TABLE 5-2: Date and time formats (continued)

Format	Sample entry
yy.m.d	95.8.2
hh:mm AM/PM	04:36 PM
hh:mm:ss AM/PM	04:36:44 PM
hh:mm (24 hr)	16:36
hh:mm:ss (24 hr	16:36:44

If the date or time you enter doesn't exactly fit one of the formats in Table 5-2, ParaSheet will try to modify it to fit by capitalizing the month name, or adding or deleting leading zeros. For example, an entry of *08-02-95* is close enough to the *m-d-yy* format to be displayed as *8-2-95*.

After you enter a date or time into a cell using one of the formats listed in Table 5-2, the format is added to the Format Inspector, allowing you to easily reuse the format with other cells containing entries in other date or time formats. The Format Inspector also contains several date and time formats not included in Table 5-2.

If you want to display the date or time in a format not listed in Table 5-2 or the Format Inspector, you can create a custom format. For more information, refer to the "Creating Custom Formats" section on page 118 of Chapter 9.

If you change the format of a date or time entry to any non-date or -time format (such as General or Integer 1), the entry is displayed as a date number in the format chosen. For information on date numbers, refer to the "Time Functions" section on page 54 of ParaSheet's Macro and Function Reference manual.

ParaSheet can enter consecutive dates in a selection of cells automatically. See the "Using Incremental Fill" section page 73 for more information.

or time (aligned right in the cell) and stores it as a number. If the entry doesn't fit a known format, ParaSheet interprets it as text and displays it aligned left in the cell.

Dates and times stored as numbers can be used in calculations. For example, to find out the number of days between two dates, enter them in separate cells, and write a formula to subtract one from the other. For more information about formulas, see the following chapter.

TABLE 5-2: Date and time formats recognized by ParaSheet

Format	Sample entry
m/d/yy	8/2/95
m/d/yyyy	8/2/1995
m/yy	8/95
d-mmm-yy	2-Aug-95
dd-mmm-yy	02-Aug-95
d-mmm-yyyy	2-Aug-1995
dd-mmm-yyyy	02-Aug-1995
d-mmm	2-Aug
dd-mmm	02-Aug
m-d-yy	8-2-95
m-d-yyyy	8-2-1995
mmm-yy	Aug-95
mmmm d, yyyy	August 2, 1995
mmm d, yyyy	Aug 2, 1995
d mmm yyyy	2 Aug 1995
dd mmm yyyy	02 Aug 1995
mmmm d	August 2
mmm d	Aug 2
mmmm yyyy	August 1995
mmm yyyy	Aug 1995

If you choose *Date*, a *Date* section will appear here instead, from which you may select one of the following buttons:

- Day — Adds one day to the start value
- Weekday — Adds one day to the start value, skipping weekends
- Month — Adds one month to the start value
- Year — Adds one year to the start value

Enter a *Start* value in the *Series Values* field. This is the starting number or date that appears in the first cell to be filled. If you choose the *Date* fill type, the start value is initially today's date in m/d/yy format. The date value or format can be changed (see in Table 5-2, on page 75).

Now enter a *Step* value. This is the value that will be added to the first and subsequent value, or the value by which the first and subsequent values will be multiplied. If you want the numbers to decrease, enter a negative number as the step value.

The figure below shows how a spreadsheet would look if you used *Incremental Fill* to enter values in the range B2:D8, beginning with a value of 0, increasing by a step value of 5, and filling in rows.

	A	B	C	D	E
1					
2		0	5	10	
3		15	20	25	
4		30	35	40	
5		45	50	55	
6		60	65	70	
7		75	80	85	
8		90	95	100	
9					

The other commands in the Fill submenu, *Fill Right* and *Fill Down*, copy your selection to adjacent cells. For information, refer to the "Using Fill Right or Fill Down" section on page 110 of Chapter 8.

Entering Dates and Times

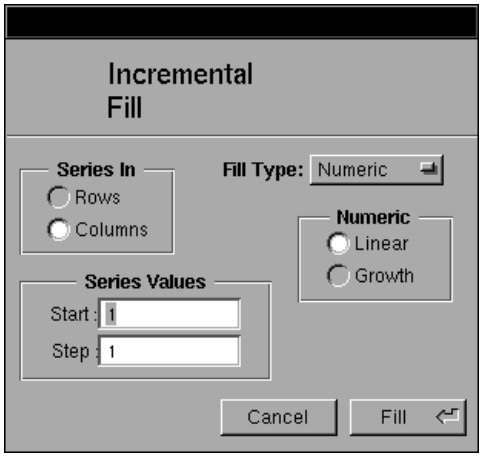
To enter a date or a time, type it into a cell exactly as you would like it to appear. ParaSheet automatically checks every entry to see if it fits one of the formats in Table 5-2. If it does, ParaSheet displays the entry as a date

Using Incremental Fill

ParaSheet provides an automated way to enter a series of values that increase or decrease in a specific pattern. This is called an *incremental fill*.

