

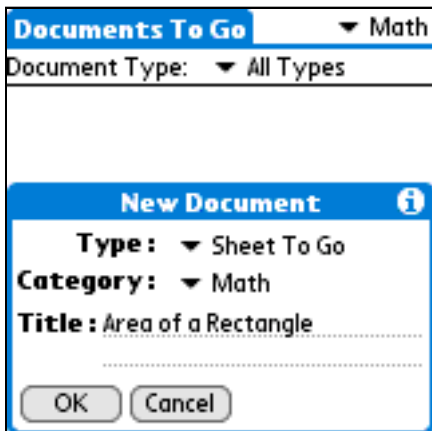
Using Sheets To Go

Sheets To Go is the part of *Documents To Go* for spreadsheets. Below are instructions to create a spreadsheet for calculating the **area of a rectangle**.

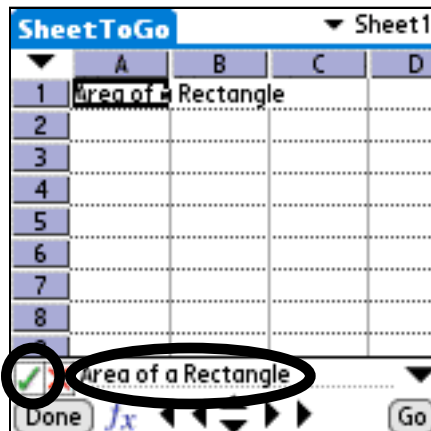


Try making other spreadsheets:

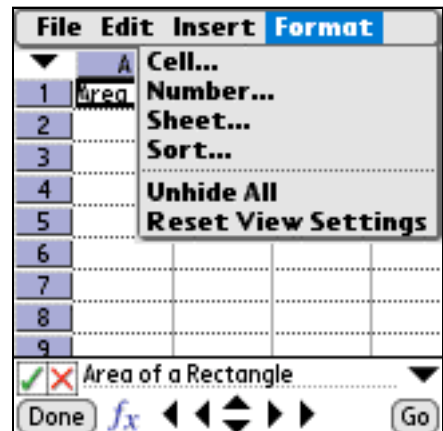
Area of a Triangle Area of a Circle
 Circumference of a Circle Surface Area of a
 Volume of a Cylinder Rectangular Prism



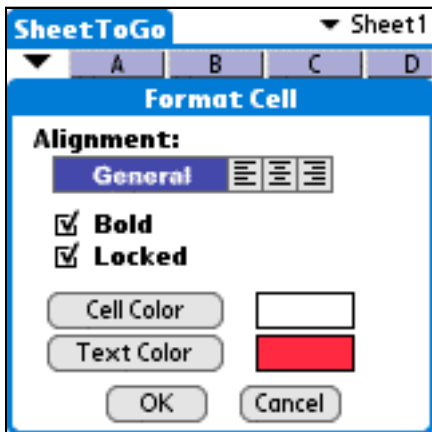
Launch *Documents To Go* and tap **New**. Select **Sheet To Go** as the type and enter the title **Area of a Rectangle**.



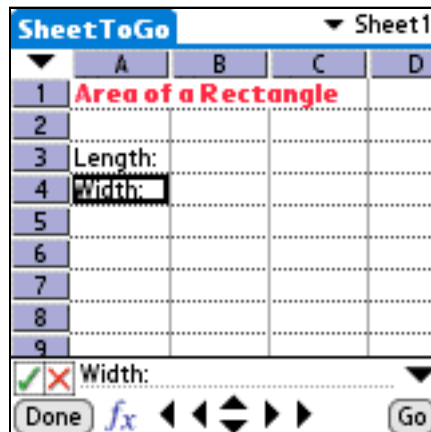
Tap cell A1. Enter the text **Area of a Rectangle** and tap the checkmark.



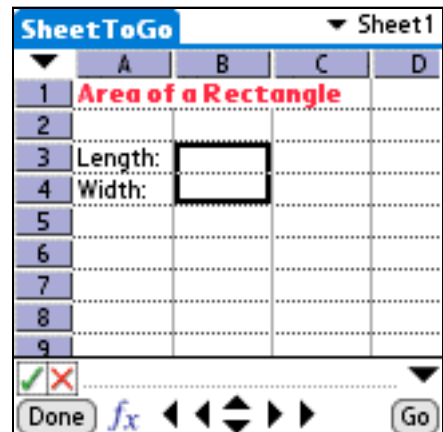
Select **Cell...** from the **Format** menu.



