Enter Information into the Table

Text is entered into an existing table frame one cell at a time. A cell is the box created by the intersection of a column or row. Each cell acts like a mini-text frame. Text can quickly be copied from a selected cell to one or more selected cells either to the right or below the original cell. To enter text into a table, follow the steps below:

Enter Text into a Cell

- Click the first table cell where text is to be entered.
- Type the text for the first cell.
- Press the **Tab** key to move to the next cell.
- Enter the text for this cell.
- Continue this procedure until all the text has been entered.

Insert Identical Text into Several Cells

- Click the cell that is to be copied.
- Drag to select the cell or cells where the text is to be pasted.
- The text can be pasted either below or to the right of the cell containing the text that was copied.
- Do one of the following:
  - Click the **Home Tab** and then click the **Paste** button in the **Clipboard Group**.
  - Right-click in the cell where the text is to be copied to and then select **Paste**.

NOTE: Text can be copied from other programs such as Word and then pasted into the cells.