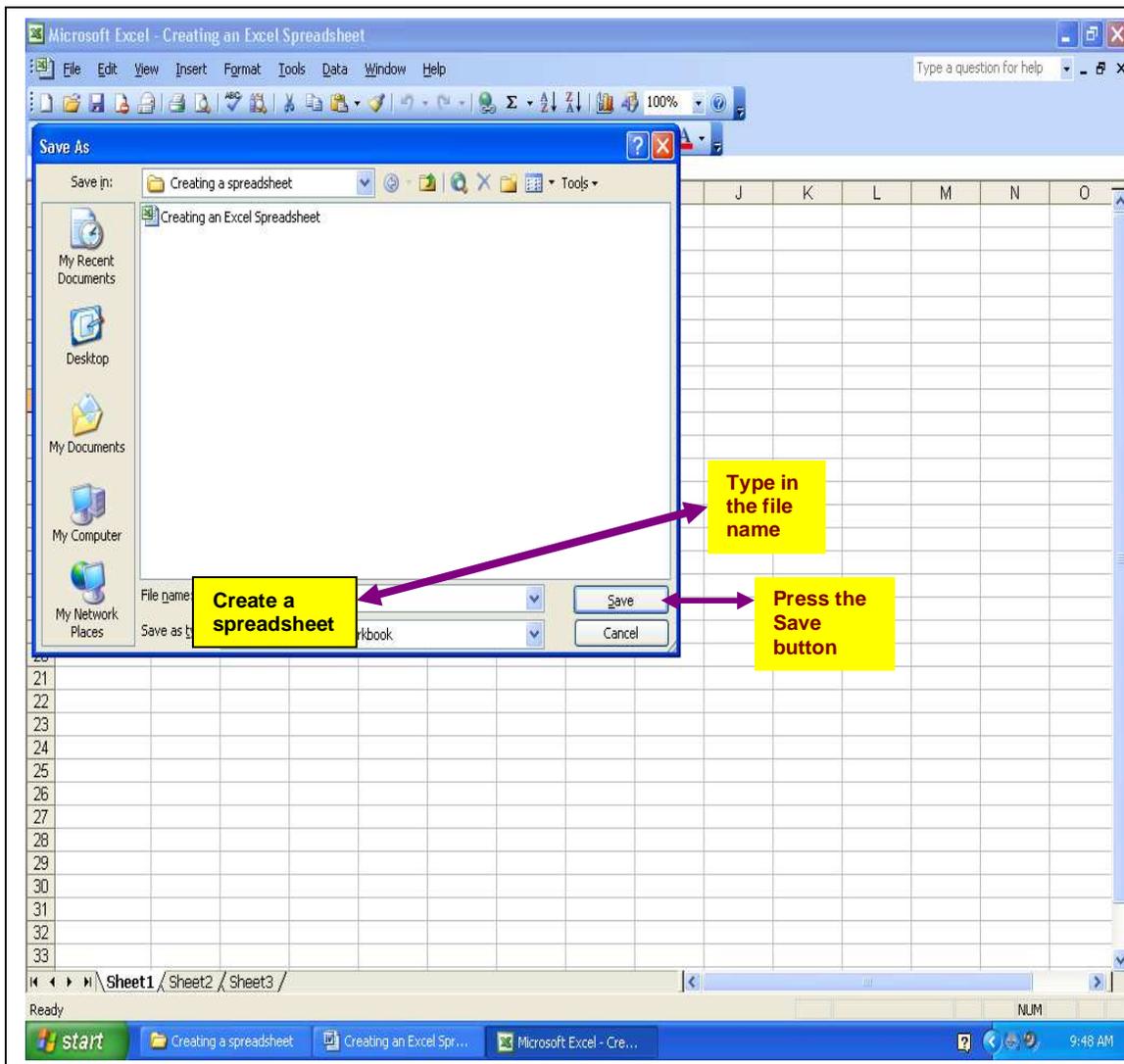
