**First Assignment – This assignment is to get used to using formulas and the instructions.**

**Create a Times Table.**

* **In Cell C1 type the words *Multiplication Table*.**
* **In Cell A3 type the word *Number*.**
* **In Cell C3 type the number 10.**
* **In Cell A4 type = then click on Cell C3. You just made a formula.**

**You should see “=C3” in the box at the top of the screen.  Go in and type a $ before both the C and the 3, so that it looks like *=$C$3*.  The Dollar signs mean that you want to keep that part of the formula the same if you copy it.  If you don’t have the $ then a respective relationship will occur.  For example if we had copied the formula down without the dollar sign, then in cell A5 it would have the formula =C4.  If I copied to the right then in B4 the formula would change to =D3.  Note: *Every formula will always start with an equals sign*.**

* **In Cell B4 type a \* (multiplication sign)**
* **In Cell C4 through C13 type the numbers 1 through 10**
* **Select the Cells A4 through B13, in that order, by clicking and dragging the mouse.**
* **With the cells highlighted go to *Edit* on the Menu Bar and click on it.  Roll the mouse over the word F*ill* and the over the word *Down* and Click on it.  The cells below the top two cells should have exactly the same thing.  I will refer to this as the *Fill Down* method.**
* **Click in Cell D4.  Type = click on Cell A4 then type \* and click on cell C4.  Press Enter.  Thus the formula should look like this: =A4\*C4.  Note: You can put a cell name in the formula by clicking on it or typing it.**
* **Do the Fill Down method for the formula in cells D4 through D13.**
* **The multiplication table for 10 should be seen.  Now change the number in the cell C3 to another number like 8.**
* **Hit enter.  The numbers in the Columns A, C, and D should have changed.**
* **Save the spreadsheet as Calculations tables.**