Entering Data into a Block

When you have to enter data into several cells, you can save time and reduce keystroking by first designating the block of cells with which you want to work, as illustrated in Figure 1-9. Pressing ENTER places the data in the cell and automatically selects the next cell in the block, eliminating the need for you to click the next cell or press an arrow key.

	A	B	C	D	E	F
1						
2			Bob's Boats			
3			Sales Report			
4						
5			1995	1996	1997	
6						
7			1024	1000	989	
8			2599	500	798	
9			3456	1000		
10			5647			
11			9284			
12						

Figure 1-9: *Entering Data into a Block of Cells*

⌐ METHOD ⌐

To enter data into a block:

1. Drag the pointer through the 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.

⌐ EXERCISE

In the following exercise, you will enter data into a selected block.

1.	Drag the pointer from cell C9 to cell E11	*Cells C9 through E11 are selected.*
2.	Type **3456**	
3.	Press ENTER	*Cell C10 becomes active.*