SPREADSHEETS-2

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END

ROWS AND COLUMNS

- Spreadsheets are made up of rows and columns. Rows are numbered from top to bottom, while columns are lettered from left to right. Each cell in a spreadsheet is identified by a unique row and column reference. For example, cell A1 is the cell at the intersection of the first row and the first column.

EXAMPLES

To reference cell A1, you would type A1 in the formula bar.

To reference a range of cells, you would use the colon (:) separator. For example, A1:B10 references the range of cells from A1 to B10.

WORKSHEETS

- A spreadsheet can contain multiple worksheets. Worksheets are like separate pages in a notebook. You can use worksheets to organize your data into different sections. For example, you might have one worksheet for your budget, one worksheet for your sales data, and one worksheet for your project plan.

EXAMPLES

To create a new worksheet, click the "+" button at the bottom of the worksheet window.

To switch between worksheets, click on the worksheet tabs at the bottom of the worksheet window.

ARITHMETIC FORMULAS

Arithmetic formulas are used to perform simple mathematical operations on data in your spreadsheet. Some common arithmetic formulas include:

- SUM: Adds two or more values.

- AVERAGE: Calculates the average of two or more values.

- COUNT: Counts the number of cells in a range.

- MIN: Finds the smallest value in a range.

- MAX: Finds the largest value in a range.

EXAMPLES

To calculate the total cost of a project, you would use the SUM formula to add up the cost of each individual item.

To calculate the average sales for each month, you would use the AVERAGE formula.

To count the number of customers in your database, you would use the COUNT formula.

To find the smallest value in a range of sales data, you would use the MIN formula.

To find the largest value in a range of sales data, you would use the MAX formula.

FUNCTIONS

Functions are pre-built formulas that can perform common calculations. Some common functions include:

- VLOOKUP: Looks up a value in a table and returns the corresponding value from another column.

- IF: Performs a conditional test and returns a different value depending on the outcome of the test.

- LEFT: Returns the leftmost characters of a string.

- RIGHT: Returns the rightmost characters of a string.

- MID: Returns a substring of a string, starting at a specified position and ending at a specified number of characters.

EXAMPLES

To use the VLOOKUP function to look up a customer's name in a table and return their address, you would use the following formula:

=VLOOKUP(customer_name, table_range, 2, FALSE)

EXAMPLES

To use the IF function to check if a value is greater than 100 and return "Pass" if it is, you would use the following formula:

=IF(value > 100, "Pass", "Fail")

EXAMPLES

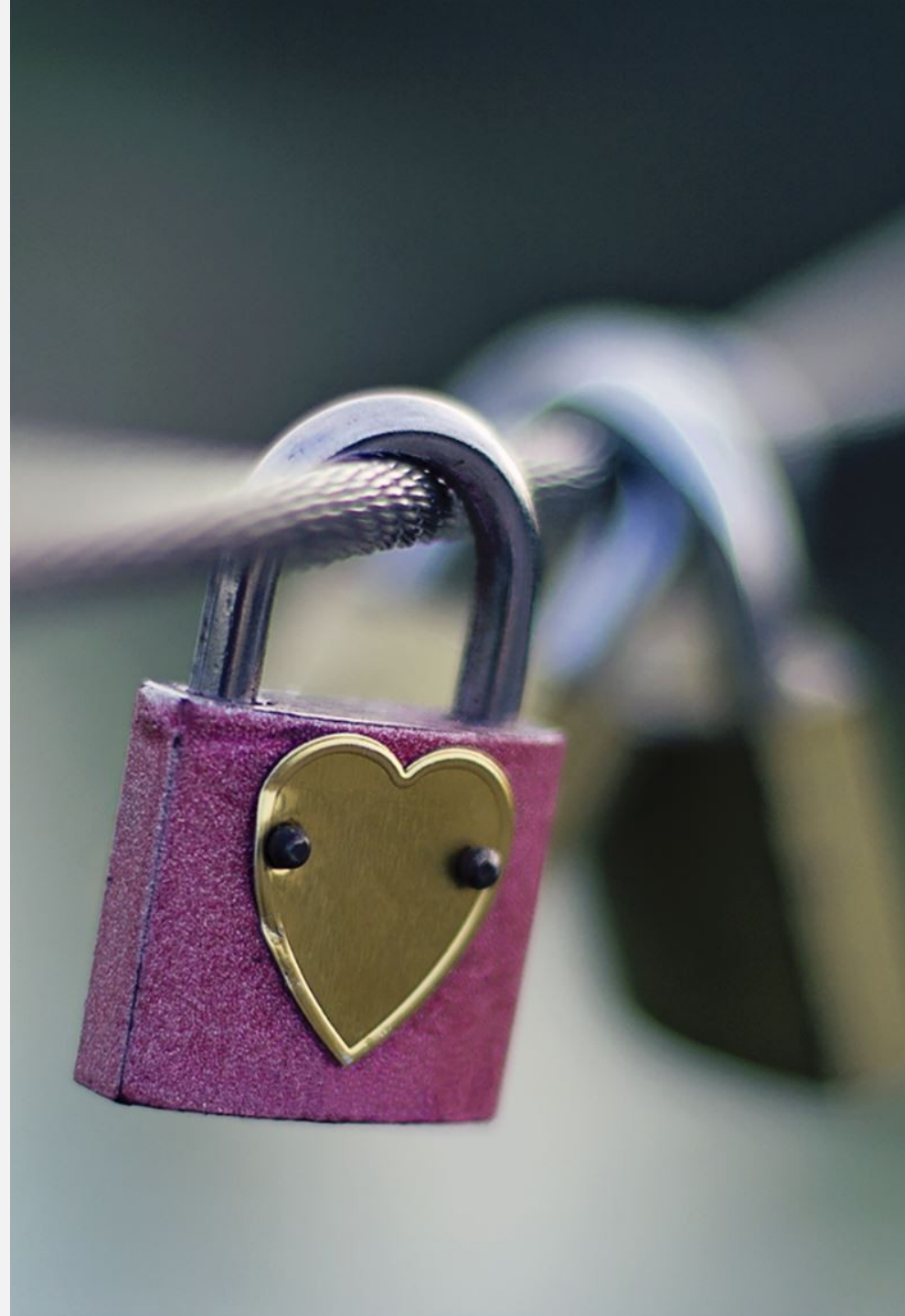To use the LEFT function to return the leftmost 5 characters of a string, you would use the following formula:

