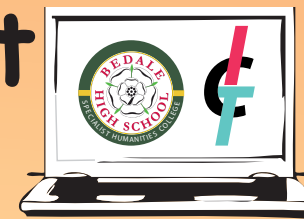


11 Spreadsheet Basics



Note:
The computer always does the calculation.
NOT US!

1 The tool bar *Basic tools*

1a Save

1b Spell

1c Format Copy

1d Hyper-link

1e Function Lookup

1f Chart Wizard

1g Merge Cells

1h Cell Border

1i Font Colour

1j Print & Preview

1k Cut Copy Paste

1l Undo Redo

1m AutoSum
Add up column, Row, Area

1n Sort Data

1o View Size

1p Font and text Control

1q Colour Cells

1r Add Icons Controls

2 Calculations

2a All calculations & functions, start with an "=" sign

2b Addition calculation

Cell D2 = B2 + C2

	A	B	C	D
1				
2		6	14	= 20

$B2 + C2 = D2$

2c Division calculation

Cell D2 = B2 / C2

	A	B	C	D
1				
2		6	14	= 0.429

$B2 / C2 = D2$

2d Other calculations

- Minus (right of 0)
- * Multiply (shift 8)

fx =B3-C3

fx =B3*C3