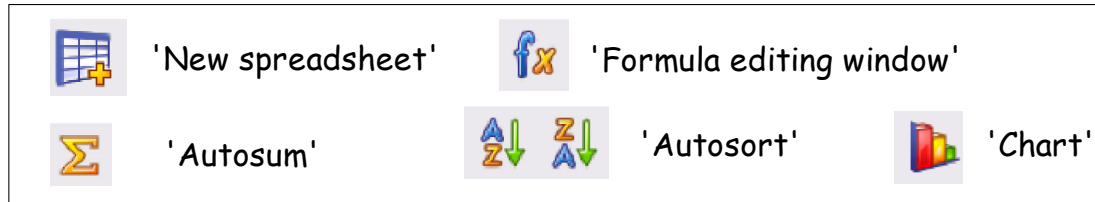


Open the 'Spreadsheet' toolbar by clicking on the 'Toolbar control' button then click in the appropriate box

The 'Spreadsheet' menu will be added to the menu bar, at the top of the page.

'Spreadsheet' toolbar will open

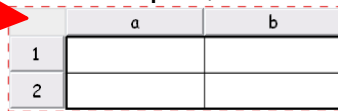


Click on the 'New spreadsheet' button

Click anywhere on the page, then holding down the left mouse button, drag the **crosshairs** across the page until you have created a spreadsheet containing the number of rows and columns you require. Right click to confirm.
(Alternatively you can just left click and drag to create a spreadsheet, but the above is easier to control).

To move a created spreadsheet to a different position on the page.

Click on the grey rectangle in the top left corner and drag to the new position.



	a	b
1		
2		

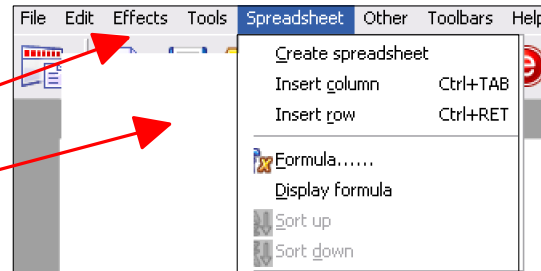
To add more columns or rows

Click in one of the cells before the row or column you want to add.

Click on the **Spreadsheet** menu at the top of the page and select 'Insert column' or 'Insert row'

Note there are hot keys for doing this (Ctrl+TAB and Ctrl+RETURN), which means

you don't have to keep going back to the Spreadsheet menu every time.



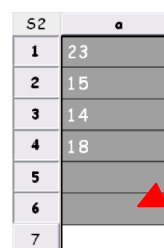
To delete a column click on the column letter and press delete.

To delete a row click on the row number and press delete

Autosum 

To add a row or column of numbers highlight the numbers and click on the Autosum button. The answer will appear in the next cell.

To make the answer appear in another cell in the row or column highlight the numbers and cells until and including the cell you want the answer to appear in.



S2	a
1	23
2	15
3	14
4	18
5	
6	
7	

The answer will appear here