Spreadsheet Basics

What is a Spreadsheet?

A spreadsheet is a piece of paper with rows and columns for recording financial data for use in comparative analysis.

Today it refers to a software program that implements a spreadsheet or a number of spreadsheets. It consisting of an interactive grid made up of cells in which data or formulas are entered for analysis or presentation.

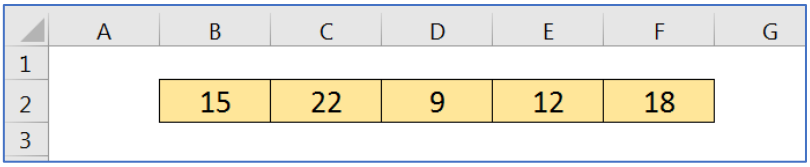
Terms

Cell: A single data point or element in a spreadsheet.

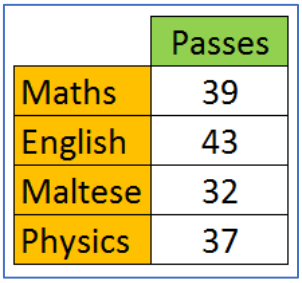
Column: A vertical set of cells.

Row: A horizontal set of cells.

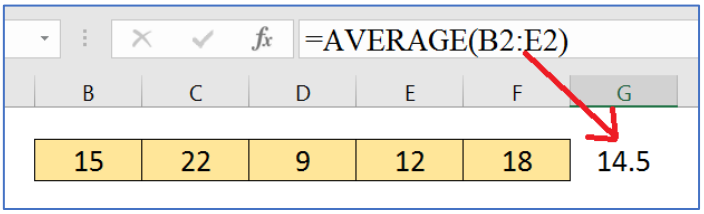
Range: A selection of cells extending across a row, column, or both. The five values in the diagram below are placed in the range B2:F18.



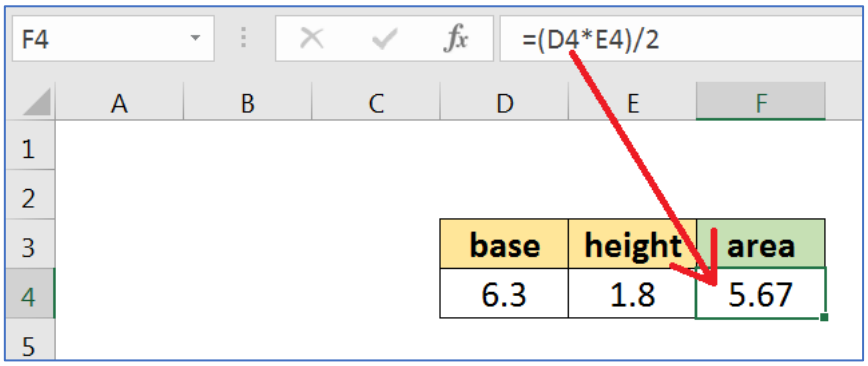
Label: A description of what a row or a column is holding. In the diagram below 'Passes', 'Maths', 'English' etc are all labels.



Function: A built-in operation from the spreadsheet app, which can be used to calculate cell, row, column, or range values, manipulate data, and more. Spreadsheet applications offer, amonst other functions, the function 'average'.



Formula: The combination of functions, cells, rows, columns, and ranges used to obtain a specific result.



Worksheet (Sheet): The named sets of rows and columns making up your spreadsheet; one spreadsheet can have multiple sheets

