

2. Copying a Formula Across

Step 1: In CELL B6 enter the formula = SUM(B3:B5) Press ENTER

Step 2: Move the cursor (in the shape of a cross) onto CELL B6 and press Ctrl C. The cell should get a dotted line around it.

Step 3: Move the cursor again to CELL B6 and press the left button of the mouse. Then drag the cursor ACROSS to cell D6 and stop pressing the mouse button down. You should see a grey area over the cells you dragged down over. Now press Ctrl V. You should see the totals for each different store.

Write down the values you get in cells B6, C6, and D6 on spreadsheet 4 above
These values should equal the values you get if you add down each column.

This is called FILLING ACROSS or COPYING ACROSS

B: Sports Points

Copy the following spreadsheet onto your computer

Spreadsheet 5

	A	B	C	D	E	F
1	Eastern Teams					
2		Wins	Losses	Ties	Total Points System 1	Total Points System 2
3	Montreal	32	41	9		
4	Detroit	36	37	9		
5	Chicago	28	43	11		
6	Toronto	27	47	8		
7	Tampa	27	47	8		
8						

POINT SYSTEM 1

- Wins are worth 2 points
- Losses are worth 0 points
- Ties are worth 1 point

Calculate the total points using Point System 1 for each team using the following steps.

Step 1: Into CELL E3 enter the formula = B3*2 + C3*0 + D3*1 press ENTER

Step 2: Copy the formula in cell E3 DOWN to cell E7

Fill in the total points for each team in column E of spreadsheet 5 above