

Section 3 Move Around and Enter Data

By the end of this section you will be able to:

- Navigate between worksheets.
- Navigate to any point in a worksheet.
- Enter numerical or textual data.
- Edit entered data or delete it.
- Selecting various parts of sheet or workbook simultaneously.

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Moving

Moving Around Workbook

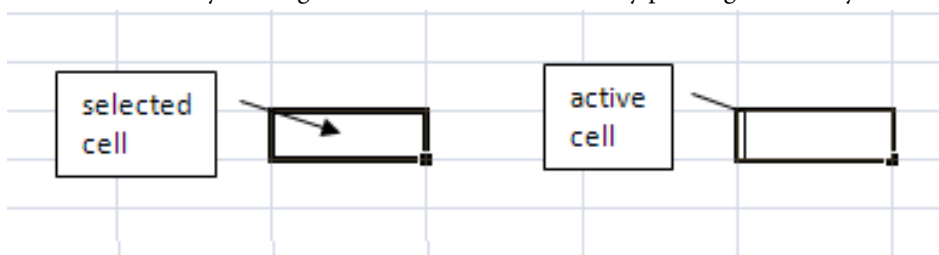
With such a large working area available, you need to be aware of some of the techniques used for moving around the workbook. It is possible to move using either the keyboard or the mouse.

MOUSE

1. The mouse is good if you want to move small distances. Click the white plus on any cell that you want to move to. The cell you clicked on becomes the selected cell.
 - *Depending on the position of the mouse in relation to the active cell, Excel displays different pointer shapes. The shape that must be displaying when moving to a cell or selecting cells is a white cross. (adjacent)*

Keyboard

1. You can select a cell by moving around with your cursor keys. (Arrow keys on your keyboard).
2. Having selected a cell, by double clicking the cell it becomes the active cell with a flashing cursor. You can also make a cell active by clicking in the **FORMULA BAR** or by pressing the **F2** key



- *Please note that while any cell is active various commands will not be available until the cell is no longer active. You may close the cell by pressing return or cancelling whatever was entered by pressing esc.*

Scrolling



The vertical and horizontal scroll bars do not move the active cell but they do allow you to see areas of the worksheet that are not currently visible. Having scrolled to an area of the worksheet, if you then need to move the active cell into that region, click the mouse onto a cell of your choice.

To Use The Scroll Bars:

MOUSE

1. Click on the scroll arrows up/down or left/right.
2. Drag the scroll box until the relevant cell becomes visible.
 - *The size of a scroll box indicates the proportional amount of the used area of the sheet that is visible in the window. The position of a scroll box indicates the relative location of the visible area within the worksheet.*

Useful Keys for Moving

The table below lists some useful tips for scrolling:

To scroll	Do this
One row up or down	Click the arrows in the vertical scroll bar.
One column left or right	Click the arrows in the horizontal scroll bar.
One window up or down	Click above or below the scroll box in the vertical scroll bar.
One window left or right	Click to the left or right of the scroll box in the horizontal scroll bar.

- *When dragging the scroll box a scroll tip will display, showing the row or column you will move to when you release the mouse.*

Keyboard

When you need to move further, it is better to use the keyboard. The table below lists useful movement keys.

To Move	Do this
One Cell Up, Down, Left or Right	[←][→][↑][↓]
Up One Screen	[PAGE UP]
Down One Screen	[PAGE DOWN]
Left One Screen	ALT[PAGE UP]
Right One Screen	ALT[PAGE DOWN]
To Edge of Worksheet (or current block of data)	CTRL+[Relevant Arrow Key]
To a Particular Cell	[F5] then type the reference for the cell required and press Return
To column A in the current row	[HOME]
To cell A1	CTRL+[HOME]

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Workbook Sheets

To Move Between Sheets

Each new workbook contains worksheets, named sheets1 to sheet 3. The sheet name appears on a tab at the bottom of the workbook window.

