

**Text**

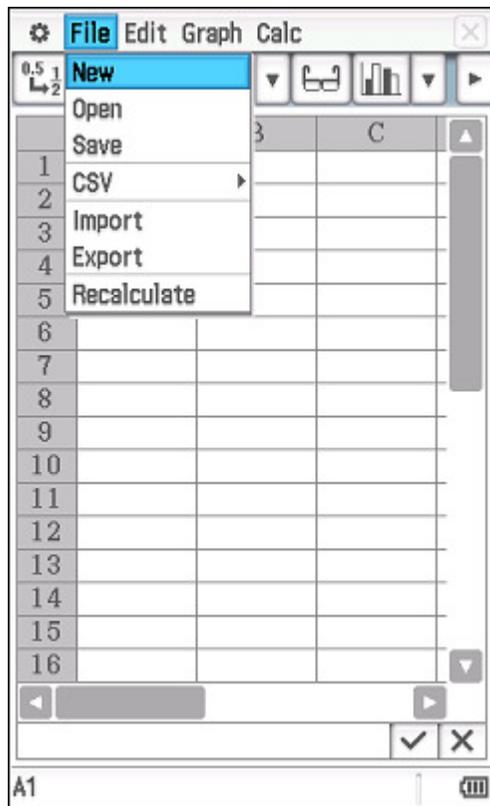
Examples: Rate, Sum and Title.

Start with **File, New**.

The 3 most common types of entries in spreadsheet cells are Text, Numbers and Formulas.

Tap into cell A1, and use the keyboard abc tab to enter the word Rate.

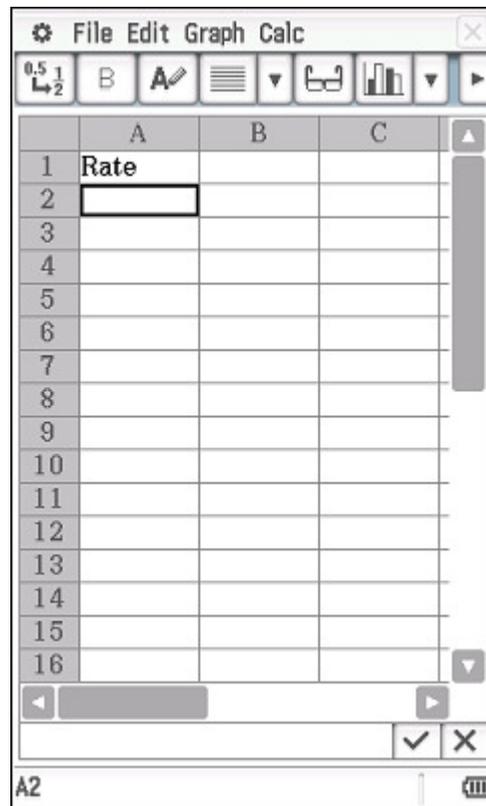
Notice that by default Classpad left-aligns text within a cell.

**Numbers**

Examples: 0.1 and 12.

Tap into cell A2, and use the keyboard mth tab to enter the number 0.1.

