

Editing a Cell

Instead of overwriting the cell data, you can edit the existing cell contents. Quattro Pro provides two methods in which you can do this. One way to edit the contents of a cell is to edit the cell contents directly in the spreadsheet. This technique is known as *in-cell editing*. Another way to edit the data in a cell is to edit that cell directly in the input line. Before you can edit the cell using either method, you must first select the cell.

METHOD

To edit data directly in the cell:

1. Select the cell containing the data to be edited.
2. Double-click the cell.
or
2. Press F2
3. Edit the data in the cell.
4. Press ENTER to accept the changed data.
or
4. Click the Enter button to accept the changed data.

To edit data in the input line:

1. Select the cell containing the data to be edited.
2. Click the input line.
or
2. Press F2
3. Edit the data in the input line.
4. Press ENTER to accept the changed data.
or
4. Click the Enter button to accept the changed data.

Note: If you start to edit the contents of a cell and then change your mind, you can press ESC or click the Cancel button to leave the contents unchanged.