



Spreadsheet

Class VI
lab 21



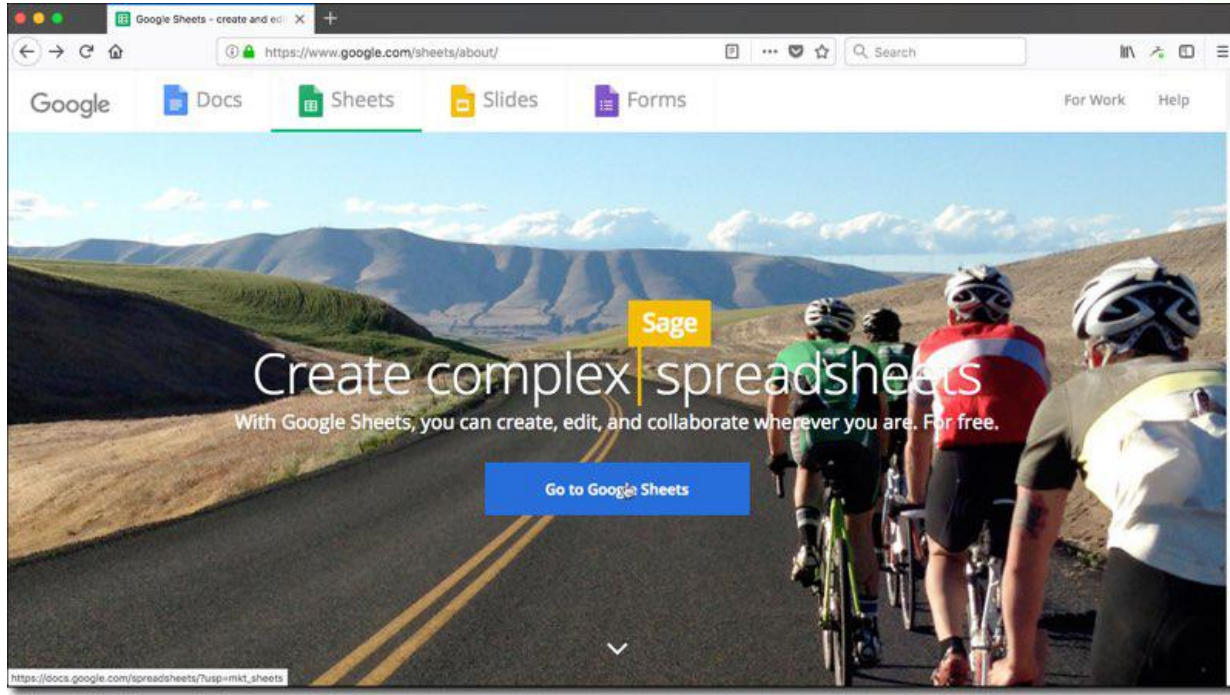
What is Spreadsheet

An electronic document in which data is arranged in the rows and columns of a grid

	A	B	C	D	E	F	G
1	OrderDate	Region	Rep	Item	Units	Unit Cost	Total
2	1/6/10	East	Jones	Pencil	95	1.99	189.05
3	1/23/10	Central	Kivell	Binder	50	19.99	999.50
4	2/9/10	Central	Jardine	Pencil	36	4.99	179.64
5	2/26/10	Central	Gill	Pen	27	19.99	539.73
6	3/15/10	West	Sorvino	Pencil	56	2.99	167.44
7	4/1/10	East	Jones	Binder	60	4.99	299.40
8	4/18/10	Central	Andrews	Pencil	75	1.99	149.25
9	5/5/10	Central	Jardine	Pencil	90	4.99	449.10
10	5/22/10	West	Thompson	Pencil	32	1.99	63.68



