



Figure 1-7: The Enter Button, Cancel Button, and Input Line

**METHOD**

To enter a label into a cell:

1. Select the cell.
2. Type the information.
3. Click the Enter button.
- or
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