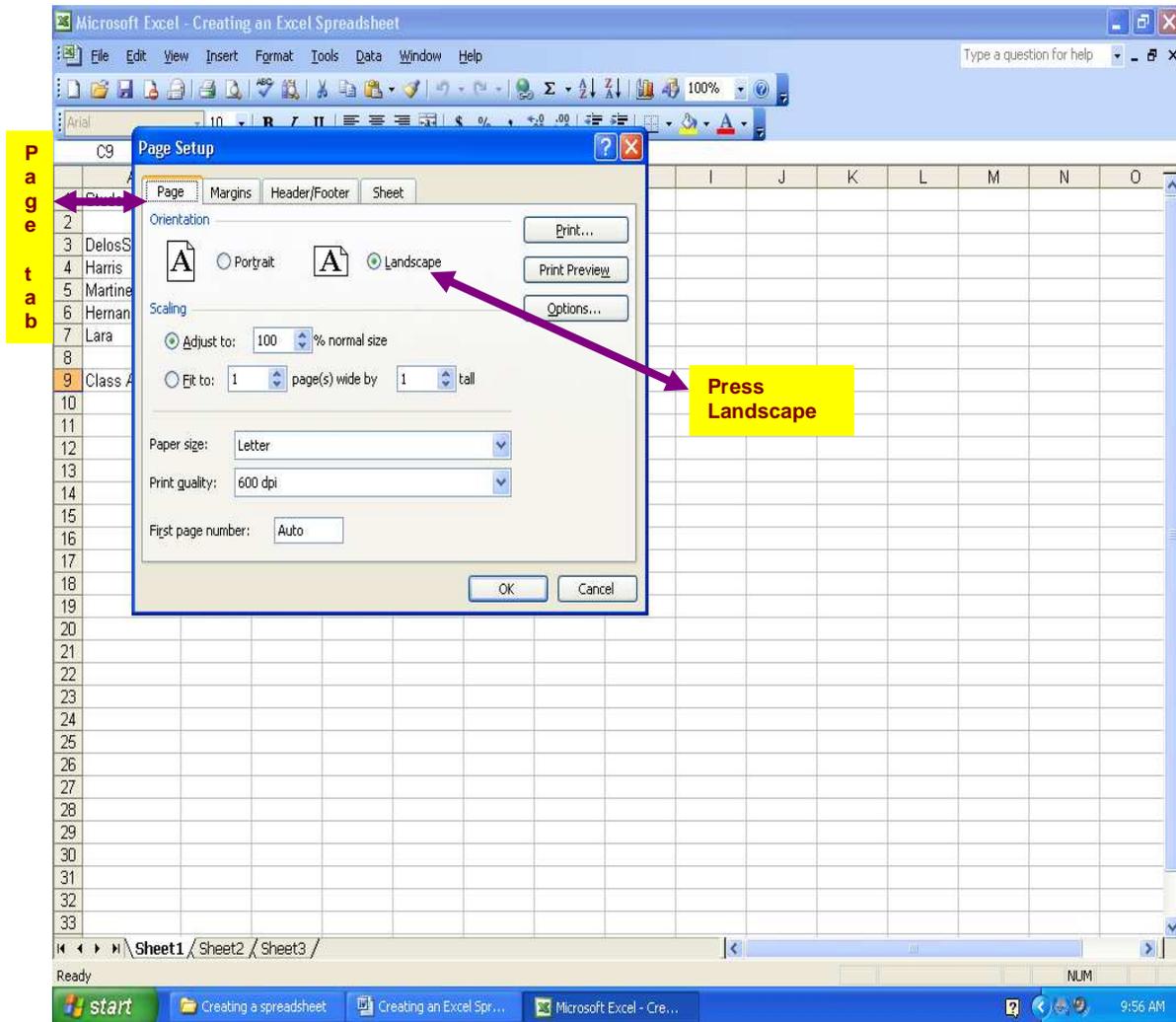


Creating an Excel Spreadsheet

