



Understanding Spreadsheets

NOTES 4

Chapter 7



What is a spreadsheet?

A program that displays data (text & numbers) in a table called a **worksheet**



Uses of Spreadsheet

- Prepare budgets
- Financial statements
- Inventory management
- Create charts



What is a worksheet?

A grid with columns
& rows; *the term*
worksheet *is used*
interchangeably with
spreadsheet



What is a cell?

The intersection of a
row and column

What 3 things can you type into a cell?

- **Label** = words or letters
- **Value** = numbers
- **Formula** – statement that performs a calculation



What is a cell range?

A group of cells that are closely together



What are columns?

Vertical arrangements of cells; identified by letters



What are rows?

Horizontal arrangement of cells; identified by numbers



What is a worksheet tab?

- A tab that identifies each open worksheet in a spreadsheet program, located in the lower left corner of the screen




Excel 2003 vs. Excel 2007

256 Columns

65,536 Rows

16,384 Columns

1,048,576 Rows



What is a Cell Address (Reference)?

This is a column letter &
row number
combination, such as
A1, B2



What is a name box?

Displays the name of the active cell or range



What is a formula bar?

Displays the data or formula stored in the active cell



What is an active cell?

The cell in which you are currently working (normally the cell is surrounded by a **black** border)



What is a function?

A built-in formula that is a shortcut for common calculations such as addition and average.



What are Operation Symbols?

Instruct the computer
as to what
mathematical
operations to perform



Operation Symbols

- Addition (+)
- Subtraction (-)
- Multiplication (*)
- Division (/)



How do you key a formula?

You combine numbers,
cell addresses
(references),
Operation symbols
and/or functions

Ex: $=4 + 5$; $=B1 * B2$

Order of Operations

- Completes formulas in this order:
 1. **P**arentheses
 2. **E**xponents
 3. **M**ultiplication
 4. **D**ivision
 5. **A**ddition
 6. **S**ubtraction

Example:

Formula: $5+2*7$ Result: 19

Formula: $(5+2)*7$ Result: 49



What is a column width tool?

Tool that changes the width of the columns on a spreadsheet



What is a row height tool?

Tool that changes the height of rows on a spreadsheet



What is the Fill Handle Tool?

Used to copy data & formulas to another cell; and create a series



What is Auto Sum Tool?

Automatically creates a formula to add a series of numbers in a spreadsheet



What is a Chart?

Graphic representations
used to compare &
contrast worksheet data



What is sorting?

Organizing or rearranging data in either **ascending** or **descending** order



Definitions....

Sort Ascending – arranges records from A to Z or smallest to largest

Sort Descending – arranges records from Z to A or largest to smallest

Common Formula Errors

- Include:
 - ##### (Railroad Tracks Error)
 - occurs when the column is not wide enough to display the contents of the cell
 - #REF!
 - occurs when the cell reference is not valid because the cell may have been deleted or pasted over incorrectly
 - #NAME?
 - occurs when a misspelling has occurred in a function name