

Electronic Spreadsheets

Lesson 2

This chapter will cover the following:

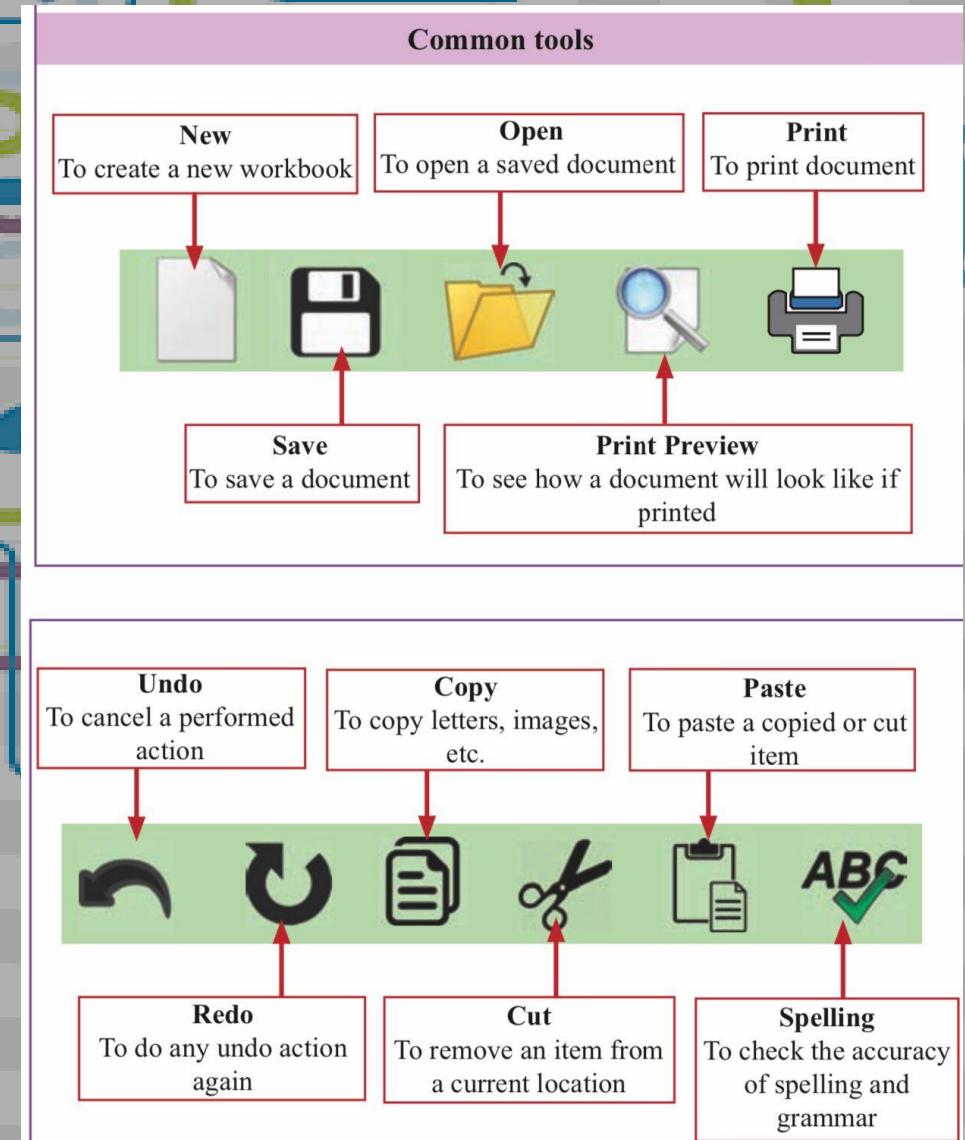
- * What spreadsheets are
- * Special features of a spreadsheet
 - Workbook, worksheets, cells, columns, rows
 - Name boxes
 - Functions, formulas
 - Data selection
 - Graphs

What Are Electronic Spreadsheets?

