

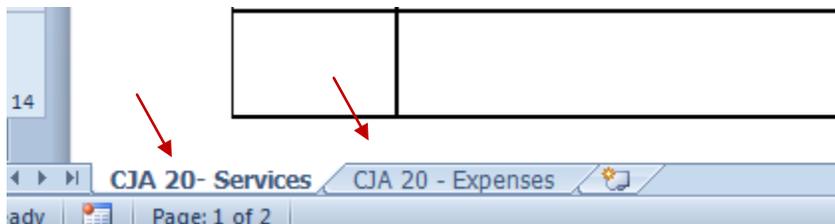
## MICROSOFT EXCEL SPREADSHEET TIPS

### Entering data in the Excel spreadsheet

1. Click on the [cell](#) where you want the data to go.
2. Type your data into the cell.
3. Press the TAB or ENTER key on the keyboard or click on another cell with the mouse.

### Moving between worksheets for CJA 20 Services and CJA 20 Expenses

- Go to bottom of Excel window and select tab



### Speeding up data entry

To speed up your data entry use the keyboard. Below is a list of keys that you can use when you want to quickly enter your data.

- Tab key: enters the data and moves the active cell highlight to the next cell in the current **row**.
- Enter key: enters the data and moves the active cell highlight down to the next cell in the current **column**.
- Arrow keys: enters the data and moves the active cell highlight to the next cell in the direction of the specific arrow key pressed. For example, if the up arrow is pressed, the active cell highlight moves up to the next cell in the current column.
- Esc key: cancels the current data entry.

### Entering the same data into several cells at the same time

TO SELECT	DO THIS
Adjacent rows or columns	Click and drag across the row or column headings. Or select the first row or column; then hold down SHIFT while you select the last row or column.
Nonadjacent cells or cell ranges	Select the first cell or range of cells, and then hold down CTRL while you select the other cells or ranges.