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| CHAPTER LEARNING OBJECTIVE QUESTIONS |  |

1. What Is a Spreadsheet?
2. How Do You Get Started with Excel?
3. How Can You Enter Data?
4. How Can You Insert and Delete Rows and Columns and Change Their Size?
5. How Can You Format Data?
6. How Can You Create a (Simple) Formula?
7. How Can You Print Results?

Learning Catalytics™ is a student response tool that helps you generate class discussion, customize your lecture, and promote peer-to-peer learning based on real-time analytics. Learning Catalytics uses students’ smartphones, tablets, or laptops to engage them in more interactive tasks.

For an example illustrating the concepts found in this chapter, view the videos in [mymislab.com](http://mymislab.com/).