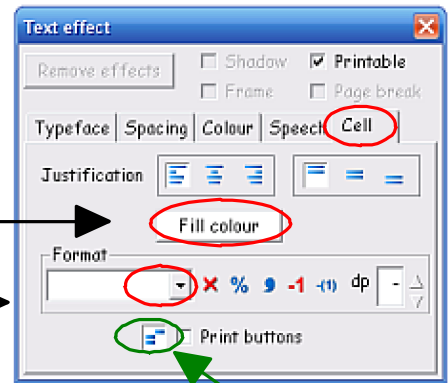



### To add information into the spreadsheet

- Click in a cell to type
- To change colour/size/style of text click the 'effects' button.
- To change the cell colour, click the 'effects' button and the cell tab. Click on 'Fill colour'.
- To change the cell format click on the **Format** drop down arrow for options.




Removes row and cell button headings

### Top Tip

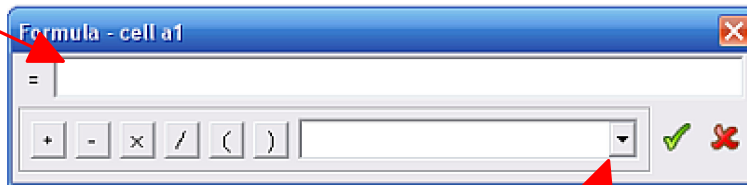
The Style button  sets the style for the whole page. This is very useful when you want all the cells to have font of the same size. To do this select **paragraph** and then click on **edit**.


### To add a formula to a cell

1. Click in the cell and press = on the keyboard - the 'Formula editing window' will appear.

Alternatively, click in cell and click 

Type the formula here



To apply the formula click on the green tick 

Different formula options can be chosen from the **drop down menu**.

2. Another way you can enter a formula into a cell directly.

Click in the cell you wish to apply the formula to, then type in your formula (e.g. a1+a2)

Press enter on the keyboard or click in another cell.

The formula will be hidden except when that cell is clicked on.

### Copying a Formula

You can apply the same formula to a column or row without writing the formula over again.

- Select the cell with the formula already in it.
- Hover over the **white box** in the bottom right hand corner of the cell. The mouse pointer will change to a thick black cross.
- Click on the black cross and drag it across all the cells you wish the same formula to be applied to.

