"Step Sheet: Creating a Data Table"

Using Microsoft Excel Spreadsheets with Data
This step sheet will help you to create a data table
.
Using Microsoft Excel
To set up a document for your data, follow these steps.

Opening Microsoft Excel

Step 1
Click the Start menu button then point to Programs. The Programs submenu appears containing the Microsoft Excel icon.

Step 2
Click the Microsoft Excel icon to open the program.

Step 3
A new blank workbook should automatically appear. If not, click File then New, and select a new blank workbook from the dialog box. When the new workbook opens, you will have a blank spreadsheet ready to accept your text and data.

Setting Up the Data Table

Step 1
Find the cell number A1 and click the cell with the cursor.

Step 2
Type a heading, then press Enter.
Step 3

Click cell A1 again, then click the "**B**" icon on the toolbar to make your text bold.

Step 4
Find cell number B1 and click the cell with the cursor.

Step 5
Type your heading, then press Enter.

Step 6
Click cell B1 again, then click the "**B**" icon on the toolbar to make your text bold.

Step 7
Continue across the lettered cells adding as many headings as needed.

Step 8
To expand a cell, click the border of a lettered or shaded cell. You will see a bar with arrows to either side. Click and drag the border to expand the width of your cell.

Step 9
Click within each cell under a heading to add information pertinent to that heading.