

Lesson 2-2: Entering Labels

Figure 2-4

A spreadsheet with text labels.

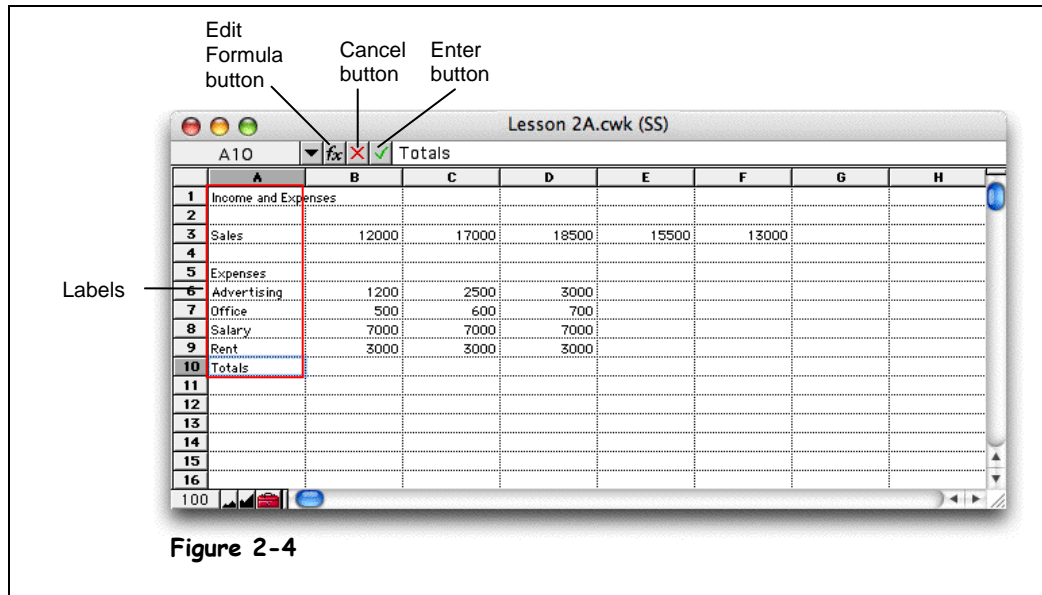


Figure 2-4

Now that you understand how to move around in spreadsheets, you're ready to start entering data. There are two basic types of information you can enter in a cell:

- **Labels:** Any type of text or information not used in calculations.
- **Values:** Any type of numerical data: numbers, percentages, fractions, currencies, dates, or times, usually used in formulas or calculations.

This lesson focuses on labels, while the next one looks at values. Labels are used for headings and make your spreadsheets easy to read and understand. Labels usually contain text, but can also consist of numerical information not used in calculations, such as serial numbers and dates. AppleWorks treats data containing a letter as a label and automatically left-aligns it inside the cell.

1. **Open the spreadsheet named Lesson 2A and save it as Income and Expenses.**

If you do not know where your practice files are located, ask your instructor for assistance.

2. **Click cell A1 to make it the active cell.**

Now add a title to your spreadsheet. Don't worry if the cell already contains text—anything you type will replace the old cell contents.

3. **Type Income and Expenses.**

If you make a mistake while you're typing a cell entry you can press the <Delete> key to delete characters one at a time.

As you start typing, the text appears in the formula bar. The formula bar has four buttons: the Cancel button (the red X), the Enter button (the green check mark), and the Edit Formula button (the "fx" sign), as shown in Figure 2-4. You can click the Enter button when you've finished typing to confirm the cell entry or the Cancel button to cancel the entry and return the cell to its previous state.



Formula bar

4. Click the **Enter button** on the Formula bar.

Clicking the Enter button on the Formula bar confirms the cell entry. There are other, more efficient methods for confirming data that we'll take a look at shortly.

Notice that the text label is too large to fit in the current cell and the text spills into the empty adjacent cells to the right. The adjacent cells are used to display labels that are too long to fit in a single cell, as long as they are empty. If the adjacent cells aren't empty, AppleWorks truncates the text—everything's still there, but you just can't see all of it!

Next, you need to add some labels to make the spreadsheet more meaningful.

5. Click cell **A6** to make it the active cell.

The series of numbers located to the right of the current cell are different types of monthly expenses. Go ahead and enter the labels for the expenses.

6. Type **Advertising** and press the **<Return>** key.

Excel confirms your entry and moves down to the next cell, A7. You can also complete an entry by pressing any of the arrow keys, <Tab>, or as you've already learned, by clicking the Enter button on the formula toolbar. Now add the remaining expense labels.

7. Type **Office** and press **<Return>**.

The cell pointer moves down to the next cell, A8. This row contains the monthly payroll expenses.

8. Type **Payroll** but don't press **<Return>** this time.

You decide you would rather use the label "Salary" instead of "Payroll," so cancel the change and return the cell to its empty state.

9. Click the **Cancel button** on the Formula bar.

Go on to the next step to enter the new correct label, for this cell and the remaining labels.

10. Type **Salary** and press **<Return>**, type **Rent** and press **<Return>**, and then type **Totals** and press **<Return>**.

Congratulations! You've finished entering the expense labels for the spreadsheet, making it much easier to read and understand. Before you go on to the next lesson and enter values into the spreadsheet, check out Table 2-1: *Types of Data*, which describes the different types of spreadsheet data in a little more detail.

Table 2-1: Types of Data

Category	Type	Description
Labels	Text	Letters, numbers, and symbols. If you enter both letters and numbers in a cell, AppleWorks considers all of the data to be text.
Values	Numeric	Numbers 0 to 9. Can be sorted and used in calculations. Type a hyphen before the number to make it negative. AppleWorks displays up to 11 digits in a cell.
	Date and time	Dates (1/1/06) or times (12:00). Can be sorted and used in calculations.
	Formula	Instructions to calculate a value in a cell.



Enter button

Other Ways to Confirm an Entry:

- Press the **<Return>** key.
- Press the **<Tab>** key.
- Press any of the arrow keys.



Cancel button

Other Ways to Cancel:

- Press the **<Esc>** key.

Quick Reference

To Confirm a Cell Entry:

- Click the **Enter button** on the Formula bar.
Or...
- Press either the **<Return>** or **<Tab>** key.
Or...
- Press any of the arrow keys on keyboard.

To Cancel a Cell Entry:

- Click the **Cancel button** on the Formula bar.
Or...
- Press the **<Esc>** key.

To Enter a Label:

1. Select the cell you want to contain the label.
2. Type the label.
3. Confirm the entry.