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

## Objectives Practiced

▶ Enter and copy mixed reference formulas.

▶ Preview and print a worksheet.

*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.*

1. Open **EX Project 7.xlsx** from the folder containing your data files, and save it as **Multiplication Chart XXX.xlsx** (replace *XXX* with your initials).

2. 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.

◀ **Hint** *You create an absolute reference by typing a dollar sign before the column letter or row number.*

3. Use the fill handle to copy the formula in cell B4 to the cells C4:N4.

4. Select the range **B4:N4**, if necessary. Drag the fill handle to cell N16 to copy the formula to every cell in the chart.

5. In the range A3:N16, middle align and center the data.

6. Change the worksheet orientation to Landscape and preview the worksheet.

7. Print the worksheet with the gridlines visible.

8. Save and close the workbook, then exit Excel.