



**CSCA0102**

**IT and Business Applications**

Chapter 6

**Spreadsheet - Introduction**

# Spreadsheet

- A spreadsheet (or *spreadsheet program*) is software that permits numerical data to be used and to perform automatic calculations on numbers contained in a table.
- It is also possible to automate complex calculations by using a large number of parameters and by creating tables called **worksheets**.



# Spreadsheet

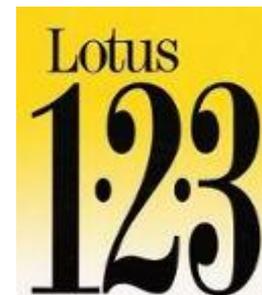
Spreadsheet software allows you to:

- Create simple lists and tables of alphabetic or numerical data
- Create and manipulate simple (flat-file) databases
- Establish relationships between sets of numerical data
- Apply arithmetic, mathematical or statistical functions to numerical datasets
- Represent datasets in graphical or chart form

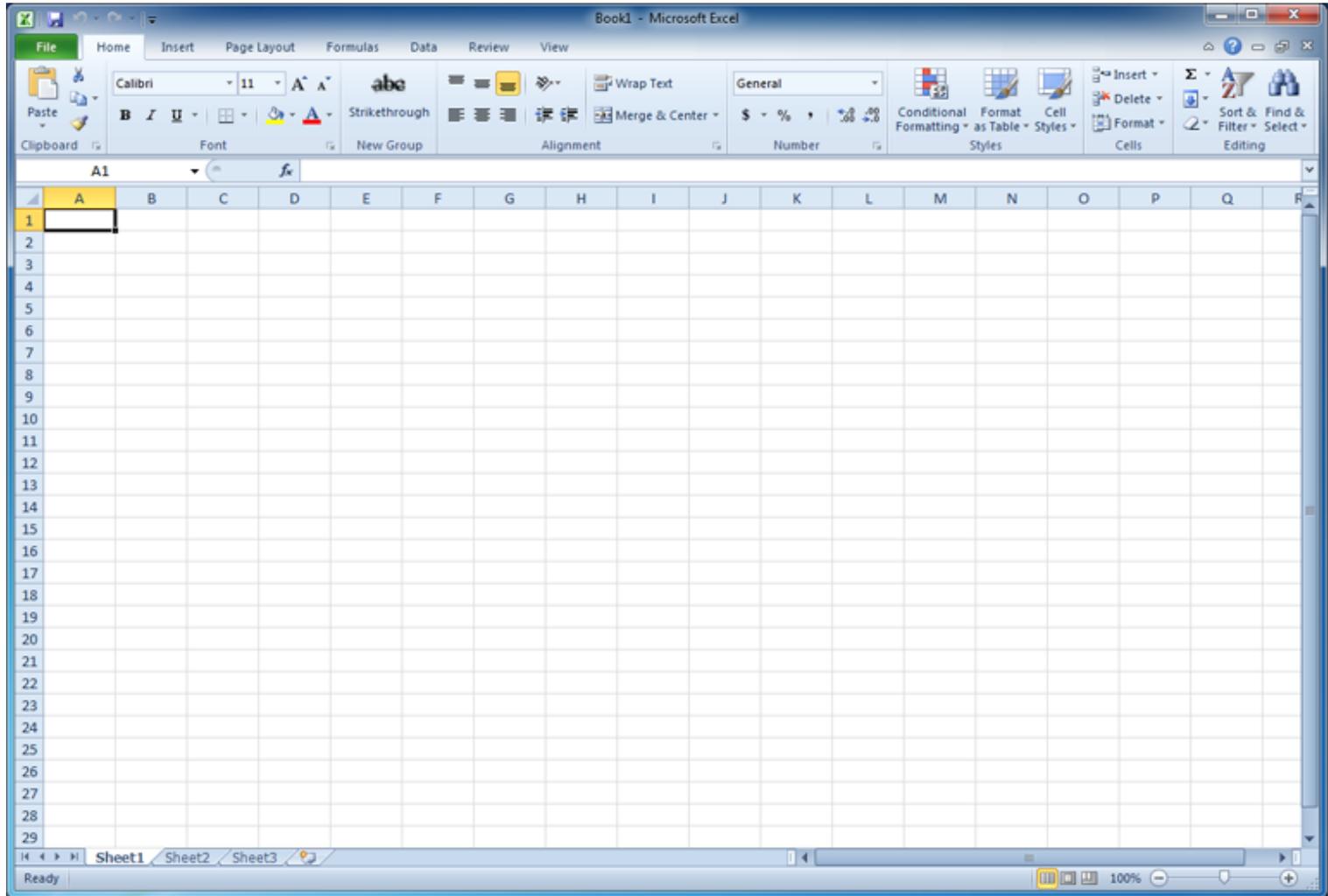
# Spreadsheet

Numerous spreadsheets have been produced by the main software companies.

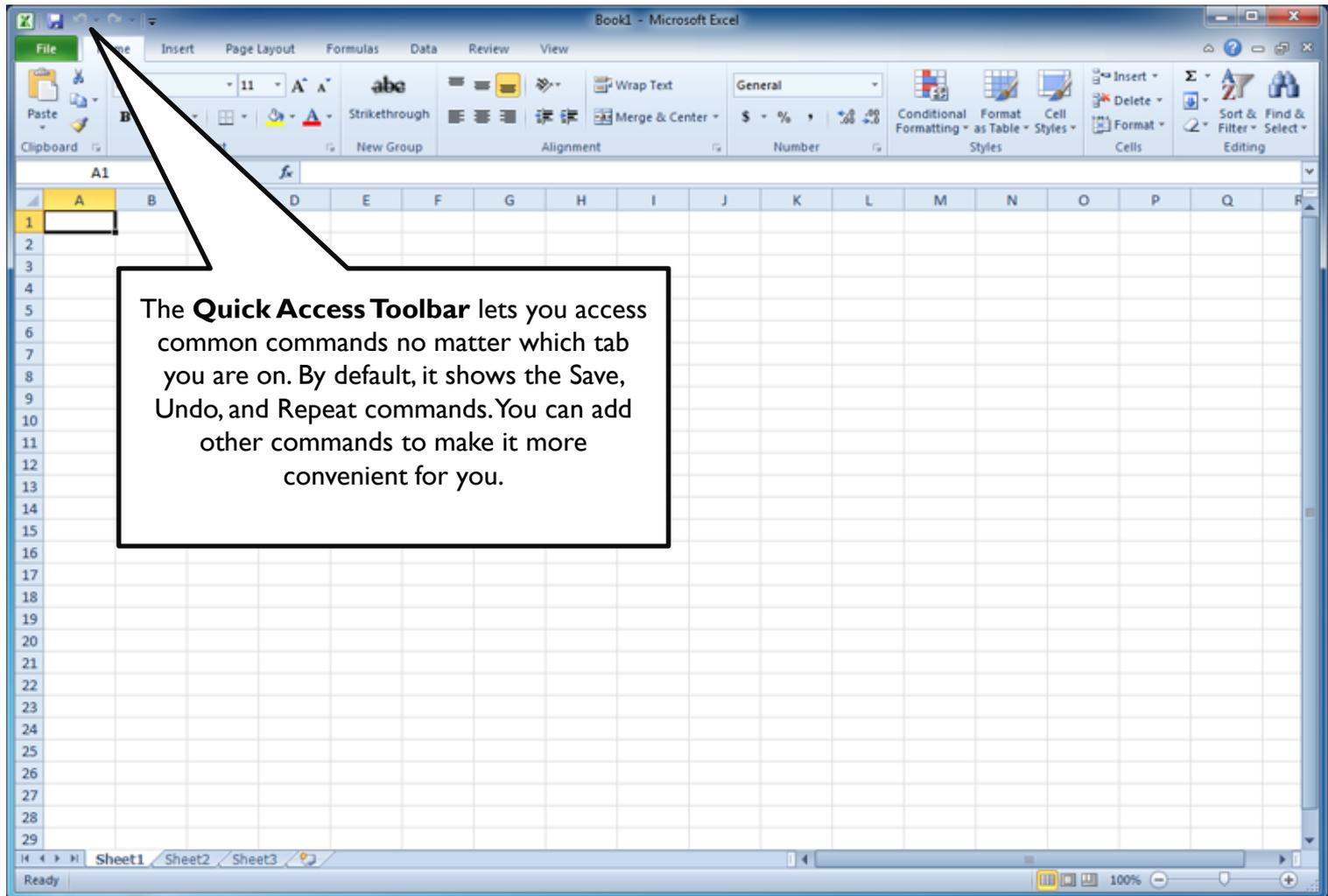
- Microsoft Excel
- Sun StarOffice Calc
- OpenCalc,
- IBM/Lotus 1-2-3
- Corel Quattro Pro
- Kspread