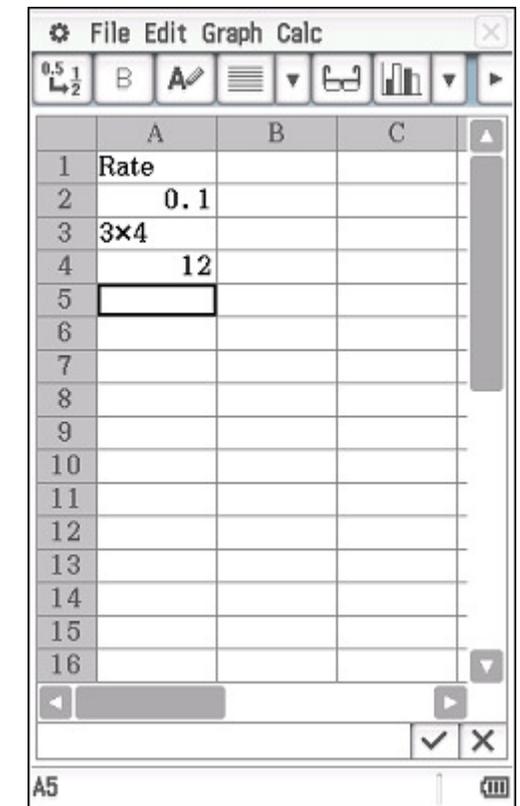
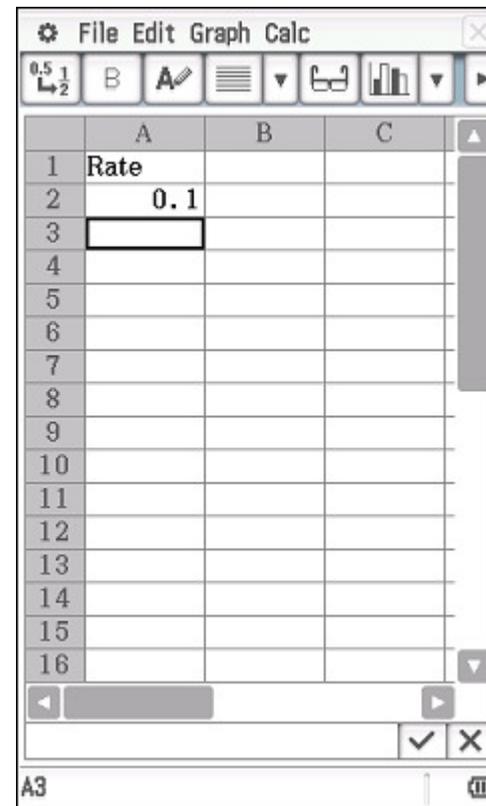
Notice that by default Classpad right-aligns numbers within a cell.



**Formulas** that combine references to numbers or cells or both  
Examples: =3×4, = A1+A2 or =B2/100.

Tap into cell A3 and type 3×4. Note that it is treated as a text entry.

Now tap into cell A4 and type = 3×4 and see the result displayed as 12.



Now tap back into cell A4 and tap the

zoom icon  in the toolbar to see both the formula entered and the calculated value of the cell.

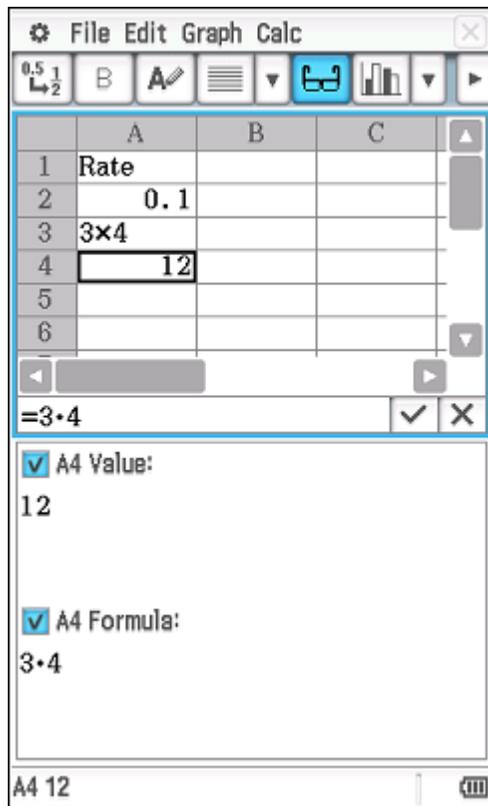
Tap the zoom icon  again to close the zoom window.

Still in cell A4, experiment with

the bold tool  and the cell alignment tool .

Next select the whole column by tapping on the column A header.

Use the same tools with all of the selected cells.



