Learning Objectives
To prepare for this class, students should watch 5 short videos on using Excel and then create the specified spreadsheet before the start of class. After completing these preparation activities and the in-class activities for this topic, students will be able to:

1. Create a new excel spreadsheet
2. Add, subtract, multiply, and divide in a spreadsheet
3. Enter and format column titles
4. Add or delete columns, rows, and spreadsheets
5. Keep column titles in sight as you scroll down a spreadsheet
6. Print a spreadsheet and navigate printing options

1. View Instructional Videos
View the following instructional videos about using Excel:


2. Create a Spreadsheet
Using the information in the videos, create a new spreadsheet in Excel that matches the example spreadsheet on the following page. Be sure to use formulas to calculate the ‘Max Sales’, ‘Total Sales’, and ‘Average Sales’.

- Make sure to put your name, your seat number, instructor's name, and date on your spreadsheet.
- Print your spreadsheet before coming to class. Print your work on a single page in portrait orientation. (Either black & white or color is acceptable)
**Example Spreadsheet:**

<table>
<thead>
<tr>
<th>Entry</th>
<th>Month</th>
<th>Total Sales</th>
<th>Notes Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>January</td>
<td>$2,504.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>February</td>
<td>$3,100.00</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>March</td>
<td>$1,092.00</td>
<td>Company retreat from 3/3 - 3/18</td>
</tr>
<tr>
<td>4</td>
<td>April</td>
<td>$2,775.00</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>May</td>
<td>$3,230.00</td>
<td></td>
</tr>
</tbody>
</table>

**Max Sales**: $3,230.00  
**Total Sales**: $12,701.00  
**Average Sales**: $2,540.20