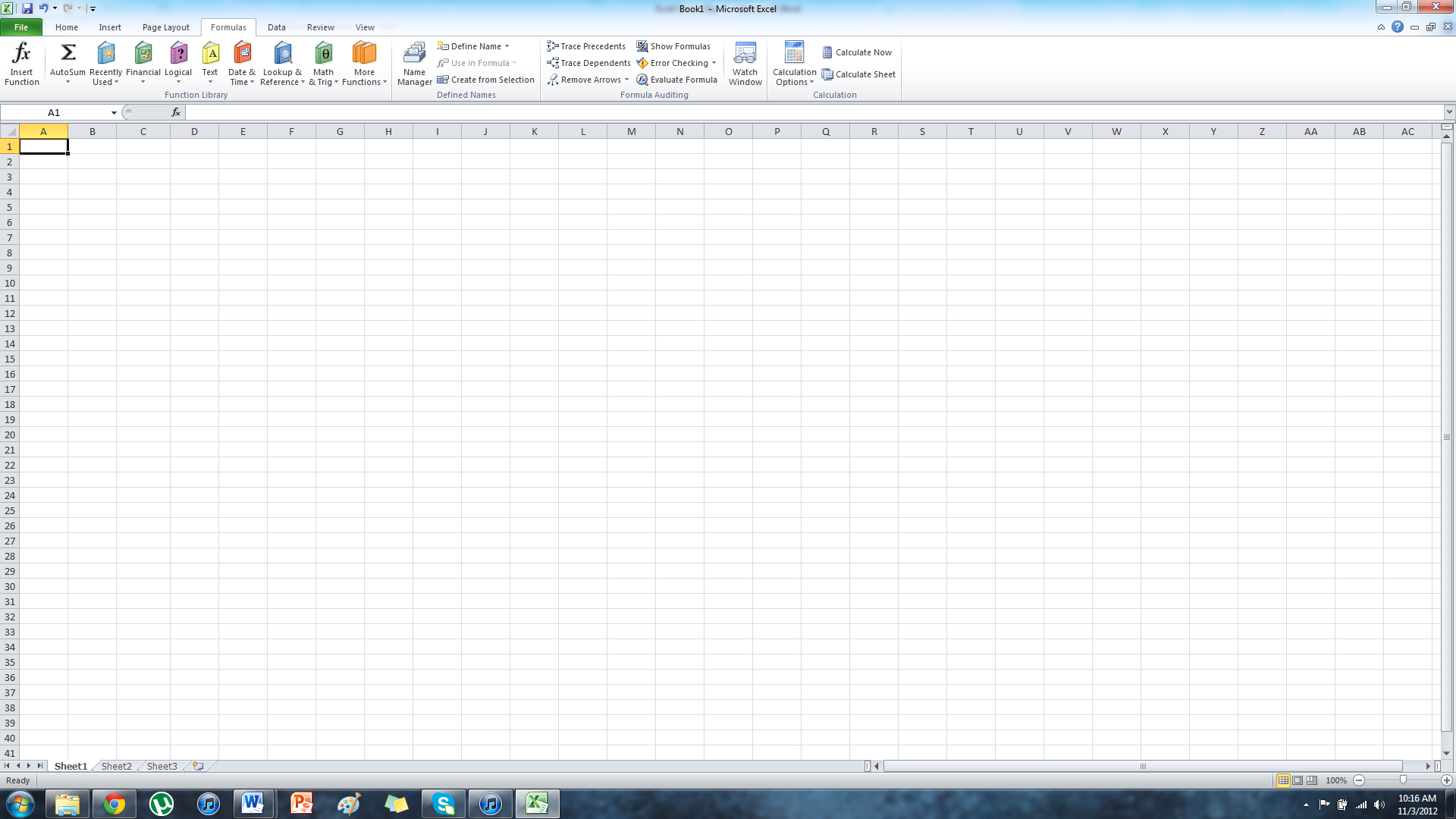
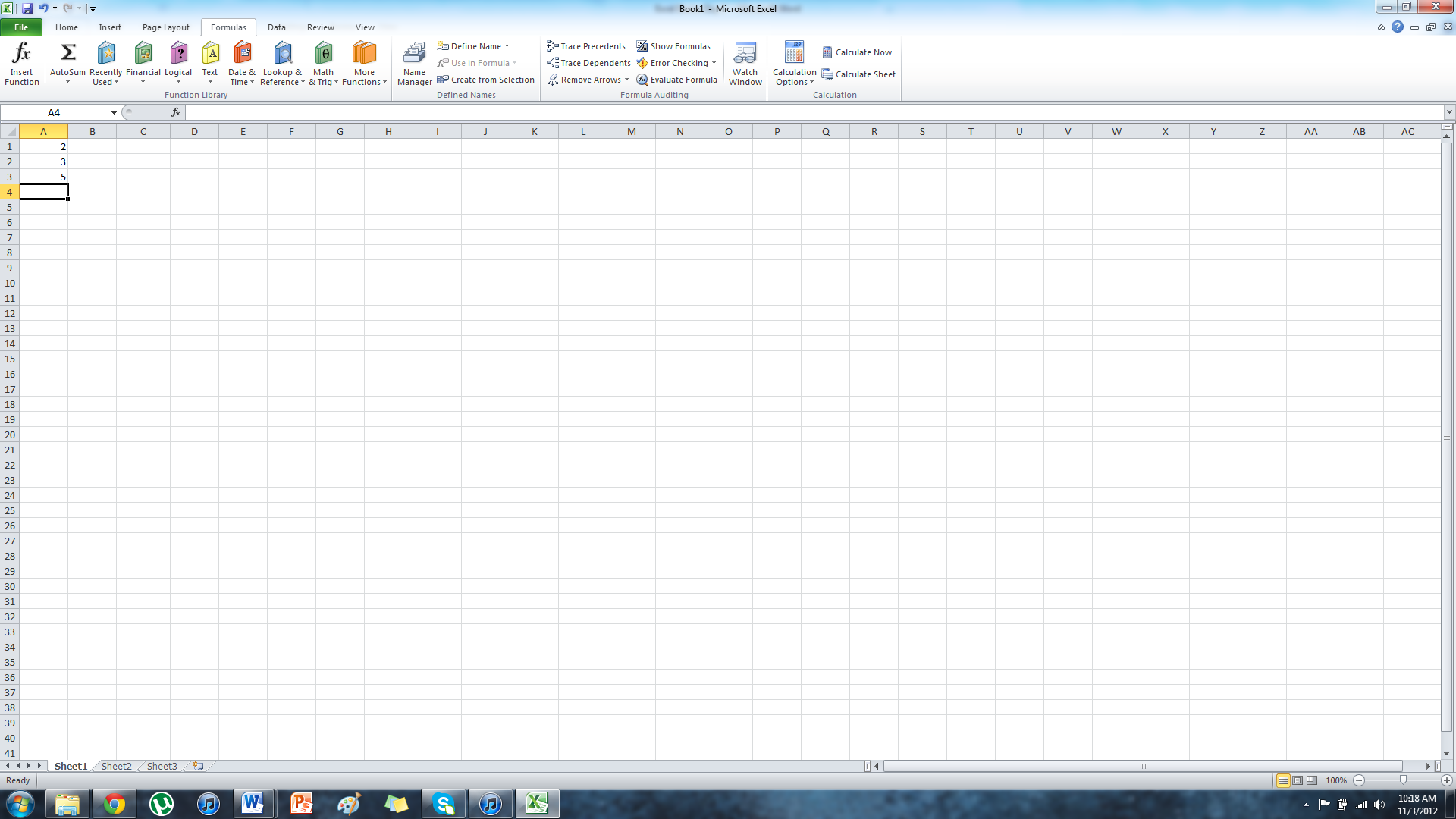
