

EXERCISE

In the following exercise, you will edit text in a cell.

1. Select cell F5

2. Press F2

The insertion point appears in the cell at the end of the contents of cell F5. The input line is also activated.

3. Press BACKSPACE once

*The ending **s** in the word **Totals** is deleted in both the cell and the input line.*

4. Press ENTER

*The word **Total** replaces **Totals**.*

5. Select cell A12

6. Click the input line

The input line is activated.

7. Make sure that the insertion point is situated at the end of the input line

8. Type s

*The ending **s** is added to the word **Total** in both the input line and the cell.*

9. Click the Enter button

*The word **Totals** replaces **Total**.*

END