

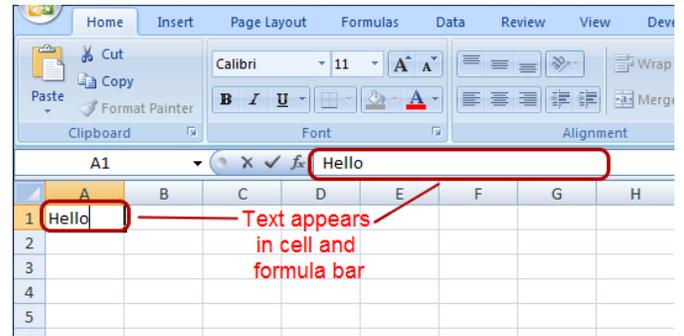
## Insert Text

Excel is based on data. In order to analyze data it first needs to be entered. This lesson will cover how to insert data into excel.

### Insert Text

To type 'Hello' into cell A1, click on A1 and start to type.

Notice it shows up in the cell AND in the formula bar.



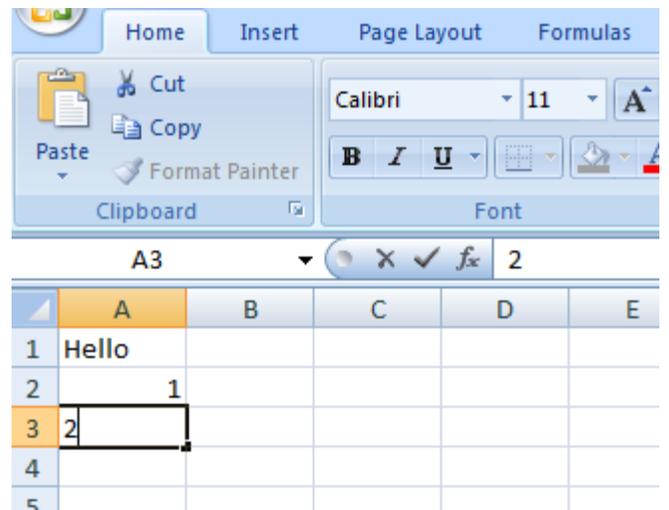
### Insert Numbers

Type '1' into cell A2.

Type '2' into cell A3.

Notice that 'Hello' and '1' are aligned differently. By default, text aligns to the left and numbers align to the right. This makes it easier to see each. We will go over how to align something in a later lesson.

Don't be confused when typing '2' and it doesn't align with '1.' Leave the cell and it will align with '1'. It's only while typing that it doesn't align.



### Moving From Cell to Cell

When you are done leave the cell using your keyboard. It is best to use the following keys:

TAB moves to the right of the cell

ENTER moves below the cell

SHIFT + TAB moves to the left of the cell

SHIFT + ENTER moves above the cell

You can also use the arrow keys(up, down, left, right) or the mouse to select another cell, but be careful, both the mouse and the arrow keys have much more functionality in excel and may not do what you expect. For best results stick with ENTER and TAB.

## Practice

Let's practice moving using the keyboard

Highlight cell D3, then hit TAB, ENTER, SHIFT + TAB, SHIFT + ENTER. You should end up back in D3.

## Practice

Start in Cell A1

1. Hit TAB twice
2. Hit ENTER.

Notice how the cursor is now on cell A2 not B2. This makes it easy to type in lots of data quickly. No matter how many times you hit TAB, if you hit enter after, it will return to the first cell where you hit TAB(think of an old fashioned type writer.).

Let's practice that.

## Practice

Start a new workbook.

Make sure cell A1 is selected.

Type in 'January' then hit tab.

Type in 'February' then hit tab.

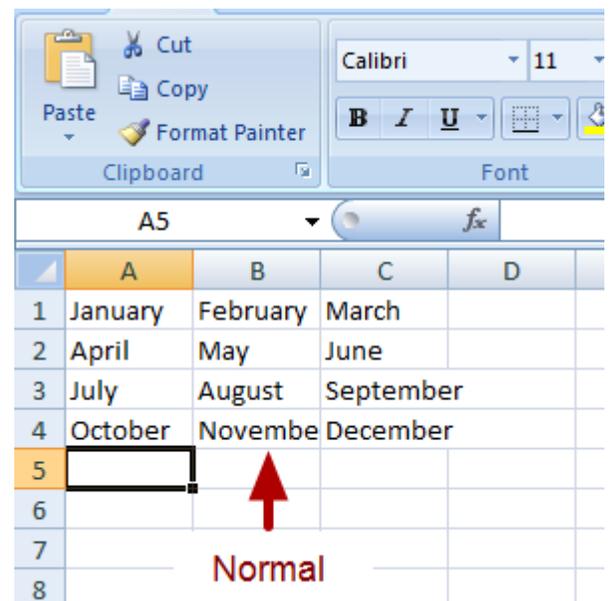
Type in 'March' then hit enter.

Do the same for the rest of the months.

Your results should look like mine.

Notice how easy it is to enter lots of text using tab and enter.

NOTE: November will appear cutoff(it's all there), because it doesn't fit in the cell. When the cell to the right of your cell has something in it, your cell will only show what fits. Be aware of this quirk. Many people become frustrated when their text doesn't show up after typing it in 3 times! Don't worry --- it's there, you will learn later how to fix it.



	A	B	C	D
1	January	February	March	
2	April	May	June	
3	July	August	September	
4	October	November	December	
5				
6				
7				
8				

1. If you select November, the formula bar will display the actual text.
2. Notice September and December don't cut off even though they don't fit in the cell? That's because there is nothing in the cells to the right.

	A	B	C	D	E	F	G	H
1	January	February	March					
2	April	May	June					
3	July	August	September					
4	October	November	December					
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								

If I insert something next to September, September will then only show what fits

	A	B	C	D	E
1	January	February	March		
2	April	May	June		
3	July	August	September	October	
4	October	November	December		
5					