

# Entering and Editing Data in Microsoft Excel

By Md Hafizi Ahsan

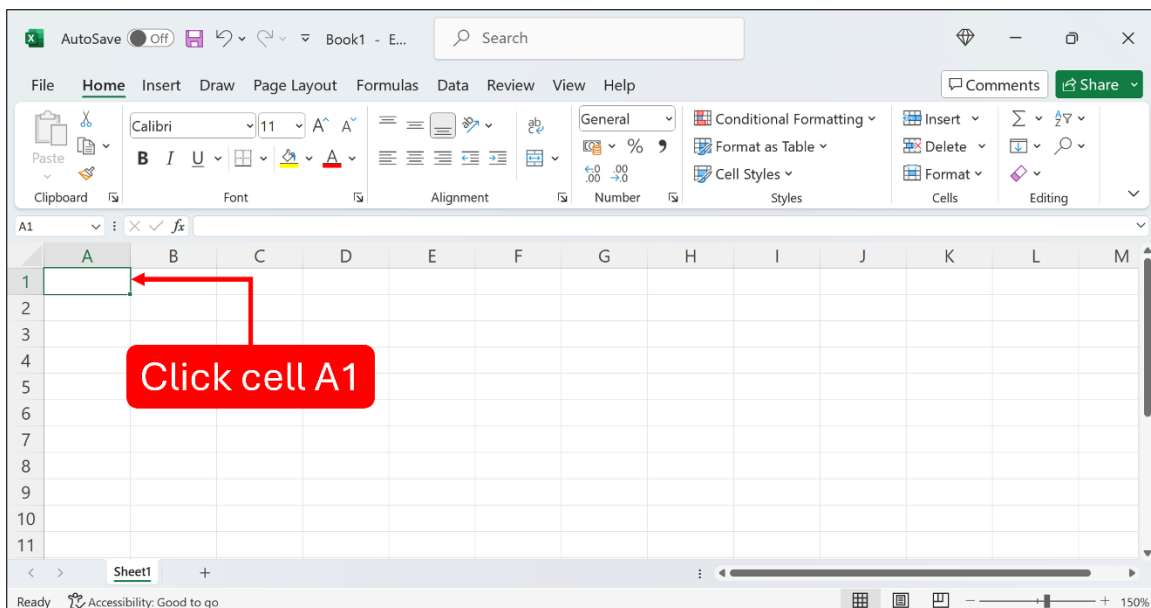
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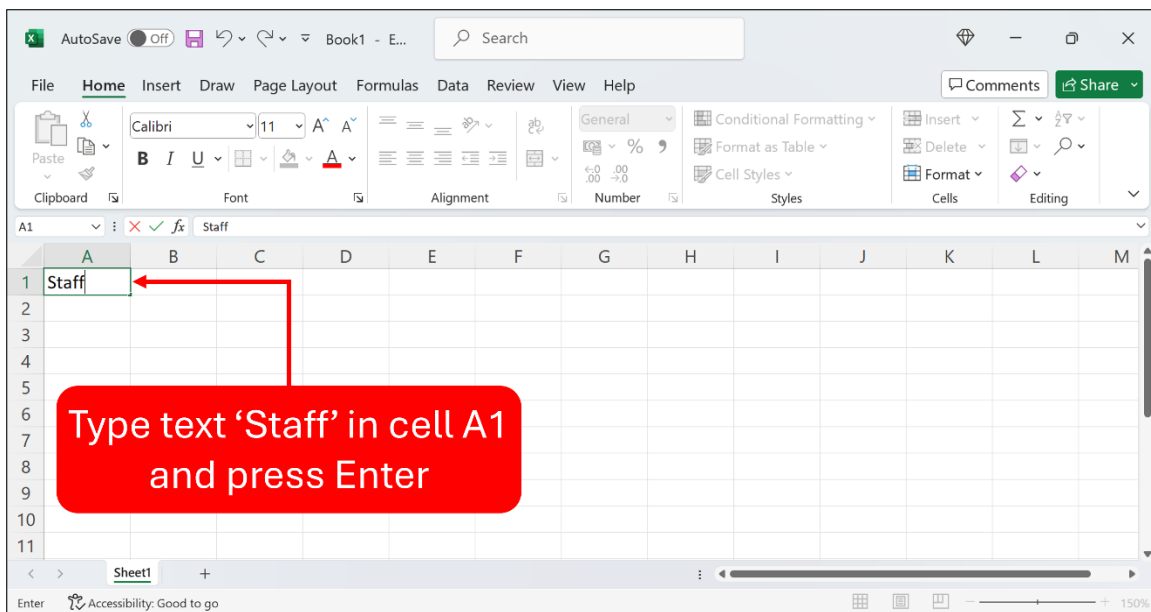
You can enter data into any cell in an Excel worksheet by directly typing it. Data can be text, numbers or so called, values. Values can also be formulas. To enter data, follow the example below.

