

# SPREAD SHEET

# 1 - INTRODUCTION

## Introduction

- **What is spreadsheet?** A spreadsheet is a table of values arranged in rows and columns. This lesson covers some basic spreadsheet concepts, but also will introduce you to the common screen elements (features in the Spreadsheet window) found in this application. The instructions given in this text apply to Excel XP for Windows and Excel X for Macintosh.

MS EXCEL



	A	B	C	D	E	F
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

These are the row numbers:

These are the column letters:

This cell's address would be C5

# What is a spreadsheet?

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- A simple way to think of a *spreadsheet* is as a *blank sheet of paper with columns and rows*. Each intersection of a column and row results in a cell where data can be recorded.
- A spreadsheet application is a software program in which you can enter words and numbers as well as formulas to calculate numbers. A spreadsheet might be used by accountants to keep a ledger or by a teacher to create an electronic grade book.
- Unlike the paper version the computer version can automatically manipulate, calculate and display data.

# 2 - OBJECTIVES

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- **Business Data Storage.** A spreadsheet is an easy way to store all different kinds of data. ...
- **Accounting and Calculation Uses.** ...
- **Budgeting and Spending Help.** ...
- **Assisting with Data Exports.** ...
- **Data Sifting and Clean-up.** ...
- **Generating Reports and Charts.** ...
- **Business Administrative Tasks.**

# 3 - ELEMENTS OF ELECTRONIC SPREAD SHEET

Components of a Spreadsheet

spreadsheet - a table in which you can enter and manipulate data.

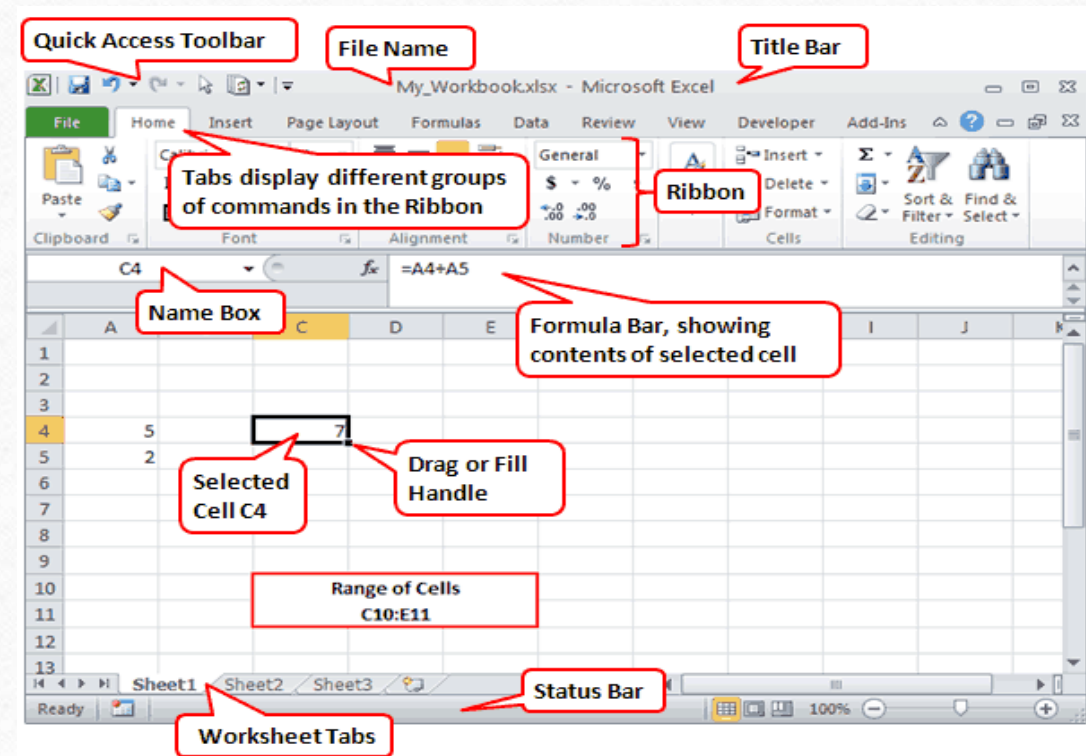
cell - a table entry. ...

row - cells aligned horizontally. ...

column - cells aligned vertically. ...

range - the specification for a series of cells. ...

function - an operation applied to a range of cells, always beginning with an "=" sign.



