# **Changing View**

## **Direct Input**

## Windows -> Direct Input

If you select this command while you are working on a spreadsheet, the Formula Bar at the top of the sheet will disappear, allowing you to enter data directly into each cell. To restore the Formula Bar, use the Formula Bar command.

### Formula Bar

#### Windows -> Formula Bar

The Formula Bar appears on a newly created spreadsheet by default. If you have been using the Direct Input data entry option described above, you can restore the Formula Bar with this command.

Parent Windows 7.