

Creating an additional formula

1. Select cell **B17**.
2. Type: **=B13+B14+B15+B16** and press [**ENTER**].
3. Place the mouse over the **black box**. When it changes to a black plus, press and drag your mouse to cell **D17**.
4. Release the mouse button.

Your screen should look like this.

11	Expenses			
12		Jan	Feb	Mar
13	Rent	1000	1000	1000
14	Electric	225	225	225
15	Phone	240	263	229
16	Salaries	6000	6000	6000
17	Totals	7465	7488	7454
18				
19	Profit			

Creating a new formula to show profits earned for each month.

1. Click in cell **B19**.
2. Type: **=B8-B17** and press [**CTRL**] + [**ENTER**].

Your screen should look like this.

11	Expenses			
12		Jan	Feb	Mar
13	Rent	1000	1000	1000
14	Electric	225	225	225
15	Phone	240	263	229
16	Salaries	6000	6000	6000
17	Totals	7465	7488	7454
18				
19	Profit	7915		
20				

Edit text or formula using the Formula bar

1. Select cell **C1**.
2. In the Formula bar, click after the word "**Eastern**".

Tip: You can press [**F2**] to edit any selected cell. The [**F2**] key is the keyboard short cut for edit.

Your screen should look like this.

X ✓ = Eastern Quarterly Report			
B	C	D	E
	Eastern Q		

3. Type: **s**
4. Click the [**SPACEBAR**] key and type: **First**.
5. Click the [**SPACEBAR**] key again.
5. Click after the word “Quarterly” and [**BACKSPACE**] twice to remove the “ly”.
6. Press [**CTRL**] + [**ENTER**] to save your edit.

Your screen should look like this.

= Eastern's First Quarter Report				
B	C	D	E	F
	Eastern's	First Quarter Report		
Jan	Feb	Mar		

7. Press [**F2**].
The [F2] key is the keyboard short cut for edit.
8. Press [**HOME**]
9. Press [**DELETE**] until you remove the word “Eastern’s”.
10. Type: **Regional**
11. Press [**ENTER**].

Your screen should look like this.

C2	=			
A	B	C	D	E
		Regional First Quarter Report		
	Jan	Feb	Mar	
Wiget 201	2310	2430	2520	

12. Click the **Save** button or press [**CTRL**] + [**S**] to save.

Moving Cell Content

You can use the mouse to drag and drop the content of a cell to a new location. The edit menu can also be use to copy, cut and paste. In the following step you will move the word “Sales”.

1. Click on cell **E3**.

2. Type: **Sales**
3. Press [**CTRL**] + [**ENTER**].
4. Place the point of the mouse pointer on the **bottom border**.

Your screen should look like this.

B	C	D	E	F
Regional First Quarter Report				
Jan	Feb	Mar	Sales	
2310	2430	2520		
5230	4870	5440		

5. Press the left mouse button down and drag the mouse to cell **A2**.
6. Release the **mouse**.

Copying Cell Content

You can copy the contents of any cell using the same technique by adding the [CTRL] key to the process. Press the [CTRL] key down first and then drag to the cell address where a copy is needed. The important part is to release the mouse button before you release the [CTRL]. In the following step you will copy the word "Totals".

1. Click on cell **A8**.
2. Place the point of the mouse pointer on the **bottom border**.
3. Hold down the [**CTRL**] key with the other hand and drag the mouse to cell **E3**.
4. Release the **mouse** and then [**CTRL**].

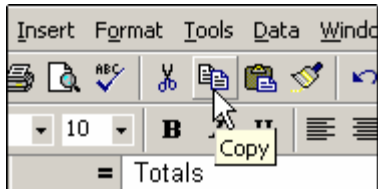
Your screen should look like this.

B	C	D	E	F
Regional First Quarter Report				
Jan	Feb	Mar	Totals	
2310	2430	2520		
5230	4870	5440		

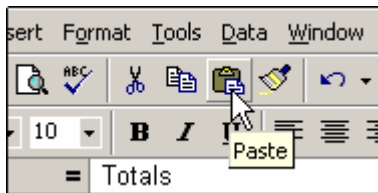
Copying Cell Content using the Copy and Paste buttons

In this next step you will copy the word "Totals" in cell E3 to the cell address E12 using the buttons on the standard toolbar.

1. Place the mouse pointer over the **C**opy button.



2. Click the **C**opy button.
3. Click on cell **E12**.
4. Place the mouse pointer over the **P**aste button.



5. Click the **P**aste button.

Your screen should look like this.

Jan	Feb	Mar	Totals
1000	1000	1000	
225	225	225	
240	263	229	
6000	6000	6000	

6. Press [**ESC**] to remove the marquee around cell **E3**.

Copying a formula to a new cell

1. Click on cell **E4**.
2. Type: **=B4+C4+D4** and press [**CTRL**] + [**ENTER**].
3. Click the **C**opy button.
4. Select **E5** to **E8** and click the **P**aste button.

Your screen should look like this.

Jan	Feb	Mar	Totals
2310	2430	2520	7260
5230	4870	5440	15540
3450	3670	3980	11100
4390	4010	4580	12980
15380	14980	16520	46880