# OPENING OF SPREAD SHEET

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**To open an existing spreadsheet:**

Press Alt + F, then Arrow down to Open and press Enter. ...

If using Excel 2016, Tab once, arrow down to Browse and press Enter at this point.

The Open dialog box appears.

# ADDRESSING OF CELLS

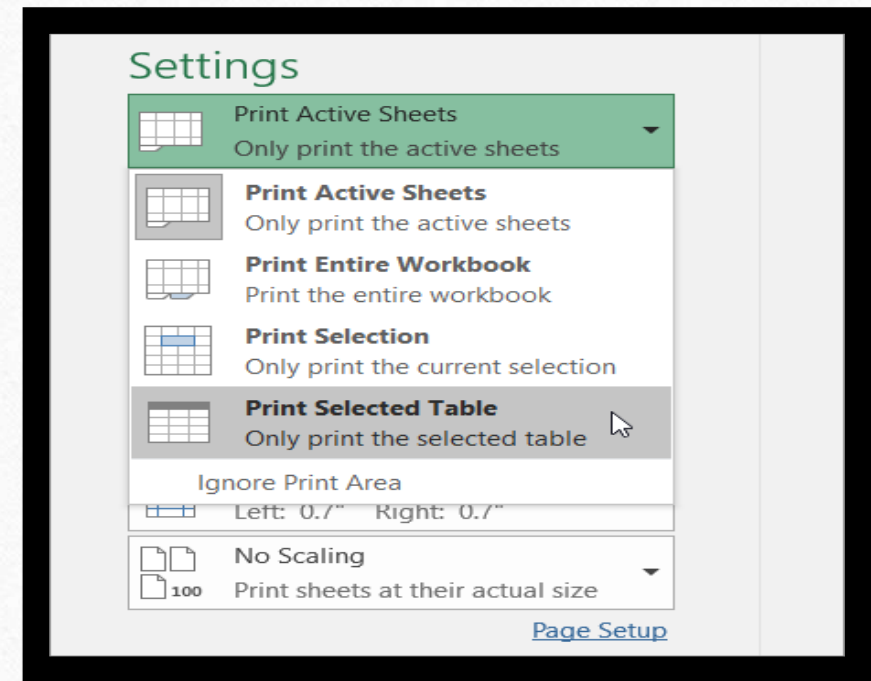
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**A cell reference or cell address is a combination of a column letter and a row number that identifies a cell on a worksheet. For example, A1 refers to the cell at the intersection of column A and row 1; B2 refers to the second cell in column B, and so on.**

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# Printing of spread sheet

You can print the entire worksheet or just the cells you want. If you want to print a range of cells, select them. To print the entire worksheet, don't select anything. **Click File > Print > Print.** If you selected a range of cells, but decide to print the entire worksheet, switch to Entire Workbook before you hit Print.

