

Spreadsheets

Objective 6.01

Demonstrate basic spreadsheet concepts and functions

Designing a Spreadsheet



WHAT IS A SPREADSHEET?

- _____ and _____ of data and formulas
 - Cell - _____ of a row and column

Spreadsheets Perform Mathematical Calculations

Spreadsheet Applications

- Budgets
- _____
- Product prices
- _____
- Financial statements
- _____
- Company bids

Daily Uses of Spreadsheets

Business

- Payrolls
- Budgeting
- Investments
- Inventory costs
- Loan Payments

Personal/Home

- Budget
- Checkbook
- Car loans
- Household Expenses

School

- School Budgets
- Student Grades
- Payrolls

Spreadsheet Input Operations

- Keyboard or Menu Commands
 - _____
 - Arrow keys
 - Enter
- Alternate Input Devices
 - PDA
 - _____
 - Tablet PC
 - Virtual Keyboard

Creating a Spreadsheet

▪ Data Types

- _____ (left default alignment)
 - Data expressed in words, symbols, dates, or numbers not used in calculations
Thomas Jones
January 3
Zip code, SS#, telephone number
- _____ (right default alignment)
 - Data expressed in numbers
150
- _____
 - Algebraic format of formulas
=A1+B1, =(C4*D10)+A3

▪ Basic Spreadsheet Formulas

- *Addition* _____ =B7+C7
- _____ =B7-C7
- *Multiplication* _____ =B7*C7
- _____ =B7/C7

▪ Saving

- *Using* _____
 - File, save as
 - Choose location to save
- *Keyboard* _____
 - Ctrl S (When using for the first time, computer will prompt location and file name)
- _____ *Commands*
 - Same procedure as using the menu

▪ Printing

- *Printing Options – (File, Page Setup)*
 - Portrait – paper _____ than wide
 - Landscape – paper _____ than tall
 - With/without _____
 - With/without row and column _____

▪ Retrieving/Editing

- _____ *spreadsheet file to edit through menu*
- *Retrieve using* _____

- *Editing/Insert Row*
- *Editing/Insert Column*
- *Editing/Deleting Row or Column*
- *Editing/Deleting Row*
- *Editing/Deleting Column*

▪ **Formatting Cell Features**

Types of Cell Formatting

- *General*
- *Number*
- *Currency*
- *Percentage*
- *Text*
- *Comma*
- *Date*

▪ **Aligning Data**