

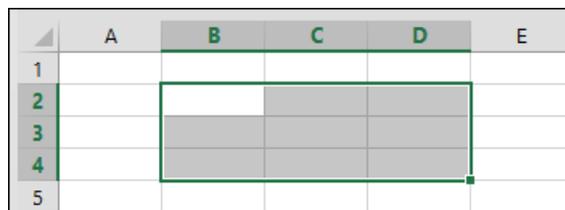
## Lesson 2-5: Enter data into a range and copy data across a range

Now that you have mastered the technique of selecting cells, you can use it to speed up data entry.

When you select a range of cells prior to entering data, Excel knows that all data entered belongs in that range. Several key combinations are then available to greatly speed up data entry.

- 1 Open a new workbook and save it as *Data Range Test*.
- 2 Select cells B2:D4.

You learned how to do this in: *Lesson 2-4: Select a range of cells and understand Smart Tags*.



- 3 Type: **London**

The text appears in cell B2, the top left cell in the range selected.

- 4 Press the **<Enter>** Key.

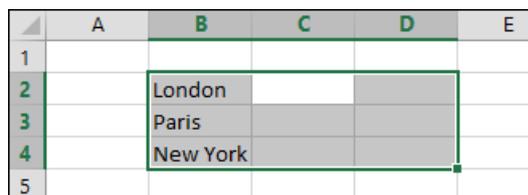
The cursor moves to cell B3 as it normally would.

- 5 Type: **Paris** followed by the **<Enter>** key.

The cursor moves to cell B4 as it normally would.

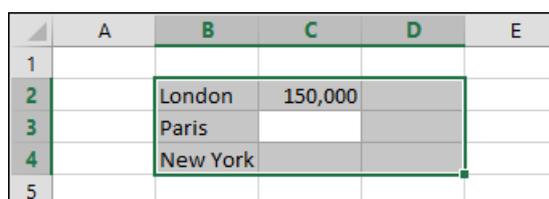
- 6 Type: **New York** followed by the **<Enter>** key.

This time something new happens. The cursor doesn't move to cell B5 as you might expect but jumps to cell C2 instead.



- 7 Type: **150,000** followed by the **<Enter>** key.

The value appears in C2 and Excel moves down the column again to cell C3.



- 8 Press the **<Enter>** key without entering a value to leave C3 blank.

Excel moves down the column to cell C4.

- 9 Type **225,000** followed by the **<Enter>** key.

The cursor jumps to cell D2.

- 10 Press **<Shift>+<Enter>** twice to change your mind about leaving the value for Paris blank.

1. Press **<Shift>+<Enter>** to move backwards to the value for New York.
2. Press **<Shift>+<Enter>** a second time and you are back to the Paris cell.

	A	B	C	D	E
1					
2		London	150,000		
3		Paris			
4		New York	225,000		
5					

- 11 Type **180,000** followed by the **<Tab>** key.

**<Tab>** moves you across the range, to cell D3.

	A	B	C	D	E
1					
2		London	150,000		
3		Paris	180,000		
4		New York	225,000		
5					

You can now appreciate how to use the technique of **<Enter>**, **<Tab>**, **<Shift>+<Tab>** and **<Shift>+<Enter>** to save a lot of time when entering a whole table of data.

- 12 Select cells D2:D4.

- 13 Type **50%** but don't press the **<Enter>** or **<Tab>** keys.

The challenge this time is to place the same value into cells D3 and D4 without having to type the value two more times.

- 14 Press **<Ctrl>+<Enter>**.

The value is replicated into all of the other cells in the selected range.

	A	B	C	D	E
1					
2		London	150,000	50%	
3		Paris	180,000	50%	
4		New York	225,000	50%	
5					

- 15 Click the Save button to save the *Data Range Test* workbook.

The *Save* button is at the left of the *Quick Access Toolbar* at the top left of your screen. 