3. Press ENTER
   or
3. Move to a different cell by clicking another cell, pressing an arrow key, or pressing TAB

To cancel an entry before it is entered:

1. Click the Cancel button.
   or
1. Press ESC

To enter values into a cell:

1. Select the cell.
2. Type the value in the input line.
3. Click the Enter button.
   or
3. Press ENTER
   or
3. Move to another cell by clicking it, pressing an arrow key, or pressing TAB

To enter data into a block:

1. Drag the pointer through the block of cells to be included in the block.
   or
1. Select the cells to be included in the block by pressing SHIFT in combination with the appropriate arrow key.
2. Type the information into the first cell.
3. Press ENTER to move to the next cell.
4. Type the appropriate information.
5. Repeat steps 3 and 4 until all information is entered.

To enter data using QuickFill:

1. Select the first one or two cells of the series.
2. Enter the values (seed) into the selected block.

3. Select the block containing the seed data and the cells to be filled.
4. On the Toolbar, click the QuickFill button.

To save an unnamed notebook:

1. From the File menu, choose Save.
   or
1. From the File menu, choose Save As.
2. In the Name edit field, type the filename.
3. Choose Save.

To save a named notebook:

1. On the Toolbar, click the Save button.
   or
1. From the File menu, choose Save.

To use context-sensitive help:

1. In the dialog box.
2. Press F1
3. When finished, close the Help dialog box.

To use the Help menu:

1. From the Help menu, select the option.
2. When finished, close the Help dialog box.

To access Object Help:

1. Press SHIFT+F1
2. Click the object.
3. When finished, close the Help dialog box.