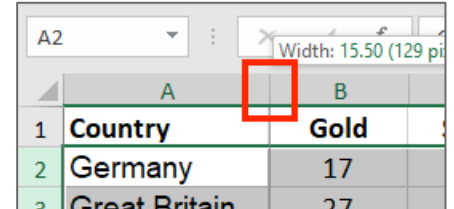


Making a Medals Spreadsheet

1. Open **Excel** and start a new workbook
2. Type the words for the title row in cells **A1** to **D1**

	A	B	C	D	E
1	Country	Gold	Silver	Bronze	
2					

3. You can make **column A** wider by dragging the **divider** between A and B to the **right**
4. Now enter the rest of the data for the table



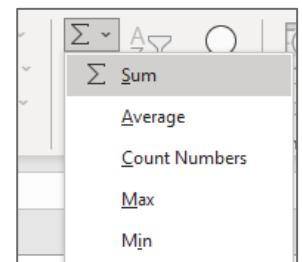
	A	B	C	D	E
1	Country	Gold	Silver	Bronze	Total
2	Germany	17	10	15	
3	Great Britain	27	23	17	
4	China	26	18	26	
5	Russia	19	17	20	
6	United States	46	37	38	
7	Japan	12	8	21	
8	France	10	18	14	

5. Next, add the word **Total** in cell **E1**

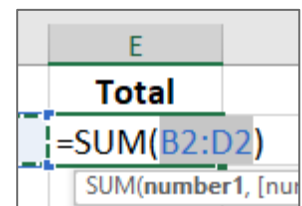
Adding cells up

There's a really easy way to add cells up quickly.

6. **IMPORTANT:** Click in cell **E2**
7. At the **top right**, find the **SUM** button and click it
8. Choose **Sum**



In cell **E2** you should see the words **=SUM(B2:D2)**. This means that the cells from B2 to D2 are going to be added up. That's what you want to add up



9. Press **Enter** (Return) on the keyboard
10. The number 42 should appear in cell **E2**
11. **Repeat** this for the rest of the cells in the column
12. You could try to use **MAX**, **MIN** and **AVERAGE** as well. You get to them from the same place.