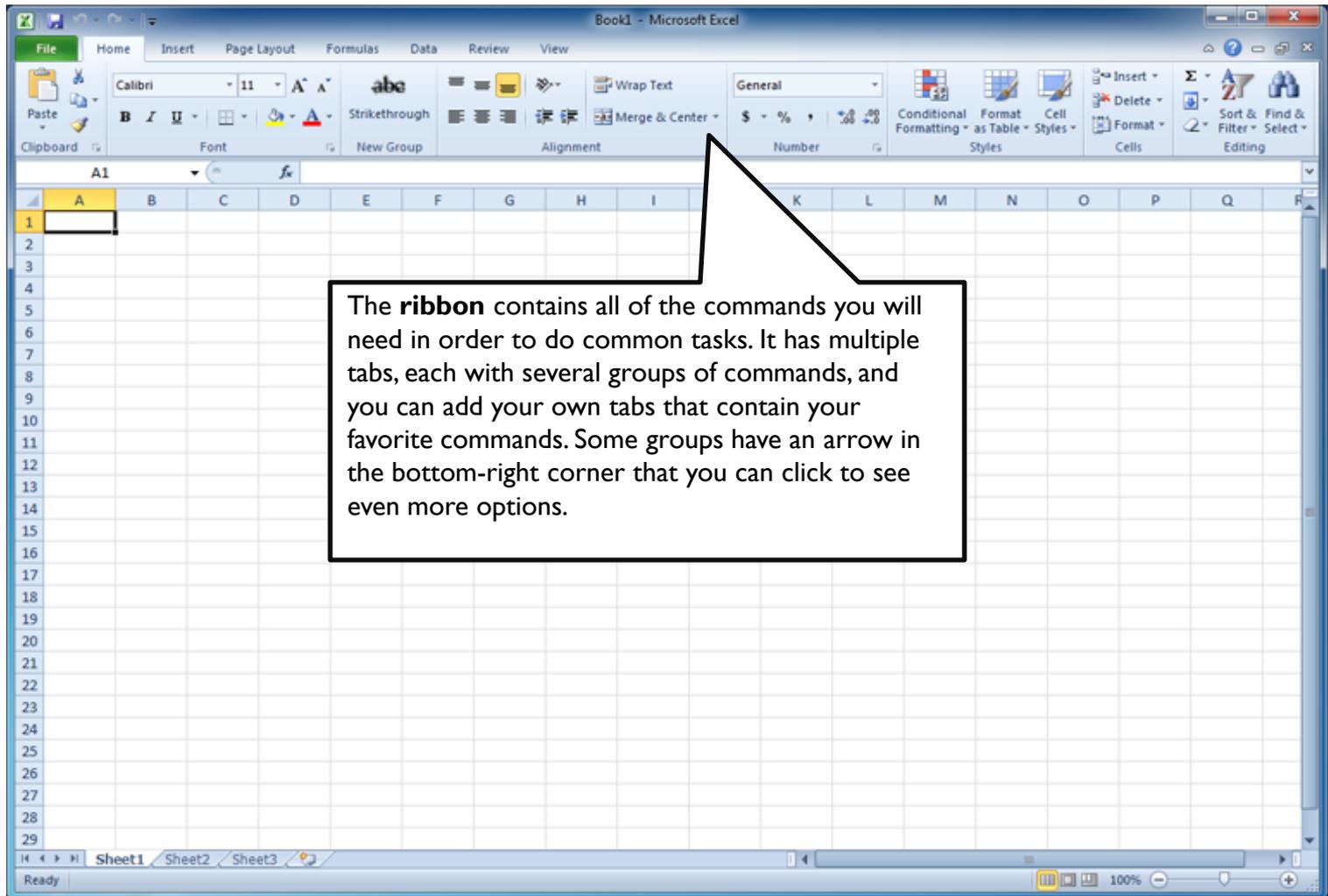
# MS-Excel - Interface