- * Electronic spreadsheets are computer applications that allow users to organize, analyze, and store data in tabular form,
- Replaces manual (paper-based) calculations.
- Examples:
 - *Microsoft Excel
 - *Google Sheets
 - *LibreOffice Calc

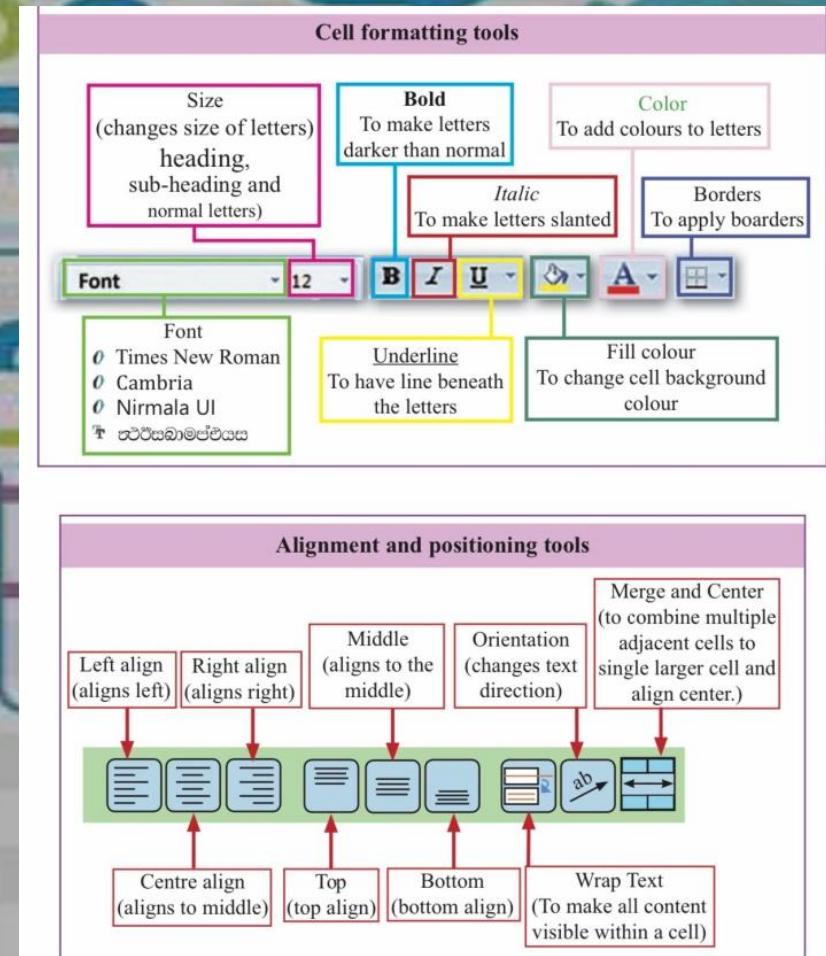
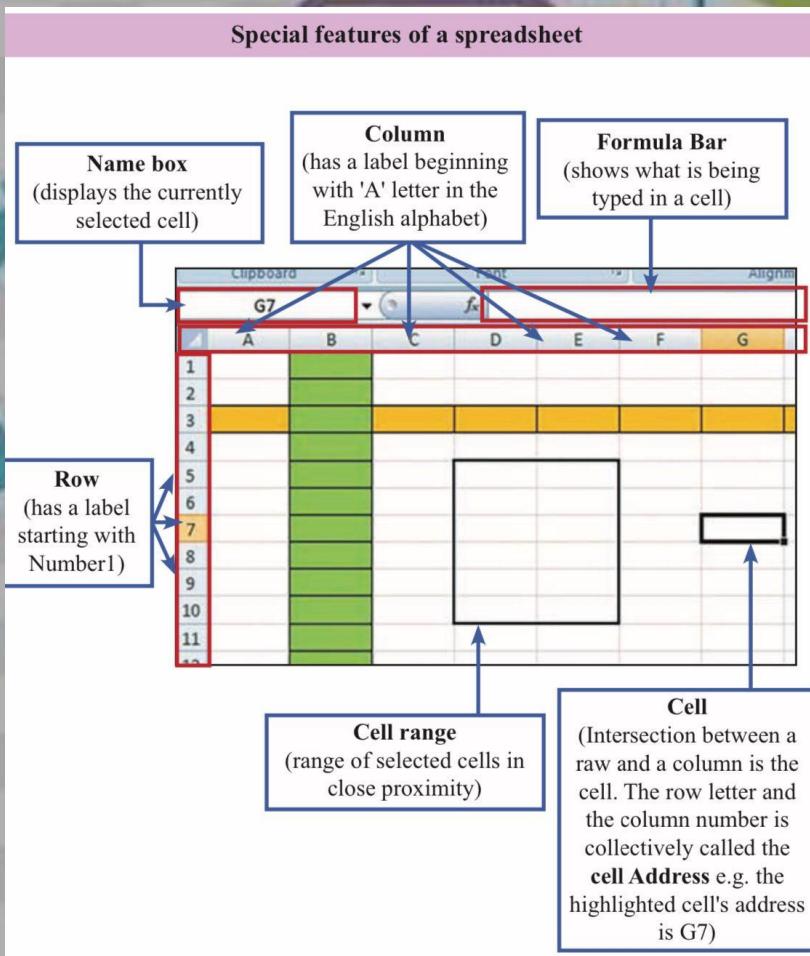
Special Features of a Spreadsheet

