

Organizing Data: Takeaways

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Syntax

- Cells have addresses that are comprised of a column-row combination, like **A3** or **D25**.
- Ranges are specified by using a colon symbol `:` that separates the upper left corner cell address from the bottom right corner cell address, such as `A1:C10`.
- When specifying a non-contiguous range, use a comma in between the sub-ranges, such as `A1:C10` , `D5:E11` , `H15` .

Concepts

- A **spreadsheet** is an application, like Microsoft Excel.
- Spreadsheets are used to create workbook files, usually ending in XLSX.
- **Workbooks** contain one or more worksheets (workbooks cannot be blank).
- **Worksheets** are also called tabs.
- A **range** is comprised of one or more cells, and they can be contiguous or non-contiguous.
- **Tables** are a special type of range that come with built-in features:
 - Colored/shaded rows
 - Automatic filters
 - Automatic headers that remain visible
 - Automatic expansion with new columns/rows
 - Automatic naming of ranges using headers
- Both tables and ranges *can and should* be named using the name box.
- You should *always* rename a tab with a meaningful name other than "Sheet1".
- You can move, copy, or delete your worksheets using mouse clicks or menus.
- Color-coding your tabs is an easy way to have them stand out.
- Most workbooks should be saved in XLSX format, unless you need a common format to be shared by other applications.
- Workbooks are files, so you can perform many operations on them using your computer's operating system.
- You can copy worksheets between workbooks if all workbooks are open.
- Using names to access tables and ranges is cleaner and more intuitive than using default values and addresses.

Resources

- [Named ranges](#)
- [Overview of tables](#)
- [Cells and ranges](#)