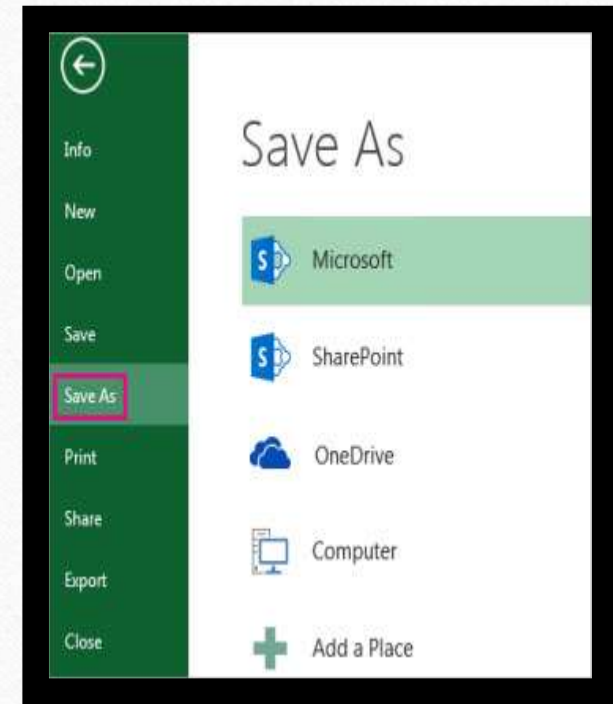




# Saving workbooks

## Save your workbook

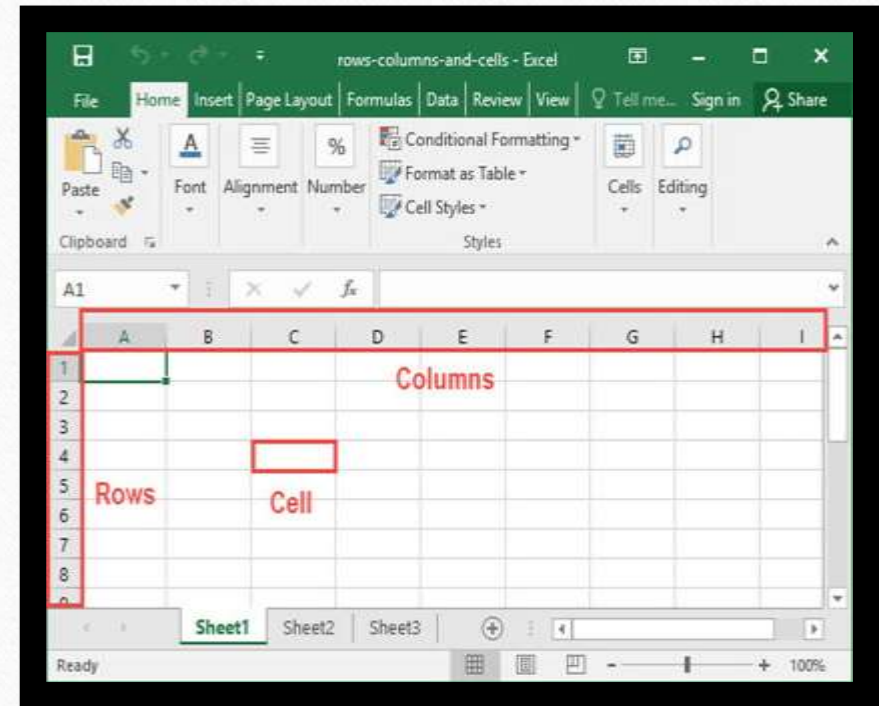
1. Click **File > Save As**.
2. Under **Save As**, pick the place where you want to save your workbook. ...
3. Click **Browse** to find the location you want in your Documents folder. ...
4. In the **File name** box, enter a name for a new workbook. ...
5. To save your workbook in a different file format (like . ...)
6. Click **Save**.



# 3-Manipulation of cells

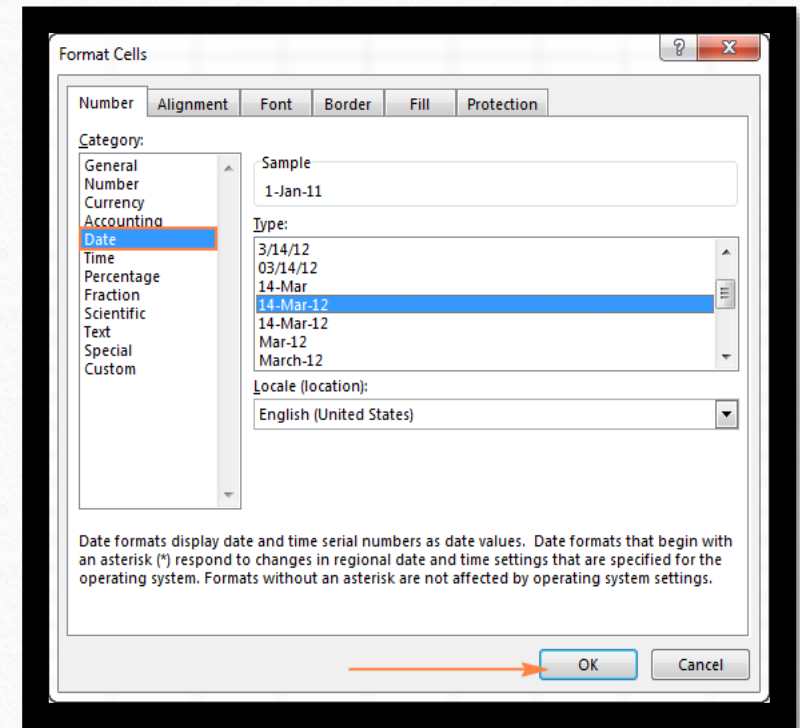
## Manipulating cells

- Cut / copy / paste cells. Use this to duplicate cells from one place in your worksheet to another.
- Insert new cells. ...
- Delete cells. ...
- Format cells



