

Self-Check Exercise

1. Open the file **Carrie's Computers**.
2. Create a new notebook.
3. Close the new notebook to return to **Carries' Computers**.
4. In cell G6, enter **Totals**.
5. In cell G7, type the formula to total cells C7 through F7.
6. Using the pointing method, enter the formula in cell G8 to total cells C8 through F8.
7. In cell G9, use the @Functions button to insert the @SUM formula to total cells C9 through F9.
8. In cell G10, use the @SUM function to total cells C10 through F10.
9. Use the QuickSum button to total columns C through G, putting the results in cells C11 through G11.
10. Clear the contents of cells D7 through D11.
11. Undo the Clear command.
12. Change the contents of cell E7 from *1341* to **1000**.
13. Edit cell G6 so that it reads **Total** instead of *Totals*.
14. Compare your results with Figure 2-10.
15. Save and close the notebook.