

Step-by-Step: Make spreadsheets your friend

This reading outlines the steps the instructor performs in the next video,

[Make spreadsheets your friend.](#)  In the video, the instructor demonstrates some spreadsheet basics and discusses how to use them to organize and analyze data.

Keep this step-by-step guide open as you watch the video. It can serve as a helpful reference if you need additional context or clarification while following the video steps. This is not a graded activity, but you can complete these steps to practice the skills demonstrated in the video.

What you'll need

Use this guide as a reference if you need additional context or clarification as you watch the next video. If you'd like to follow along with the video, choose a spreadsheet tool and open a blank sheet.

Example 1: Get started

Enter basic data:

1. Begin with a new spreadsheet.
2. Select cell **A2**.
3. Enter your **first name**.
4. Select cell **B2**.
5. Enter your **last name**.

Adjust the size of rows and columns:

To make the text fit in the rows and columns, adjust their sizes. Use either of the following methods:

1. If your name is longer than the width of the column, **select and drag** the right edge of the corresponding column until it fits.
2. To **wrap text**, select the cells, columns, or rows with text that you want to reformat.
3. Select the **Format** menu.