A range can be filled with numbers or with dates. If you choose to fill with numbers, you can add the step value to the previous one, or you can multiply the step value by the previous one. If you choose to fill with dates, you add one or more days, months, or years to the previous date.

To fill a range of cells with incremental values, select the cells you want to fill and choose the *Incremental Fill* command from the Fill submenu of the Sheet menu. This will raise the following panel:



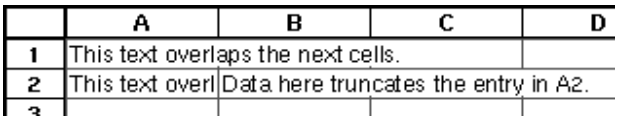
Warning! *If the cells in your selection are not empty, the new values will replace the current entries.*

Click *Rows* or *Columns* to indicate the direction of the fill. Choosing *Rows* fills across each row before moving down to the next. Choosing *Columns* fills down each column before moving across to the next.

Choose either *Numeric* or *Date* from the *Fill Type* pop-up list.

If *Numeric* is selected, a *Numeric* section will appear below the pop-up list (as shown above) from which you can choose either:

- Linear — *Adds* the step value to the start value, or
- Growth — *Multiplies* the step value by the start value.



To see the entire contents of long entries, select the cell and the entire contents appear in the input window. To display more of the cell contents in the spreadsheet, widen the column. For information on changing column width, refer to the "Changing the Column Width" section on page 128 in Chapter 9.

Entering Numbers

ParaSheet accepts whole numbers, decimal fractions, numbers followed by a percent sign (%), and numbers in scientific notation. Numeric entries are aligned to the right when first entered into a cell, as shown below:

	A	B
1	567	
2	3.2	
3	1.23E+11	
4		

Cell width restricts how numbers are displayed. For example, if you enter a formula to multiply 1,000,000 times 1,000,000, the result will be displayed in scientific notation (1.00E+12, in this case) in the default column width. If you make the column wide enough, the cell will display 1,000,000,000,000. If you make the column narrower, the result will be displayed as one or more # signs.

For more information on widening columns or aligning numeric entries, see page 128.

To enter numbers between 0 and 1, begin the entry with a decimal point (such as .123). ParaSheet will add the leading zero in the input window after you complete the entry (0.123).

For example, the following are text entries:

- 1+2
- A1
- =Sum(A1:A5

If you want to type a *text* entry that consists only of a number or that begins with =, +, or –, begin the entry with = or +. Then surround the text entry with quotation marks (“). For instance, enter =”45” if you want 45 to appear in a cell as a text entry.

Entering Data in a Selected Range

If you select a range of cells before beginning to enter data, the keys listed in Table 5-1 earlier in this chapter move the cursor only within the selected range.

The entire range stays selected after you complete each entry, but the active cell moves through the range according to the entry key you use.

The range stays selected until you click another cell or range.

Entering Text

Text entries are aligned to the left when first entered into a cell, as shown below:

	A	B
1		
2		Text is
3		initially
4		left-aligned
5		in cells.

To learn how to change text alignment, refer to the “Changing Cell Alignment” section on page 127 in Chapter 9.

ParaSheet displays a long text entry by extending it over empty cells to the right. If the cell to the right contains an entry, however, the displayed text will be truncated even though it remains as part of the cell.

Numeric entries include:

- Numbers (real numbers or scientific notation)
- Formulas that result in numbers
- Dates or times (conforming to the date and time formats listed in Table 5-2 on page 75)

All other entries (including formulas that result in text strings) are text entries. For example, the following entries are numeric:

- 340
- –340.235
- .234
- 7.89E+14
- =340+78
- +A1-4
- =Sum(A1:A4)
- Jan 22 (fits a date format)

To display numbers with dollar signs, you must use one of the Currency formats. If you begin a number with a dollar sign ($), ParaSheet removes the dollar sign and enters only the number. For example, entering $789.23 causes 789.23 to display in the input window and in the cell. For more information on cell formatting, refer to the "Displaying Numbers in Different Formats" section on page 116 in Chapter 9.

