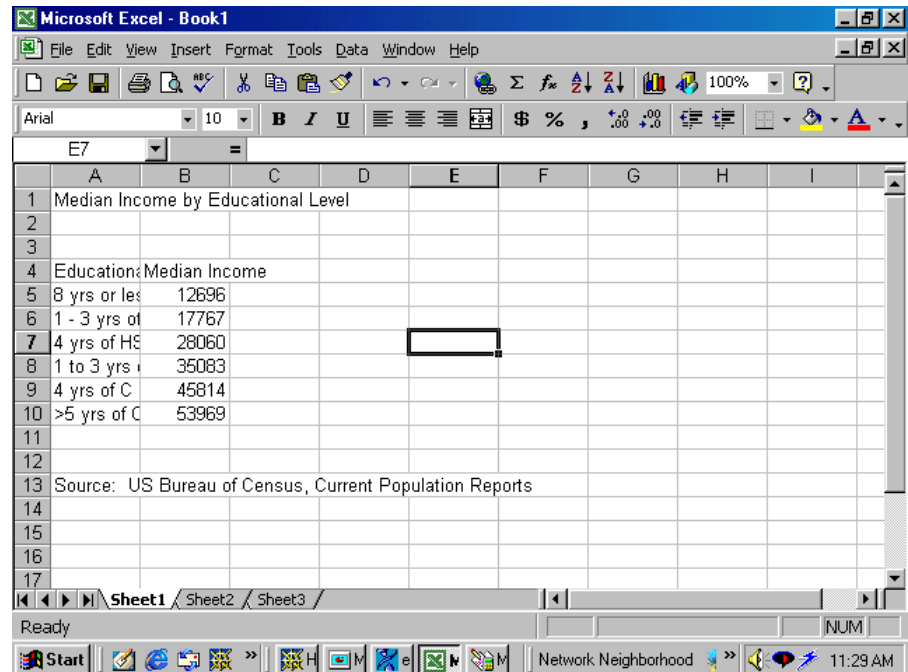# Spreadsheet

What is a Spreadsheet?

- A program that allows you to use data to forecast, manage, predict, and present information.

What is a Spreadsheet?

A grid of rows and columns containing numbers, text, and formulas used to solve a problem.

What is a Spreadsheet?

- A spreadsheet is document which lets you organise data by using a grid or table layout.

- It then lets you perform calculations on that data to make it useful, and to help you answer questions.

- Spreadsheets are often used to model (predict) what might happen if you change something, for example If we changed the price of entry tickets how much more or less money would we get.

zzz

- Fllmcd,;

	A	B	C	D	E	F	G
1		TOM & CAT SUPERMARKET					
2							
3		Sales of Products for the month of January to April					
4	Item	Jan (Ugsh)	Feb (UgSh)	Mar (Ugshs)	Apr (Ugsh)	Total Sales	Position
5	Gesha Soap	1,500,000	1,600,000	1,700,000	1,800,000	6,600,000	4
6	Ice Cream	500,000	600,000	900,000	800,000	2,800,000	5
7	Bread	12,670,000		12,690,000	15,670,000	41,030,000	2
8	Matresses	4,000,000	5,000,000	6,000,000	84,000,000	99,000,000	1
9	Q4 Black Counter Books	2,000,000	4,000,000	7,000,000	9,000,000	22,000,000	3
10							
11	Highest Sales						
12	Lowest Sales						

Excel

- Spreadsheets are made up of :

    • columns – identified with alphabetic headings

    • rows - identified with numeric headings

    • and their intersections are called cells

    • (Cell references: B4, A20)

•A

1

•B

3

•E

7

Rows →

Columns ↓

You Use a Spreadsheet Everyday.

- Eclass Attendance
- Eclass Grades

Spreadsheet Uses

- **School:** Student grades, payroll

- **Sports:** individual and team statistics

- **Personal:** checkbook, household expenses

- **Business:** payroll, investments

What are Spreadsheets used for ?

- Managing simple finances for businesses
- Planning and budgeting for events (Like a party)
- Questionnaires and analysing the answers
- Modeling supermarket queues
- Modeling traffic flow
- Modeling stress loads on bridges
- Making graphs
- Collecting and analysing results from Science experiments

Spreadsheet Basics

•Words to Know: •Spreadsheet •Column • Row • Cell • Cell Address

- Used to organize and analyze information
- Made up of columns and rows
- Columns and rows intersect to form cells
- Column letter plus row number makes cell address

What does the software do?

- Spreadsheets can:

- do all sorts of **calculations**, both simple and complex, using **formulae**

- **recalculate** things quickly when the numbers change

- use **functions** to help you set up complex formulae

- act as simple **databases** so that you can sort or search your data

- plot **charts** and **graphs**

- change the appearance of **fonts**, **cell backgrounds** and **borders**

- control how many **decimal places** are shown

Limitations of Spreadsheets

- Susceptible to trivial human errors

- Vulnerable to fraud.

- Difficult to troubleshoot or test.

- Not designed for collaborative work.

- Scales poorly.

- If a major disaster strikes, full [data recovery](#) can be very difficult if not impossible.

- Recent studies indicate that over 90 percent of all spreadsheets contain errors. This amount of potential inaccuracy alone should preclude you from using spreadsheets as a primary tool for analyzing survey data — a task in which accuracy is imperative.

- The amount of records spreadsheets can handle at any given time is quite limited in comparison to what is required for survey data, for example. Trend awareness is also a complex task which a spreadsheet is just not suitable to perform.

Advantages of Spreadsheets:

- Can perform calculations fast and accurately.
- Has ability to complete complex and repetitious calculations.
- Allows you to make changes and it does the recalculation for you.
- Allows you to make a graph very easily.