# Entering tax, numbers and dates

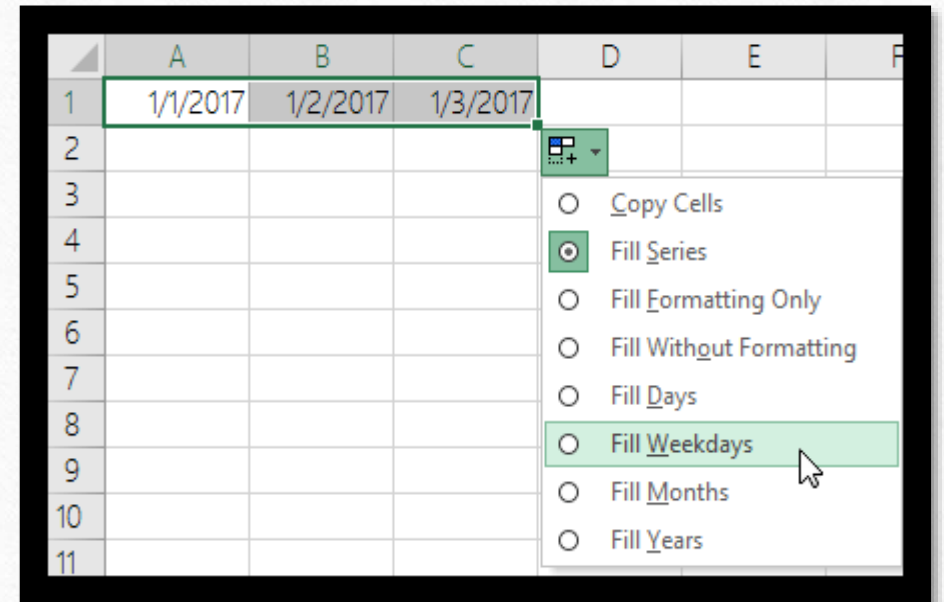
On the worksheet, click a cell. Type the numbers or text that you want to enter, and then press ENTER or TAB. To enter data on a new line within a cell, enter a line break by pressing ALT+ENTER.



# CREATING TAX ,NUMBER AND DATE SERIES

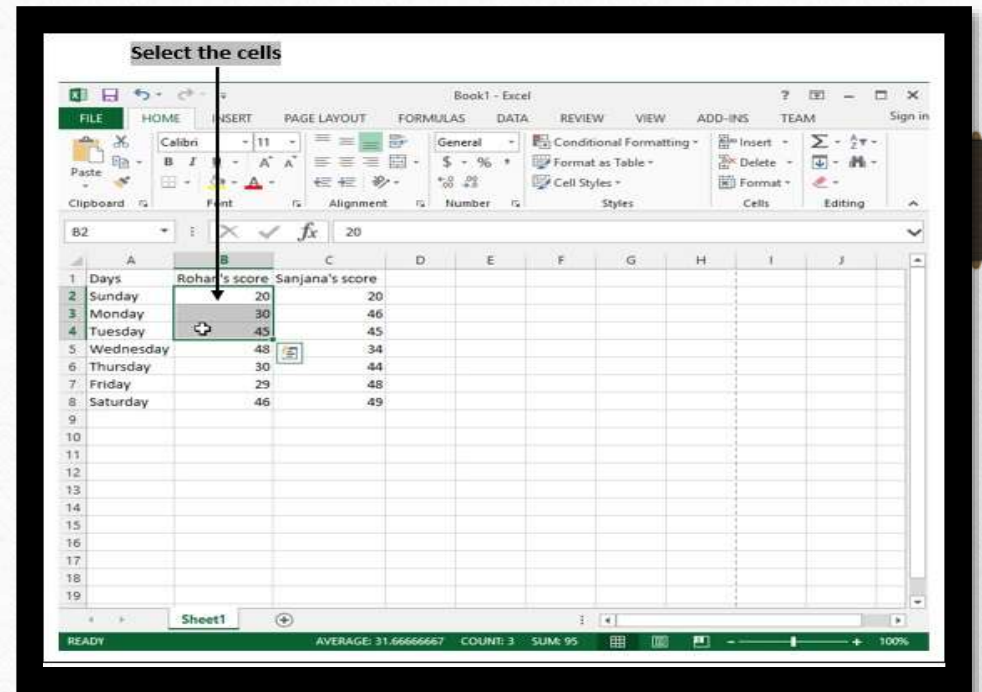
## Create a list of sequential dates

1. Select the cell that contains the first date. Drag the fill handle across the adjacent cells that you want to fill with sequential dates.
2. Select the fill handle. at the lower-right corner of the cell, hold down, and drag to fill the rest of the series.



