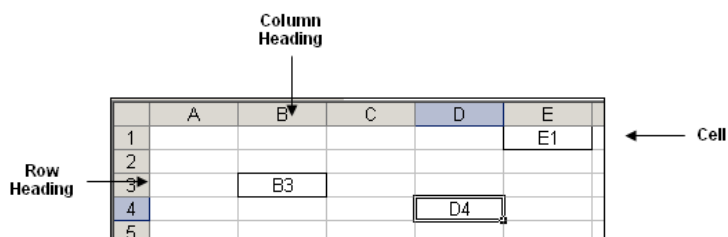


Spreadsheets

Spreadsheet applications are ideal to process numbers and carry out calculations. MS Excel is an example

MS Excel screen displays a grid of rectangles similar to a graph paper. This grid is known as a spreadsheet or worksheet - it is the primary document where you store and manipulate data. A worksheet is made up of vertical lines called columns and horizontal lines called rows. A group of worksheets make up a workbook.

Each column has a heading, consisting of one or two alphabet letters. Each row has a heading, consisting of a number. Each cell has a unique address known as its 'cell reference'.



Entering Data in Cells

Worksheet cells can hold three kinds of data: labels, values and formulas.

- Labels - are text entries such as December or Zebbug or text/number combinations such as birth dates etc.
- Values - are numbers on which calculations will be performed.
- Formulas - are calculations involving two or more values (to be discussed later on).

Using AutoFill Tool

Sometimes you find yourself entering data in a logical sequence such as days of the week, month names, numbers etc. The AutoFill feature logically repeats some series as indicated in the following table

Data type	Starting series value	Extended series
Quarter abbreviated	Qtr 3	Qtr 4, Qtr 1, Qtr 2
Month names	November	December, January
Month names abbreviated	Nov	Dec, Jan
Weekday	Saturday	Sunday, Monday

Formulae

Formulae allow you to perform calculations – addition, subtraction, multiplication and division - using values from any cell/s in a spreadsheet. You build formulae using the arithmetic operators:

The plus sign (+).	The minus sign (-).	The asterisk (*) for multiplication.	The slash (/) for division.
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There are some basic rules associated with formulae:

- A formula always begins with an equal (=) sign.
- Cells are referenced in a formula by their column-row identifier, i.e. A1, B2 etc.

- The symbols for addition, subtraction, multiplication, and division are: + - * /
- A formula cannot contain spaces.

Examples

- Addition: =C5+C6+C7
- Subtraction: =C2-C8
- Multiplication: =C10*8%
- Division: =C8/3

Arithmetic Functions

Functions, like formulae, allow you to perform calculations using values from any cell/s in a spreadsheet. You will use the following common functions:

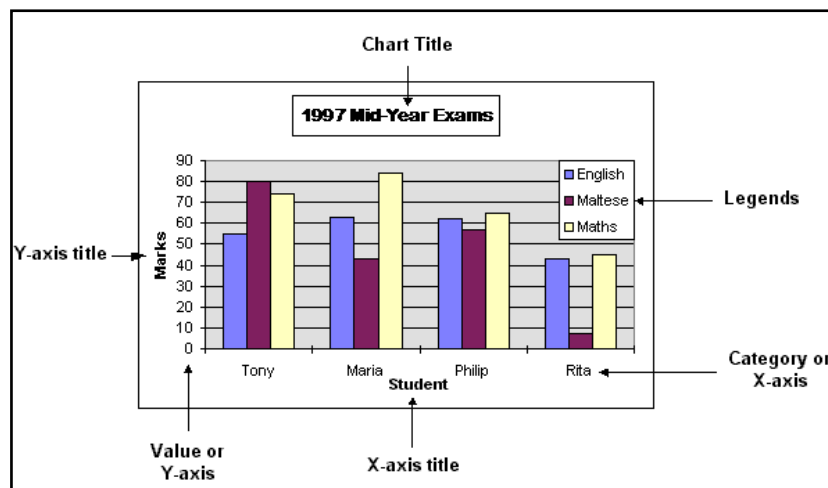
sum()	min()	max()	average()
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Examples

- SUM: =sum(C5:C7)
- MINIMUM: =min(C5:C7)
- MAXIMUM: =max(C5:C7)
- AVERAGE: =average(C5:C7)

CHARTS

A chart/graph is a graphical representation of the numeric data in a worksheet.



The following are some of the different types of charts that one can create in spreadsheets.