1. Click cell A1. After you clicked cell A1, it becomes the active cell which appears highlighted than the other cells. It has a thicker border surrounding it. Cell A1 is now ready to accept any data.

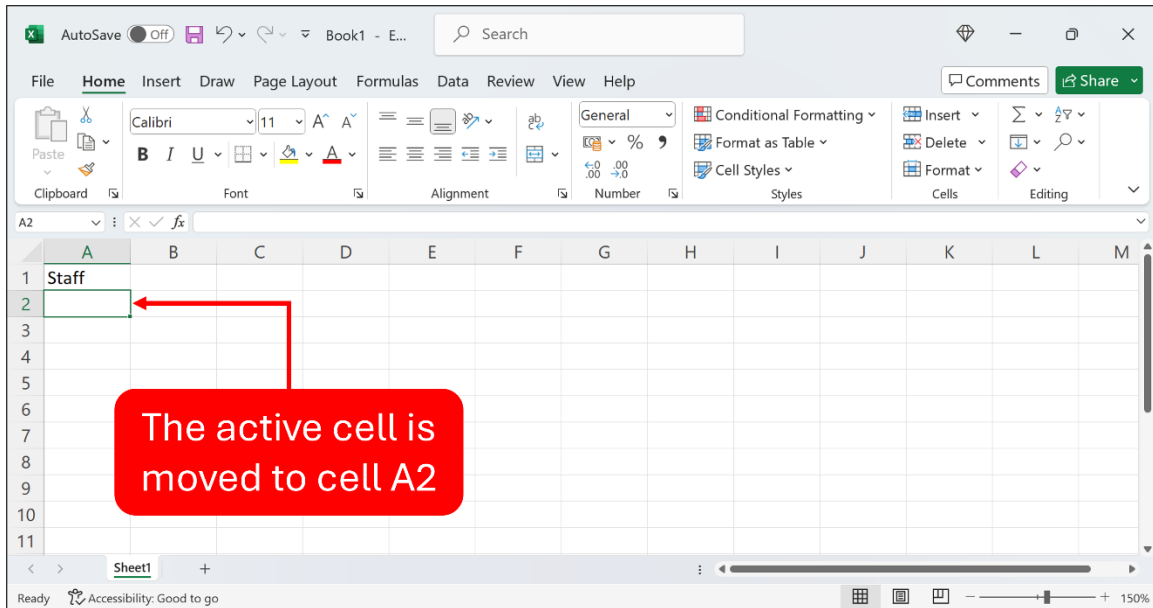


2. Type text 'Staff' in cell A1. The text appears both in the Formula Bar and in cell A1. After finished typing, press Enter to save the text in cell A1. If you make a mistake, you can edit the cell content by using one of the following ways:

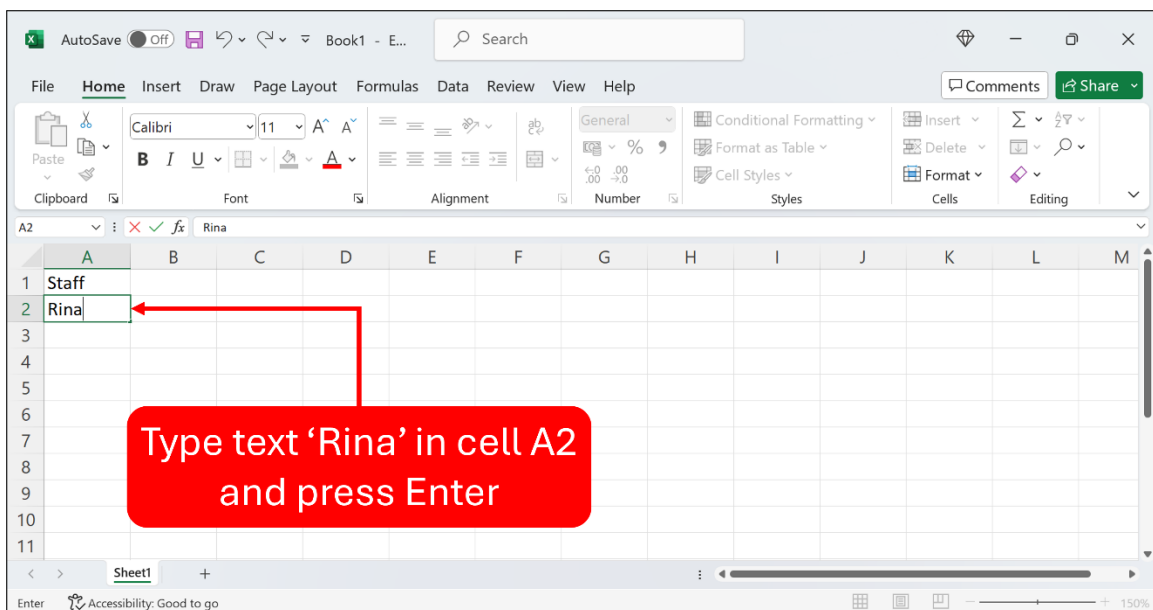
- Double-click the cell to edit the cell content directly in the cell.
- Select the cell and press F2 to edit the cell content directly in the cell.
- Select the cell that you want to edit and then click inside the Formula Bar to edit the cell content in the Formula Bar.
- Click the cell to make it active and type the new content to replace the previous content.



