

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

Common tools

New

To create a new workbook



Open

To open a saved document



Print

To print document



Save

To save a document



Print Preview

To see how a document will look like if printed



Undo

To cancel a performed action



Copy

To copy letters, images, etc.



Paste

To paste a copied or cut item



Redo

To do any undo action again



Cut

To remove an item from a current location



Spelling

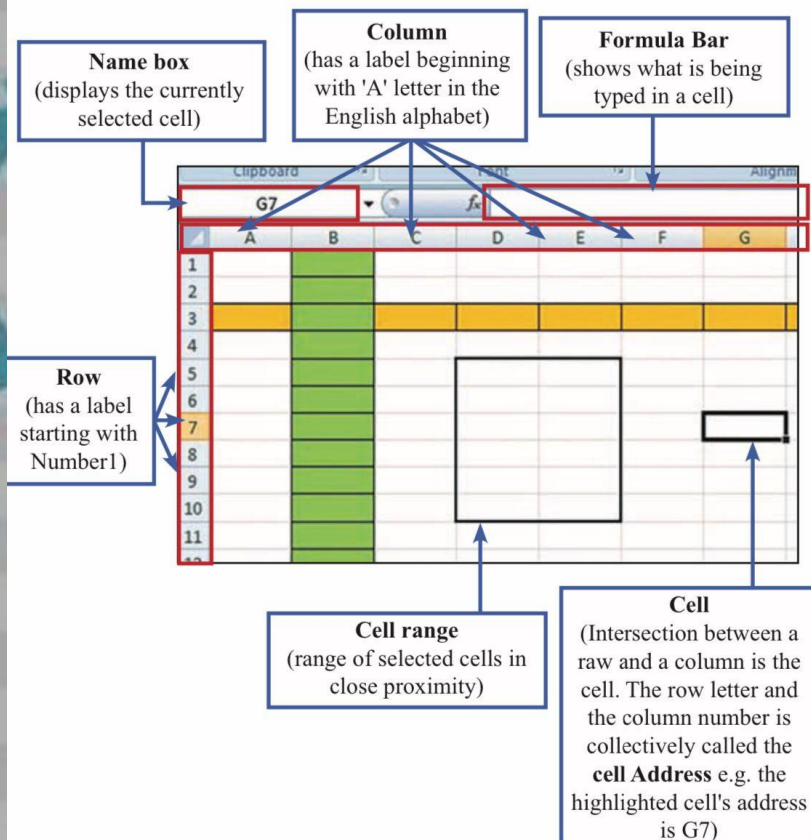
To check the accuracy of spelling and grammar



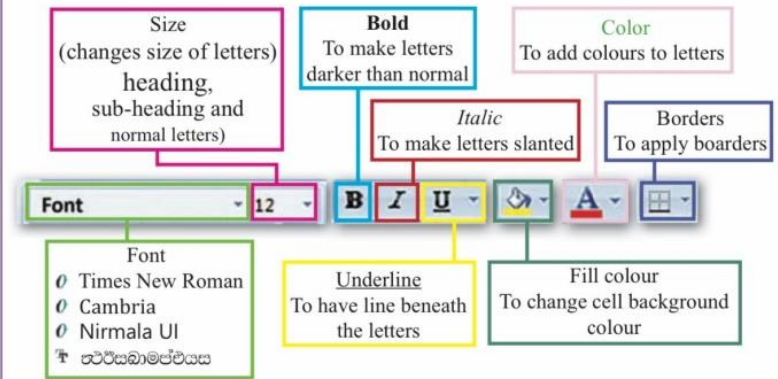
Workbook, Worksheets, Cells, Columns, Rows

- *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...)

