

Microsoft Excel - Modifying the Text



Modifying the Text

If you have made an error, and wish to change the contents of the cell, select the cell and type in the new data. There is no need to delete the information in the cell as when you type in the new text the old is over-typed.

However if you wish only to make a modification to the data in the cell, not replace the entire contents this is possible by using **Edit Mode**.

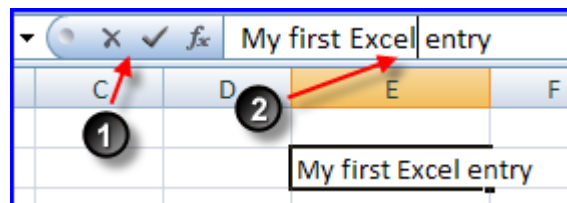
When in **Edit Mode** you can position the cursor at any point on the formula bar and make modifications.

To enter **Edit Mode** either select the cell and press '**F2**' or '**double click**' on the cell.

Once the modifications have been made, press the **Enter** key to commit the changes and to move to the next cell.

Other methods of committing the changes are to press the '**tick**' to commit the change or the '**x**' to cancel changes. These are found to the right of the formula bar while in edit mode.

The commit or reject selectors



Cursor was placed after the words 'My first' and the modification made.