- *Automatic Calculations
- *Built-in Functions & Formulas
- *Data Sorting & Filtering
- *Conditional Formatting
- *Charts & Graphs
- *Multiple Worksheets per File
- *Import/Export of Data



Workbook, Worksheets, Cells, Columns, Rows

- *Workbook: The entire file (e.g., .xlsx)
- *Worksheet: Individual pages or tabs within the workbook
- *Cell: Each box in the sheet (e.g., A1)
- *Column: Vertical (labeled A, B, C...)
- *Row: Horizontal (numbered 1, 2, 3...)



Name Box

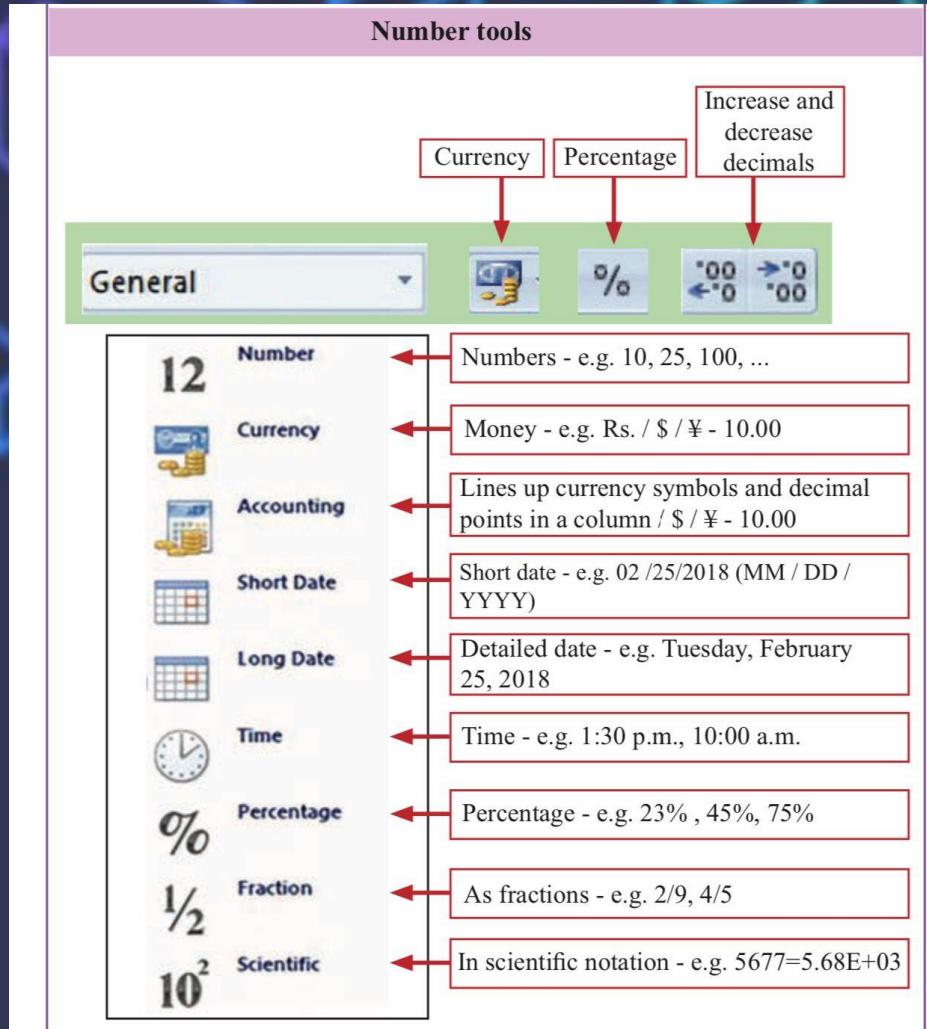
Located near the formula bar in spreadsheet software