Spreadsheet: The entire document containing your worksheets

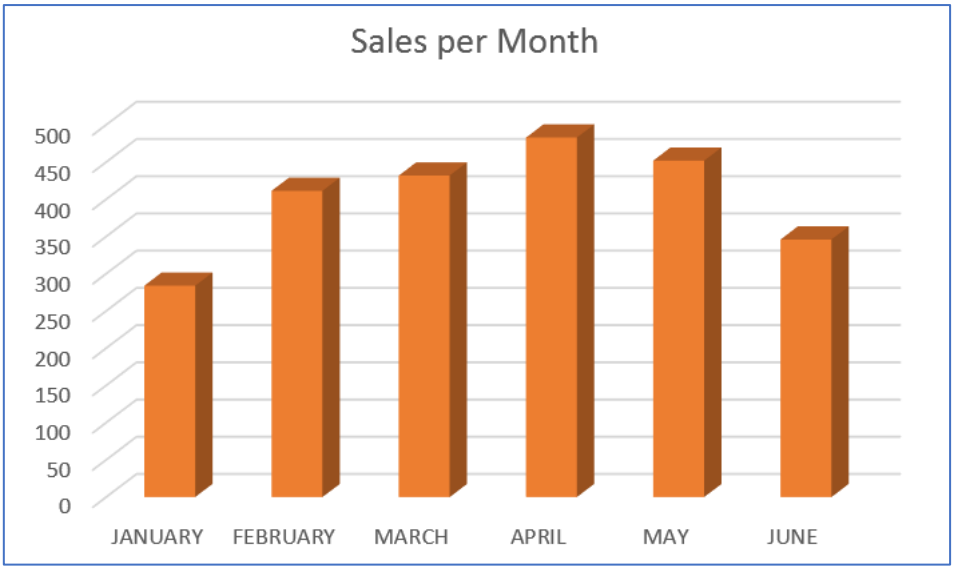
Sales Problem

The following table shows the sales in 6 months of a company that has 3 salespersons.

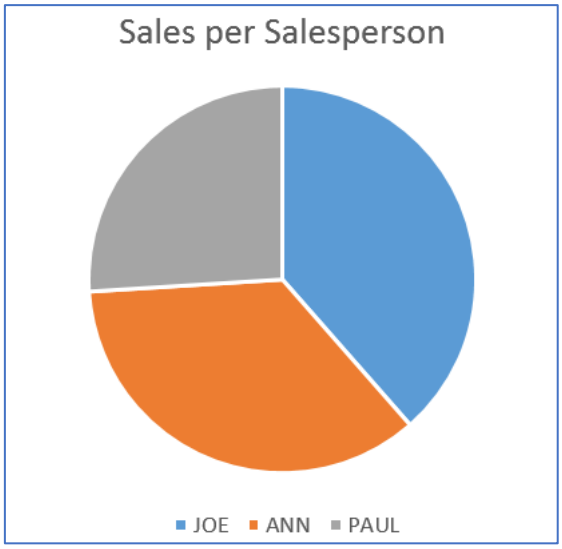
	JOE	ANN	PAUL		
JANUARY	103	93	88	284	TOTAL JANUARY
FEBRUARY	129	196	86	411	TOTAL FEBRUARY
MARCH	144	188	100	432	TOTAL MARCH
APRIL	233	120	130	483	TOTAL APRIL
MAY	192	133	127	452	TOTAL MAY
JUNE	127	124	95	346	TOTAL JUNE
	928	854	626		
	TOTAL JOE	TOTAL ANN	TOTAL PAUL		

The result (284) in cell F3 comes from the **formula** =SUM(C3:E3).

Choosing the two red columns we can create the following chart.



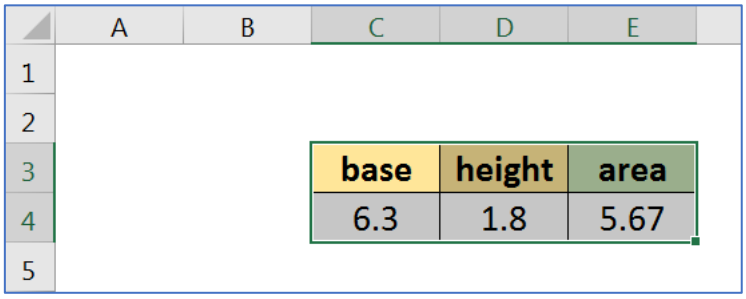
We can also create the sales per person and get the following pie chart.



Moving Cells

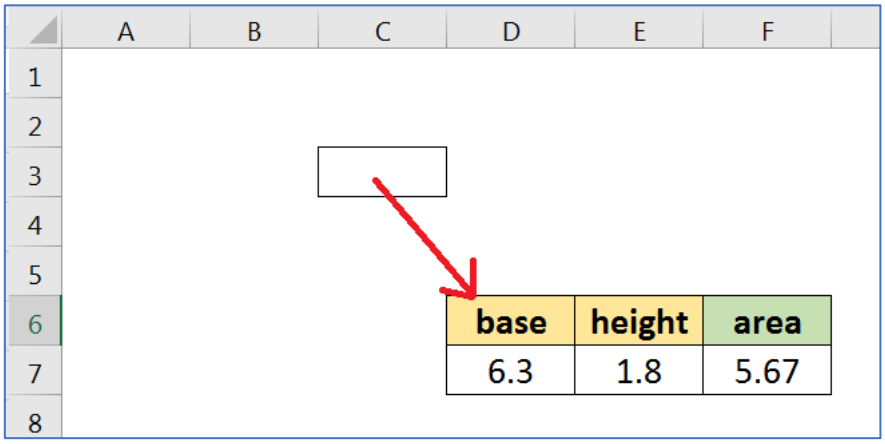
To move a cell or group of cells from one place to another do the following:

(1) Choose (highlight) the selected cells.



