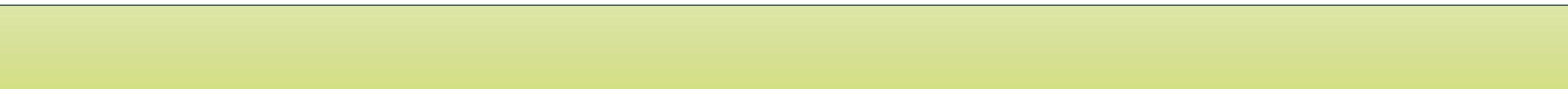




Spreadsheets: Foundation Tutorial

Lecturer: Mark Gillan



Spreadsheets explanation

Within the next few slides we will look at:

Why use spreadsheets?

What software?

Terminology

Entering data

Editing

Calculations



Why use spreadsheets?

- Perform mathematical operations such as total, average, count, highest, lowest and other useful automated calculations
- Finding values for profit or loss
- Calculating repayment plans for loans or mortgages
- Carrying out 'What-If' scenarios
- Illustrating trends or figures using graph or charting data
- Formatting data for ease of viewing, editing and analysing
- Printing data and charts for use in reports
- Sorting, filtering and evaluating lists
- Linking data across spreadsheets and other files
- Importing data from other sources for analysis or viewing

What software?

- Microsoft Excel
- Part of the Microsoft Office suite of applications
- Microsoft Excel is similar to other Microsoft Office applications for commands relating to Saving, Opening, Printing and other standard Windows procedures
- Help facility is located in the same window position and layout is quite standard per version of Microsoft Office
- Available online via cloud computing
- Data, charts and parts of spreadsheets can be used within Word documents / reports
- Becomes more useful as learning continues
- Each version differs in some respects and hence another reason for continuing to learn