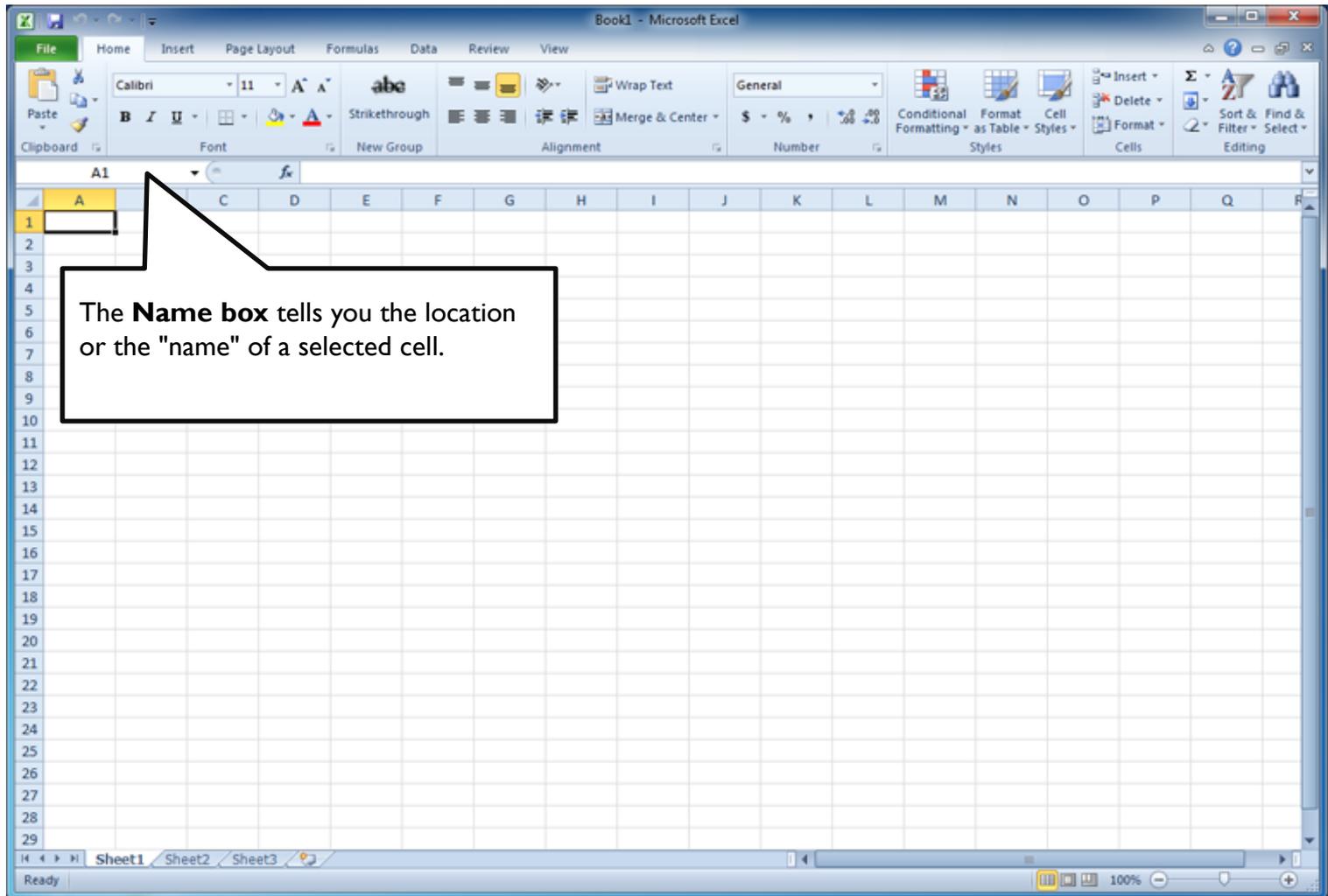
# MS-Excel - Interface



