

Entering Data

The first step in creating a useful spreadsheet is entering *data*. When you enter data, you are inputting the information that you want Quattro Pro to display, calculate, and store. You can enter data into a cell or a block of cells. You can even set up a sequence of data and then let Quattro Pro fill in the remainder of the sequence based on your first few entries.

Quattro Pro spreadsheets contain two types of data: *labels* and *values*. Labels are text entries such as the word "Expenses." Values are divided into three groups: numbers, dates and times, and formulas.

As you type in the data, the status line indicates whether that entry is a label or a value. After you enter the data, the READY indicator reappears, as illustrated in Figure 1-6.

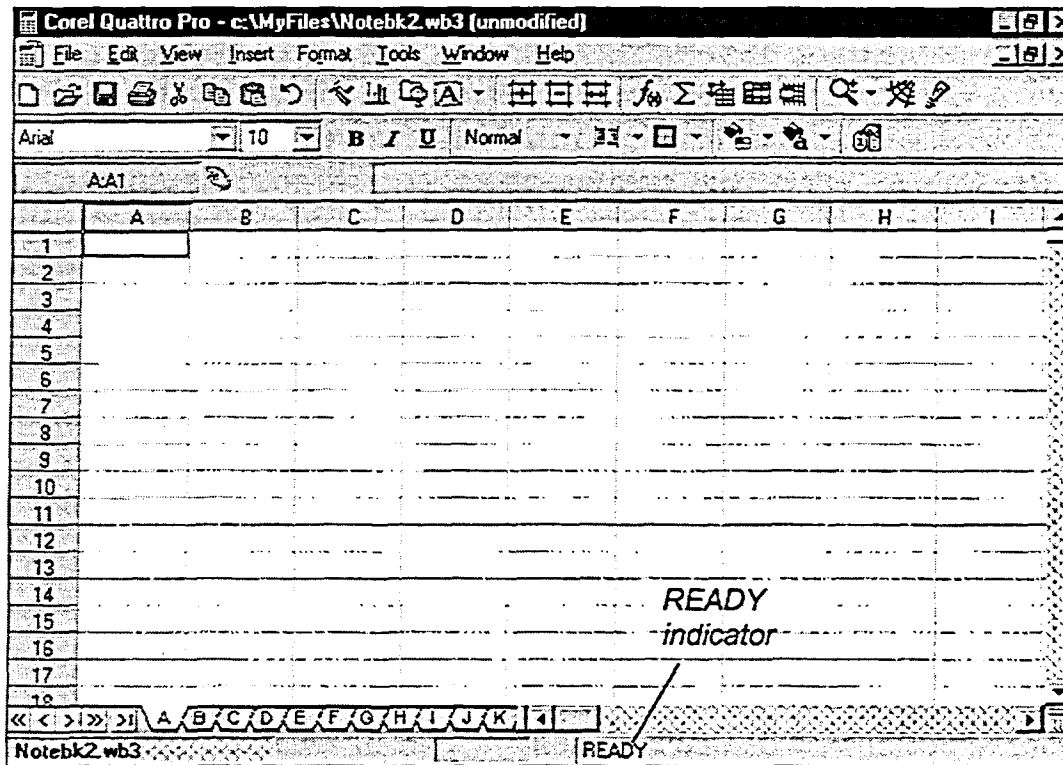


Figure 1-6: The READY Indicator