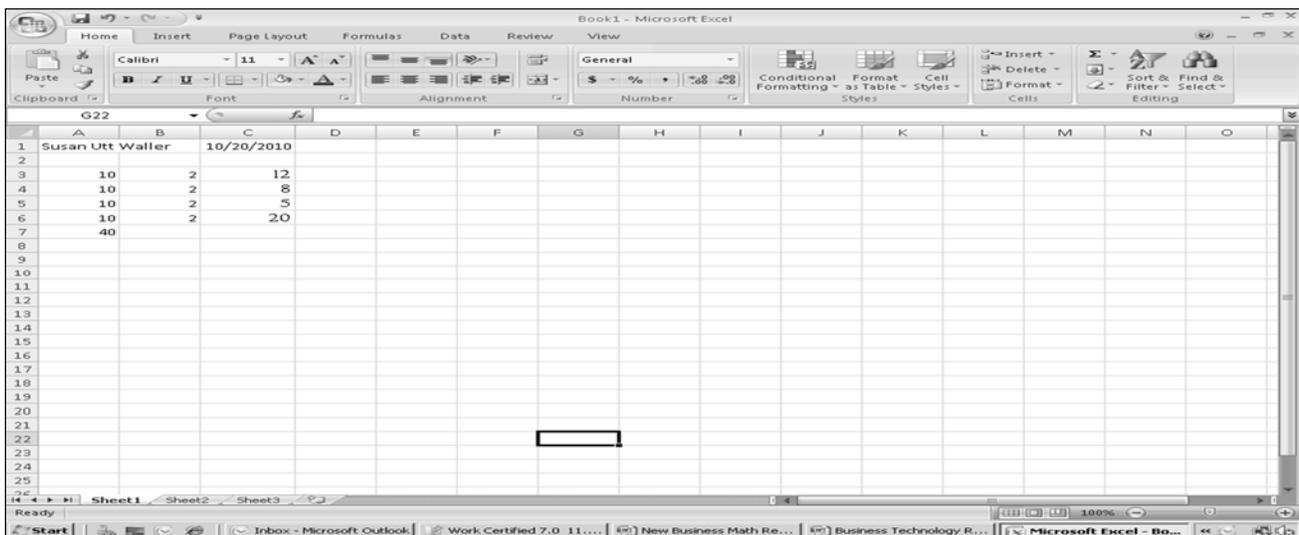


EXCEL® SPREADSHEET ANSWER KEY

Enter the following information into Sheet 1 of your worksheet – being sure to hit Enter after each item:

- ⇒ Type your name in cell A1 of your worksheet.
 - ⇒ Type today's date in cell C1 of your worksheet.
 - ⇒ Type the number 10 in cells A3-A6 on your worksheet.
 - ⇒ Type the number 2 in cells B3-B6 on your worksheet.
 - ⇒ Type the formula =A3+B3 in cell C3. (Addition)
 - ⇒ Type the formula =A4-B4 in cell C4. (Subtraction)
 - ⇒ Type the formula =A5/B5 in cell C5. (Division)
 - ⇒ Type the formula =A6*B6 in cell C6. (Multiplication)
 - ⇒ Click in cell A7. Put an Equal sign in the formula box. Use the SUM function to add the contents of cells A3 through A6.
- IMPORTANT REMINDER:** In *Excel*, you can only enter or edit information in the active cell!



Try this now!

Change the formula in cell A7 of your spreadsheet to give the total of cells B3, B4, B5, and B6 (Hint –use =B3+B4+B5+B6). The result of Cell A7 should be the same as cell B7. Use Undo to return your spreadsheet formulas to their original state.

