

ENTERING DATA INTO CELLS

1. Move the mouse over cell 'A1' and click once with the left mouse button.
2. Type the word 'BILL'. (see figure i.)
3. Press once on the right arrow → key on your keyboard. You are now in the B1 cell. Type in 'AMOUNT'. (see figure i.)
4. Press the right arrow key on your keyboard. You should now be in the C1 cell. Type in 'PAID'. (see figure i.)

	A	B	C
1	BILL	AMOUNT	PAID

(figure i.)

5. Press the 'Home' key on your keyboard to go back to cell 'A1'.
6. Press the down arrow key until you are in cell A3. Type in 'Gas'.
7. Using the down arrow key, move to cell A4 and type in 'Electricity', A5 and type in 'Telephone', and then cell A6 and type in 'Rent'. (see figure j.)

	A	B	C
1	BILL	AMOUNT	PAID
2			
3	Gas		
4	Electricity		
5	Telephone		
6	Rent		

(figure j.)

8. Enter the following numbers into cells B3 to B6 as shown in figure k.

NOTE: You will notice that all numerical figures are aligned to the right of the cell.

	A	B	C
1	BILL	AMOUNT	PAID
2			
3	Gas	122.4	10/02/02
4	Electricity	181	12/02/02
5	Telephone	201.5	10/02/02
6	Rent	220	14/02/02

(figure k.)

9. Enter the Dates in cells C3 to C6 as shown in the example. (see figure k.)