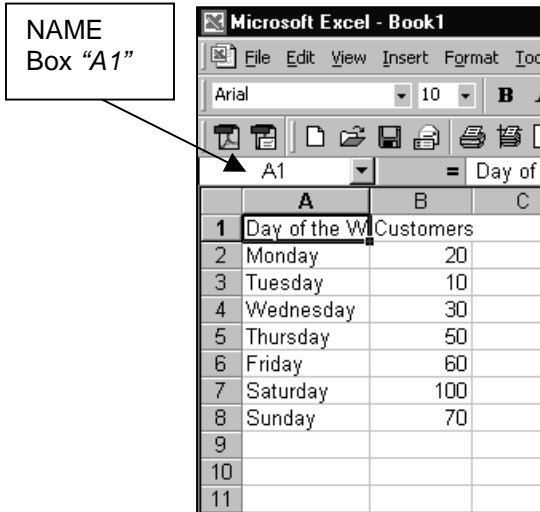


Entering Data into a Spreadsheet



Screen Shot #4

To help introduce you to Excel's capabilities, let's pretend that you are a manager of a retail store. The data you see in Screen Shot #4 sets out the number of store customers during this past week. We'll use this scenario to teach you all the skills you'll need to operate Excel.

If cell A1 is selected (and it probably is), the name box will display A1 (see Screen Shot #4). To enter data into this cell (or any cell), simply click into the cell and type.

Now, type exactly what you see in Screen Shot #4. In cell A1, type "Day of the Week", then press the down arrow on your keyboard, press ENTER or click into cell A2. In cell A2, type, "Monday", and so on. Do this until you've got Monday through Sunday typed in.

To continue, click on cell B1 and type, "Customers". Don't worry about the fact that the word, "Week" (in cell A1) gets cut off. We'll fix that later (see the section entitled, "Formatting a Spreadsheet", if you can't wait). Proceed to cell B2 and begin typing in the numbers. Type them all in.