

# Spreadsheets with MS-Excel

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## Step 1: Learn about spreadsheet software (10 min)

Spreadsheets are computer applications that are used to store, organize, and analyze data.

Read more about spreadsheets, their history, and their uses in the Wikipedia article:

[wikipedia.org/wiki/Spreadsheet](https://wikipedia.org/wiki/Spreadsheet).

MS-Excel is widely used, and free options such as Google Sheets are also becoming more popular.

- Google Sheets (<http://docs.google.com/spreadsheets>)
- Office 365 (<http://edu.vaniercollege.qc.ca>)

## Step 2: Learn the basics of spreadsheet functionality (30 min)

Using either MS-Excel or Google Sheets, learn how to work with the following concepts: cells, column, row, range, adjacent range vs. non-adjacent range, function, formula, and worksheet.

Go through a tutorial, such as the GCF tutorial, on topics that you are not familiar with (<http://edu.gcfglobal.org/en/excel2016>). If you are using Google Sheets instead, then some functionality may be accessed through different tabs and menus.

## Step 3: Collect data for a future lab

Choose one of the following themes and gather some data.

- Climate change (yearly, per capital, total CO2 emissions per country, etc.)
- Electronic waste (tons per type of equipment, recycling rates, geographical distribution, etc.)
- IT jobs in Canada (demand/number of openings, salaries, gender distribution, geographical distribution, etc.)

Government and NGO data sets may be a good place to start looking for such data.