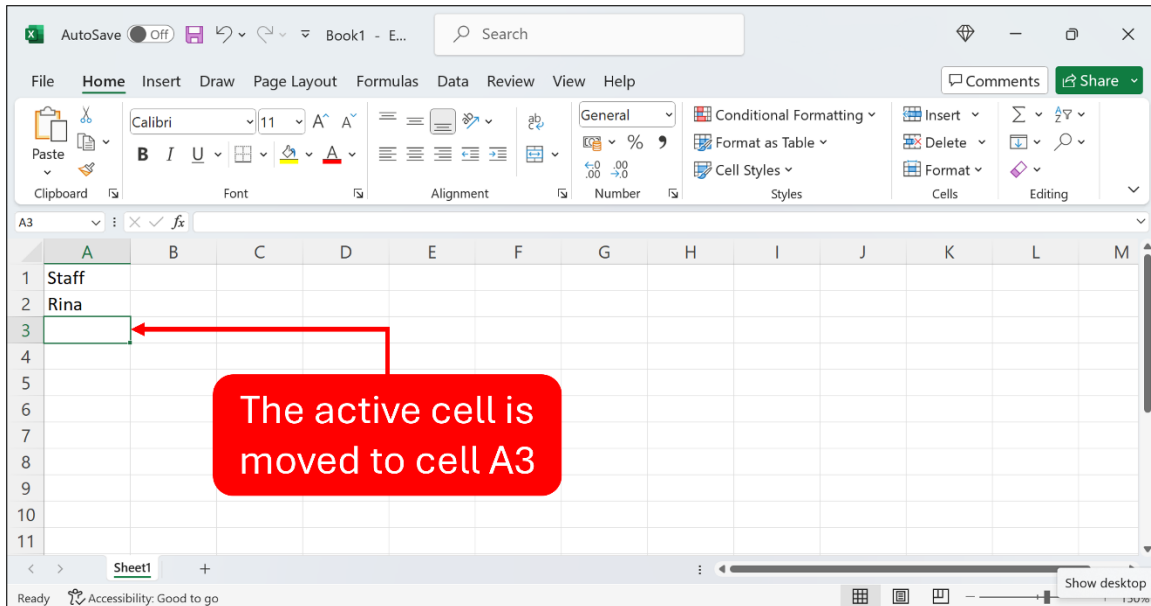
- The active cell is moved to cell A2, right after you pressed Enter. Cell A2 is now ready to accept any data.



