L.I. To create a spreadsheet

❶ **Open** *Excel*

❷ **Create a spreadsheet table:**

Good

✓ **Type column headings**

✓ **Enter formulae** to do calculations

✓ **Replicate (copy) cells**

Great

Make it look nice by changing:

✓ **cell formats**

✓ **cell alignment**

✓ **cell borders**

✓ **cell sizes**

✓ **text style**

Super

✓ **Draw a graph** to represent the data

Column   Line   Pie

✓ **Change the graph colours** so it is easy to interpret