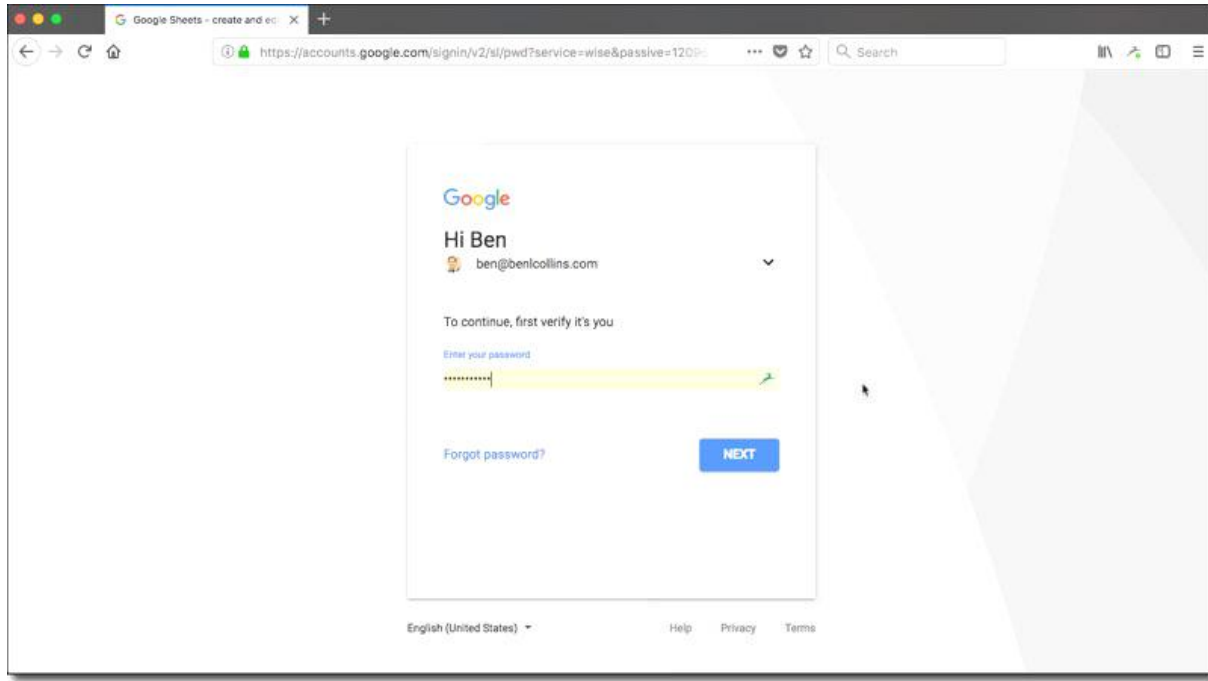
Spreadsheet Software



- Microsoft Excel
- Google Sheets
- WPS Spreadsheets
- Libre Office Calc
- EtherCalc



