CP500

Spreadsheet Basics

Text Examples: Rate, Sum and Title.

Notice that by default Classpad left-

Start with File, New.

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

aligns text within a cell.

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

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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 rightaligns numbers within a cell.

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Formulas that combine references to numbers or cells or both Examples: $=3\times4$, =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.



ClassPad II Help Series	Casio Education Australia - supporting Australian teachers	www.casio.edu.shriro.com.au	Author	Charlie Watson
	CP500 Spreadsheet Basics		Date	April 2015
Cr JUU			CPII OS	02.00.2000.0000

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.

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Still in cell A4, experiment with

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

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Use the same tools with all of the selected cells.

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