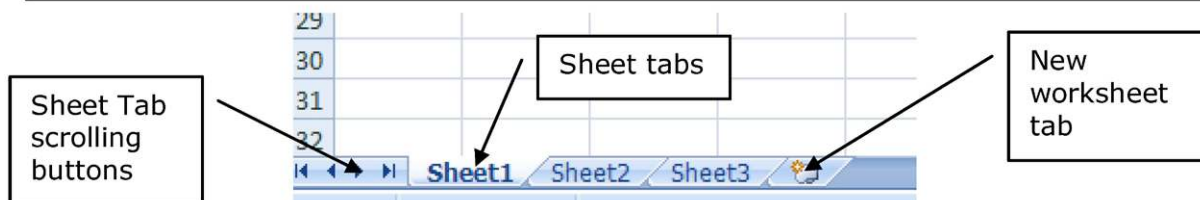
MOUSE

You may click on any sheet tab to go to that sheet

KEYBOARD

1. Press **CTRL+[PAGE DOWN]** to move to the next sheet, or **CTRL+[PAGE UP]** to move to the previous sheet.

- If the sheet required is not in view, use the tab scrolling buttons to display the sheet.
- The last tab is to allow the creation of a new worksheet, be careful or any new sheets may need to be deleted



Moving Around Sheet

To Move To A Specific Cell:

GO TO

You can use **[F5]** to tell Excel to move to a specific cell. **[F5]** is the Microsoft Office Go To key. When you press **[F5]** in Excel a dialog box is displayed where you can type in a cell reference.

Keyboard



1. Press [F5] on the keyboard. The following dialog box will appear.
2. Type the cell reference that you want to move to in the **REFERENCE** box and press **ENTER**.
3. You can use [F5] to move to a cell in a different sheet
E.G. To go to Sheet7 cell A1 you can press [F5] and then type **Sheet7!A1**. (The exclamation mark tells excel that the text immediately before it, is a sheet name. The sheet name must exist in the workbook)
4. Excel keeps a log of the cells you have visited using the 'Go to' key, and lists them in the '**GO TO**' list area of the dialog. You can go back to a previously visited cell by pressing [F5] and double-clicking on the cell reference you want from the list.
5. Named ranges are also listed in the **GO TO** list if they have been set up.

Data Entry

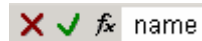
Enter Text And Numbers

There are various aspects to note and be aware of, both in terms of entering data, and also to do with the nature of the data being entered. You can enter data into a cell by positioning the cursor in the cell and typing the information. The maximum number of characters that a cell can contain is 32,000.

Excel recognises text and numeric entries and initially displays them with different alignments – left for text and right for numbers. You can override these with other formats if required.

To Enter Information:**MOUSE**

1. Move to the cell where you want the entry and type a word (for example NAME in cell A1). The text will appear in the Formula bar as well as in the current cell. The cursor will be visible as a flashing insertion point in the formula bar.



2. Click on the green tick mark on the formula bar to confirm the entry.

Or**KEYBOARD**

1. Press **ENTER** to confirm the entry.
 - *Until you confirm an entry, Excel remains in “Enter” mode, and the cell is active (see Status bar). Excel will return to the “Ready” mode, and the text will appear in the cell.*
 - *When you press ENTER to confirm an entry, Excel will by default move the selected cell down to the cell below. You can disable this setting or choose to move the selected cell in a different direction using the **EXCEL OPTIONS** dialog box (**FILE RIBBON**). See the Customisation section for more information.*

Cancelling And Editing Data Entries

You may find that you have typed an entry into the wrong cell. Provided you have not confirmed the entry by pressing **ENTER** or clicking the green tick from the formula bar, you can abandon it.

To Abandon Or Cancel An Entry:**MOUSE**

1. Click the red cross from the **FORMULA BAR**.

OR

KEYBOARD

1. Press [ESC] to cancel entry

When you have confirmed an entry, while the cell is still selected, the current cell reference will be displayed in the Name box and the cell contents are displayed in the Formula bar. Text information, as opposed to numeric information, will initially appear left aligned within the cell. If you enter text which is longer than the column width, the display on the worksheet will seem to overlap into the next cell to the right (if that cell is empty).

