Working with cells

On this page

- Selecting cells
- Entering values into a cell
 Opening the Specification window of an element from a cell
- Clearing values from cells
- Navigation between cells

This section explains how to work with cells in the table: selection, entering and clearing values, opening an element's Specification window, and navigation.

Selecting cells

In all tables, you can select:

- Single cell.
- Multiple cells.
- Entire table.

To select a single cell

1. Press the left mouse button on the table.

To select multiple cells, do one of the following

- Press the left mouse button and drag a mouse pointer.
- Press Shift and use the left mouse button or any of arrow key from the keyboard.
- Press Ctrl and use the right mouse button.

To select an entire table

- 1. Right-click the column # header.
- 2. From the shortcut menu, select the Select command

	# Name		ame	△ Documentation		
ſ		Select	N	erson attended to study or studying the course. Ident is supervised and provided with the support		
		Clear	い Delet	a teacher or a group of teachers.		

5

Entering values into a cell

Individual cells in the table can not be edited if the text is highlighted in grey. This means the cell contains a predefined value and is non-editable.

All changes made in the table are saved in the model. The procedure below describes how to enter a value into an editable cell.

To enter a value into a cell

- 1. Double-click a cell you want to edit.
- 2. One of the following actions is available, depending on the property type of the column in which the selected cell is found:
 - Type the value directly in the selected cell.
 - Click the Edit button. The property value editor opens. Ð Open course list 2. Select course Edit information of the selected course

- Click the Add (+) to specify a value.
- Select the value from the drop down list.
- 3. In the opened property value editor specify required properties. The value is saved in the model.

Opening the Specification window of an element from a cell

The property can be edited in the element's Specification window if it is not locked.

To open the element's Specification window from a cell

Do either:

- If cell is non-editable, double-click it.
- If cell is editable, right-click on a cell and from the shortcut menu select Specification. Then:
 - If the selected cell does not refer to any element, the Specification window of the element in the row will open.
 - If the selected cell refers to more than one element, the submenu with the list of appropriate elements will open. Choose the element
 whose Specification window you want to open.

	Attribute						
🕚 : Class	[0*]						
 Te nam code 	New Diagram New Relation) 			
o desi √ ⊙ : C	Down Go To		Ctrl+Dow	n ►			
o pers o surr o e-m	-	able	Delete Ctrl+D				
o birti	Specification			•		Class Course	
🔵 nam	Select in Cont	ainment Tree		۶.	0	Property	N
 : Cour: : Class name surnam e-mail 					0000	Property Property name Property code Property description	6

Clearing values from cells

You can clear values from a single or multiple cells in cells containing the following data types: String, Boolean, Number, or Enumeration. You can clear the whole table, column, or row.



The procedures below describes how to clear values from individual cells, from a block of cells, or from entire table:

- How to clear values from cells
- · How to values from entire table

To clear values from cells

- 1. Select single or multiple cells in the table. How to select cells in the table >
- 2. Do one of the following:
 - From the shortcut menu, select the Clear command (see the following figure).

Press I	Press Delete from keyboard (see the following figure).							
#	t △ Name Is		Is Abstract		Docu	Documentation		
1	Class		true		A physical place where student meet face-to-face for learning		her	or teachers
2	Course			Cre	ecification eate Diagram eate Relation		>	ectures, the one course and prepared is designed for
3	E Student		be ₽		ect in Containment Tree ect in Inheritance Tree	Alt+B		rse. Student is eacher or a
4	E Teacher				To ated Elements factor		> > >	es the learning provides with a the study
				То			>	
			₽.	Do	wn	Ctrl+Dov	/n	
			ि चि		lete move From Table	Ctrl+D Ctrl+Dele	te	
				Cle	ar N	Delete		
				Co	lumn		>	

Selected cells of String, Boolean, Number, or Enumeration data types become empty. The following example demonstrates that the *Documentation* cell is empty after clearing, because its data type is a String. The *Is Abstract* cell value also is cleared because the value type is Boolean.

	#	△ Name	Is Abstract	Documentation
	1	Class	🔄 false	
	2	Course	🗌 false	A unit of teaching provided in various formats (lectures, meetings, seminars, self-learning, etc.). Usually the one course covers the one subject. The course is designed and prepared by a teacher or a group of teachers. The course is designed for
1	$\sim \sim \sim$	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	h	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

To clear values from an entire table

- 1. Select the entire table. How to select cells in table >
- 2. Do one of the following:
 - From the table shortcut menu, click the Clear command.
 Press Delete on the keyboard.

Navigation between cells

Navigate between cells using the arrow keys from keyboard and keyboard shortcuts.

Press	To move			
Right Arrow key	One cell to the right.			
Left Arrow key	One cell to the left.			
Down Arrow key	One cell down.			
Up Arrow key	One cell up.			
Tab	One cell to the right.			
Shift+Tab	To the previous cell.			
Enter	To the cell below.			
Shift+Enter	To the cell above.			