File Edit Graph Calc

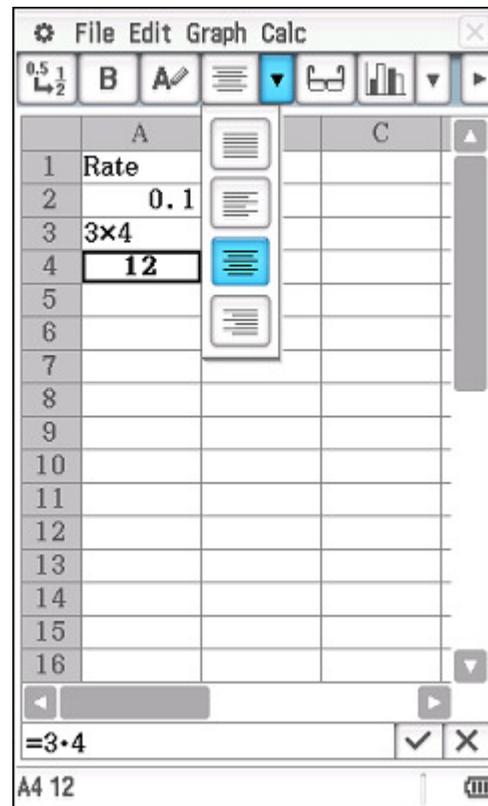
	A	B	C
1	Rate		
2	0.1		
3	3×4		
4	12		
5			
6			

=3\*4

A4 Value:  
12

A4 Formula:  
3\*4

A4 12

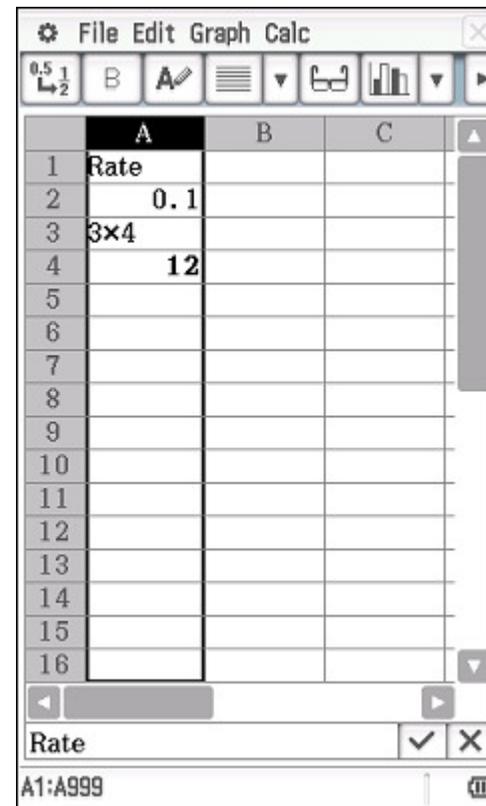


File Edit Graph Calc

	A	B	C
1	Rate		
2	0.1		
3	3×4		
4	<b>12</b>		
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

=3\*4

A4 12

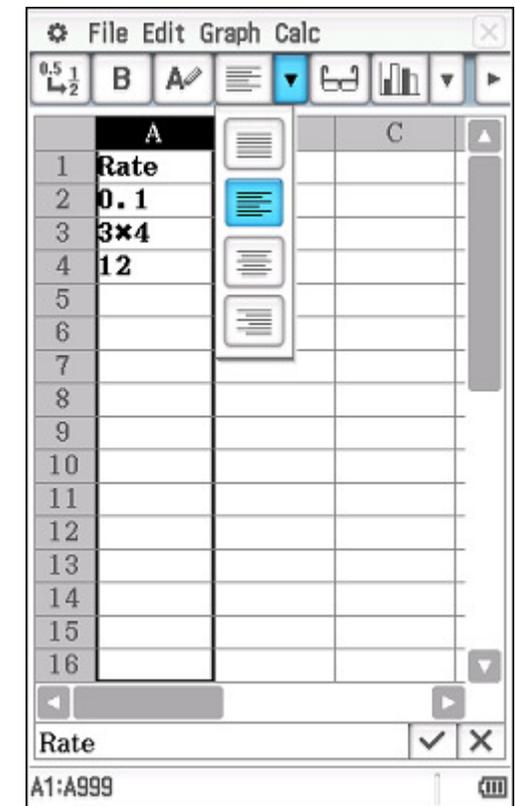


File Edit Graph Calc

	A	B	C
1	Rate		
2	0.1		
3	3×4		
4	12		
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

Rate

A1:A999



File Edit Graph Calc

	A	B	C
1	<b>Rate</b>		
2	<b>0.1</b>		
3	<b>3×4</b>		
4	<b>12</b>		
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

Rate

A1:A999