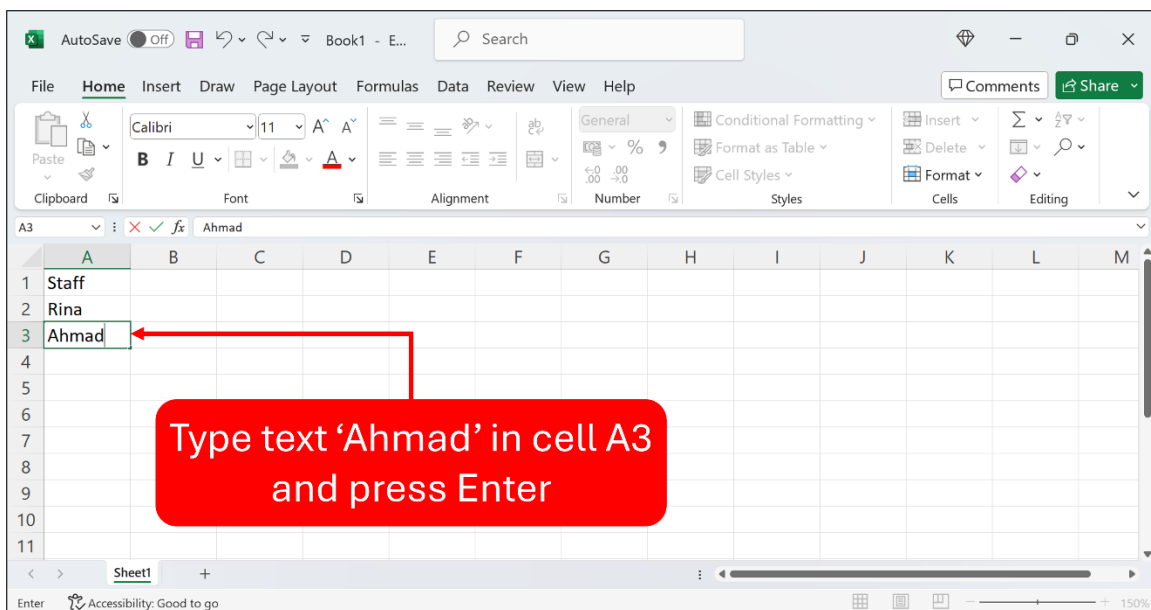
- Type text 'Rina' in cell A2. The text appears both in the Formula Bar and in cell A2. After finished typing, press Enter to save the text in cell A2.



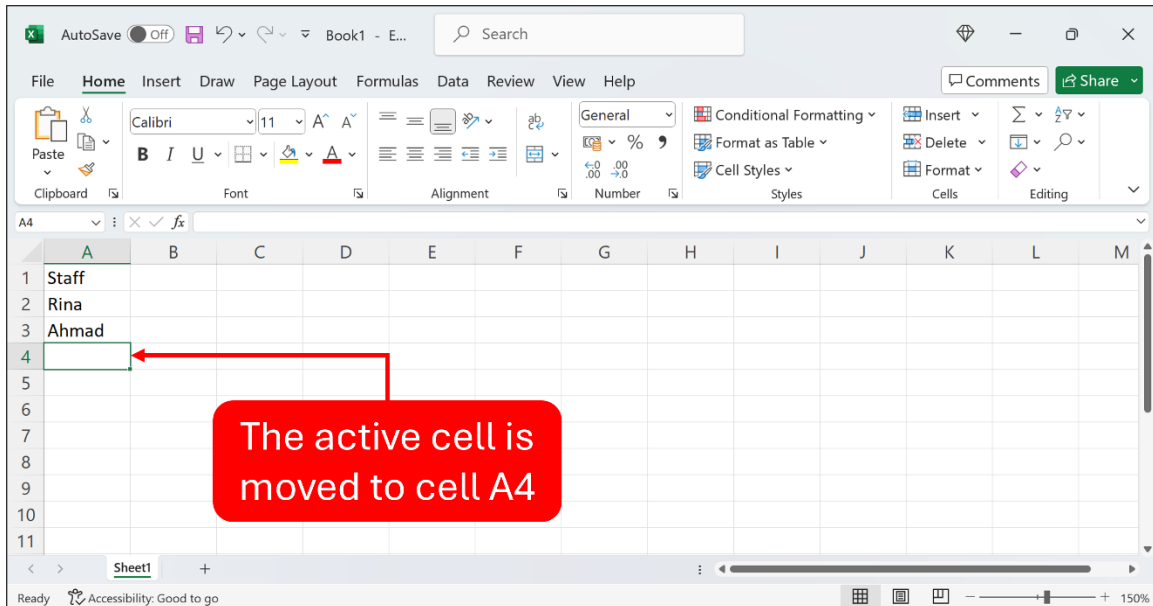
- The active cell is moved to cell A3, right after you pressed Enter. Cell A3 is now ready to accept any data.