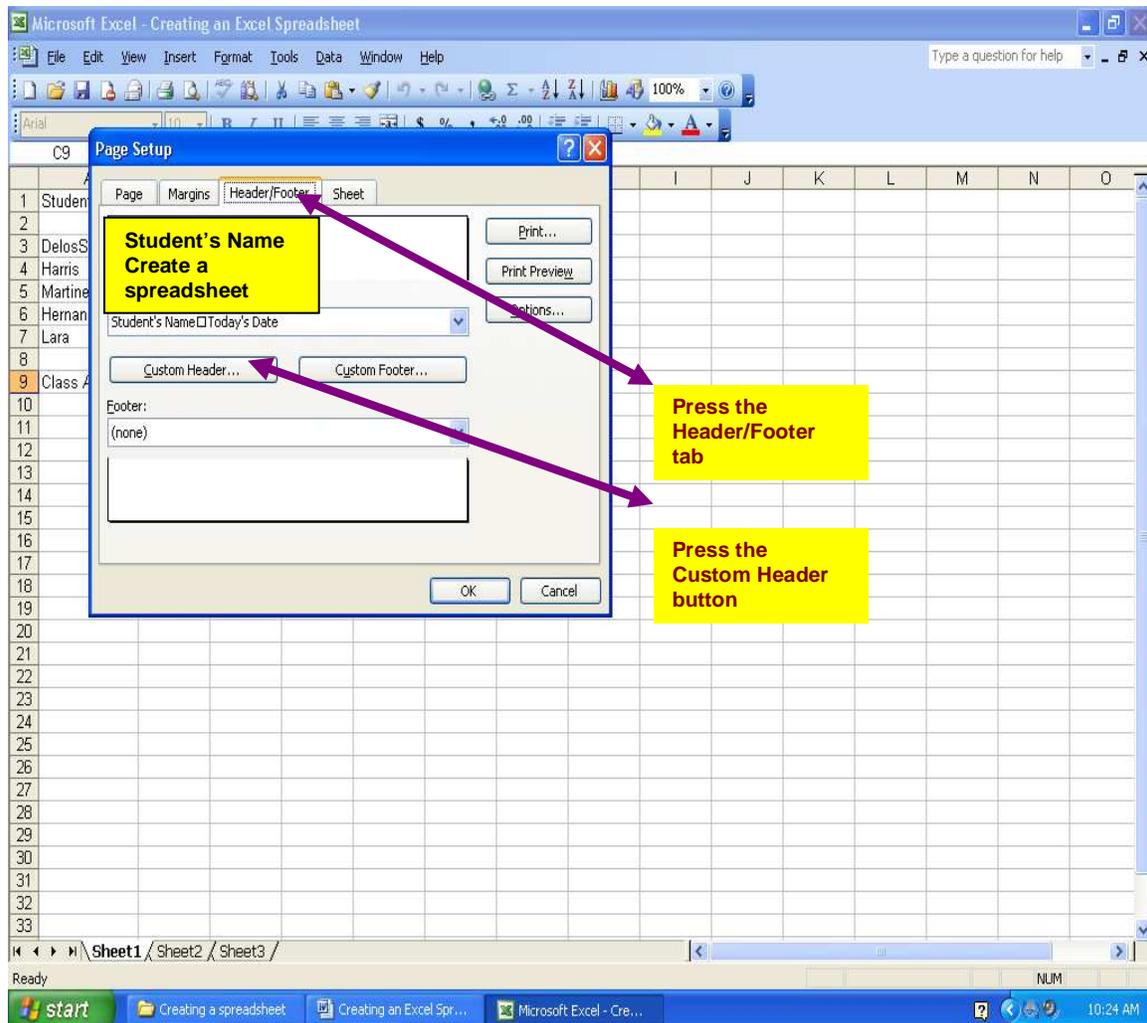
1. Open Microsoft Excel.
2. Save the on Drive H with the file name Create a spreadsheet:
Click on File in the menu
Drag down and click on Save As
Type in Create a spreadsheet
Press Save



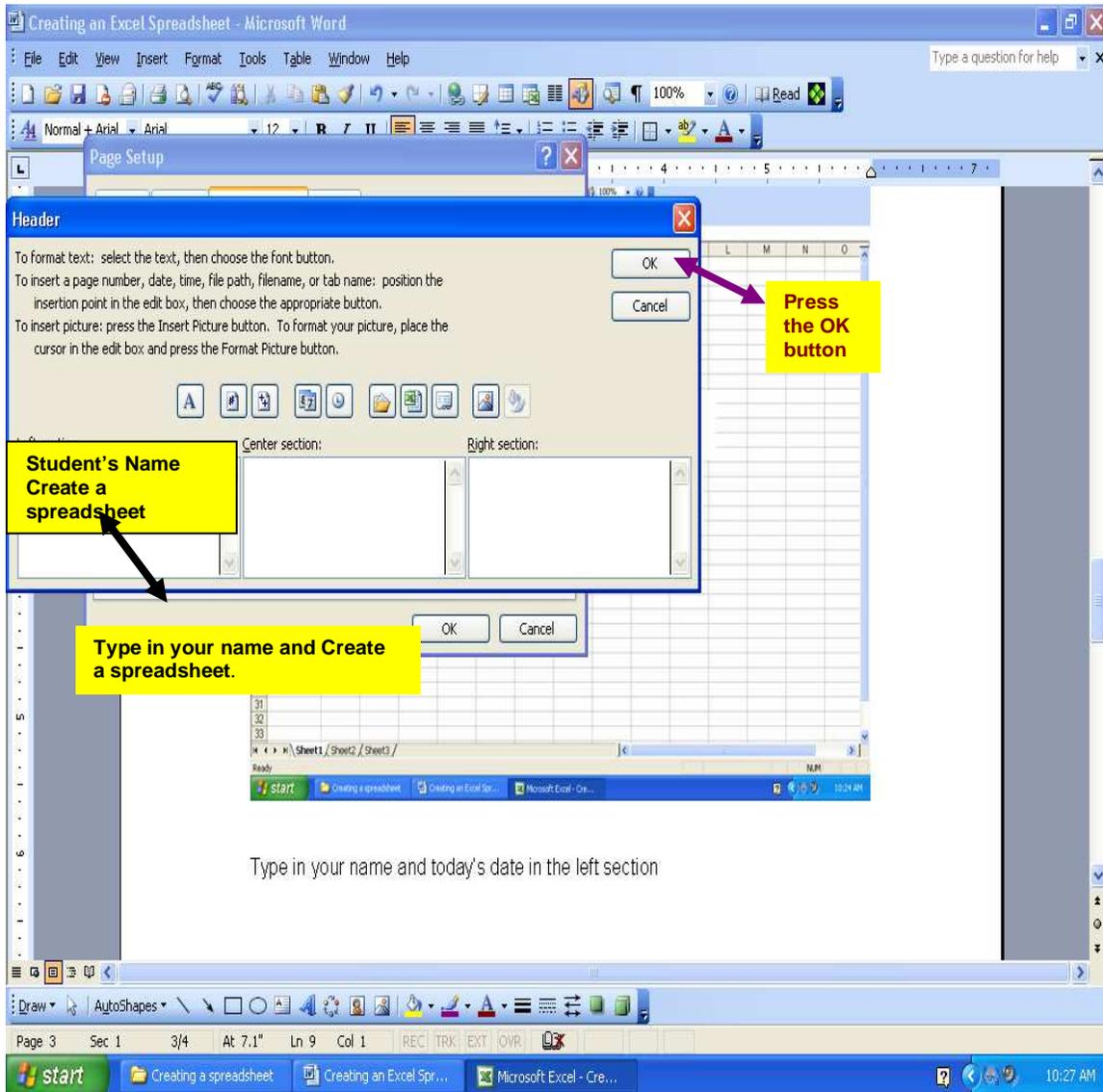
3. Set for Landscape:
