

Entering Values

In Quattro Pro, a value can be a number, a date, a formula, or the result of a formula. You enter values into the spreadsheet the same way that you enter labels.

A number entry can contain only Arabic numerals (0 to 9), a leading equal (=), negative (-), or positive (+) sign, a single decimal point, and an ending percent sign. Numbers are automatically right-aligned, as illustrated in Figure 1-8. When you type a very large number in a spreadsheet, the cell might display a row of asterisks (****) or a scientific notation entry instead of the number. This indicates that the column is not wide enough to display the entire number. You can easily adjust the column width by pointing to the line dividing the columns in the column border. When the pointer becomes a two-headed arrow, drag the column to the desired width.

	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	789	
9						

Figure 1-8: *Values, Right Aligned in the Cells*

METHOD

To enter values into a cell:

1. Select the cell.
2. Type the value in the input line.
3. Click the Enter button.
or
3. Press **ENTER**
or
3. Move to another cell by clicking it, pressing an arrow key, or pressing **TAB**