To Edit An Unconfirmed Entry

Occasionally, you may make a typing error prior to confirming an entry. You cannot use the arrow keys to move backward you MUST use the formula bar at that point using the arrow keys merely confirms the entry and moves you the focus of the selected cell.

To Edit A Confirmed Entry

1. Double click on cell containing the data to be edited

Or

1. Press F2 key



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Or

1. Edit directly in formula bar

Using any of these methods above will allow change the cell to an active cell and allow you to use the cursor keys [←] [→] to move around the data you wish to edit. Use the **BACKSPACE** to delete characters behind the cursor or **DELETE** to delete characters in front of the cursor within the data or you may add information to the entry before confirming it.

Enter Dates

It is possible to enter dates into Excel and have them accepted and displayed as such provided you use a recognised format. Excel 2003 will allow entry of dates from 1900 onward.

Recognised Formats For Dates

- Use a forward slash (/) as the day/month/year separator: **01/01/01**
- Use a dash (hyphen) as the day-month-year separator: **1-1-01**
- Do not use full stops as a date separator as excel will read this as text and the value will not be entered as a true date

Dates entered in excel appear as dates but are actually numbers formatted to appear as dates this allows calculation with them so it is important to enter them correctly. A date once entered correctly will ALWAYS have a four digit year in the formula bar however that date may appear in the cell. Dates start at the number 1 which represents the date 1-1-1900. Dates being numbers align to the right. Any date entered before that date will not be recognised as a true date to excel but will be seen as text and therefore align to the left as with all text.

If you omit the year from a date, Excel will assume the current year. You will not see the year in the cell but if you look at the cell contents on the Formula bar, you will see that Excel has added it.

With some recognised date styles, Excel will automatically format the date to display in a certain way. You can choose how your dates are displayed by formatting them yourself (see the section on formats for more information).

- *Some entries are recognised by Excel and are formatted automatically. Dates are one such entry (as described above), percentages are another. When you delete data from such cells and replace it with other entries, you may find that you get surprising results. This is because although you cleared the data from the cells, the formats still remain and are causing the new data that you typed to display in a certain way. For more information on clearing cell data, see the clearing cells later in this section.*

Autocomplete

When you type the first few letters of an entry into a cell, Excel can complete the entry automatically using an option known as AutoComplete. It does this by building a list based on the entries already entered in a column. If Excel suggests an inappropriate entry, you can pick a different entry from the list.

To Use Autocomplete:**KEYBOARD**

Order date	Customer	Product	Quantity
01/01/97	Viking Supplies	Widget	10
02/01/97	Bloggs & Co	Ratchet	23
02/01/97	Jones Brothers	Gimlet	200
03/01/97	Viking Supplies		

1. Position yourself over the next blank cell in a column.
2. Begin typing the entry – Excel will try to match what you type with other items already entered in the current column and will automatically complete the entry for you.
3. Press **ENTER** to accept Excel's proposed entry.

OR

1. Continue typing to replace Excel's proposed entry with your own entry.
2. Press **ENTER** to confirm completion.

Pick From List

You can get AutoComplete to display a list of possible entries built up from previously entered column data and select the one you want without typing anything.

To Pick From An Autocomplete List:**MOUSE**

Order date	Customer	Product	Quantity
01/01/97	Viking Supplies	Widget	10
02/01/97	Bloggs & Co	Ratchet	23
02/01/97	Jones Brothers	Gimlet	200
03/01/97	Viking Supplies		
		Gimlet	
		Ratchet	
		Widget	

1. Click the right mouse button in the required cell.
2. Choose, **PICK FROM LIST**.
3. Choose the entry required.

OR

KEYBOARD

1. Use keys to move to required cell then use **ALT + [↓]** to show list and then cursor keys to move through list pressing **ENTER** confirms selection
 - *Excel can only AutoComplete column entries if there are no gaps in your data. If you leave a gap, the next cell that you type in, will not AutoComplete, neither will you be able to pick from a list.*

You can stop Excel from AutoCompleting column entries by switching the setting off.

To Disable Autocomplete

MOUSE

1. **FILE RIBBON, OPTIONS, ADVANCED**, untick the **ENABLE AUTOCOMplete FOR CELL VALUES** checkbox.

