

## EXCEL LESSON (1) – Simple addition equations

1. Place the cursor in cell A1 and high light to C1 – Hold down the left mouse button.
2. Look for the merge & center icon and merge the cells it has the little letter a in the middle.
3. Type **Excel for Addition**.
4. In Cell **A2** type in the number **1** Cell **B2** enter **1**.
5. In cell **C2** enter the equation **=A2 + B2**.
6. In cell **A3** enter **=A2+1** Cell **B3** enter **=B2+1** hit Enter.
7. Place the curser In cell **A3**: Tap the **F8** key then use your down arrow to go to row **11**. Hit the **Ctrl & D**. This will allow the numbers to fill down in order in this column.
8. Repeat above for column **B** starting at **B2** and **C1**
9. Place the cursor in Cell **A1** and highlight to **C11**
10. Look for borders (right above the word **Font**) and then click all borders
11. Go to **Page Layout - Page Setup – TAB Header / Footer – Custom Header**
12. **Left Section Type in your Name & Grade Right Section click on the date then (OK).**
13. **Click on tab called SHEET under print click on Gridlines and then Row and column headings. This will allow for the grid lines to printout and you will see & letters and numbers for rows and columns illustrated below.**
14. **SAVE YOUR LESSION**
  - a) Go to file and save as
  - b) If you are in my computer lab do the following:
    - a. Scroll down on the computer find “Computerlabshare”
    - b. Find 9 Hoffman & your grade then your name
    - c. Create a folder called **EXCEL**
    - d. Save your lesson as Lesson 1 in that folder.
  - c) Printout a hard copy and turn in for a grade.
15. You will see a example of your output on the right.

Your Name \_\_\_\_\_ DATE \_\_\_\_\_

	A	B	C
1	Excel for Addition		
2	1	1	2
3	2	2	4
4	3	3	6
5	4	4	8
6	5	5	10
7	6	6	12
8	7	7	14
9	8	8	16
10	9	9	18
11	10	10	20