

OGUN DIGICLASS

CLASS: SECONDARY SCHOOL

SUBJECT: COMPUTER STUDIES

TOPIC: SPREADSHEET

SUB-TOPIC: Using Microsoft Excel

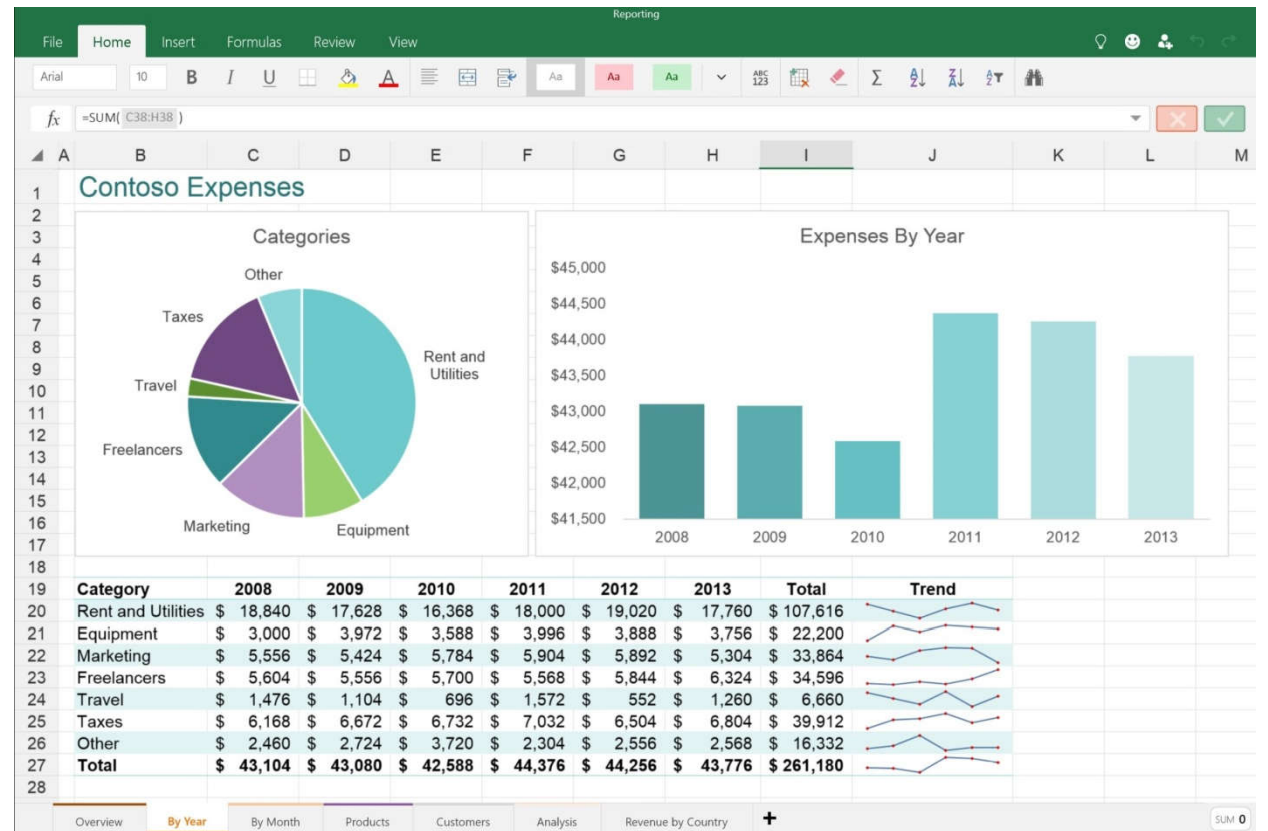


SPREADHSHEET

'QUICK' AND 'EASY' GUIDE TO USING
MICROSOFT EXCEL

Learning Objectives

- ✓ Enter data into Excel Sheets
- ✓ Use simple formula to perform calculations
- ✓ Insert charts



What is a Spreadsheet?

Spreadsheet applications are computer programs that let you create and **manipulate data** electronically.

They are used to carry out lots of **calculations** quickly and to store large amounts of data for a range of purposes.

Examples of Spreadsheet Programs

Google Sheets - (online and free)

iWork Numbers - Apple Office Suite

LibreOffice - Calc (free)

Microsoft Excel (Offline and Online)

OpenOffice - Calc (free)



Using Microsoft Excel (Hands-On)

As an account clerk of an organization, you are to prepare the table as shown below using a spreadsheet application

1. Copy and paste table title "Workers' Wages" on the same sheet. Format this new table as follows:
2. title the new fable as "SALARIES";
3. sort the fable in alphabetical order;
4. calculate average wage of workers per day;
5. calculate the maximum and minimum wages paid to the workers from the fable "SALARIES"
6. Insert a bar chart for the data in 2 (a)
7. Save workbook with your full name in the folder created.
8. Print and submit.

WORKER	WAGE PER DAY
EDEH	1500
USMAN	1750
STEVE	1200
OLOLADE	650
COMFORT	897.50
JOE	2371.20

Further Practice

Create a table with the following data, calculate the column 'Total' using excel formula and insert a 3-D Bar Chart for Days vs Total

Days	Item	Amount	Quantity	Total
Monday	Books	220	3	
Tuesday	Pencils	50	1	
Wednesday	Eraser	50	2	
Thursday	Bags	450	1	
Friday	Calculator	1500	1	