

The Basics	

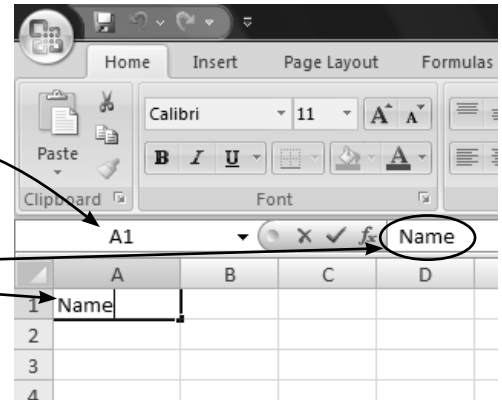
Basics: *Typing in Spreadsheets*

Typing into a spreadsheet is a bit different from typing in, say, Word, so it's a good idea to start by learning its funny little ways – before you get confused when things start acting 'a bit odd'.

Typing in a spreadsheet

If you want to put a line break within a cell, just pressing the 'Enter' key doesn't work – it moves you on to a new cell instead. You'll need to hold down the 'Alt' key on the keyboard as you press 'Enter'.

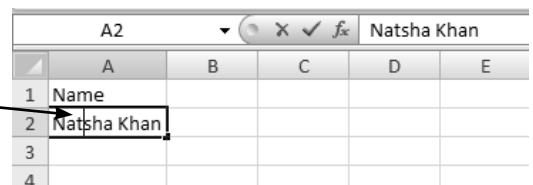
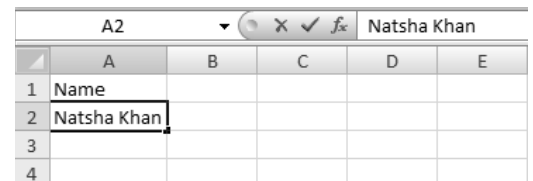
- 1 To type something into a cell, first you need to select it. Which you do by clicking on it. You'll see a black border highlighting it, and the cell reference appears in this box.
- 2 Start typing, and you'll see the text appearing in the cell you've selected, as well as in this white bar at the top.
- 3 When you've finished, press 'Enter' or an arrow key to move on to the next cell.
- 4 You might find that when you press 'Enter', Excel changes what you've written – maybe it's made it into a date, or it's capitalised the first letter or something... *If this happens, don't panic!* Turn to page 10-11 where I've explained all about these automatic features and how to turn them off if you want to.



Editing text in a spreadsheet

This is the bit that's definitely different from programs like Word. It's very easy when you know how though:

- 1 Say you've started typing a name in my spreadsheet, but make a mistake, like typing 'Natsha' instead of 'Natasha'. You need to go back and add in that extra letter 'a'.
- 2 If you've used any kind of word-processing or email program before, you might press the left arrow button to move along the line of text to where the missing 'a' should go. Don't! In Excel, all that does is move you one cell to the left (or if you're in column A, it simply selects your whole cell). Very annoying.
- 3 What you need to do is **double-click** on the cell you want to edit. This will make a flashing cursor appear in the cell, and now you're free to use the arrow keys to move to and fro along the line of text, editing to your heart's content (well, until you press 'Enter').
- 4 When you've finished, press 'Enter' or 'Tab' on your keyboard (see page 4). This will move onto the next cell below.



Be careful with your double-clicking – if you single-click on a cell by mistake instead of double-clicking, it'll replace everything in the cell with whatever you type next.

VERY Nifty Shortcut

Instead of double-clicking on a cell to edit its contents, which can be a bit fiddly, you can click the cell and then press the F2 button on your keyboard.