Introduction
to Spreadsheets

What is a spreadsheet?

An arrangement of cells in columns and rows used to organize, analyze, calculate, and report information, usually in numerical form.

What is a Workbook?

A file which contains one or more spreadsheets.

What computer program creates spreadsheets?

Microsoft Excel

Parts of Spreadsheets

Row

Horizontal lines for data in a spreadsheet. Identified with Numbers

Column

Vertical lines for data in a spreadsheet. Identified with Letters
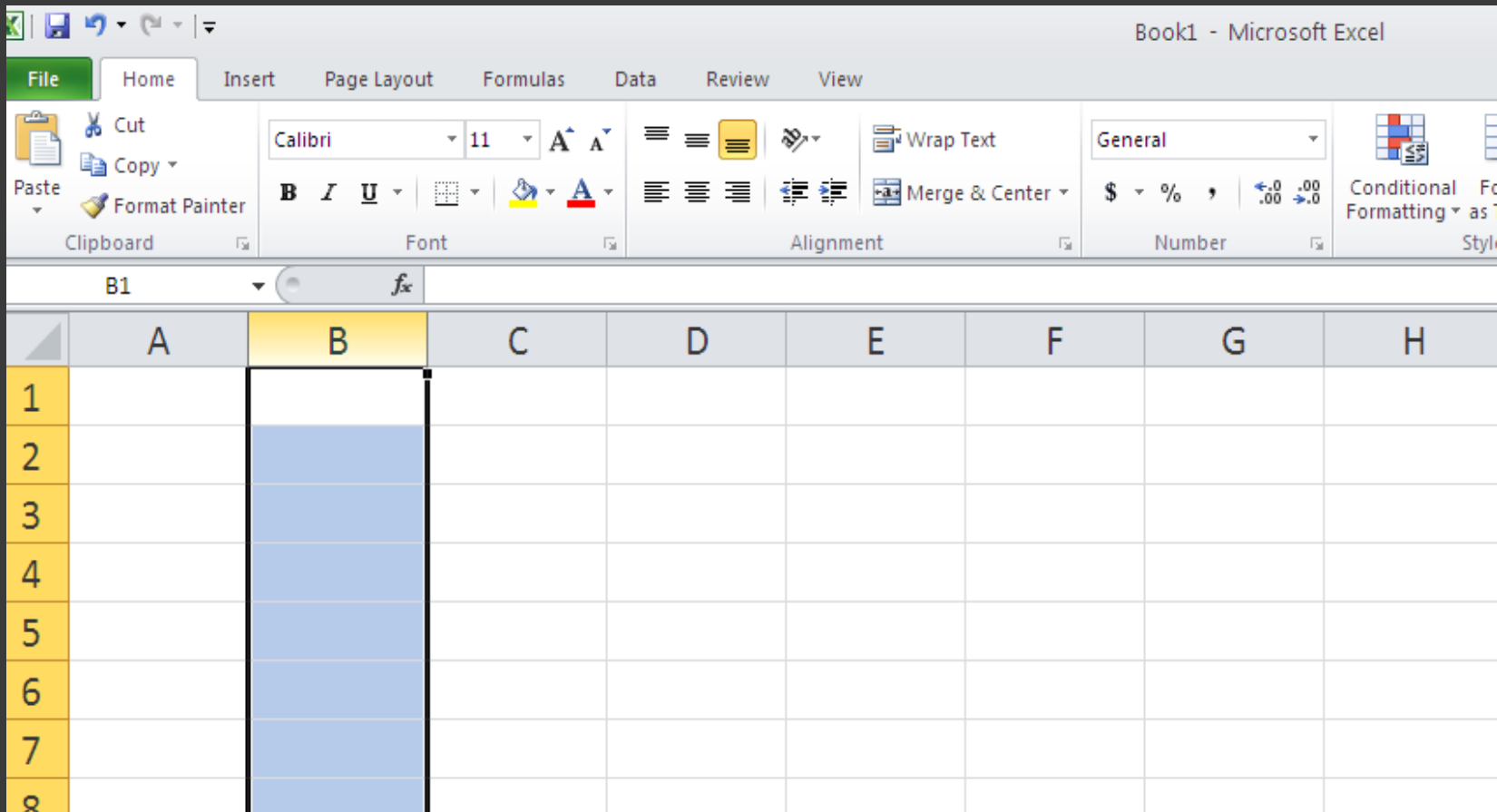
Cell

