

## Entering Labels

Labels can be alphanumeric characters or symbols. A label can begin with any letter or punctuation mark except the following:

+ - / \$ ( @ . # =

Often you might need to enter a number, such as a phone number or a year, as a label. In some cases, Quattro Pro can tell that the number you are entering should be treated as a label rather than a value. For example, when you enter a phone number such as 555-2365 in a cell, Quattro Pro treats that number as a label rather than attempting to calculate the result of 555 minus 2365.

Quattro Pro also treats street addresses as labels. In addition, if you enter a date in an appropriate date format—for example, 02/23/97—Quattro Pro treats that entry as a date rather than attempting to calculate the division of the three numbers. Quattro Pro considers dates to be a special type of value.

In some cases, Quattro Pro will not recognize that a number you have entered should be treated as a label. For example, if you enter the year 1997 into a cell, Quattro Pro will treat that entry as a number, thus right-aligning it. If you want the year to be treated as a label, you must type a *label prefix* before the number. This tells Quattro Pro that the year is a label, and the entry is aligned accordingly. Table 1-3 lists the various label-prefix characters. The label prefix does not show up in the spreadsheet cell.

Label prefix character	Alignment
' (apostrophe)	Left-aligned
^ (caret)	Centered
" (quotation mark)	Right-aligned

Table 1-3: *Label Prefix Characters*

To enter data into your spreadsheet, select the desired cell and type the data. Your data appears both in the cell and in the *input line*. To complete your entry, press ENTER, or click the Enter button, or move to another cell. Alternatively, if you do not want to enter the data into the cell, you can press ESC or click the Cancel button. Both the Enter Button and the Cancel button are illustrated in Figure 1-7.