# Editing worksheet data

1. Double-click the cell that contains the data that you want to edit. ...
2. Click the cell that contains the data that you want to edit, and then click anywhere in the formula bar. ...
3. Click the cell that contains the data that you want to edit, and then press F2.

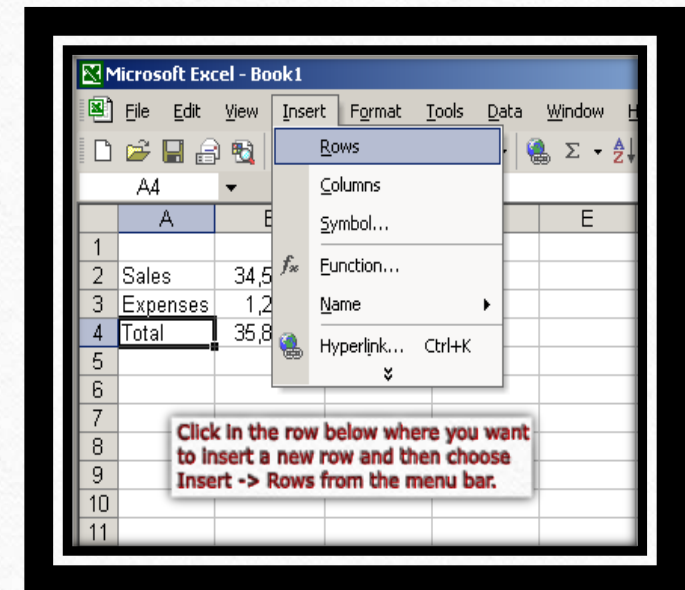


# INSERTING AND DELETING ROWS, COLUMN

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## Insert or delete rows and columns

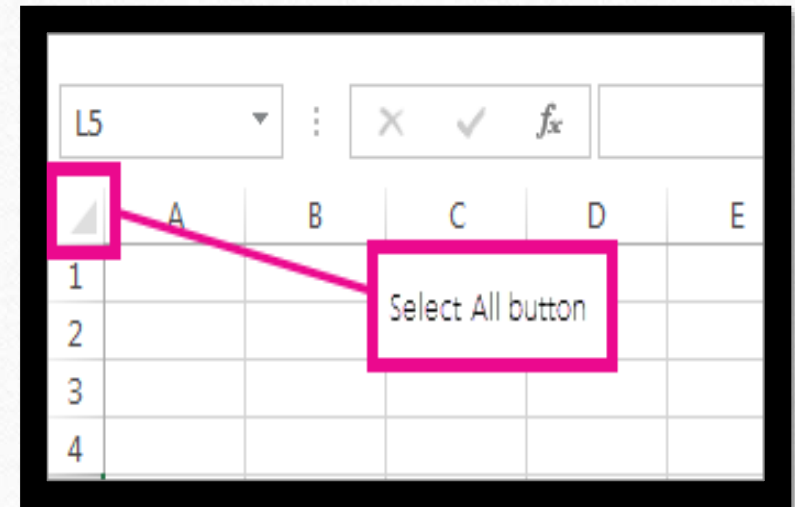
1. Select any cell within the column, then go to Home > Insert > Insert Sheet Columns or Delete Sheet Columns.
2. Alternatively, right-click the top of the column, and then select Insert or Delete.