**Excel Basics Day 2**

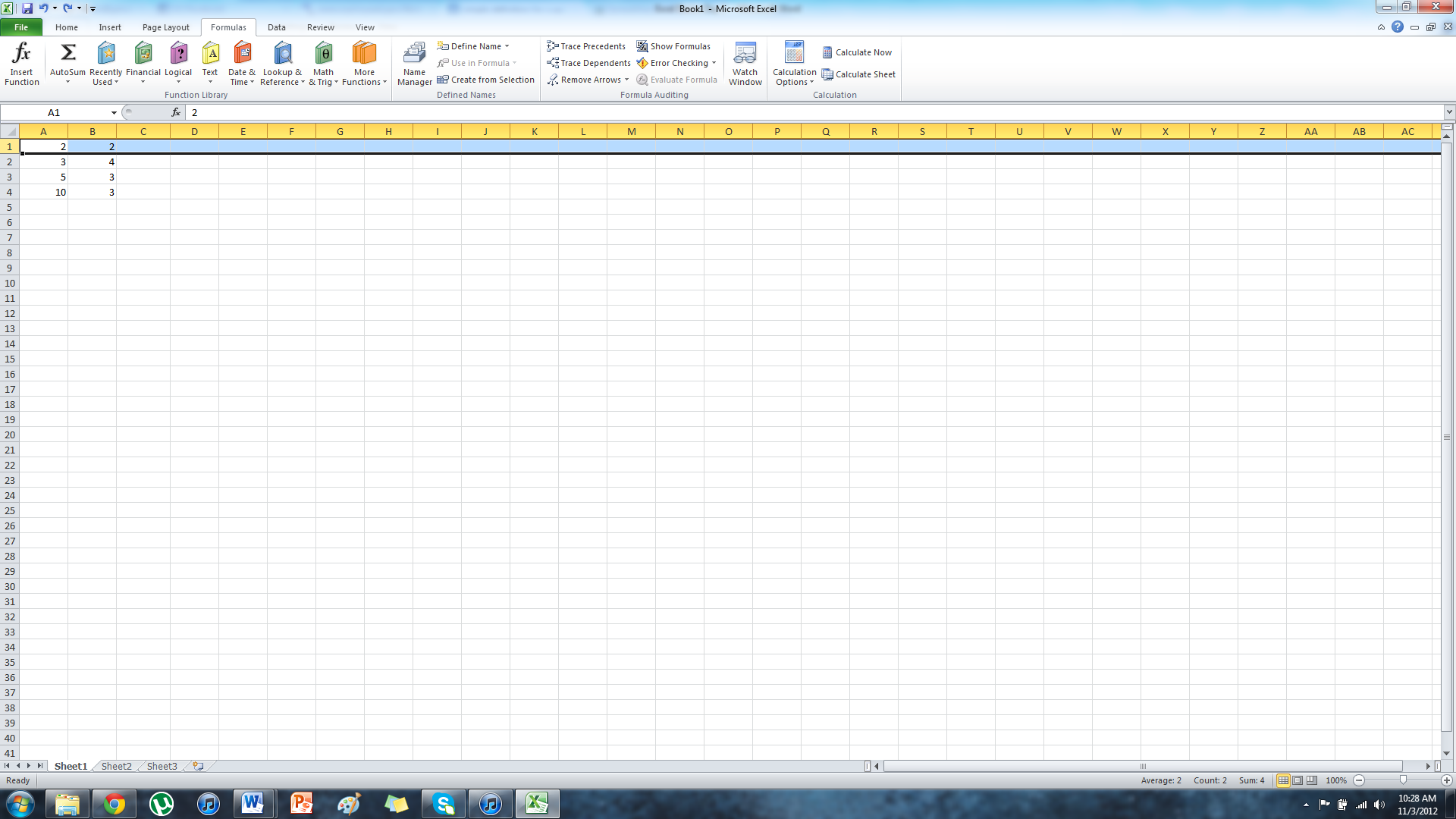
1. Open **Microsoft Excel**
2. Save your assignment as **Excel Basics Day 2**



