

# EXCEL PROJECT 7: Creating a Multiplication Chart Using Mixed Reference Formulas

## Objectives Practiced

- Enter and copy mixed reference formulas.
- Preview and print a worksheet.
- Using absolute reference

*Xavier is completing his student teaching at Preston Oaks Elementary School. The classroom teacher that he is assisting asks him to create a multiplication chart that can be posted on the wall as a reference and learning aid for the students.*

- Open **EXCEL Project 7.xlsx** from the Junior High webpage and save it as **Multiplication Chart XXX.xlsx** (replace XXX with your initials) in YOUR NAME SHARED FOLDER.
- In cell B4, enter a mixed reference formula to multiply the row header (A4) by the column header (B3). **Use an absolute column reference for column A and an absolute row reference for row 3.**

<b>Hint</b>	<i>You create an absolute reference by typing a dollar sign before the column letter or row number.</i>
-------------	---

**\*\*\* Using the Hint box above>> Google how to do this OR use Excel help to learn how to do this \*\*\***
- Use the fill handle to copy the formula in cell B4 to the cells C4:N4.
- Select the range **B4:N4**, if necessary. Drag the fill handle to cell N16 to copy the formula to every cell in the chart.
- In the range A3:N16, middle align and center the data.
- Change the worksheet orientation to Landscape and preview the worksheet.
- Print the worksheet with the gridlines visible.
- Save in YOUR NAME SHARED FOLDER and close the workbook, then exit Excel.