

# Microsoft Excel - Entering Data into the Worksheet



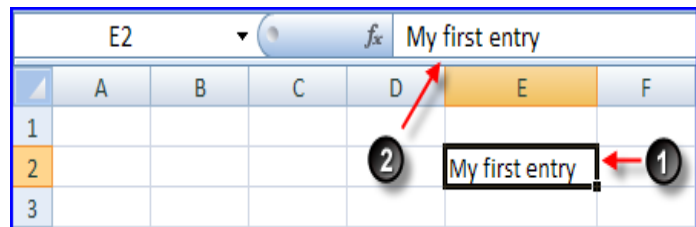
## Entering Data into the Worksheet

To enter data on the sheet, select the required cell, type in the information, then press **Enter**.

The data that you have entered will appear in the **formula bar** as well as the cell you selected.

Selected Cell

Formula bar



After you have typed in the required data, when the Enter key has been pressed the cursor will move down to the next cell.

There are three basic types of data that you can enter.

- Text Text defaults to be left aligned in the cell.
- Numbers Numbers defaults right aligned in the cell.
- Formulas Formulas start with an "=" sign.