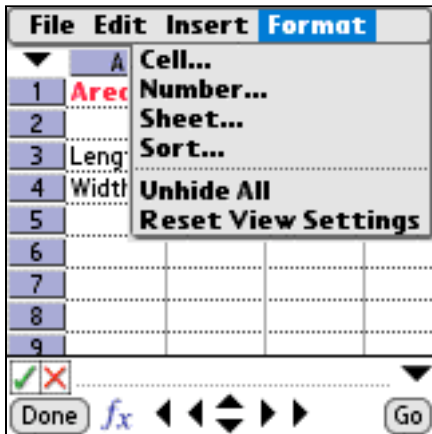
Check the box next to **Bold**. Tap **Text Color** and change it to red.



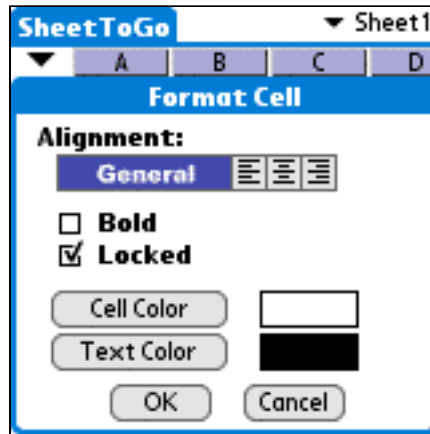
Enter the text **Length:** in cell A3. Enter the text **Width:** in cell A4. Remember to tap the checkmark after entering text.



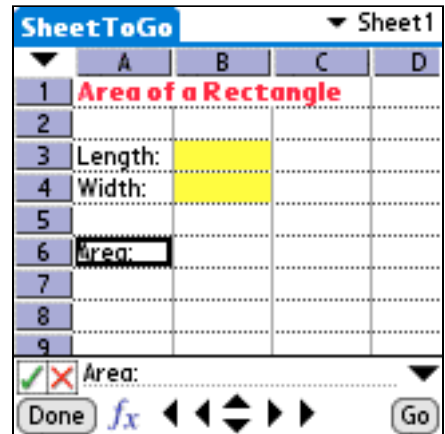
Select cells B3 and B4 by tapping cell B3 and dragging your stylus down to cell B4.



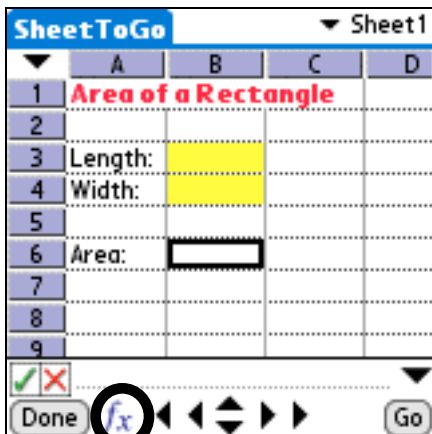
Select **Cell...** from the **Format** menu.



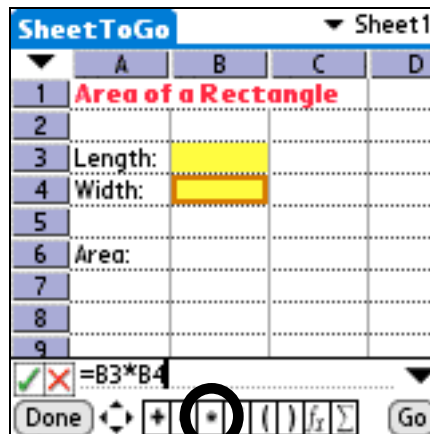
Tap **Cell Color** and choose yellow. Tap **OK**.



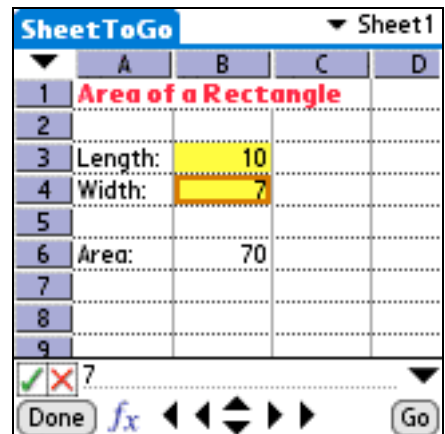
Tap cell A6 and enter the text **Area:**. Tap the checkmark.



Tap cell B6 and then tap **fx** to enter a formula.



After **=**, tap cell B3. Then tap *****. Next, tap cell B4. Finally, tap the checkmark to finish entering the formula.



Enter a length and a width in the yellow boxes. The area will be calculated.

Sheets To Go Spreadsheets

A spreadsheet screen is full of cells laid out in columns and rows. A cell is a box with an address that holds text or numbers. Each cell is given a name based on its row and column. The cell in the top left corner is "A1."

The arrows at the bottom center of the screen scroll the display up, down, left, and right.

You can lock all of the cells except the ones you use to enter data, like the length and width. This way you can make sure your spreadsheet is not accidentally changed.