

Create a Multiplication Table

Directions:

1. Type a 4 in cell B2.
2. Highlight cells A2 to B14. (click and drag)
3. Select FORMAT, and click on CELLS. Click on the BORDER tab and then click Outline and Inside. Click OK.
4. Highlight cells A2 and B2.
5. Select FORMAT, and click on CELLS. Click on the PATTERNS tab and then select a color. Click OK.
6. Type the following formula in cell B3:
 $=4*A3$ then press enter.
7. Highlight cell B3.
8. Drag the + sign (at the bottom right corner of the cell) down the column to cell B14. This should copy the formula.
9. Type factors in cells A3 - A14.

	4
1	4
2	8
3	12
4	16
5	20
6	24
7	28
8	32
9	36
10	40
11	44
12	48

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