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.