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Sources: Keuzegids Master ranking 2013; Elsevier 'Beste Studies' ranking 2012; Financial Times Global Masters in Management ranking 2012

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Editing

There are various ways in which you can change or remove data you have entered in cells on the worksheet.

Typing Replaces Selection

This option is a feature that is standard throughout the Microsoft Office suite. It ensures that if you type when an item is selected, your typing replaces the selected item. This is extremely useful in a number of instances. When you want to change a short cell entry, it might be quicker to make use of this option to overwrite the entry with the new one.

To Overwrite A Cell Entry:

KEYBOARD

1. Move to the cell you want to change.
2. Type in the new entry (the former one will disappear as soon as you start typing).
3. Press **ENTER** to confirm the changed entry.

Use The Mouse To Edit

Perhaps one character has been omitted, or two characters have been transposed, and only a slight adjustment needs to be made. If this is the case, you can add or change characters using edit mode. You can edit directly in the cell or on the Formula bar.

To Edit In Cell:

MOUSE

1. Double-click the cell to change – this will access Edit mode (the prompt on the Status bar will say 'Edit').
2. Use the arrow keys to move the cursor to the edit position within the entry and the **DELETE** and **BACKSPACE** keys to remove characters if necessary.
3. Press **ENTER** to confirm the changes.

To Edit In The Formula Bar:

MOUSE

1. Move to the cell to change.
2. Click in the Formula bar where the cell contents appear. This will drop you straight into Edit Mode (see Status bar) and a cursor appears in the Formula bar.
3. Use the arrow keys to move the cursor to the edit position within the entry and the **DELETE** and **BACKSPACE** keys to remove characters if necessary.
4. Press **ENTER** to confirm the changes.

Using The Keyboard

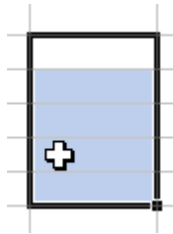
You can access edit mode using a function key.

To Edit A Cell:

KEYBOARD

1. Select the cell to be edited.
2. Tap the **F2** function key. Excel will go into Edit mode. A cursor will appear at the end of the active cell.
3. Use the arrow keys to move the cursor to the edit position within the entry and the **DELETE** and **BACKSPACE** keys to remove characters if necessary.
4. Press **ENTER** to confirm the changes.

Select Information



When you want to issue a command that will affect several cells, you should select those cells first.

When you select a block of cells, Excel shows you which cell is the active cell within that selection by leaving it white, while the rest of the cells are highlighted black. There are a variety of ways you can select different items on the worksheet and these are described below.

To Select Cells With The Mouse

MOUSE

When you select with the mouse, you need to make sure that the selection pointer is displayed. This is the white plus that appears when the mouse is positioned over the middle of a cell.

To select	Do this
A single cell	Click the cell, or press the arrow keys to move to the cell.
A range of cells	Click the first cell of the range, and then drag to the last cell.
All cells on a worksheet	Click the Select All button.
Nonadjacent cells or cell ranges	Select the first cell or range of cells, and then hold down CTRL and select the other cells or ranges.
A large range of cells	Click the first cell in the range, and then hold down SHIFT and click the last cell in the range. You can scroll to make the last cell visible.
An entire row	Click the row number.
An entire column	Click the column letter.
Adjacent rows or columns	Drag across the row or column headings. Or select the first row or column; then hold down SHIFT and select the last row or column.
Nonadjacent rows or columns	Select the first row or column, and then hold down CTRL and select the other rows or columns.
More or fewer cells than the active selection	Hold down SHIFT and click the last cell you want to include in the new selection

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To Select Cells With The Keyboard

Sometimes, selecting with the keyboard gives you more control over the amount of data you select. The table below lists the more useful keys for selecting:

To select	Do this
The active cell plus one Cell up, down, left or right	SHIFT+[←],SHIFT+[→],SHIFT+[↑],SHIFT+[↓]
To Edge of Worksheet (Or current block of data)	SHIFT+CTRL+[Relevant Arrow Key]
The current region	CTRL+[*] (Use the asterisk from the number pad)
Whole Column	CTRL +SPACEBAR
Whole Worksheet	CTRL+A

MOUSE

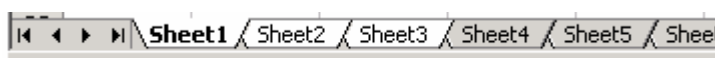
1. You can cancel a selection by moving somewhere else. Click the white plus on any cell outside the selection.
2. By using one of the arrow or cursor keys [◆◆] or [⌚] or [⌚] or [⌚].

