

Spreadsheet Activity 1 Instructions

<http://spreadsheets.about.com/> tutorial on spreadsheets

http://mathforum.org/sum95/math_and/spreadsheets/basics.htmlhttp://mathforum.org/sum95/math_and/spreadsheets/basics.html basic uses

1. Click on the #1. What happens to the spreadsheet?
2. Go to Format – cells – alignment. Choose wrap text. What happens?
3. Change text to arial 12 bold
4. Click on the letter A. What happens to the spreadsheet?
5. Make this column wrap text as well.
6. Click on C. Go to Format – cells – number – currency. What happens?
7. Create formulae to calculate costs for each food item and total cost for food.
8. Use the websites on tutorials if you have forgotten how.
9. Hand in this worksheet either by e-mail or hard copy.
10. E-mail your completed spreadsheet to me at kwent@staff.ednet.ns.ca