


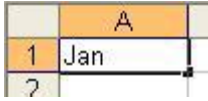
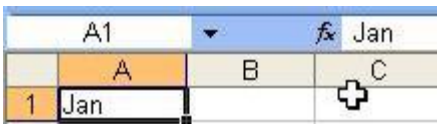
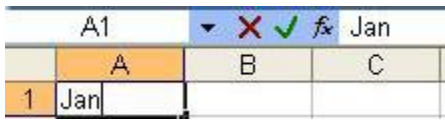
3. Click on the toolbar you wish to show or hide

The toolbar is ticked when on

## 3.14 Entering Text and Numbers

### 3.14.1 What Happens When I Enter Text and Numbers?

- When you enter text or numbers into a cell, the state of the cell changes
- When you have finished typing you must confirm that you have finished by pressing Enter (Return) or clicking on the green tick

<b>When you are not entering text</b>	<b>When you are entering text</b>
<p>You will see a thick border around the cell.</p> 	<p>You will see a thin border around the cell and a cursor will flash inside the cell.</p> 
<p>There is no red cross or green tick on the Formula bar.</p> 	<p>Any text that you type will appear on the Formula bar, along with a red cross and green tick.</p> 

### 3.14.2 Entering Text

1. Click on the cell you require
  2. Type the text you require
  3. Press Enter (Return)
- or
- Click on the green tick      Text will appear on the left hand side of the cell

### 3.14.3 Entering Numbers

1. Click on the cell you require
2. Type the number you require
3. Press Enter (Return)

or

Click on the green tick      Number will appear on the right hand side of the cell

### 3.14.4 Entering Dates

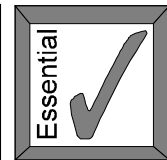
1. Click on the cell you require
2. Type the date you require with forward slashes around it, e.g. 1/1/2000
3. Press Enter (Return)

or

Click on the green tick      Date will appear on the right hand side of the cell

#### **Always enter dates with forward slashes...**

If you enter dates with dots, e.g. 1.1.2000, then Excel will see them as text rather than numbers. You will then be unable to perform calculations on the date. Performing calculations on dates is very common when you wish to calculate how many days there are between two dates.



### 3.14.5 Entering Percentages

1. Click on the cell you require
2. Type the percentage you require, e.g. 10%
3. Press Enter (Return)

or

Click on the green tick      Percentage will appear on the right of the cell

### 3.14.6 What Is the Difference Between Enter (Return) and the Green Tick?

- If you press Enter (Return), you move down one cell after you have pressed it.
- If you click on the green tick, you remain in the same cell after you have clicked it.

### 3.14.7 Why Put Numbers on the Right?

When Excel puts data on the right it confirms that calculations can be performed on the data you have entered. Any data that appears on the left cannot be used in a calculation.

### 3.14.8 What If I Make a Mistake?

If you make a mistake, and you have not yet confirmed the entry...

Click on the red cross on the Formula bar



## 3.15 Selecting Cells