Select Multiple Sheets

There are some situations where you need to select more than one worksheet. The active sheet in a workbook can be determined by its white tab where its name appears in bold.

To Select Adjacent Worksheets:

MOUSE



1. Click the tab of the first worksheet that you want to include in your selection.
2. Hold down the **SHIFT** key and click on the tab of the last worksheet that you want included in your selection. All the sheets between the first and the last will be selected. The selected sheet tabs will turn white and the word 'Group' will appear on the title bar.

Select Non-Adjacent Sheets

To Select Non-Adjacent Worksheets:

MOUSE

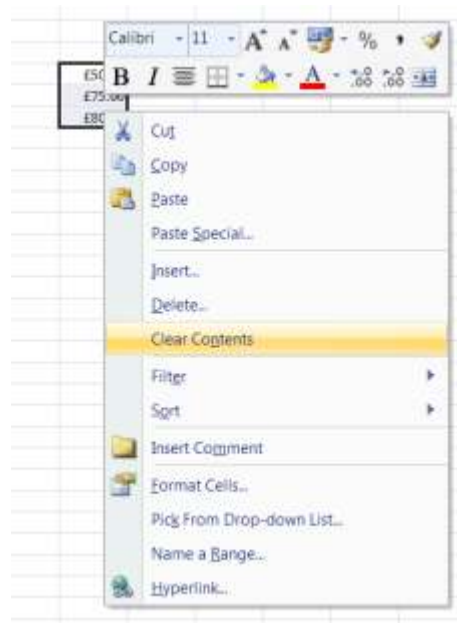
1. Click the on the first worksheet's tab that you want to include in your selection.
 2. Hold down the **CTRL** key and click each other worksheet's tab that you want included in your selection. The selected sheet tabs will turn white and the word '[group]' will appear on the title bar.
- *You can cancel sheet selection by clicking on a sheet tab that is not included in the current selection. For more information on working with multiple worksheets, see the relevant section later in this manual.*

Clear Contents, Formats And Comments

If you want to remove an entry completely from a cell, you need to clear the cell. There are a variety of ways you can do this and the method you choose depends on what you want to remove from the cell. You can remove data from cells using the ribbons or the keyboard. This command would only remove cell data (numbers, text, dates, and formulae). If you have formatted the cells, clearing their contents would leave the formats intact so that new data you type in the cleared cells would keep the old data's formats.

To Clear Contents:

W



1. Select the cell or cells you want to clear.
2. Right click on the cell/selection.
3. Choose Clear contents from the shortcut menu.

OR

KEYBOARD

1. Move to the cell or select the cells whose contents you want to clear.
2. Tap the **DELETE** key.
3. If you need to be able to choose what gets removed when you clear a cell, you should use the Clear command under the Edit menu.

To Clear Formats

MOUSE



1. Make selection
2. Go to the **HOME** Ribbon
3. Click on **THE ERASER** to the right of the ribbon
4. Click on **CLEAR FORMATS** to clear formats OR **CONTENTS** to clear the data in the cell (same as right mouse click)
5. All **FORMATS** will be removed from selection

To Clear Comments**MOUSE**

1. Repeat steps 1-3 as above then Click on **CLEAR COMMENTS**
 - *Novice users occasionally imagine that they can clear a cell simply by replacing its contents with a space. This is a dangerous practice and is to be avoided. Although a cell containing nothing but a space may appear to be empty, Excel remembers that a space has been entered there. Such renegade spaces will take up room both in memory and on disk, and can cause real problems with more advanced spreadsheet and database functions. . Avoid them by clearing cells properly.*



The image shows the BI Norwegian Business School logo, which is a central blue square with 'BI' in white, surrounded by a colorful, multi-colored starburst of lines. The lines are labeled with various business programs: Business, Strategic Marketing Management, International Business, Leadership & Organisational Psychology, Shipping Management, and Financial Economics. Below the logo is the text 'BI NORWEGIAN BUSINESS SCHOOL' and the EFMD EQUIS ACCREDITED logo.

