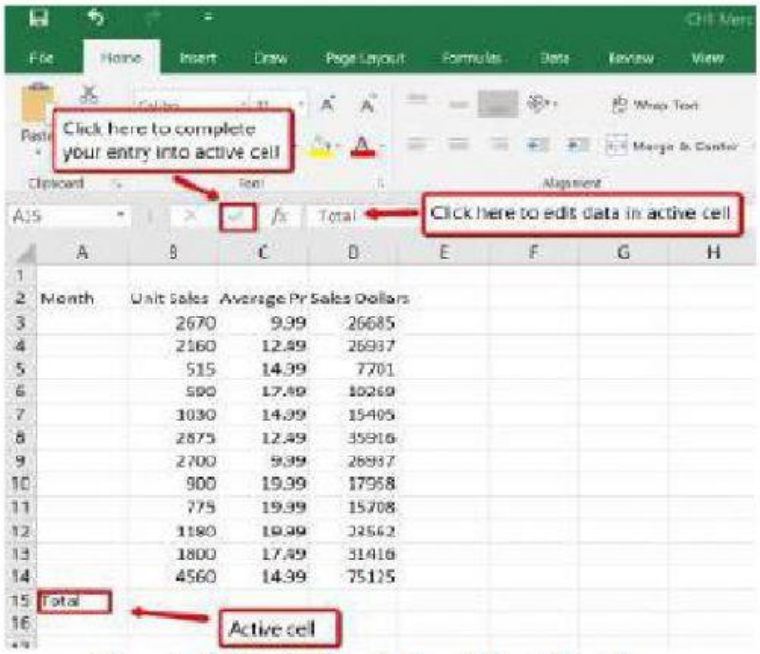
Type the abbreviation **Tot** and press **ENTER**.

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.**

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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* **(+).**

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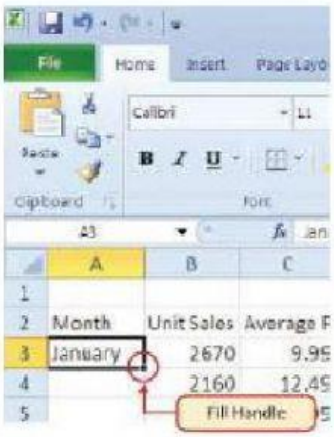
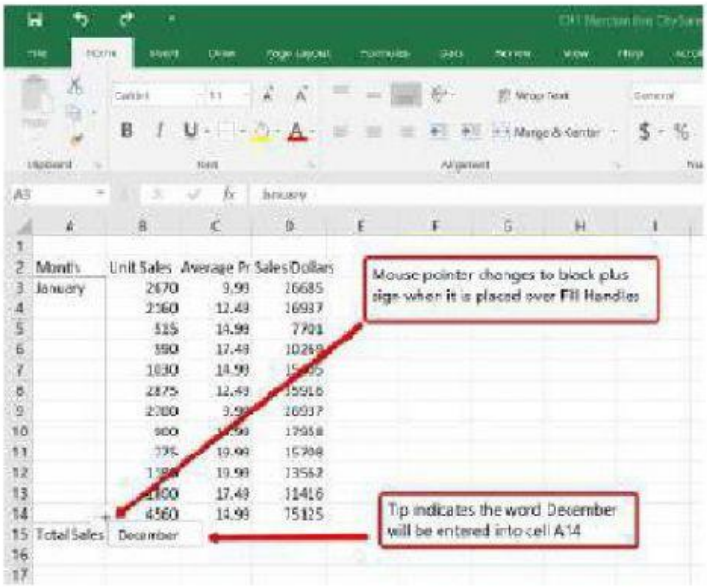


1

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.

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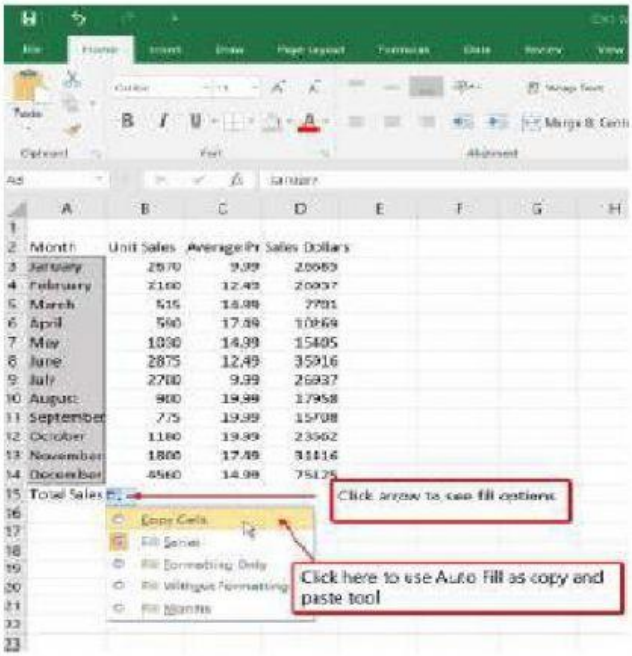
Once you release the *left mouse* button, all the twelve months should appear in the cell range **A3-A14**. You will also see the **Auto Fill Options** button. By clicking this button you have several options for entering data into a *group of cells*.**3**



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 resuts.)**

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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?**

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