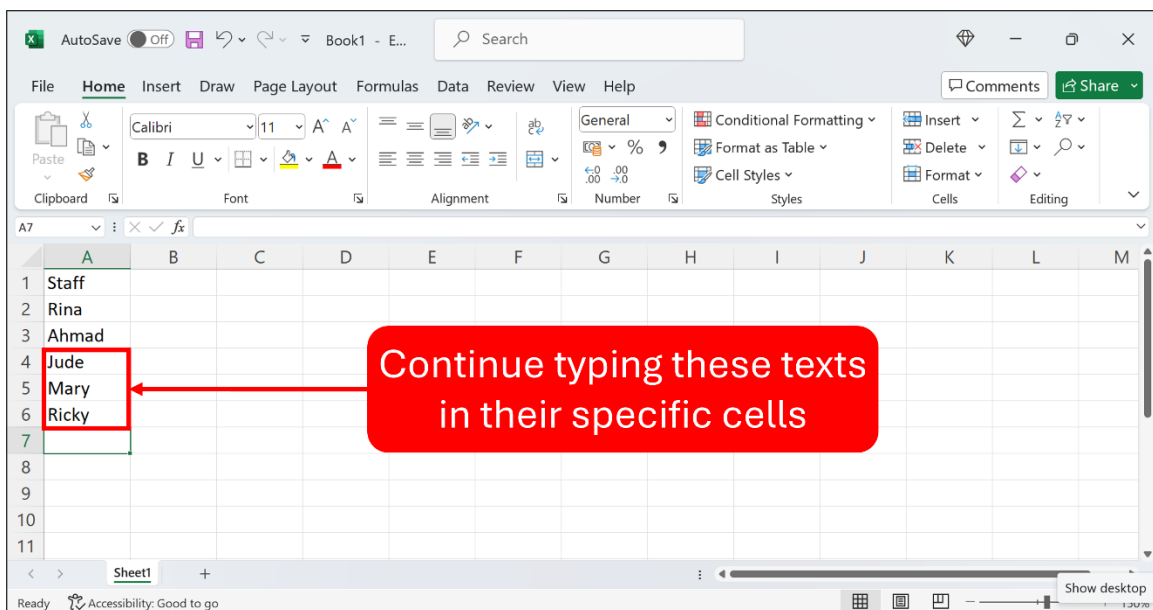
- Type text 'Ahmad' in cell A3. The text appears both in the Formula Bar and in cell A3. After finished typing, press Enter to save the text in cell A3.



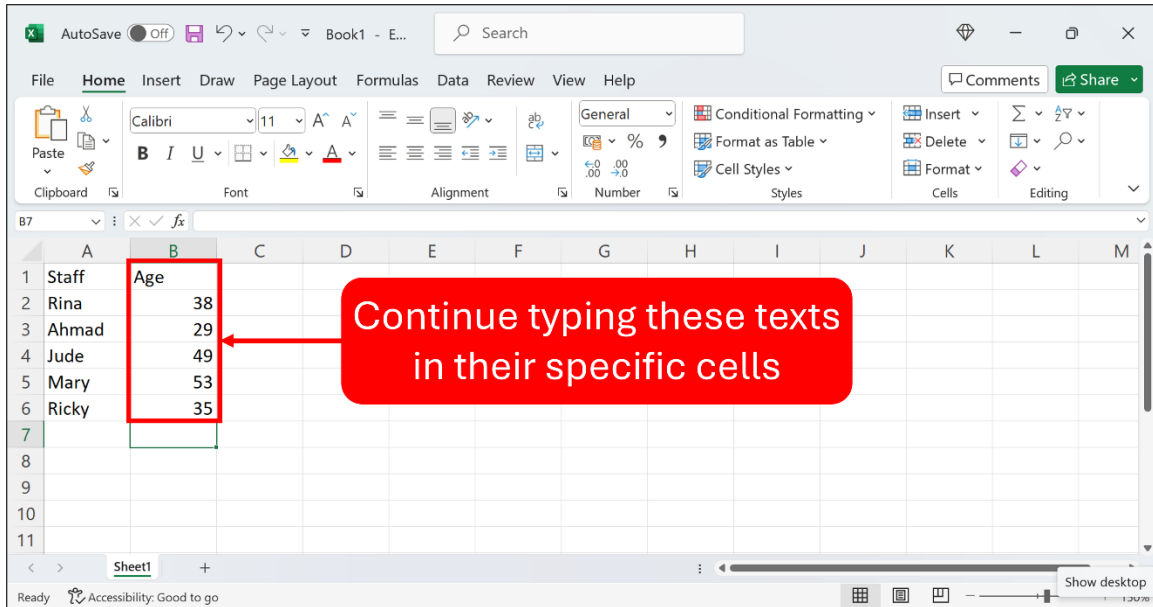
7. The active cell is moved to cell A4, right after you pressed Enter. Cell A4 is now ready to accept any data.



8. Continue typing these texts in their specific cells. Text 'Jude' in cell A4, text 'Mary' in cell A5 and text 'Ricky' in cell A6. Follow the same steps as described above.



9. Continue typing these texts in their specific cells. Text 'Age' in cell B1, number '38' in cell B2, number '29' in cell B3, number '49' in cell B4, number '53' in cell B5, and number '35' in cell B6. Follow the same steps as described above.



That's all.

You're awesome!