


Entering and Editing Cell Data

Enter Text

- Text entries can include “any combination of letters, numbers, symbols, and spaces not used in calculations”.
- By default, text aligns at the **left cell margin**.
- To enter Text
 - Make the cell where you want to enter *active* (i.e., click in the cell)
 - Type the text.
 - To **make another cell the active cell**:
 - Press **Enter** on the keyboard.
 - Press an arrow key on the keyboard.
 - Press **Tab** on the keyboard.
 - To keep the **current cell the active cell**:
 - Press **Ctrl+Enter**.
 - Click **Enter** (the **check mark** between the *Name Box* and the *Formula Bar*). 
- “Excel treats phone numbers ... and Social Security numbers ... as text entries”.
 - If a zip code or other number begins with a zero, place a *single quote* (‘) before the number. (Example: ‘07072)
- **Line Break in a Cell**: To display text on multiple lines within the cell, press **Alt+Enter** where you want to start the next line of text.

Enter Numbers (Values)

- “**Values** are numbers that represent a quantity or a measurable amount” (Poatsy 2014, 379).
- By default, values align at the **right cell margin**.
- **Percentages**: To enter percentages, follow the number with a percent sign (%).
- **Fractions**: To enter a fraction, type an integer, space, and then the fraction. (Example: 7 3/8)
 - To enter a fractional part, type a 0 (zero), and then the fraction. (Example: 0 1/8)
- **Negative Numbers**: To indicate a negative number, place the number in parentheses ().
Example: If you type in (25), Excel will interpret your entry as negative 25.

Enter Dates

- In Excel, dates are values, so they align at the **right cell margin**.
- Date and time values can be entered using either uppercase or lowercase letters
- “To enter the current date in a cell, press **Ctrl+;** (semicolon).
- In order to perform calculations containing dates, Excel stores dates as serial numbers starting at **1** with **January 1, 1900**
 - Example: 9/1/2016 is stored as 42614.

Enter Times

- You must “[a]lways use a colon (:) as a time separator” (McFedries 2007, p. 201)
- Separate date and time formats with a *space*
- “To display times using the 12-hour clock,” you must include either **am** (or just **a**) or **pm** (or just **p**) (McFedries 2007, p. 201)
- To enter the current time, press **Ctrl+:** (colon)

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Date and Time Formats	
Format	Example
Full name of month d yyyy	February 25, 2018
m/d/yyyy	2/25/2018
m/d/yy	2/25/18
d-mmm-yy	25-Feb-18
d-mmm	25-Feb (Excel assumes the current year)
mmm-yy	Feb-15 (Excel assumes the first day of the month)
h:mm:ss AM/PM	11:55:10 PM
h:mm AM/PM	11:55 PM
h:mm	6:00

Source: McFedries 2007, p. 200.

Enter Formulas

- **Formulas** can include a combination of cell references, arithmetic operations (e.g., +, -, *), values, and/or functions used in a calculation.
- Excel formulas must begin with an equal sign (=)

Edit and Clear Cell Contents

- To edit a cell's contents:
 - Click the cell, click in the *Formula Bar*, make the changes, and then click **Enter** (the check mark between the *Name Box* and the *Formula Bar*) to keep the cell the active cell.
 - OR
 - **Double-click** the cell, make changes to the cell, and then press **Enter**.
 - OR
 - Click the cell, press **F2**, make changes in the cell, and then press **Enter**.
- To clear a cell's contents:
 - Click the cell and press **Delete**.
 - OR
 - Click the cell, click **Clear** in the *HOME* tab → *Editing* group, and then select **Clear Contents**

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Sources

McFedries, Paul. *The Unofficial Guide to Microsoft Office 2007*. Hoboken, NJ: Wiley, 2007, 142–143.

Perry, Greg. *Microsoft® Office 2007 All in One*. Indianapolis, IN: SAMS, 2007.

Poatsy, Mary Anne, Keith Mulbery, Cynthia Krebs, Lynn Hogan, Eric Cameron, Jason Davidson, Linda K. Lau, Rebecca Lawson, and Jerri Williams. *Microsoft Office 2016 Volume 1*. Exploring Series, series editor Mary Anne Poatsy. Boston, MA: Pearson, 2017.

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