

Editing Data on the Spreadsheet

Once you have entered data in a cell, you can always go back and change it. Quattro Pro allows you to access a cell's contents so that you can add, delete, and edit information.

Changing the Data in a Cell

To completely change a cell's contents, you can simply select the cell, type the new data, and then press ENTER. The original contents of the cell are replaced with the new information. After you change the *constant value* or value in a cell, the formula cells that refer to that cell also change.

METHOD

To change a cell's data:

1. Select the cell.
2. Type the new data.
3. Press ENTER
or
3. Click the Enter button.

EXERCISE

In the following exercise, you will change the contents of a cell.

1. Select cell E7
2. Type 1500
3. Press ENTER

*The value 1500 replaces 989.
The sums in cells F7, E12, and
F12 also change.*

END