	A	B	C	D	E
1					
2					
3			base	height	area
4			6.3	1.8	5.67
5					

(2) Choose a point on the border of the selected rectangle and drag.

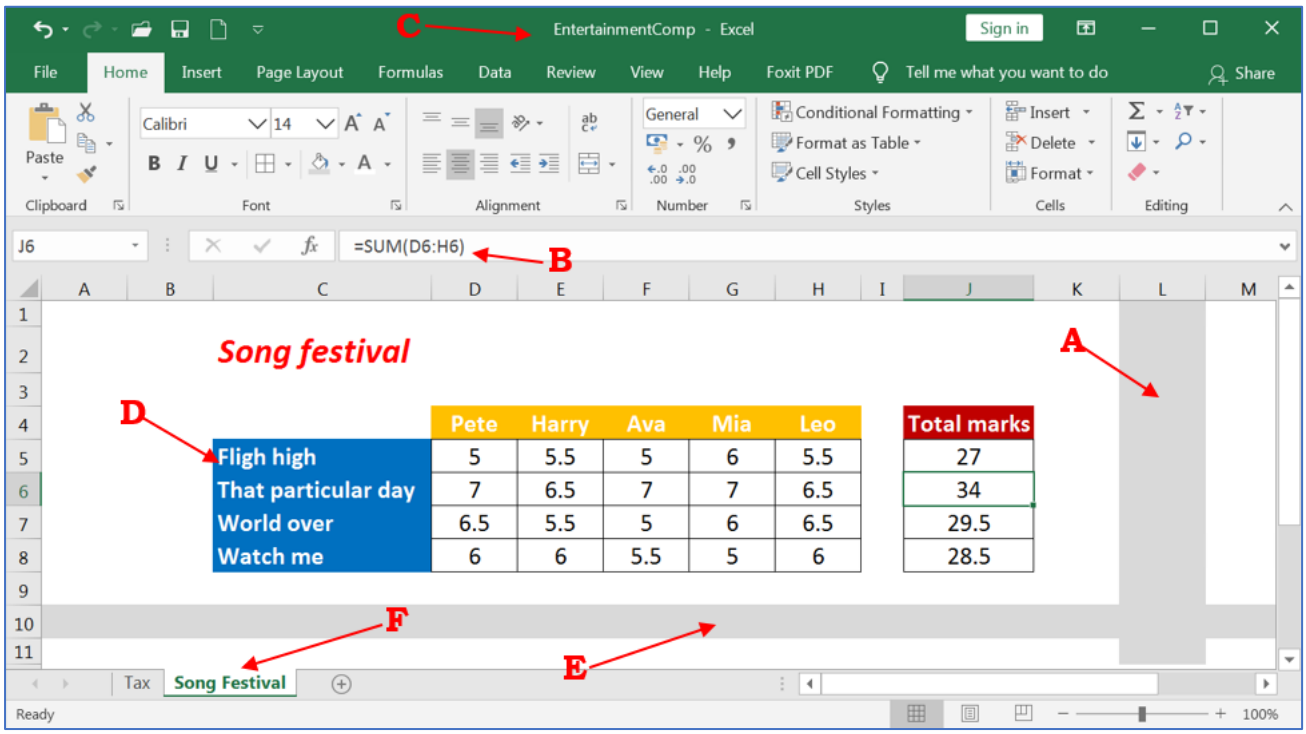


Copying and Pasting

The result seen above (Moving Cells) can be obtained by (i) choosing the rectangle of cells, (ii) cutting and (iii) pasting.

Exercise

1. Map each letter with its corresponding name. Choose from: function, row, cell, column, worksheet name, spreadsheet name.



2. A company owns four cinemas. The following table shows the attendances in the first three months of the year.

	Ariston	Odeon	Plaza	Phoenix
January	1293	943	1143	829
February	1067	927	1288	844
March	1126	1236	1055	815

Draw this table on a spreadsheet and then draw charts that show the relationships

(i) between months and total attendance
(ii) between cinemas and total attendance.