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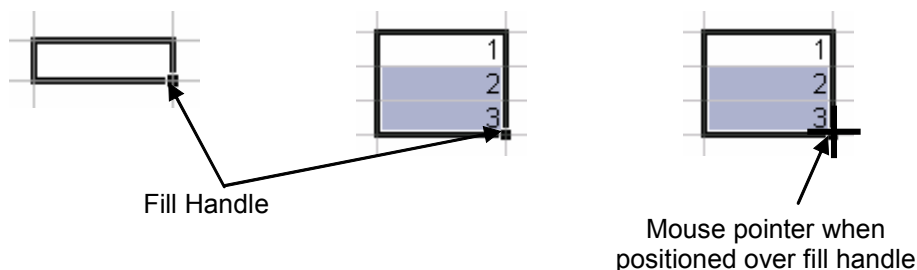
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The Fill Handle

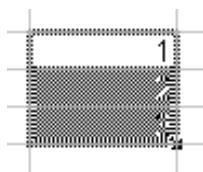
The fill handle is a very useful tool in Excel. It allows you to copy and clear data but also to fill in series of data (dates, weekdays etc.). Those aspects of the fill handle are dealt with later in this manual. The fill handle appears in the bottom right hand corner of the active cell or selection. When your mouse is over the fill handle, the white plus pointer changes to a black plus.



You can use the fill handle to clear the data from a cell.

To Clear Cell Contents With The Fill Handle:

MOUSE



1. Select the cells whose contents you want to clear.
2. Position your mouse over the fill handle to display the black plus.
3. Drag the fill handle back over the selected cells. Release the mouse when all cells have been included.
 - *You can use the fill handle to clear more than just contents. By holding down the CTRL key, the fill handle can be used to clear both contents and formats from cells.*

Useful Information

Scrolling

To scroll long distances hold down the **SHIFT** key while dragging the scroll box

When you use the scrolling keys (such as [**PAGE UP**] and [**PAGE DOWN**]) with **SCROLL LOCK** turned off, your selection moves the distance you scroll. If you want to preserve your selection while you scroll through the worksheet, turn on **SCROLL LOCK** first.

Data Entry

You can enter the current date into a cell by pressing **CTRL+[;]**.

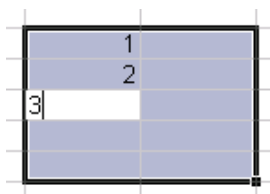
If you want to break a line within a cell, press **ALT+ENTER**.

Select Cells To Limit Data Entry

When you want to limit the cells that data should be typed in, you can do this by selecting them. When you type in a selection, the entry appears in the active cell (the cell that remains white). You can then move the active cell down or right within the selection to continue. When Excel hits the edge of the selected block, pressing **ENTER** or **TAB** would move you to the next column or row within the selection.

To Set Limits For Data Entry: (Select A Range)

MOUSE



1. Select the cells where the entries should be made.
2. Type the first entry. The entry will appear in the active cell.
3. Press **ENTER** to move the active cell down.

OR

4. Press **TAB** to move the active cell right.
 - You can continue using **ENTER** or **TAB** to move the active cell to the next cell within the selection where you want data. If you need to go back up or left, use **SHIFT+ENTER** or **SHIFT+TAB**.
 - Do not use arrow keys to move within the selection as they will deselect the block.

Select Cells For Multiple Entry

When the same data needs to be entered into lots of cells, you can do it by selecting them first, typing in the data and then confirming the entry with a special key combination.

To Make Multiple Entries:**MOUSE**

1. Select the cells where you want the entries to appear (use the **CTRL** key if there are several non-adjacent blocks to fill in).
2. Type the entry – it will initially appear in the active cell.
3. Press **CTRL+ENTER**.

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