

Worksheet A

Use the physical computer and the spreadsheet application following steps:

- Required Steps**
1. Create spreadsheet
 2. Enter data

3. Format data
4. Print spreadsheet

5. Save spreadsheet
6. Exit spreadsheet



Worksheet B

Use the physical computer and the spreadsheet application following steps:

- Required Steps**
1. Create spreadsheet

2. Enter data
3. Format data

4. Print spreadsheet
5. Save spreadsheet
6. Exit spreadsheet

