



L.I. To create a spreadsheet

① Open *Excel* 

② Create a spreadsheet table:

Good

✓ Enter formulae to do calculations

=A1+B1

+ - * /

Great

✓ Improve the design



Arial 10

✓ Enter formulae to find totals

=SUM(A1:A10)

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Super

✓ Change the width or height of cells



✓ Change the alignment of cells



text numbers