| | | | | |
|---|---|---|---|---|
| 1$^{st}$spreadsheet demo practice | 1234.56 | 1234.56 | 1234.56 | 1234.56 |
| use of Esc | 12 | 123 | 235 | 650 |

Make WIDER NARROWER              clear contents                    UNDO

Home ribbon  try bold        FONT SIZE    FONT COLOR BACK GROUND COLOR

try              alignment buttons

SELECTING CELLS              SELECTING A RANGE NAMING A RANGE

BORDER BUTTON              removing borders              Esperanto

BORDERS OF TWO COLOR

column of 1s  fill handle        increment #s                  autocalculate

Order of operations        5 + 3 * 10        3 + 5 * 10        PEMDAS        =2^2^2

(3+5)*10

ZOOM BUTTONS

NAVIGATION TAB    SHIFT TAB

READY  EDIT MODES

try  Ctrl End    Ctrl Home

Change col width row height

SAVE TO USB

insert/delete rows columns.

 Insert row above row 1 type your name in A1

Select one cell,  select several cells selecting more than one range

**print part of a worksheet**                    page orientation

format cells box

FORMAT NUMBERS

Type in a date. Then format it to text.

SUBTRACTING DATES        In D15 Type 01/01/2014        In D16 Type 01/01/1900

In D17 type =D15-D16        Later find out how many days old you are.

What have I accomplished in my 25786 days on this spaceship. I have only saved

a few lives written 60 books and helped a few hundred students. I will be forgotten.

**Display Date**. The quickest is **Ctrl+; TODAY a**lso gives date.

**Display Time** The quickest is **Ctrl+:**

**NOW**  gives current date and time.    But DATE gives code for any date typed in

Try inserting a header and footer

CHARTS Select B1-F1 Click the pie chart button Resize it smaller,move it to bottom

Select B2-F2  Click the column chart button. Resize smaller and move chart down