

EXCEL LESSON (1) – Simple addition equations

1. [Windows Go to Page Layout Page Setup] Mac [Layout] – TAB Header / Footer – Custom Header
2. Left Section Type in your Name & Grade Right Section click on the date then (OK).
3. 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.
4. Place the cursor in cell A1 and high light to C1 – Hold down the left mouse button.
5. Look for the merge & center icon and merge the cells it has the little letter a in the middle.
6. Type **Excel for Addition**.
7. In Cell **A2** type in the number **1**. In Cell **B2** enter **1**.
8. In cell **C2** enter the equation **=A2 + B2**.
9. In cell **A3** enter **=A2+1** Cell **B3** enter **=B2+1**.
10. Place the cursor 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.
11. Repeat above for column **B** starting at **B2** and **C1**
12. Place the cursor in Cell **A1** and highlight to **C11**
13. Look for borders (by the word **Font**) and then click all borders
14. **SAVE YOUR LESSION**
 - a) Go to file and save as in your folder under Excel
 - b) Printout a hard copy and turn in for a grade.
15. You will see a example of your output on the right.

	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