

Using Computers

Spreadsheets Module

Introduction

What is a Spreadsheet?

A Spreadsheet is like an electronic version of a paper worksheet. It does all the calculations for you. It saves you going to the effort of re calculating the entire sheet every time there is an alteration.

Common examples of spreadsheets are:-

- Company Balance Sheets
- Bank Statements

Worksheet

The worksheet is divided up into Rows and Columns. Each row is marked with a number and each column is marked with a letter. In Excel there can be up to 256 columns and 16,384 rows. It is highly unlikely that you will ever develop a spreadsheet as large as this but it shows that there is plenty of room.

The different blocks on the screen are known as cells. Each cell has its own unique cell reference. E.g. A1 at the top left hand corner of the screen. Information can be stored in cells in various forms, namely, Text, Numbers or Formulas. Formulas are methods of calculating automatically so that you do not have to do the work yourself. Formulas sometimes contain what are known as Functions such as *AVG.* (average) or *SUM* (the total value represented by a number of cells). Each time a figure is changed, the worksheet re-calculates itself. Spreadsheets work best if instead of inputting all the information you can use formulas to calculate it for you.

When setting up a spreadsheet there are various tools which can help prevent you from carrying out laborious repetition exercises. These include, Fill Down, Fill series, Copy and Paste.

When you want to present a spreadsheet most of the people you are presenting it to will only be interested in the results and not the calculations which you had to do to arrive at them. To this end it is best practice to try to keep all the information for

presentation within one area on the worksheet. When it comes to printing out the information it is all together and easy to print.

Printing

First of all it is necessary to set the print area. This is done by highlighting the area to be printed, using the mouse, and then selecting the Set Print Area option in the Formulas menu. It is often best to print in **Landscape** rather than Portrait and the printer set-up should be adjusted accordingly. This can be done by going to File - Page Set up and then selecting Landscape.

Similarly use **Print Preview** to see how the work sits on the page. Margin setting can also be adjusted, headers and footers added, scaling up and down to get as much or as little on a sheet, showing gridlines and to display automatic title rows on every page of a printed worksheet. All this can be achieved through File and Page Setup.

If only a section of your worksheet needs to be printed, highlight the section that needs to be printed. Then go to File - Print. In the Print what section, put a dot against selection and then press OK.

Formulas

Formulas always begin with an "=" sign.

When referring to cells it is best to click on the cell you want to refer to. This prevents confusion. When formulas are being created it is worth remembering that calculations will not always work out as they are planned unless the computer is told which order to do them. This is done by using brackets to surround calculations which need to be done first.

Help Functions

This function is available on all Microsoft application. Click onto the help and select Microsoft Excel Help. You will then need to either type in a short sentence or just the key words, then click onto search and wait for information to appear. The application form will always show a multiple of answers, select the one you need and then follow the instructions.

A Microsoft Excel screen is shown over the page.

Standard Toolbar

This contains the most widely used options from the File, Edit, View, Tools and Data menus.

Cells

Each cell has a reference which enables you to pinpoint its position. A reference always consists of a letter followed by a number.

Help

Enables you to find your answer when having difficulty in creating your spreadsheet.

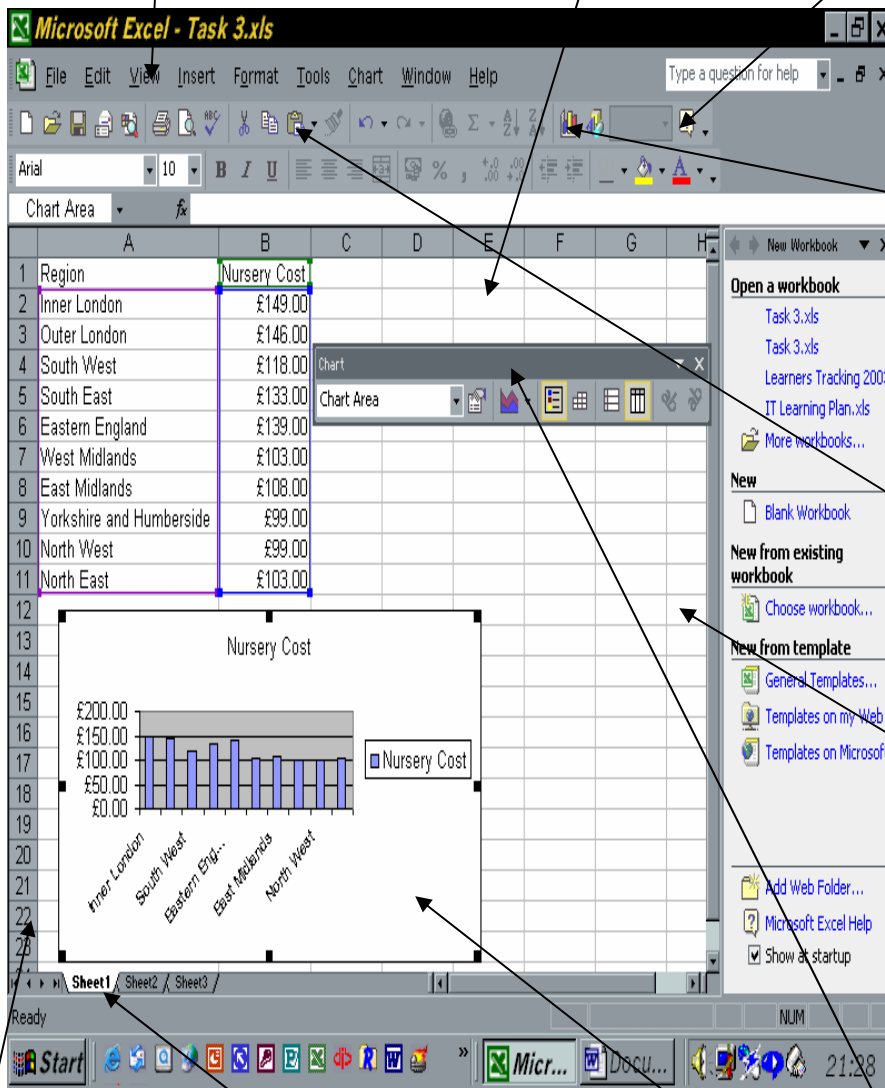


Chart Wizard

Data can be transferred into chart format very simply.

Formatting Toolbar

Most of the Office programs feature a Task Pane. This enables you to start a new workbook, open existing files etc.

Worksheet

A worksheet is a page in Excel where you list and analyse data. It consists of columns and rows that cross each other to form cells in which you can enter text, numbers and formulas.

Floating Toolbars

Most floating toolbars appear when conducting a specific procedure. To delete these, click the cross on the top right hand side of the toolbar.

Row Headings

To edit a complete row rather than certain cells, highlight the row by right-clicking its numerical heading. A menu will pop up and amongst other things, you can choose to delete, insert and format all cells within the row. You also do this to column headings.

Worksheet Tabs

Several worksheets make up a workbook - the Excel file in which you work and store data.

Chart

When you create a chart, you can choose to place it on a separate sheet or insert it into the worksheet alongside the data.