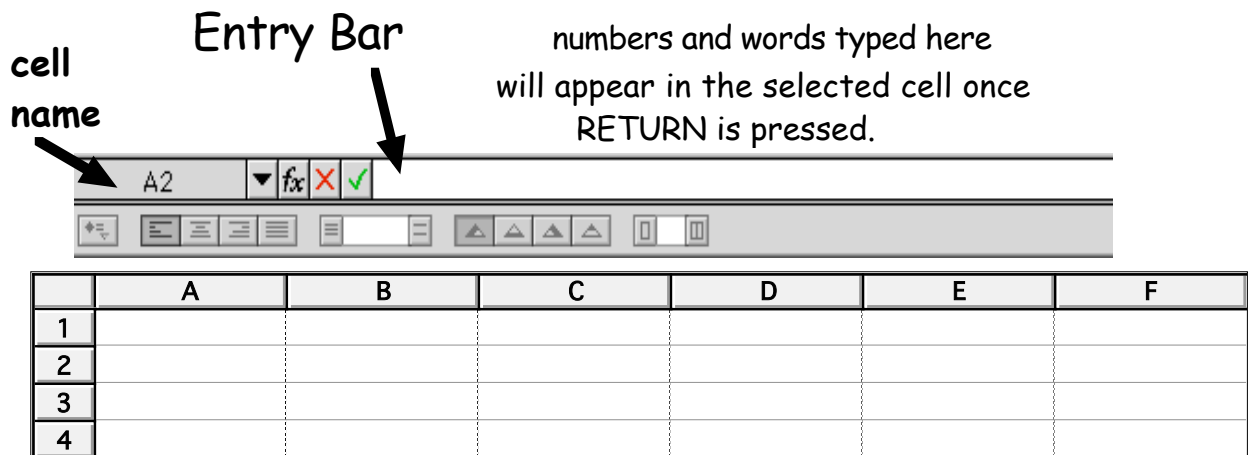


# Class List

The spreadsheet is divided into cells where columns and rows intersect. Use spreadsheets to organize text and numbers into rows and columns.



## To Move around the spreadsheet

Use the TAB key to move to the adjacent cell on the right.

Use the ENTER key to move to adjacent cell below.

Use ARROW keys to move within the spreadsheet.

## Make a Class List:

1. Open a spreadsheet file.
2. Highlight cells A1 to G25
3. Format menu..... Row Height change to 20 points
4. Highlight A1 to G1... click on Bold , Size 14
5. Highlight A2 to A25 change size to 12
6. Type in your student's names in the A column, press RETURN after each name.
7. Highlight or select the names of your students
8. Calculate Menu and go to sort.
9. Window Menu... page view to preview
10. Options ... set print range to print