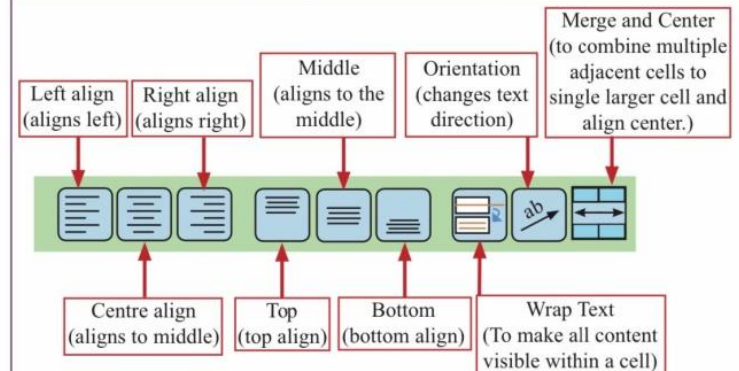
Special features of a spreadsheet



Cell formatting tools



Alignment and positioning tools



Name Box

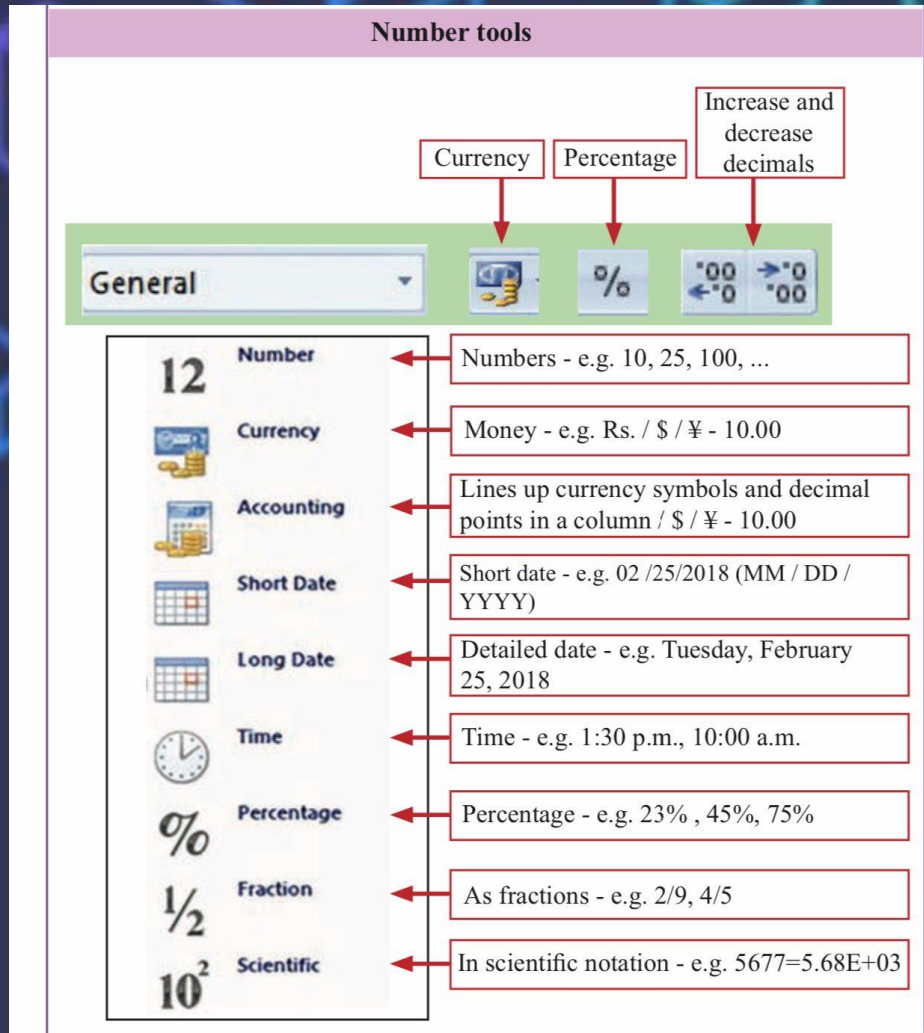
Located near the formula bar in spreadsheet software

- * 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

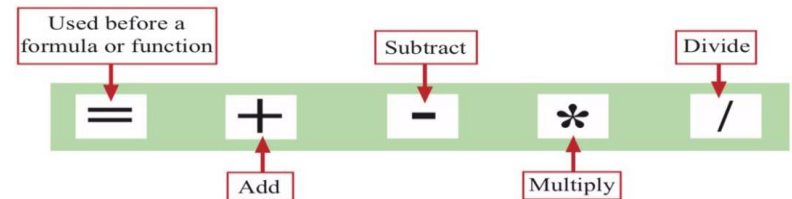
Common examples:

=SUM(A1:A5) – Adds values

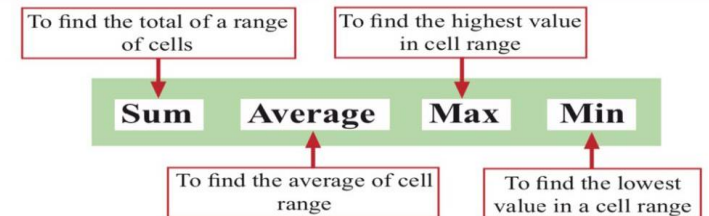
=AVERAGE(B1:B5) – Finds average

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

Symbols used in spreadsheet formula

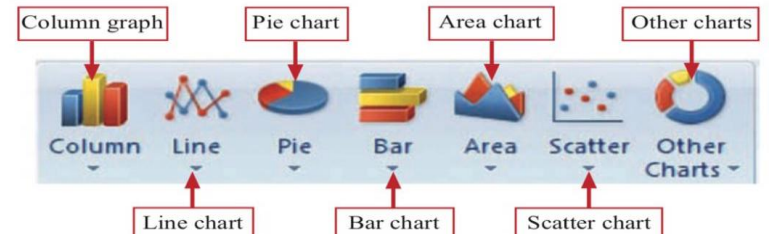


Function



Charts

Can be used to display spreadsheet data graphically.



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!