



Spreadsheet Basics

Computer Technology

Spreadsheet Basics

- Open Word. Find the Excel 2013 Spreadsheet Basics Worksheet in the Shared drive.
- Fill in the answers while viewing this presentation
- Make sure that you review the presentation until you know the spreadsheet basics and terminology



What is a spreadsheet?

- Spreadsheets are:
 - Applications that track, analyze, and chart numeric information
 - Used by business, industry, education, and individuals to make financial decisions
 - Accounting documents
 - Also called worksheets
- Excel is an electronic spreadsheet program



The four major parts of Excel are:

1. Worksheets

- Enter, calculate, manipulate, and analyze data such as numbers and text. *The term worksheet usually means the same thing as spreadsheet.*

2. Charts

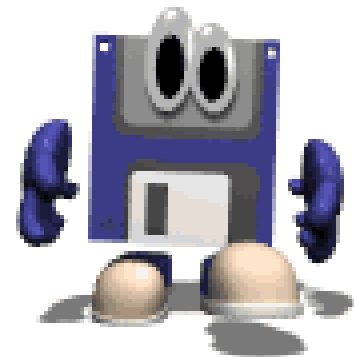
- Pictorially represent data. *Create two- and three- dimensional charts*

3. Databases

- Databases manage data. *Sort data, search for specific data and select data that satisfy a criteria*

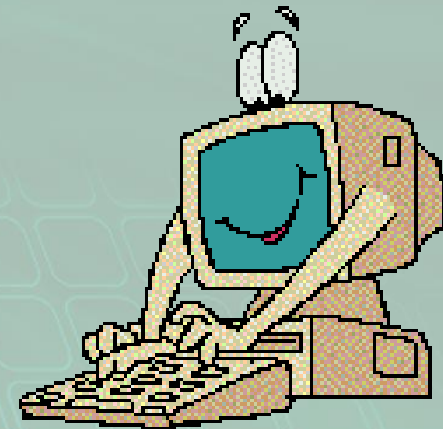
4. Web Support

- Save workbooks or worksheets in HTML format to be viewed and manipulated using a browser



