

TU STUDIES

Using Computers

Spreadsheet Module

Task 9

What Have We Learned So Far?

Use Microsoft® Word® to produce a report explaining what you have learned so far about spreadsheets and their use for Trade Union applications. Your report should cover the following points: -

- What is a spreadsheet?
- What can they be used for?
- List some of the terminology associated with spreadsheets (cells, references, formulae etc)
- Explain the types of graphs and charts available
- What types of calculations can be performed?
- Include some examples of formulae that you have used (e.g. =sum(B2:B7) adds up all the cells from B2 to B7)
- Explain how spreadsheets could help Trade Union negotiators.
- Give some examples of spreadsheet applications for Trade Unionists.