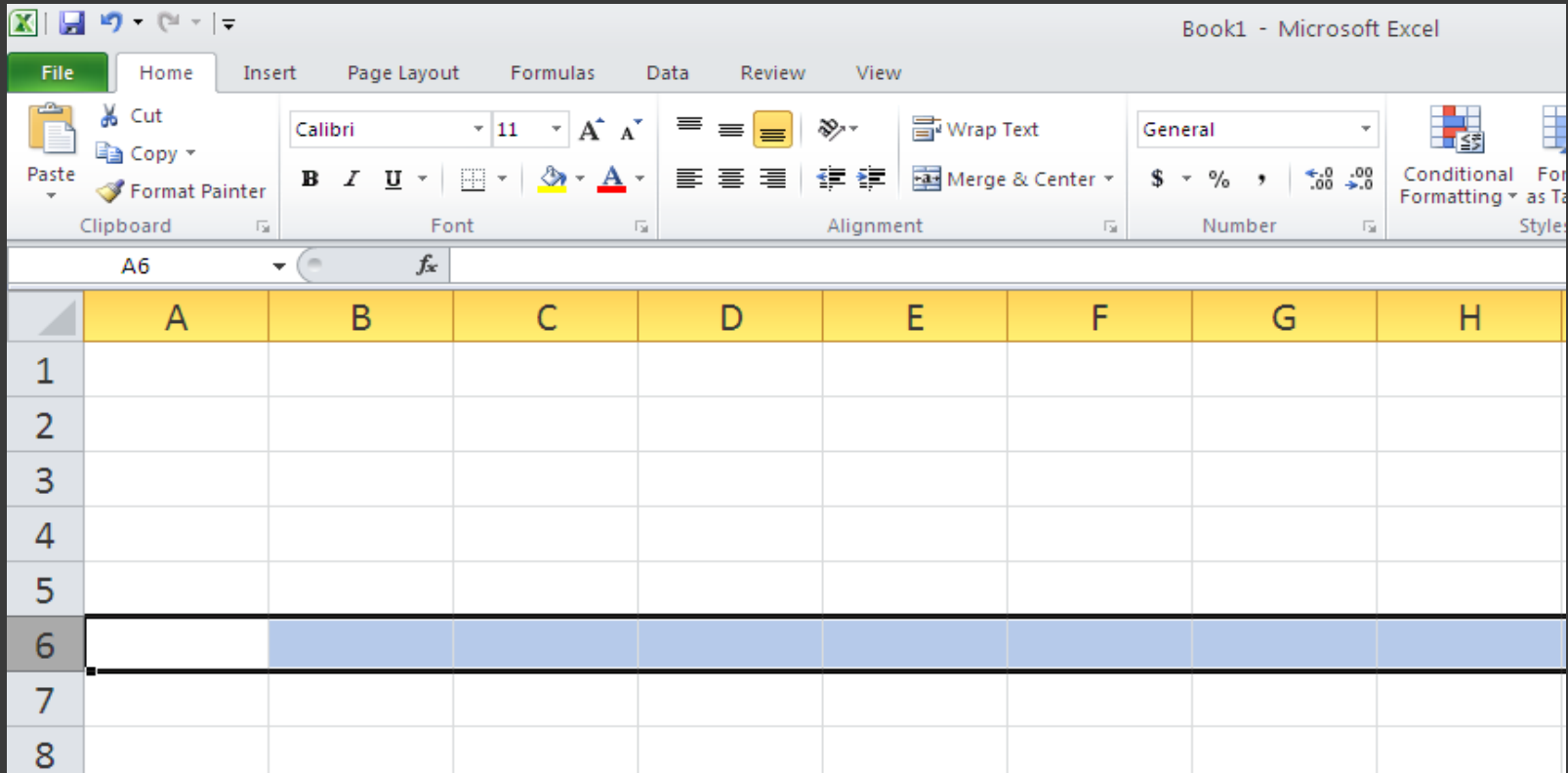The individual intersections between rows and columns. Labeled by the Row Number and Column Letter.

Active Cell

The cell that is currently being edited. Marked by a think black boarder around the cell.

Column

Row

Understanding Spreadsheets

Label

Alphabetical text in a spreadsheet

Value

A number in a spreadsheet

Formula

Statement that performs a calculation

Function

Built-in formula that is a shortcut for common calculations

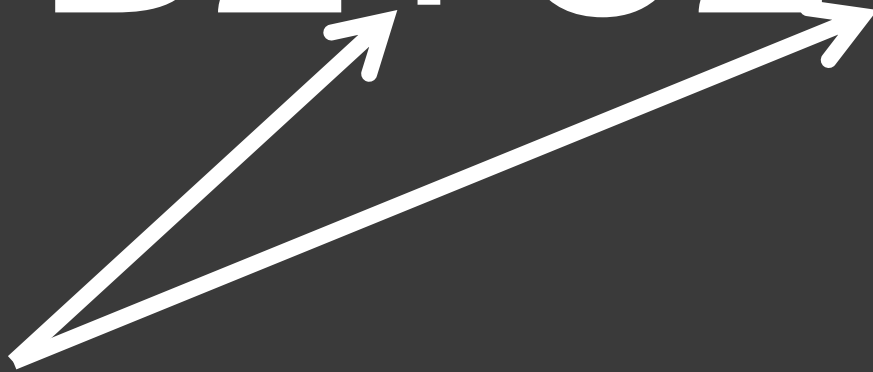# Parts of Spreadsheet Formulas

Example:

=B2+C2+D2

Example:

=B2+C2+D2

Equal Sign: First part of any spreadsheet formula

Example:

=B2+C2+D2

Mathematical Operators

Example:

=B2+C2+D2

Cell Reference/Address: Made up of column heading and row number

Parts of Spreadsheet Functions
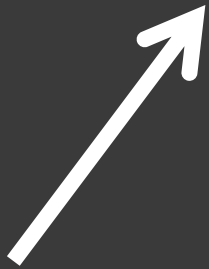
Example:

=SUM(B2:B6)

Example:

=SUM(B2:B6)

Equal Sign: First part of any spreadsheet formula

Example:

=SUM(B2:B6)

Name of Function

Example:

=SUM(B2:B6)

Range of Function

What are some uses for spreadsheets?

1. Prepare Budgets
2. Maintain student grades
3. Prepare financial statements
4. Analyze numbers
5. Manage Inventory
6. Make forecasts

What is a budget?

An estimate of income and expenditure for a set period of time

What is a Financial Statement?

Statement: a document showing credits and debits

What is a Forecast?

The act of predicting business activity for a future period of time