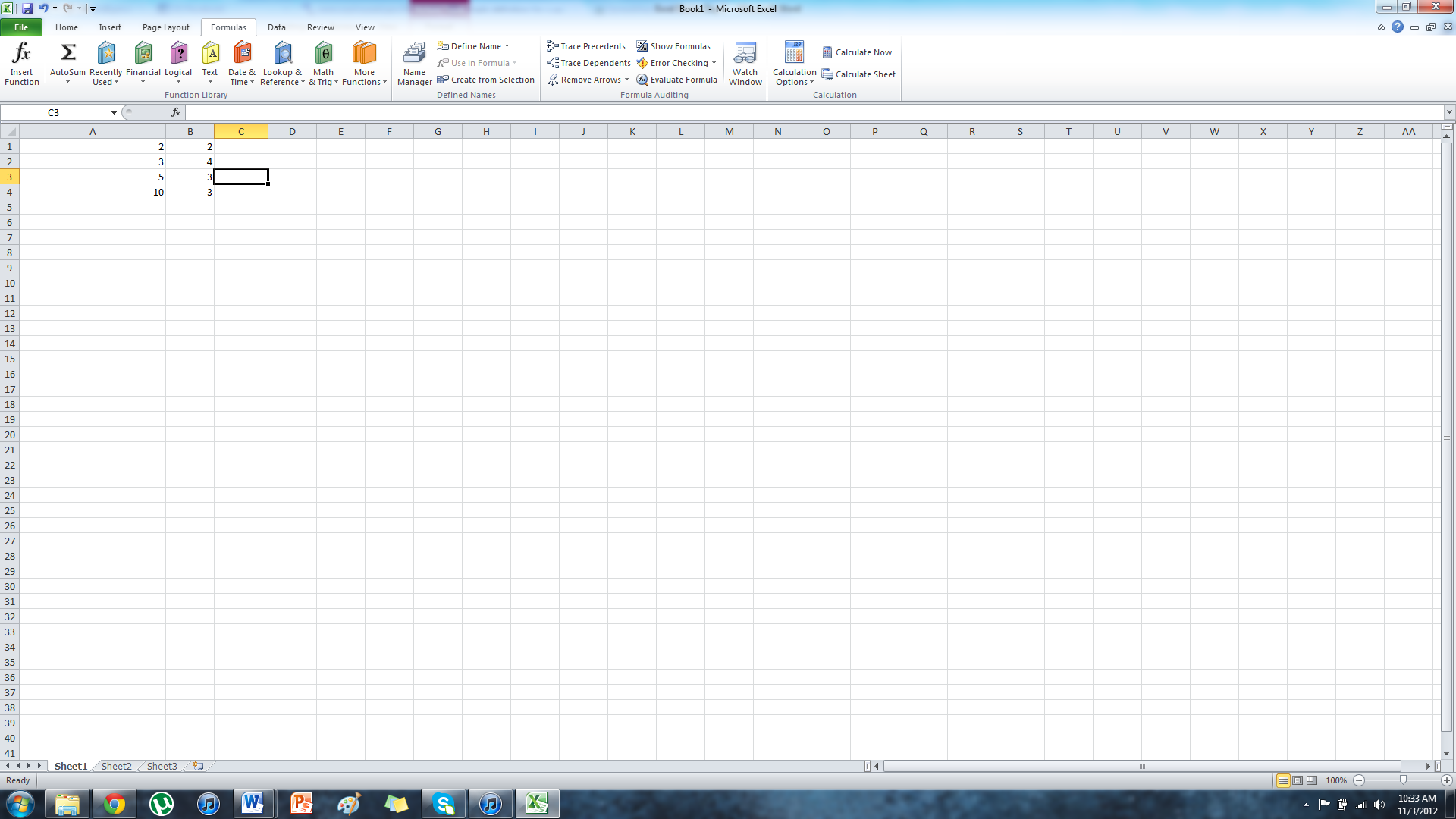
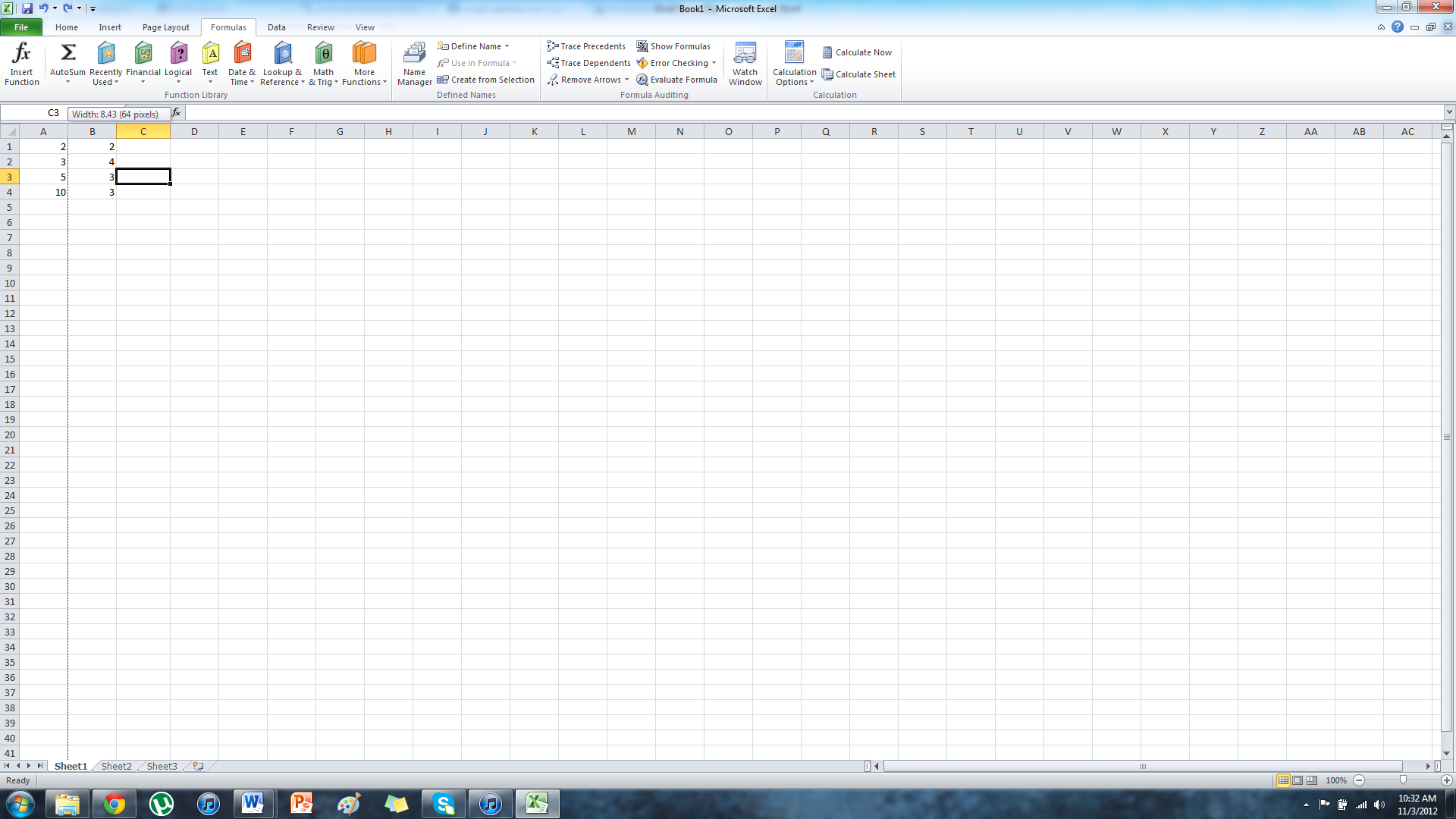
1. In **Cell A-1** type a number between 1 and 10
2. In **Cell A-2** (Below your first number) type a number between 1 and 10
3. In **Cell A-3** (Below your second number) type a number between 1 and 10
4. In **Cell A-4** click on the **formulas** tab.



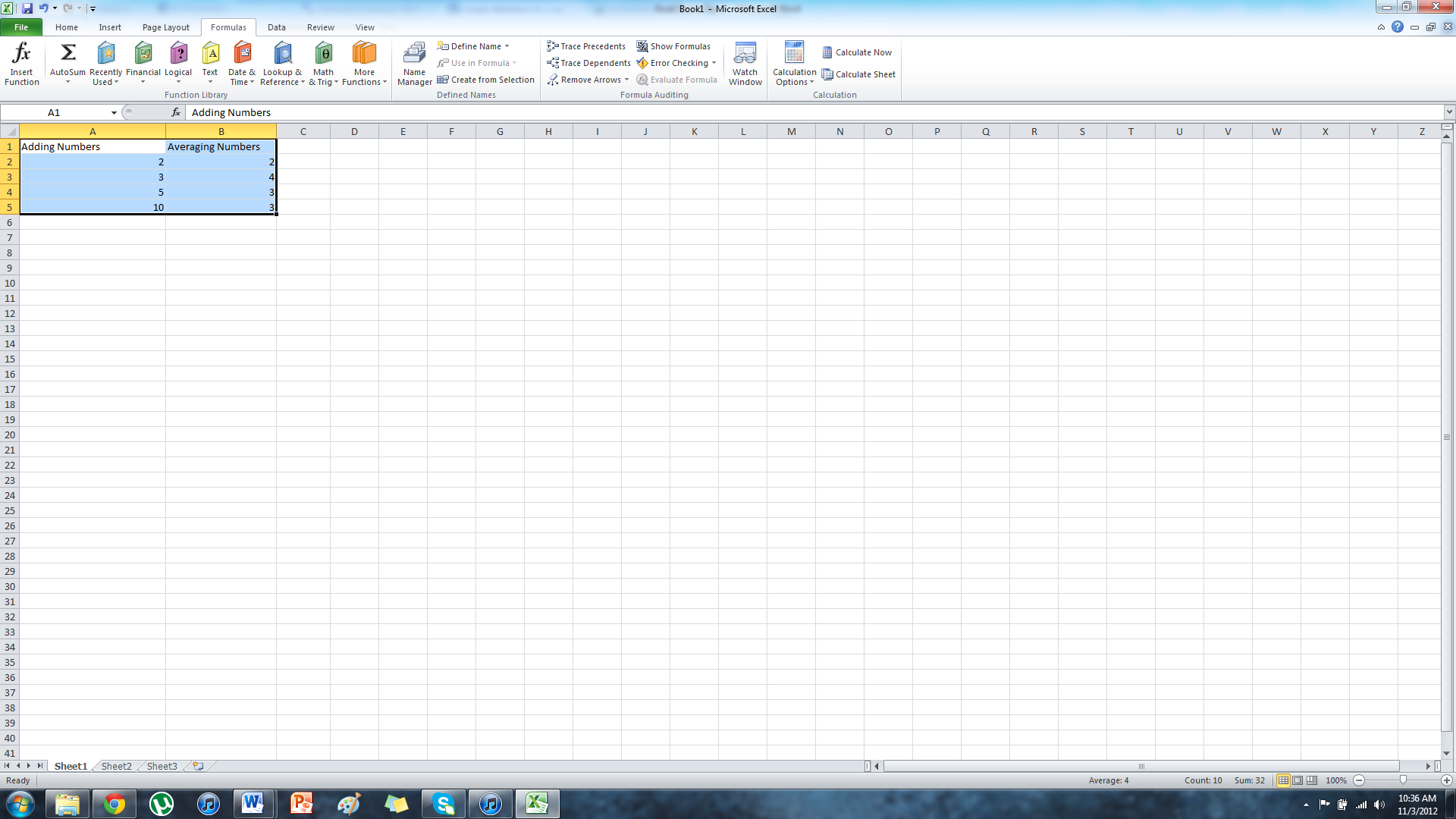
1. Click on the big E that says “**Auto sum**” and the press “**Enter”**
2. What happens in Cell A-4? It adds up all the numbers, right?
3. Use the calculator on the computer (or your brain) and see if it added it up right! Math!
4. **Save** your assignment (Press **Control** and **S** at the same time).
5. Now, in cell **B-1** type a number between 1 and 10.
6. Do the same thing in **B-2**, and **B-3**.
7. In cell **B-4** click on the **formulas** tab again.
8. Click the **small triangle** under Auto Sum and pick **Average**. Then press **Enter**.
9. What happens in cell B-4? It takes an average of the numbers!
10. **Save** your assignment (Press **Control** and **S** at the same time).



1. Hold your mouse over the **1** on the right side for row 1.
2. **Right click** your mouse and pick **insert**.
3. A new row should have been added!
4. Now, in **A-1** type “**Adding Numbers”**
5. In **B-1** type “**Averaging Numbers”**
6. **Save** your assignment (Press **Control** and **S** at the same time).
7. To make your rows or columns bigger, you can hold your mouse over the **line between** them, click, and drag. Try it.



Click here and drag.

1. Now, select everything you have typed so far.
2. Click on the **Insert** tab.
3. Click on **Column** and choose the first 2-D chart – **Clustered Column**.
4. What happens? You should see a chart!
5. Now, do the same thing, but try out all the different graphs (line, pie, area, etc.)
6. When you finish, have at least **10 charts** in your file.
7. **Save** your assignment (Press **Control** and **S** at the same time).

**Show me everything to get your points for the day!**