=LEFT(string, 5)

EXAMPLES

To use the RIGHT function to return the rightmost 5 characters of a string, you would use the following formula:
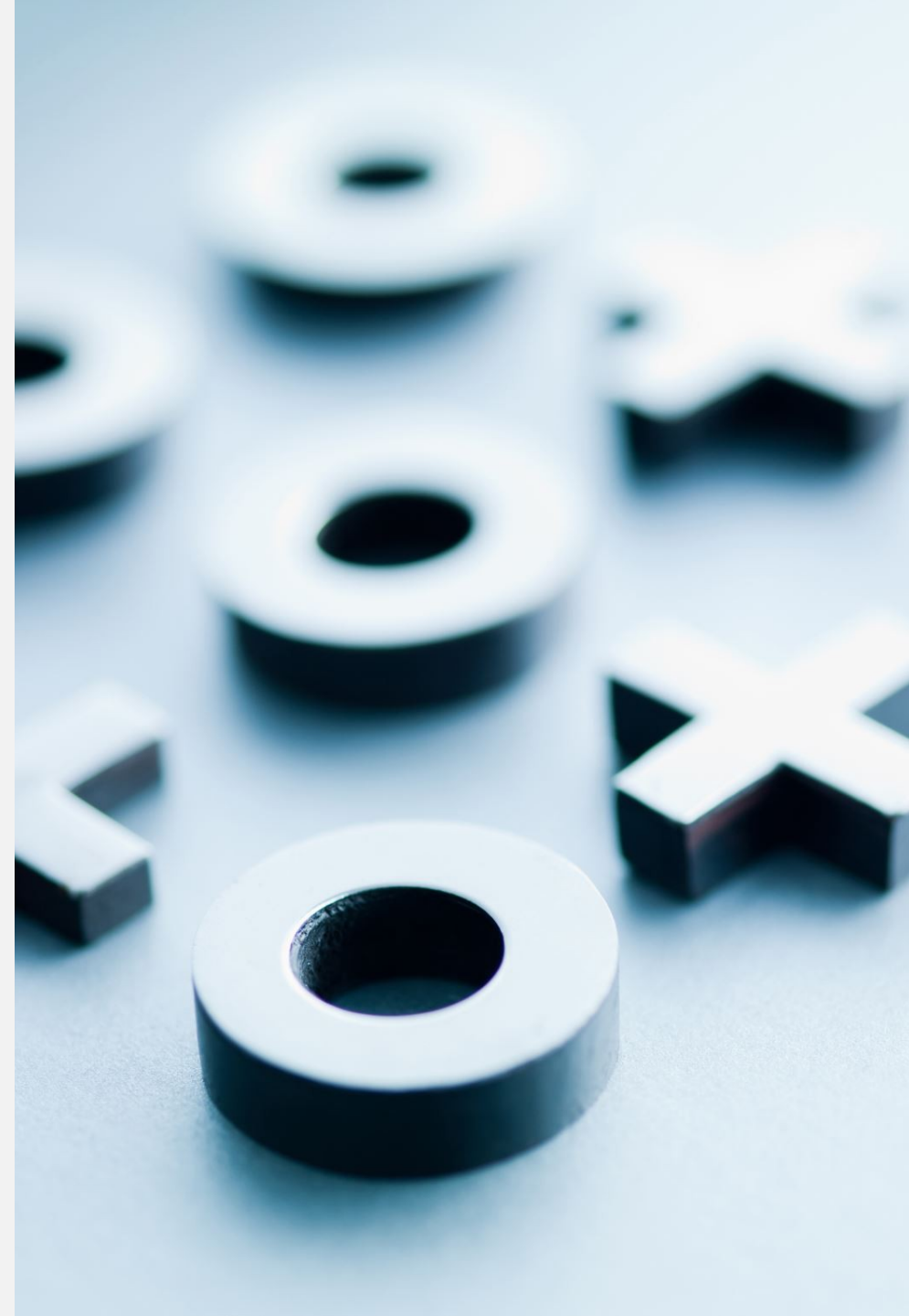
=RIGHT(string, 5)

EXAMPLES

To use the MID function to return the substring of a string starting at position 5 and ending at position 10, you would use the following formula:

=MID(string, 5, 10)

END