

Entering information into Workbooks

Types of data

There are three main types of data that you'll enter into a spreadsheet

Product

Apples
Pears
Bananas
Apricots
Mangos

January

2,500
1,500
1,800
1,350
800

3	January
4	2,500
5	1,500
6	1,800
7	1,350
8	800
9	
10	7,900

Text

It is automatically aligned to the left unless you change the alignment formatting. You are allowed to combine text and numbers in a cell.

Values

Values is the name used for numbers in Excel, and they are right aligned when first entered. There is no need to type in things like \$ signs, or commas or decimal places, or % signs. You can do all that later when we have a look at formatting.

Formulas

We have typed a formula in the active cell (see left).

=B4+B5+B6+B7+B8

Formulas always begin with "=", and they use cell references to add the information together.

Entering data

Once data is typed into a cell, it must be entered. If you don't enter the information you will notice that half of the buttons on the toolbar and most of your menu options are not available to you to use.

Press Enter

Press Tab

Press Ctrl + Enter

Press an arrow key

Click on the tick in the formula bar

Important

What a cell contains

	A6			Food & Vegetables
1	Household Budget for John Smith			
2				
3	Financial Year to date			
4				
5	Food & Veg	140		

	B1			
1	Household Budget for John Smith			
2				
3	Financial Year to date			

A cell can hold a lot more information than it may show, or print out. If you click on a cell where you cannot see all the contents (like A6 above & left), you'll notice that the contents of the cell are shown in the "Formula Bar". To see this information on the screen, you need to increase the width of the column.

Although it looks like there is something written in cell B1 (left) you can see that the text in it is simply overflowing from A1.

Screen Shot Workbook

Jicheng Xie



Screen Shot Workbook:

Whispering the Strategies of Language: An Mental Journey through **Screen Shot Workbook**

In a digitally-driven earth where screens reign supreme and immediate conversation drowns out the subtleties of language, the profound techniques and psychological subtleties concealed within phrases often go unheard. However, nestled within the pages of **Screen Shot Workbook** a captivating fictional prize blinking with organic feelings, lies a fantastic journey waiting to be undertaken. Penned by an experienced wordsmith, this enchanting opus invites readers on an introspective trip, delicately unraveling the veiled truths and profound impact resonating within the cloth of every word. Within the mental depths of the emotional review, we will embark upon a heartfelt exploration of the book is key themes, dissect their fascinating writing fashion, and fail to the effective resonance it evokes heavy within the recesses of readers hearts.

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