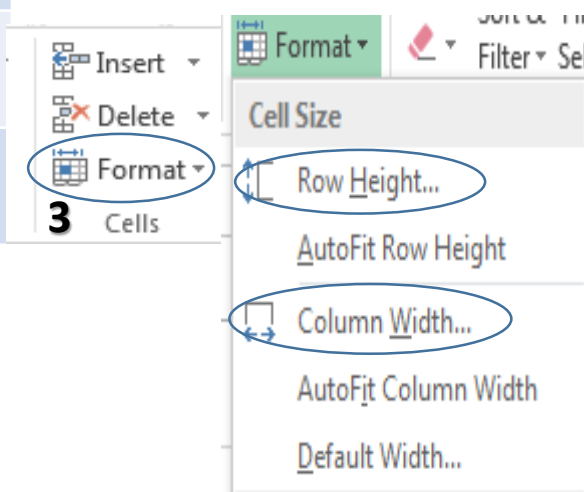
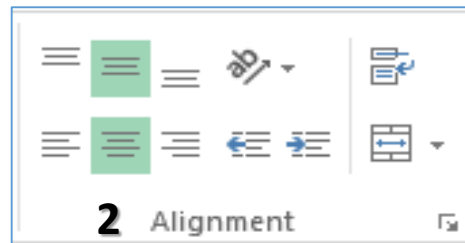
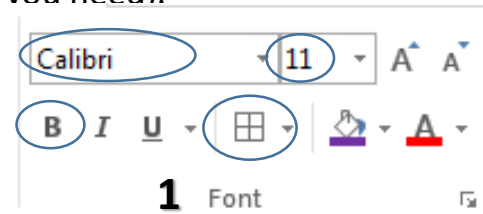


Spreadsheets: Make a Multiplication Chart

Step 1: Open your spreadsheet (either Excel or Google Sheets).

- A. Click and drag from M 13 to A1. (This will select the cells you need).
- B. Set up fonts and cell size

Ribbon & GROUP NAME	Steps
1. HOME...FONT	18, B-bold, pick font style
	Border...Thick Box Border, & ALL BORDERS
2. HOME...ALIGNMENT	Middle & Center alignment
3. HOME...CELLS...FORMAT	Row Height: 34 Column Width: 7
4. PAGE LAYOUT-Print area	Set print area' Orientation...Landscape



- C. Create a formula for multiplication.**

1. Click & drag N2 to R2.
2. Font size: 18, B-bold, Middle & center alignment.
3. 02-X Q2 space and = (note if you don't type a space, it won't work).
4. Click cell R2. = (click Cell N2 * click Cell P2. ENTER.
Answer should be 0.)
5. Test your formula. NOTE: R2: Type in a number in N2 and P2 (i.e. 12 x 4). ENTER

N	O	P	Q	R
	x			=N2*P2

**This formula
will multiply
for you.**

- D. Type numbers for your chart.**

- A1, type capital X. Enter
A2 1
A3 2 (Keep doing this until you have typed a
12 in A13).
Repeat A3 numbers in Column B.

See column on right for examples.

Color your cells when through in a way that will help you remember.

Save your file as: Times Table 12 1st/last name block.

[illegible]