Spreadsheet Introduction and Terminology

Fill in the Listening Guide as you view this presentation.
Excel Window
Label the parts of the Excel window as you view the next slide
Spreadsheet Applications

- Applications that track, analyze, and chart numeric information
- Used for business, industry, education, and individuals to make financial decisions
- Accounting documents

- Microsoft Excel is an electronic spreadsheet program
- Spreadsheets are also called worksheets
  - Collection of worksheets is called a workbook
The four major parts of Excel are:

1. Workbooks and worksheets
2. Charts
3. Tables
4. Web Support
#1 Workbooks and Worksheets

- Workbooks are a collection of worksheets.
- Worksheets allow users to enter, calculate, manipulate and analyze data such as numbers and text.
- When Excel starts, a new blank document is created called Book 1 (workbook).
- A workbook contains 3 worksheets (individual pages) by default.
Workbook and Worksheets Continued...

- More worksheets can be added to the workbook
  - The term worksheet and spreadsheet are used interchangeably.
#2 Charts

- Pictorial representation of data in a spreadsheet
- Excel can draw a variety of styles charts
- Charts can be two and three dimensional
#3 Tables

- Tables organize and store data within worksheets.

- Once a user enters data into a spreadsheet, an Excel table can sort the data, search for specific data and select data that satisfies a criteria.
Web support allows users to save Excel worksheets or part of a worksheet in HTML format, so a user can view and manipulate the worksheet using a browser.
Words to know:

- **Rows**—Horizontal information labeled 1,2,3
  - 65,536 rows in a worksheet

- **Columns**—Vertical information labeled A,B,C
  - 256 Rows in a worksheet

- **Cell**—Intersection of a column and row
  - There are 16,384 columns, 1,048,576 rows for a total of 17,179,869 cells.

- **Cell address**—the coordinates of the intersecting column and row
  - A1, F10, H233 are examples of cell addresses

- **Always use cell addresses also known as cell references in formulas**
Name box—displays the cell reference of the active cell

Formula bar—displays the data in the active cell. As you type in a cell, Excel displays the entry in the formula bar.
  ◦ Cells can contain:
    • Labels (text)
    • Values (numbers)
    • Formulas or functions

Range—two or more cells (a group of cells)
  ◦ B3:D3 is a range of cells
  ◦ The range of cells include cells B3 through D3
How to get around

- Left or Right one cell or up and down one row – ← → ↑ ↓
- To the first cell of a row – Home
- To cell A1 – Ctrl + Home
- To the last cell containing data – Ctrl + end
- To go to a specific cell – Ctrl + G
Inputting & Changing Data

- Key data directly into active cell
- F2 make or double click , allows for changes at the insertion point
- Replace cell contents & key new data
- Press delete or F2
Headers & Footers

- Insert Tab > Header & Footer button
Be sure to save

- Excel files save with an `.xlsx` file extension

- Save Excel files to
  - Computer Tech > Excel folder
Excel 1

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