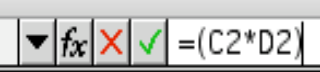
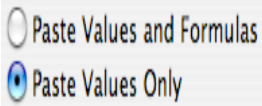

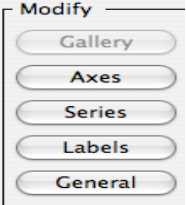



Thirty Second Guide to AppleWorks Spreadsheet:

If you want to:	Do this:
Start	Under FILE, drag to NEW--→Spreadsheet
Enter data	<ul style="list-style-type: none"> Click on the desired cell Enter the desired data
Enter a formula	<ul style="list-style-type: none"> Click on the desired cell In the formula window  enter and equal sign Inside of (), enter the functions and cells
Copy a formula to one other cell	<ul style="list-style-type: none"> Copy the formula Click on the new location. Under EDIT, choose PASTE SPECIAL Choose the information in the window 
Copy a formula to multiple cells	<ul style="list-style-type: none"> Copy the formula Highlight the new locations Under CALCULATE, choose FILL DOWN
Make a chart	<ul style="list-style-type: none"> Highlight the columns to chart. Click on the Chart icon  Choose the type of chart Format Axes, Labels, etc. 
Total the numbers in a column	<ul style="list-style-type: none"> Highlight the numbers in the column Be sure to highlight the next blank cell Click the Total button 
Add borders to rows and columns	<ul style="list-style-type: none"> Highlight cells you wish to border Click the appropriate button in the menu bar. 