Google Sheets



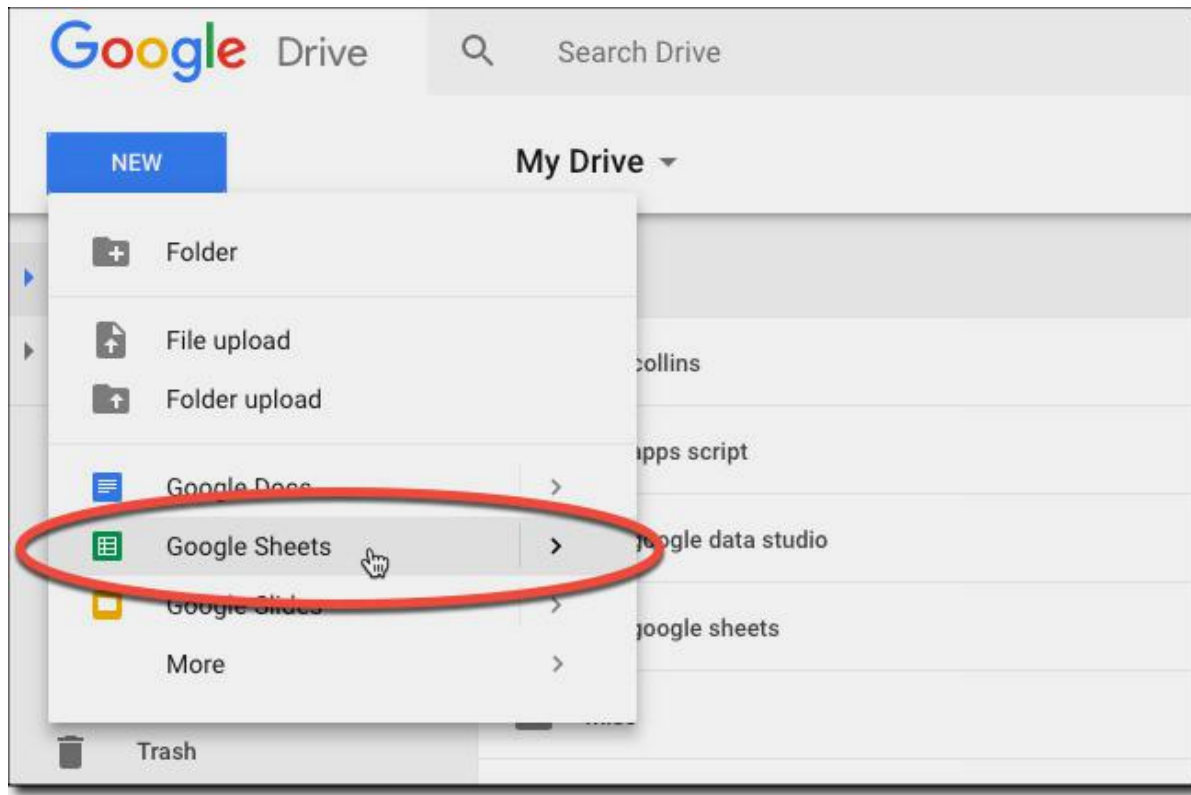
Go to

<https://www.google.com/sheets/about/>

and sign up with your
email and password



Google Sheets

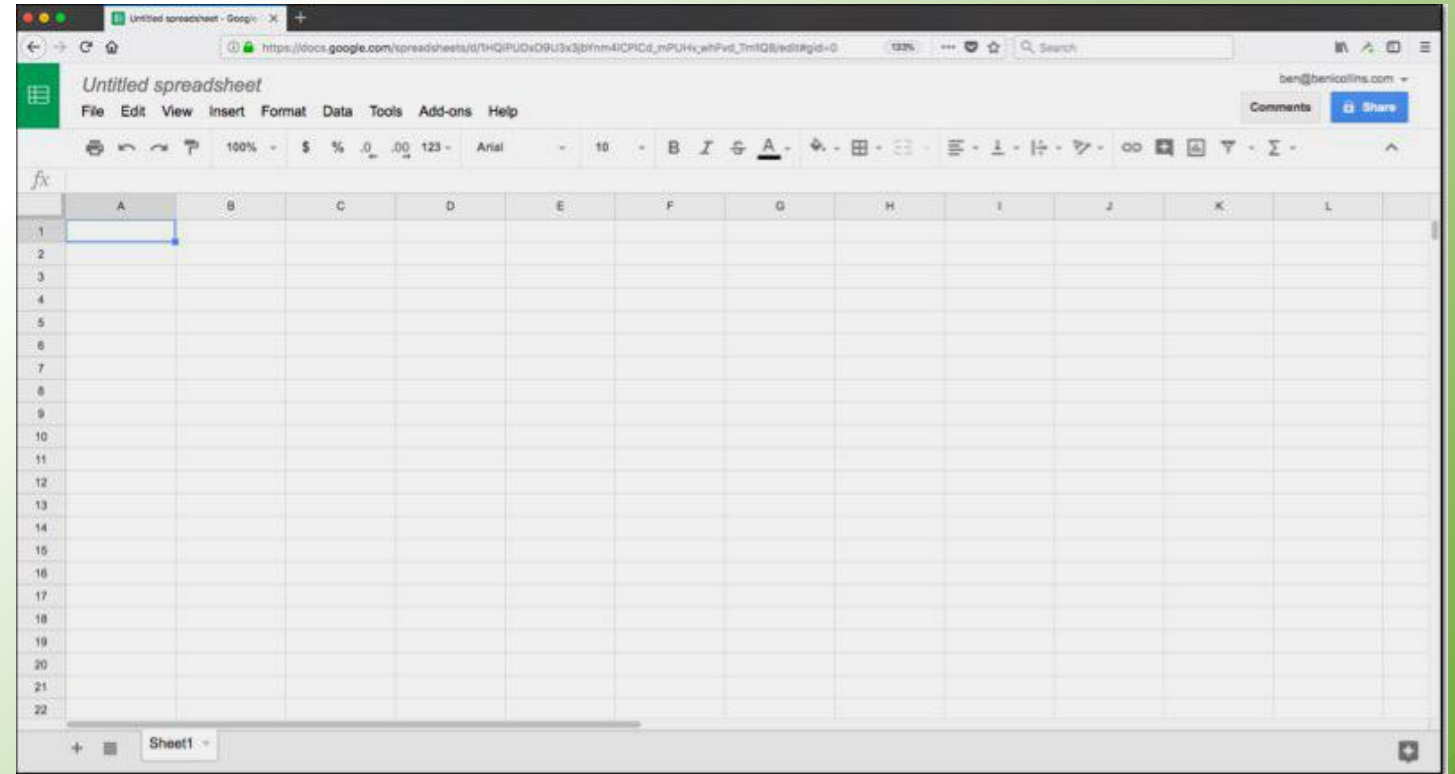


Go to Drive and click on Google Sheets



Google Sheets

Editing window
will appear



Thank
You!

