


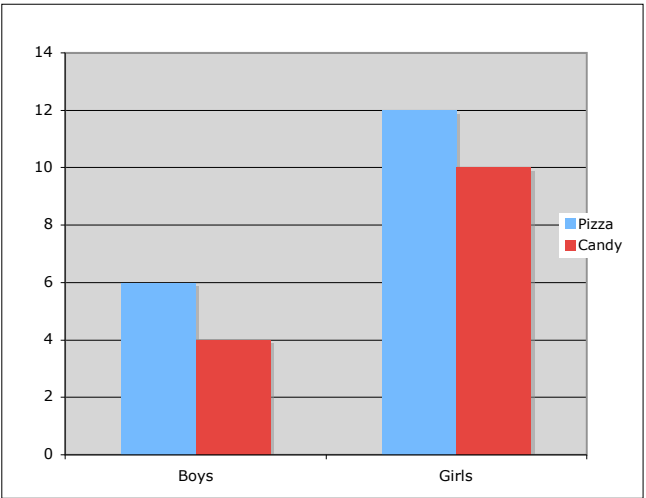


	Font Menu	Size	Bold Italic Underline	Align	Merge	Styles	Sum	Sort	Decimal	Zoom	Indent	Border	Fill	Font Color										
Level 1	1	Select text/cell to change font, size, formatting, alignment, style, border or color																						
Level 1	2	To Merge Cells Select the cells you want to merge by clicking in first cell and dragging to the last cell While cells are selected (highlighted) click on Merge & Center tool 																						
Level 1	3	To add a row of numbers: Click in first cell with number and drag down to one cell below the last cell with a number (for total) Click on AutoSum tool 																						
Level 1	4	To move from cell to cell: Tab → Over Return ↓ Down																						
Level 1	5	To resize columns: Place cursor on the divider line between cells Cursor will turn into a  Click and drag to resize or Double Click to auto resize																						
Level 1	6	To spellcheck document: Click on Tools Drag down to Spelling																						
Level 2	7	To sort document: Click on Data Drag to sort Sort by column of your choice																						
Level 3	8	To create a chart from data:																						
		<table border="1" data-bbox="388 1104 913 1177"> <thead> <tr> <th>Favorite F</th> <th>Boys</th> <th>Girls</th> </tr> </thead> <tbody> <tr> <td>Pizza</td> <td>6</td> <td>12</td> </tr> <tr> <td>Candy</td> <td>4</td> <td>10</td> </tr> </tbody> </table> <p>Select or highlight the cells with data by clicking in the first cell and dragging diagonally to the last Click on Insert (menu) and down to Chart Select best chart type - Click "finish"</p>														Favorite F	Boys	Girls	Pizza	6	12	Candy	4	10
Favorite F	Boys	Girls																						
Pizza	6	12																						
Candy	4	10																						



Gender	Pizza	Candy
Boys	6	4
Girls	12	10