- * Shows the **name or address** of the currently selected cell

- * Can be used to:

- * Quickly jump to a specific cell

- * Define a name for a cell/range (e.g., “TotalSales”)



Functions and Formulas

Formula: An equation created by the user (e.g., =A1+B1)

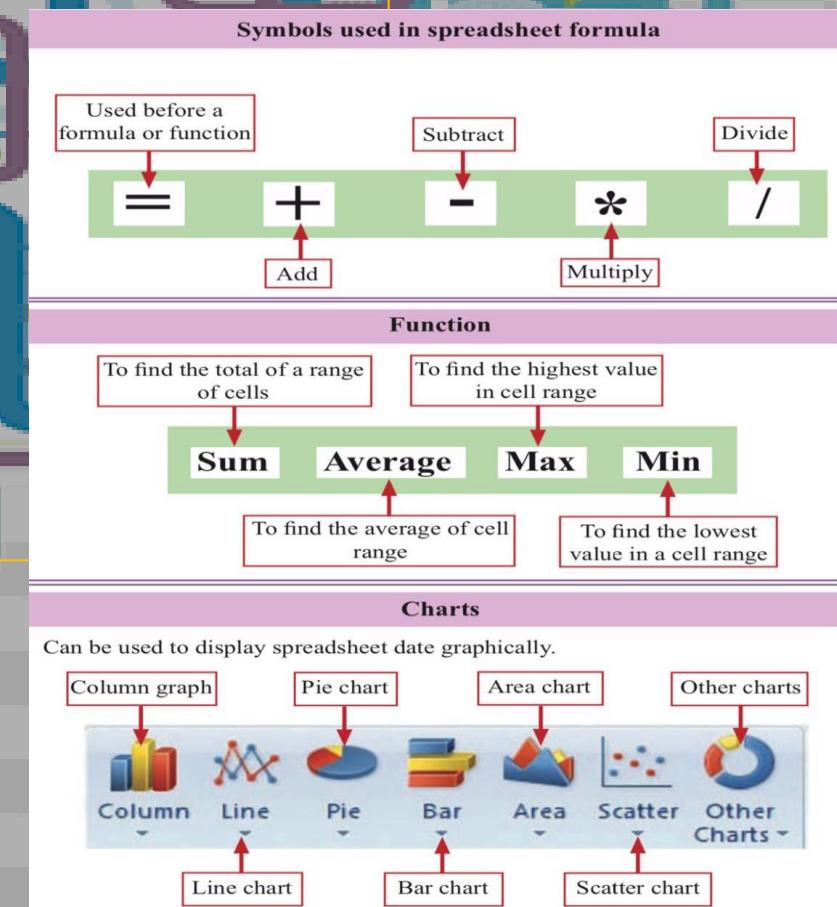
Function: Predefined formula in the spreadsheet software

Common examples:

=SUM(A1:A5) – Adds values

=AVERAGE(B1:B5) – Finds average

=IF(A1>100, "High", "Low") – Conditional logic



Data Selection

- * Selecting cells or ranges is essential for;
- * Applying functions
- * Formating data
- * Copying or deleting

Selection methods;

Click and drag

Ctrl/Shift+Click for multiple selection

Name box for quick selection

Graphs (Charts)

- * Visual representation of data
- * Helps in understanding trends, comparisons, and summaries
- * Types of Charts;
 - * Bar charts- Compare categories
 - * Line graph- Show trends over time
 - * Pie chart- show part of whole

Summery

- * Spreadsheets are powerful tools used in many fields
- * You now understand:
 - * What spreadsheets are
 - * Their key features
 - * How to use basic elements (cells, formulas, graphs, etc.)

THANK YOU!