Click on File in the menu
Drag down and select Page Setup
Click on the Page tab
Click on Landscape



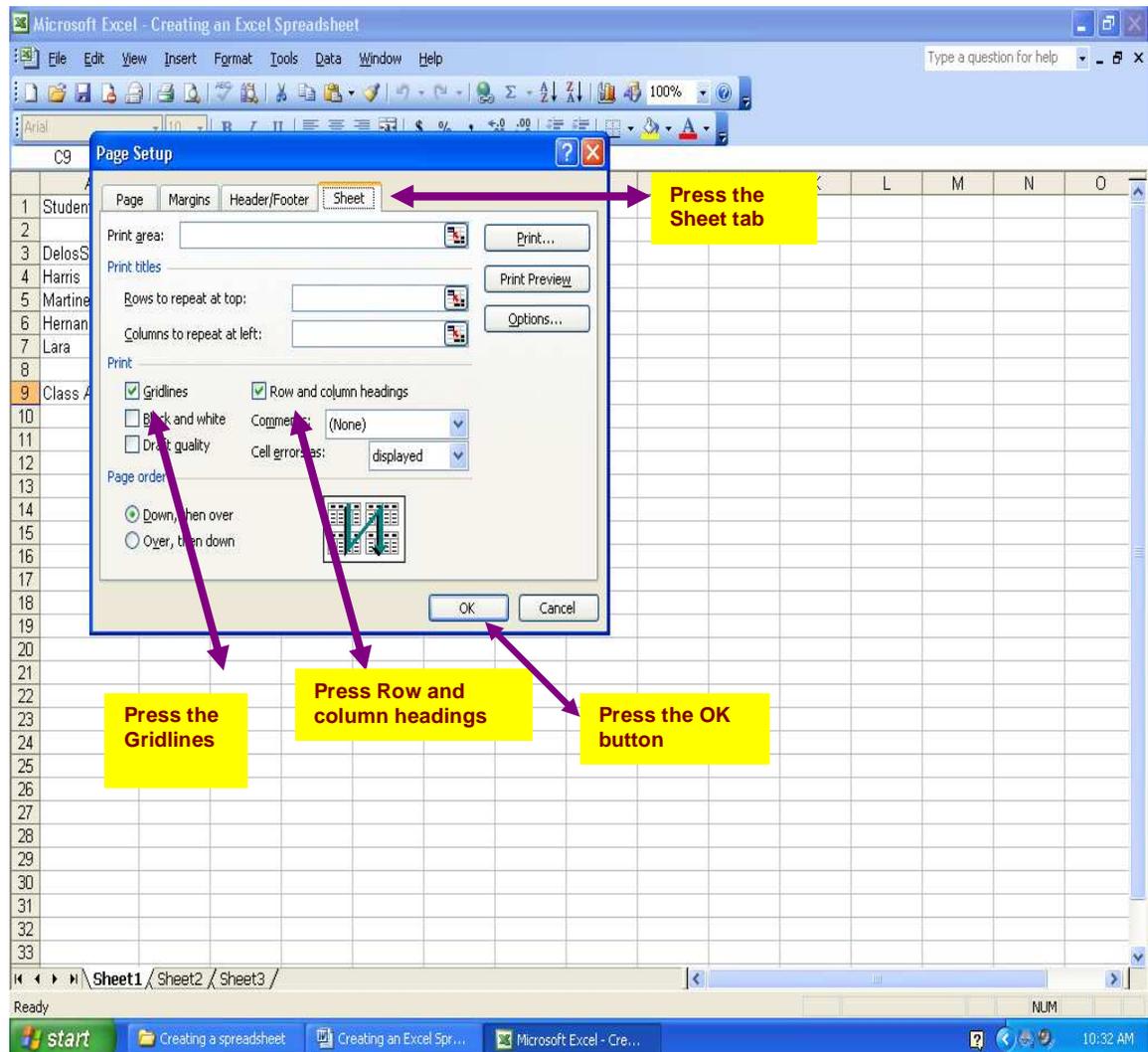
4. Insert a header with your name and Create a spreadsheet:
Click on the Header/Footer tab
Press the Custom Header button



Type in your name and Create a spreadsheet in the left section and press the OK button:



5. Print with gridlines and row/column headings:
Click on the Sheet tab
Click on Gridlines
Click on Row and column headings
Press the OK button



6. Type the data from the attached paper.
7. Print one copy and turn in for a grade.