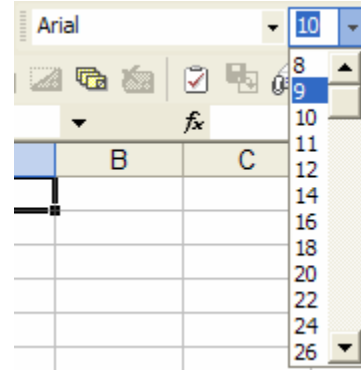# Creating a Multiplication Table

Step 1
Start Microsoft Excel and a blank workbook will open.

Step 2
Click in cell C1 once to highlight the cell and change the font to 24-point. You can use the pull-down font menu on the formatting toolbar.

Step 3
Now center and apply bold text style to the cell. Click on the Bold button in the formatting toolbar. With the cell still selected, click on the Center Alignment button on the formatting toolbar.

Step 4
Type *Fun Times* in cell C1. The text should be 24-point, bold, and centered.

Step 5
Select cell B7 and type a zero. Hit Enter on the keyboard (this moves you to the next cell down B8) and type the number one. Hit return again. Instead of continuing to type all of the numbers to nine, use the AutoFill feature. Go to step 6 for instructions.

Step 6
Before we can use the AutoFill feature, we need to select our two cells with data. Select cells B7 and B8.

Step 7
With the cells selected, notice the little square in the lower right corner of the selected cells. This is called the Fill Handle. When you point to the fill handle, the cursor changes to a black cross. When you see the black cross, click, hold and drag down to cell B16. As you drag, the number that will appear in each cell is displayed in a yellow box. The numbers through nine should appear in the cells when you let go of the mouse.
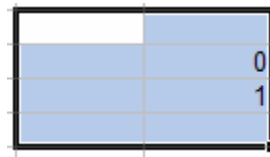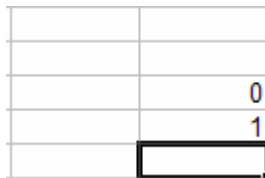
Step 8

Now let's create the top portion of our multiplication table. We will use AutoFill feature for this part too. Click once in cell C6 and type a zero (0). Use the tab key on the keyboard to move to cell D6 and type the number (1).

Step 9

Select cells C6 and D6, and drag the fill handle (remember, the little square in the lower right of your selection) all the way to cell L6 to AutoFill up to number 9.
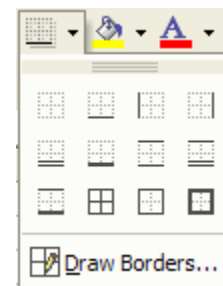
Step 10

The numbers are too small, so let's increase the font size of the entire table. Select cells B6 through L16 and apply a font size of 24-point. Now let's adjust the size of the column width. Pull down the format menu and select column-width and type in 6 for the column width.
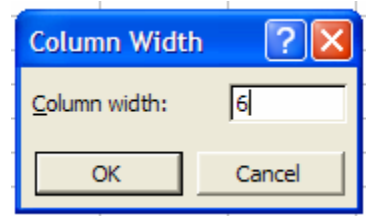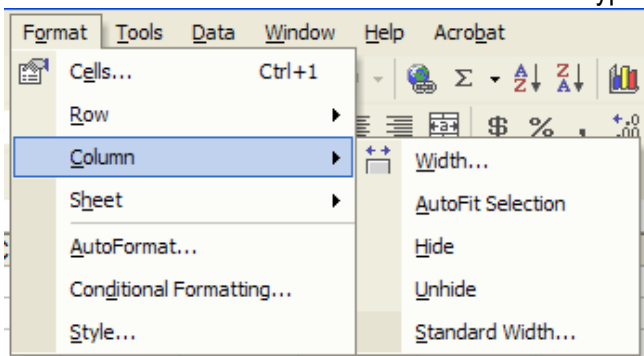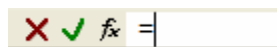

Step 11

We'll apply one more formatting piece to the cells before entering the formulas. Highlight cells B6 through L6, and using the borders button on the formatting toolbar, apply a light bottom border to the cells. Now highlight cells B6 through B16 and apply a light right border.

Step 12

We are ready to enter our formulas in the cells so the spreadsheet can calculate our multiplication problems for us! Select cell C7 by clicking once in it
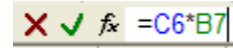

Step 13

The difference between a formula and regular text in a cell is that a formula always begins with and equals (=) sign. In the formula bar, click on the equals sign. (You could also type it from the keyboard.) This is the first part of our formula.
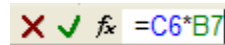
Step 14

In the multiplication table, cell C7 is cell C6 times cell B7, so our formula needs to multiply cell C6 and B7. Let's enter that now. Click once on cell C6 to enter in the formula (you could also type C6 from the keyboard.) Now type the multiplication sign-an asterisk (Shift+8). And you guessed it, now click on cell B7 so it too goes into the formula bar. Your formula should look like the one below.

$\times$ $\checkmark$ f_x =C6*B7

Step 15

In order to finish entering the formula, you need to click on the checkmark (the enter button.) You should now see the answer in cell C7!

$\times$ $\checkmark$ f_x =C6*B7

Step 16

Repeat steps 12-14 for each of the cells in the multiplication table. Each time you finish a formula, you will see the answer appear in the cell!

Step 17

Pull down the file menu and select save. Name your file multiply-your-initials). Check with your teacher to make sure you are saving it to the right place.

Step 18

If you want to print your document pull down the file menu and select print.