

D: Copying More than One Cell

Copy the spreadsheet below into your computer.

Spreadsheet 7

	A	B	C	D	E	F
1	PRINCIPAL	1000				
2	RATE	10%				
3						
4						
5	PERIOD	OPENING BALANCE	RATE	INTEREST	CLOSING BALANCE	
6	1	=B1	=B2	=B6*C6	=B6 + D6	
7	= A6+1	=E6	=C6	=B7*C7	=B7 + D7	
8						
9						
10						
11						
12						

Step 1: Put the cursor on CELL E7 and press down the left mouse button. With the button still pressed, drag the cursor ACROSS to cell A7. The cells should be highlighted in grey.

Step 2: Release the mouse button and press Ctrl C

Step 3: Put the cursor back on CELL E7 and drag ACROSS to A7 with the mouse button down. Then keeping the mouse button down, drag DOWN to row 12.

Step 4: Release the mouse button and press Ctrl V

Fill in the values for ROWS 6 and 12 in spreadsheet 5 above