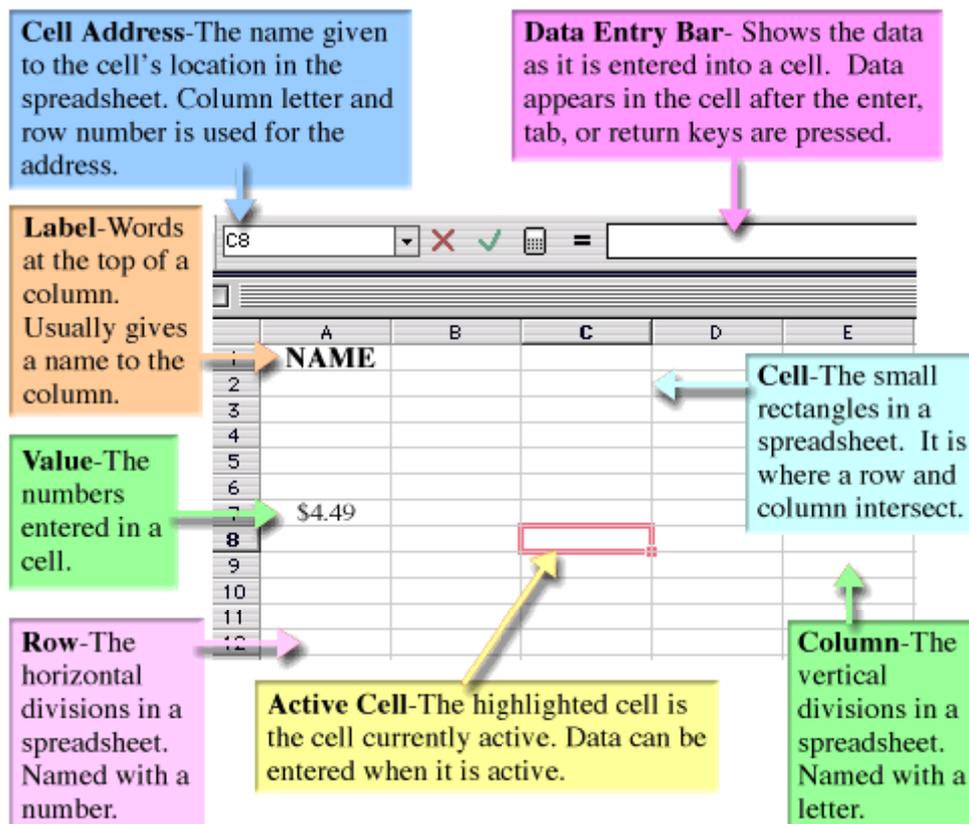


Spreadsheet



SPREADSHEET — A spreadsheet program can be used to perform calculations, analyze and present data. Spreadsheet programs include tools for organizing, managing, sorting and retrieving data and testing "what if" statements. The chart feature displays numerical data as a graph.

Computer Skills mini-posters and activity sheets designed and created by Kay Wheeler, Computer Coordinator for Harnett County Schools, and reviewed by Martha Campbell, NC Department of Public Instruction, then converted to HTML by Judy Monroe, graphic artist and Webmaster.

Cells

Obviously, you need to know what a spreadsheet actually is and what it looks like before you use one. A spreadsheet consists of a grid of rows and columns. Each box in this grid is called a **cell**.

	A	B	D	C	E	F	G
1							
2							
3							
4							

The columns are labeled with letters (A, B, C ...) and the rows are numbered (1, 2, 3 ...). Thus any box or cell in this grid can be referred to in terms of its column and row labels, for example C3, D17, AA45 etc.

Functions

The essential quality of a spreadsheet is that in any cell you can enter numbers, text or formulas. These formulas will probably refer to the contents of other cells in the spreadsheet. If 5 is entered in cell B12 and 6 in cell D15, and the formula B12+D15 is entered in cell F20, then that cell will display the value 11. To enter a formula in a cell the usual method is:

1. select the cell (by clicking on it)
2. type =
3. type the formula
4. press **ENTER**

You must use * (the asterisk) to indicate multiply, e.g., 2*A3 or A5*(B1+B2). In most spreadsheets nowadays you can enter formulas more easily using the mouse. For example, to enter the formula B12+D15 into cell F20:

1. select cell F20 (by clicking on it)
2. type =
3. click on cell B12
4. type +
5. click on cell D15
6. press **ENTER**

Charts

Modern spreadsheets usually contain a wide selection of types of charts useful for displaying data, particularly *Scatter graphs* or *xy graphs*.

You can usually choose from: Area, Bar, Column, Line, Pie, Radar, XY (Scatter), Combination, 3-D

Spreadsheet- It Means What?

Fill in the blank with the correct word from the word bank below. Use each word one time only.

_____	The vertical divisions in a spreadsheet. They are named with an alphabetical letter
_____	The page setup that allows the document to be printed in a horizontal direction.
_____	The intersection of a row and column
_____	The horizontal divisions in a spreadsheet. They are named with a number.
_____	The term for a number in a spreadsheet. Values can be added, subtracted, multiplied or divided.
_____	The term given to computer assisted data collection tools.
_____	The page setup that prints the document vertically. It is the default setup on most printers.
_____	The term given to the words entered on a spreadsheet. They usually name a column.
_____	The term given to the way the document is formatted to print.
_____	The working of mathematical equations. Formulas are usually used in spreadsheets and allow the computer to automatically perform these.
_____	A visual representation of the data displayed in a spreadsheet
_____	These are used to organize information using rows and columns of cells that you can fill with text
_____	Another way to organize information using the data in a spreadsheet.
_____	A program that can be used to perform calculations, analyze and present data. Includes tools for organizing, managing, sorting and retrieving data and testing "what if" statements. The chart feature displays numerical data as a graph.

Column	Row	Spreadsheet	Cell Address	Label
Value	Calculate	Probeware	Page Set Up	Portrait
Landscape	Chart	Graph	Table	Cell

