



# Create a Spreadsheet



In this activity, you will use the skills you have learned to create a new spreadsheet.

1. Start the spreadsheet program of your choice.
2. Create a new spreadsheet and name it **Classroom Library-[your first initial and last name]** (for example, Classroom Library-jsmith).
3. Select cells **A1** and **B1** and merge them.
4. Insert the text **Classroom Library** into your merged cells, and make the text **bold**.
5. **Center-align** the text in your merged cells.
6. Insert the text **Non-fiction** into cell **A2**, and make the text **bold**.
7. Insert the text **Fiction** into cell **B2**, and make the text **bold**.
8. **Center-align** the text in cells **A2** and **B2**.
9. Change the format of cells **A2** and **B2** to **Plain Text**.
10. Visit your teacher's classroom library and record the number of fiction and non-fiction books.
11. Enter the number of non-fiction books into cell **A3**.
12. Insert the number of fiction books into cell **B3**.
13. Change the format of cells **A3** and **B3** to **Number**.

Your completed spreadsheet should look similar to Figure A1-1.

|   | A                        | B              |
|---|--------------------------|----------------|
| 1 | <b>Classroom Library</b> |                |
| 2 | <b>Non-Fiction</b>       | <b>Fiction</b> |
| 3 | 25.00                    | 13.00          |

Figure A1-1: Completed spreadsheet

14. Close your spreadsheet.