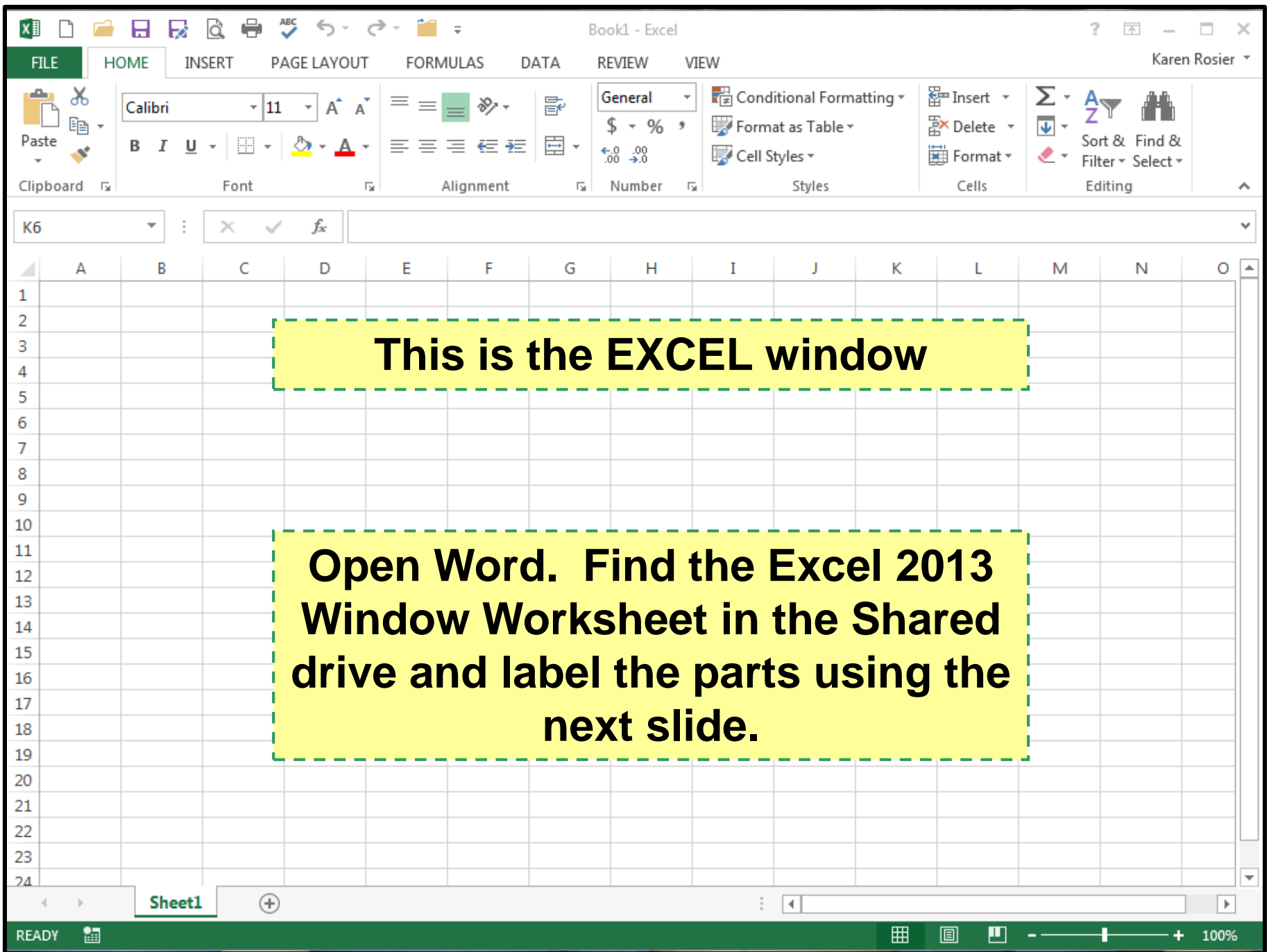
Excel Workbook

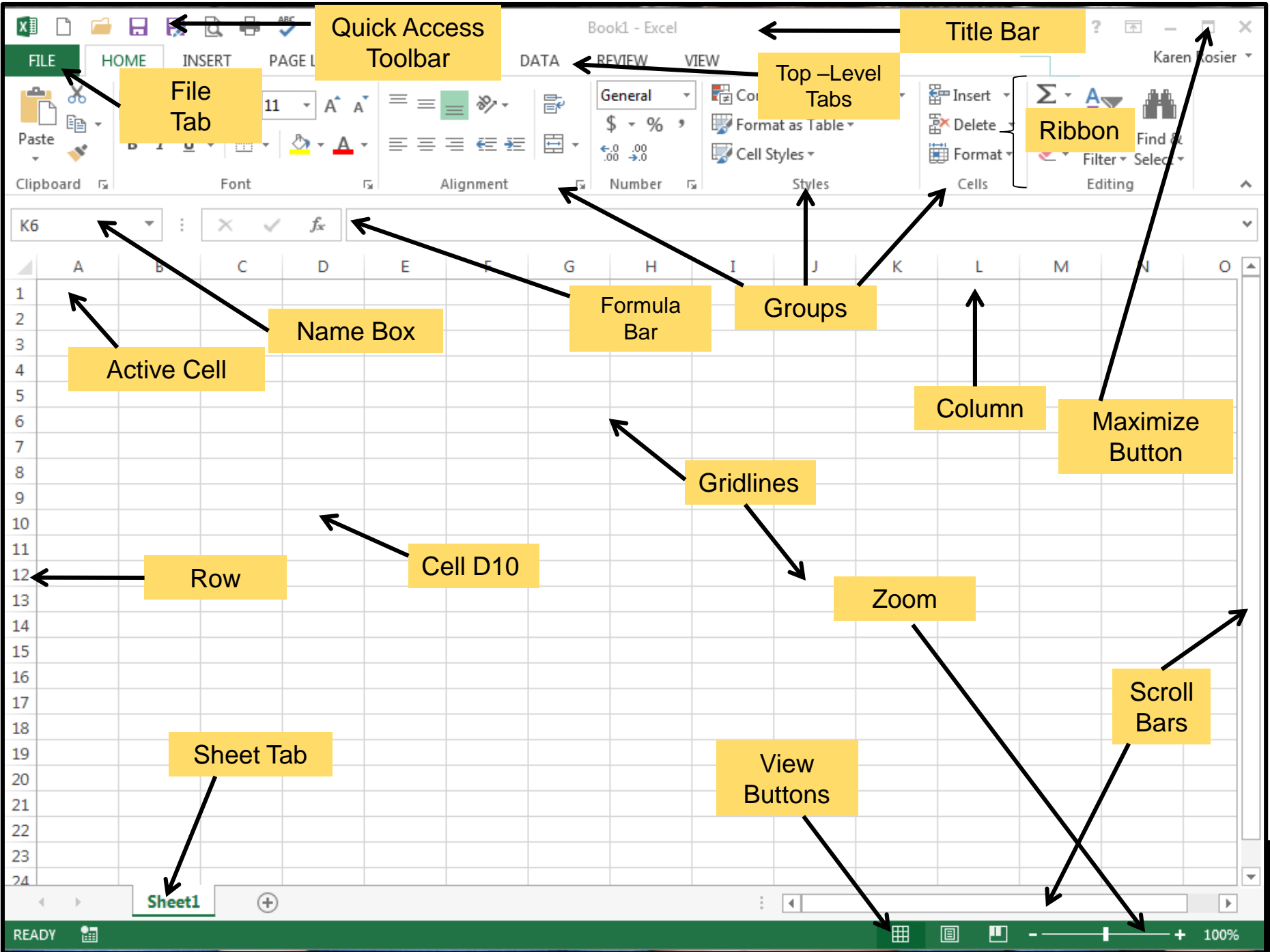
- When Excel starts, a new blank workbook is created called Book1
- Excel file – saved as workbook
- Contains worksheets – individuals pages in the workbook
- Contains 1 worksheet by default
- More worksheets can be added to the workbook
- Maximum # of worksheets is limited by available computer memory





Take a look at the Excel Window





Excel Definitions

- **Rows** - Horizontal information, labeled 1, 2, 3
- **Columns** - Vertical information, labeled A, B, C
- **.XLSX** - Automatic Excel document extension
 - *.xlsx is saved on each Excel workbook file*
- **Cell Addresses** - the coordinates of the intersecting column and row
 - *A1, F10, H233 are examples of cell addresses*
 - *For example: A1 is the 1st cell (left side) at the top row of the worksheet grid*
- **Cell References** - Use cell references in formulas

Excel Definitions

- **Name Box** - displays active cell address
Located at top left in the Excel window
 - *For example: B35*
 - *The active cell is in column B, row 35*
- **Formula Bar** - displays the active cell entry
 - *Cells can contain:*
 - *Labels or text*
 - *Values or numbers*
 - *Formulas or functions*
- **Range** - Two or more cells or a group of cells
 - **B3:D3** is a range of cells
 - This range of cells includes cells B3 through D3

The background is a vibrant green with a subtle grid of rounded squares. On the left side, there is a circular graphic with concentric rings and a vertical line passing through its center. The text is positioned to the right of this graphic.

**Review this Presentation until you
understand the Excel basics!!!**



The END