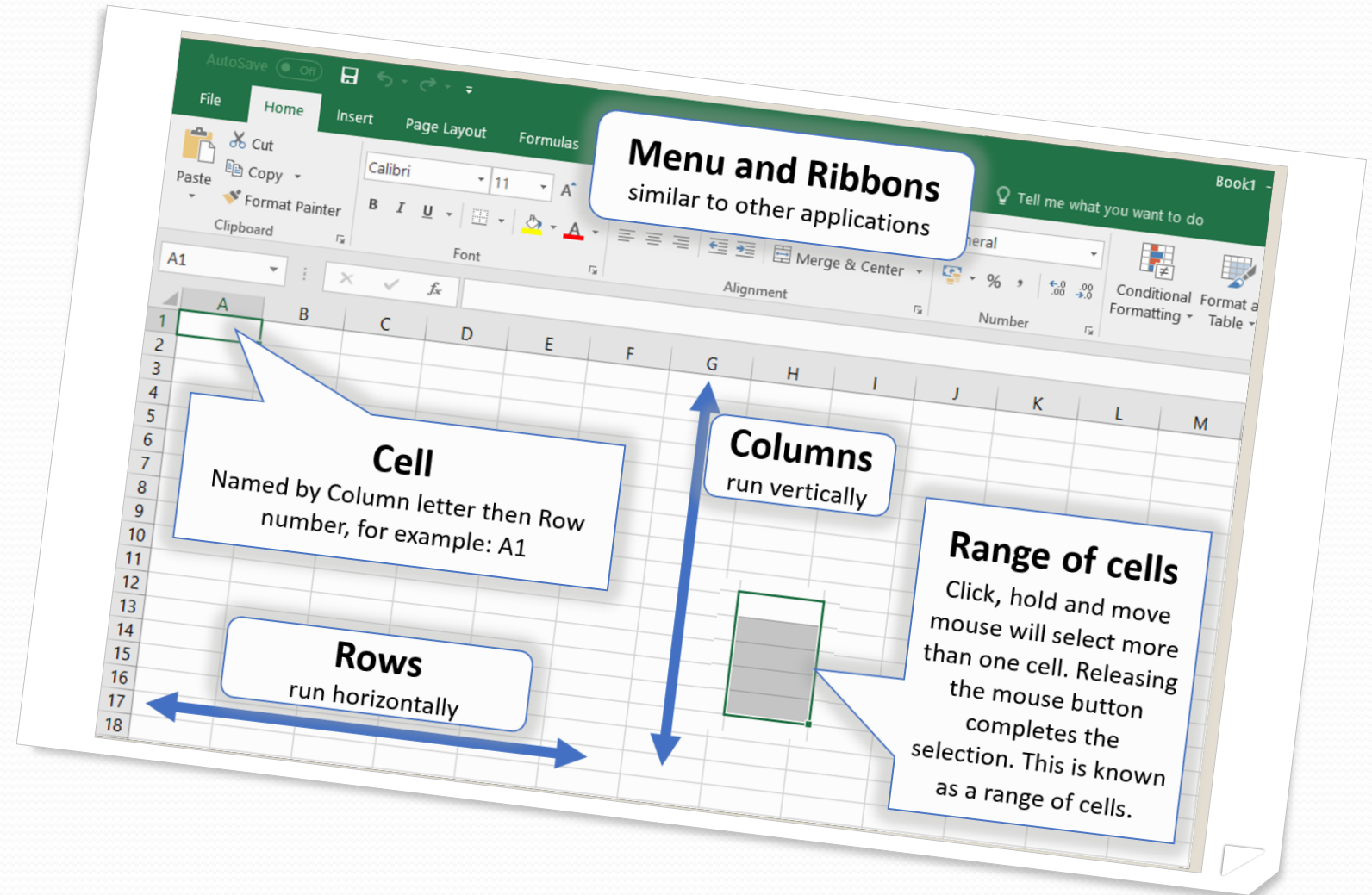


Know your way around

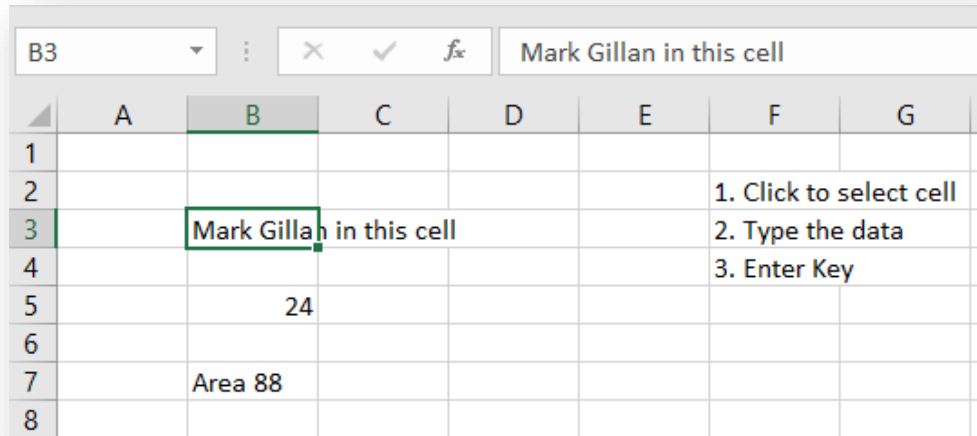
Cells – the individual ‘boxes’ that can contain one of three items:

1. Alphanumerical (Letters / Numbers)
2. Numerals (only numbers)
3. Formulae for calculations

Cells can be formatted and the results of any calculations is displayed.



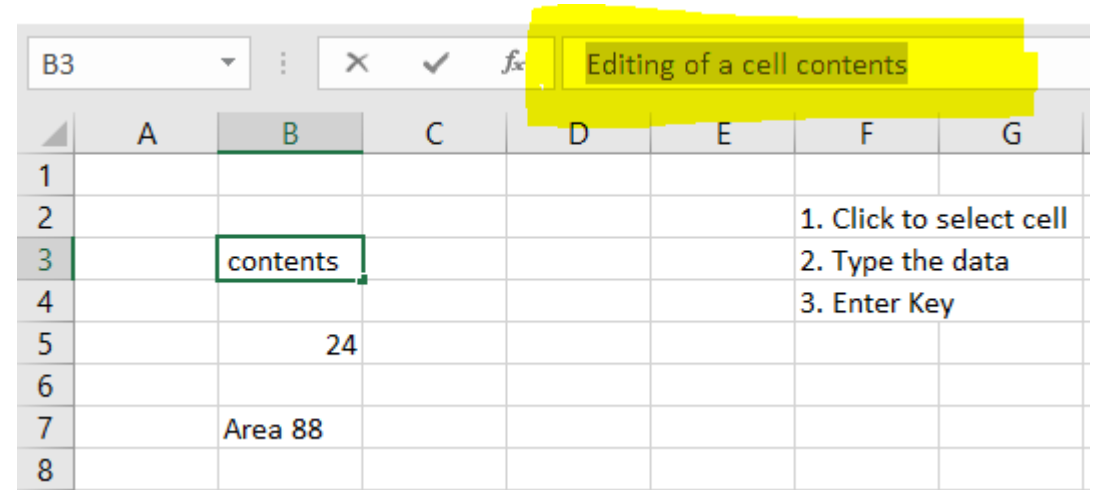
Entering data



- Clicking on a cell selects that particular cell and everything in the cell allowing entry, edit, delete or formatting
- Enter data: Type and hit the enter key (or carriage return key)
- The contents will be calculated:
 - Alphanumeric
 - Numerical data
 - Formula calculation
- Always complete an entry with hitting the enter key or click the green tick button

Editing

- Entering can be done using the cell itself or the editing bar
- The editing bar is shown opposite
- The editing bar shows the actual contents of a cell and allows for editing of the actual contents
- Cells show the results of entries once the enter key is hit
- Notice how Excel shows you the named cell (in this instance cell B3) and places emphasis upon the Column letter and Row Number because selecting a cell means it is within a column and a row



Calculations: Formulae

- Formulae ALWAYS commence with an equals sign =
- Cells can be calculated and will always provide the calculated result in the cell containing the formula
- Cells can be added together using a plus sign +
- Other operators include:
 - The minus sign for subtraction –
 - The asterisk for multiplication *
 - Slash will divide /
- Try the following:
 - In cell B5, enter the number 25
 - In cell B6, enter the number 50
 - In cell A7, enter the text TOTAL
 - In cell B7, enter the formula =B5+B6
- View the result in the cell containing the formula, in this instance cell B7 by hitting the enter key to complete the entry as usual
- Additional notes are available as well as exercises

	A	B	C	D
1				
2				
3				
4				
5		25		
6		50		
7	TOTAL	75		
8				