# CHANGING CELL HEIGHT AND WIDTH

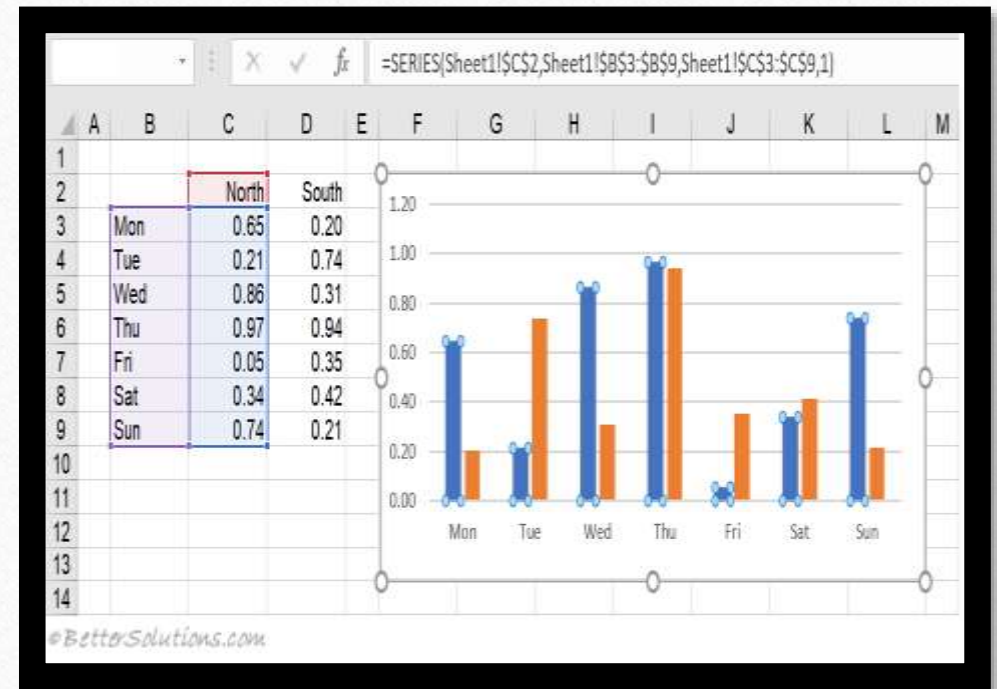
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Select the row or rows that you want to change. On the Home tab, in the Cells group, click Format. Under Cell Size, click Row Height. In the Row height box, type the value that you want, and then click OK.



# 4 - FUNCTION AND CHARTS

A chart is a powerful tool that allows you to visually display data in a variety of different chart formats such as Bar, Column, Pie, Line, Area, Doughnut, Scatter, Surface, or Radar charts. With Excel, it is easy to create a chart. Here are some of the types of charts that you can create in Excel.





# USING FOMULAS

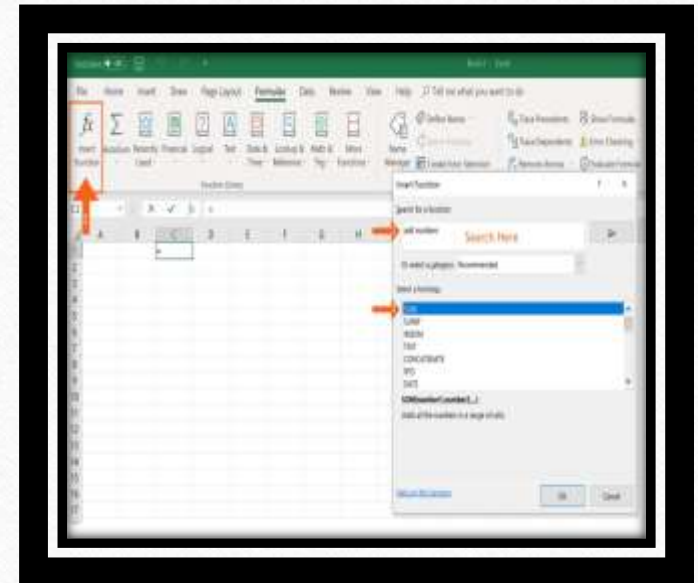
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**Create a formula that refers to values in other cells**

- 1. Select a cell.**
- 2. Type the equal sign =. Note: Formulas in Excel always begin with the equal sign.**
- 3. Select a cell or type its address in the selected cell.**
- 4. Enter an operator. ...**
- 5. Select the next cell, or type its address in the selected cell.**
- 6. Press Enter**

# FUNCTION

**A function in Excel is a present formula, that helps perform mathematical, statistical and logical operations. Once you are familiar with the function you want to use, all you have to do is enter an equal sign (=) in the cell, followed by the name of the function and the cell range it applies to.**



# CHARTS

## To insert a chart:

1. Select the cells you want to chart, including the column titles and row labels. These cells will be the source data for the chart. ...
2. From the Insert tab, click the desired Chart command. ...
3. Choose the desired chart type from the drop-down menu.
4. The Selected chart will be inserted into the worksheet

