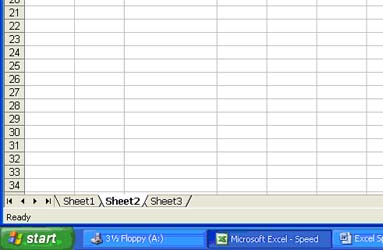
**Second Assignment –This assignment is to show how to have more than one worksheet in a spreadsheet file.**

**Open the Spreadsheet Calculations.  At the bottom of the page click on the tab that says *Sheet 2*.  This creates a new sheet to work in.  The whole file is actually going to be named “Calculations.”  You can have several sheets in a workbook.  This will come in handy for businesses.  Note: If you don’t have a worksheet at the bottom, you can go up to *Insert* and click on *Worksheet*.  It will add one as well.**

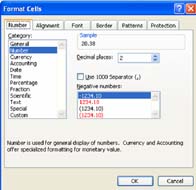
****

**You are going to create a sheet that converts Fahrenheit into Celsius and vise versa.  The formula for Celsius is C = 5/9\*(F – 32).  The Formula for Fahrenheit is F = (9/5)\*C + 32.**

**First make a label in cell A1 like you did for the multiplication.**

* **In Cell C1, type “Fahrenheit”.**
* **In Cell C2, type a number for a degree.  32 degrees is a good test.**
* **In Cell D1, type the word “Celsius”.**
* **In Cell D2, type the formula for Celsius.  Remember to start with an = sign.  Remember also, that there should be cell names in the formula not variables.**
* **Test the calculation on a calculator.  If you used 32 degrees it should be 0 for Celsius.**
* **Make a second row that converts Celsius into Fahrenheit.**
* **Format the cells to have only two decimal places by the following.**

**Highlight the cells the numbers.**

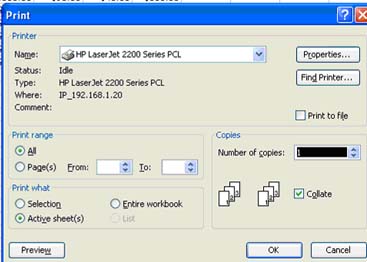
**Go to *Format*.  Click on the word *Cell*.**

**You should see the box to the left.**

**Click on Number and make sure a “2” is in the box for “Decimal places:”**

**Hit OK.**

**To print off this worksheet, go to print and then in the Print box make sure it has *Active Worksheet* selected in the *Print What* sections**

****