The following entries are text:

- January
- *see below
- & Company
- /Net/tmp/test.parasheet
- 123 Main Street
- 415-570-7736

Formulas with entry errors (such as a missing beginning or ending parenthesis, missing starter characters before a formula or cell reference, and so on) are entered as text.

Entering Data

To enter data into a cell, select the location where you want to put the data and begin typing. The characters will appear in the input area of the *input window* as you type them. The cell into which you are typing will be noted in the selection box of the input window.

Selection box Input area

Note *If you select a range, the cell from which you began the selection becomes the active cell.*

To complete the entry, press one of the keys listed in Table 5.1 below:

TABLE 5-1: Keys that complete cell entries

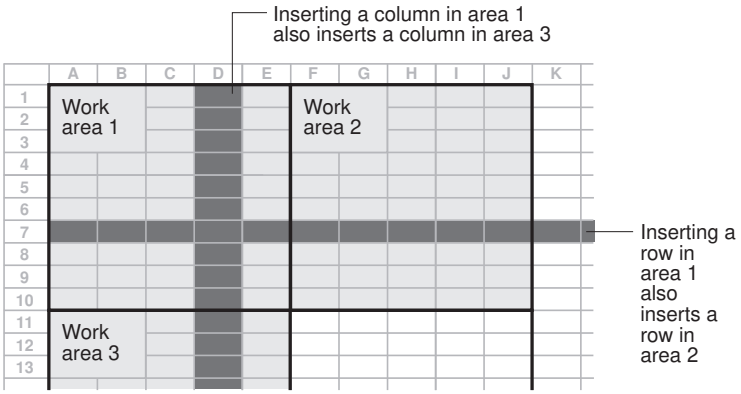
Key	Action
arrow keys	Moves the cursor one cell in the direction of the arrow
Return	Moves one cell down
Tab	Moves one cell to the right
Shift-Enter	Moves one cell up
Shift-Tab	Moves one cell to the left
Enter or Command-Return	Stays on the current cell

Controlling the Type of Entry

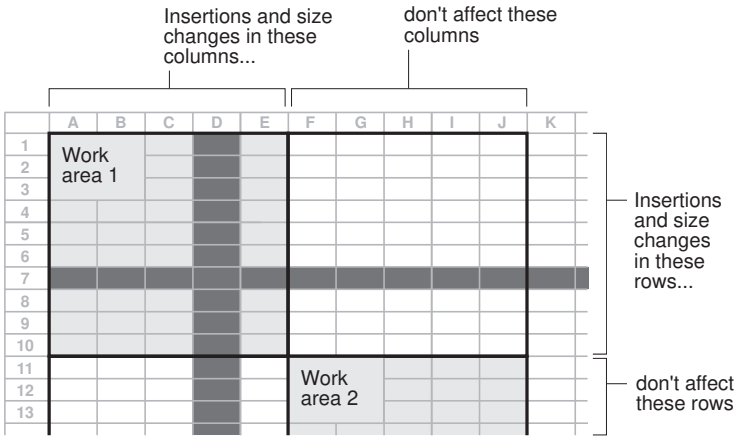
ParaSheet handles text and numeric entries differently. Text is initially aligned left in a cell. Numeric entries are initially aligned right.

	A
1	text
2	500

Finally, consider organizing the work areas of your spreadsheet along a diagonal line so that they never share the same rows or columns. If your work areas are laid out side-by-side, inserting or changing a row or column isn't convenient. For example:



When you use diagonal construction, inserting or changing rows or columns in one work area has no effect on other areas. For example:



Shortcut

When printing a large spreadsheet constructed diagonally, you'll save paper by printing one work area at a time using the Selected Range button in the Page Layout panel. This way, ParaSheet will not print the areas containing empty cells. For information on printing, refer to Chapter 12, "Printing & Page Layout."

Chapter 5

Entering Data

When you sit down to create your spreadsheet, it is wise to spend a few minutes planning how you want your spreadsheet to look, before entering the actual data. This chapter describes some different planning approaches, as well as how to enter the data once you're ready to begin.

Planning Where to Enter Data

Before you begin to enter data into a spreadsheet, you should invest some time thinking about how you want to use the spreadsheet and how you want the final version to look.

Instead of starting to enter numbers in cell A1, for example, you may want to start at cell C3. This leaves you space for labeling your data without having to move it later. You may also want to leave space at the right or at the bottom of the area in which you're working for subtotals, averages, or grand totals.

Another way to organize your data is to put each work area into a separate spreadsheet. For information, refer to the "Linking Spreadsheets" section on page 89.