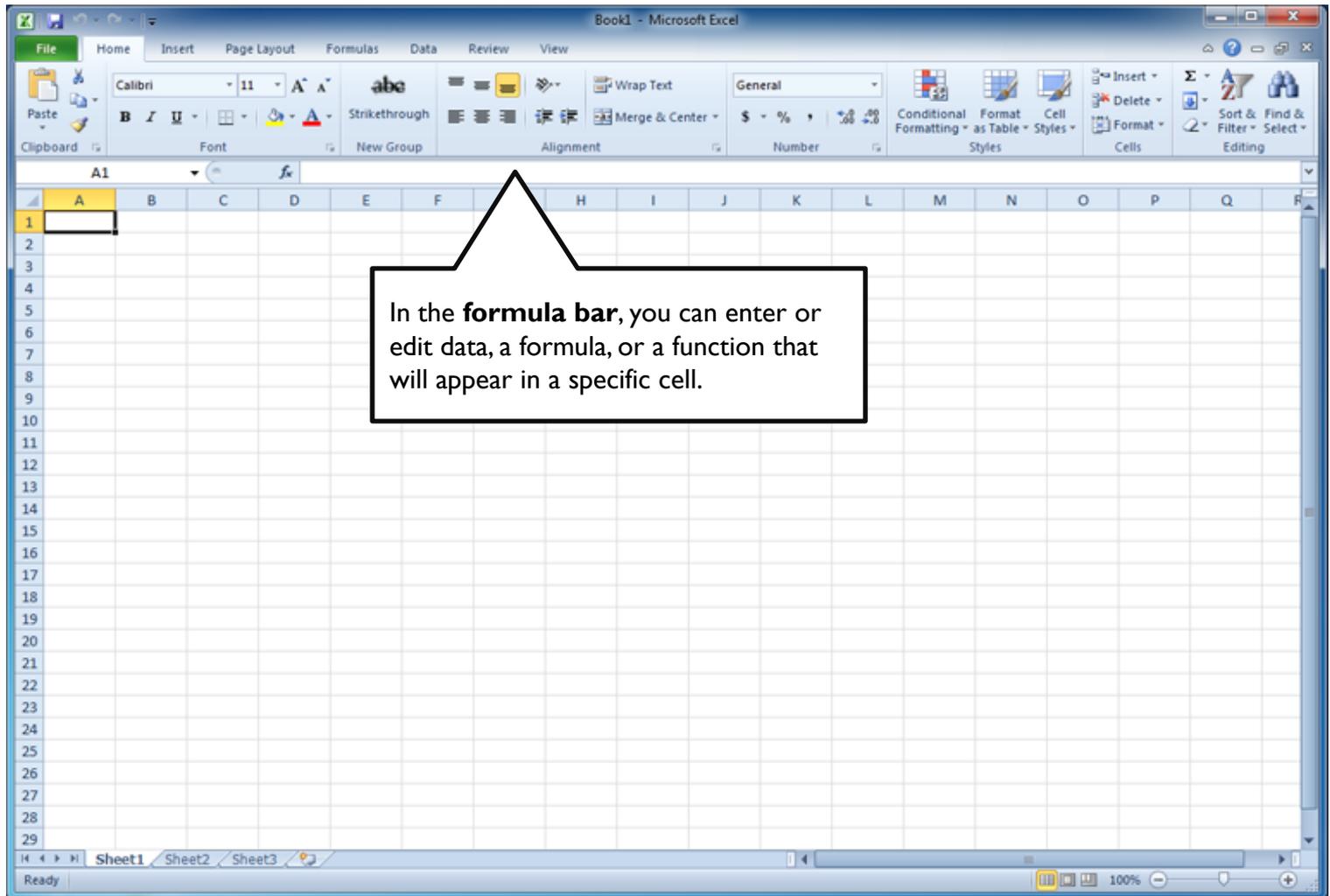
# MS-Excel - Interface



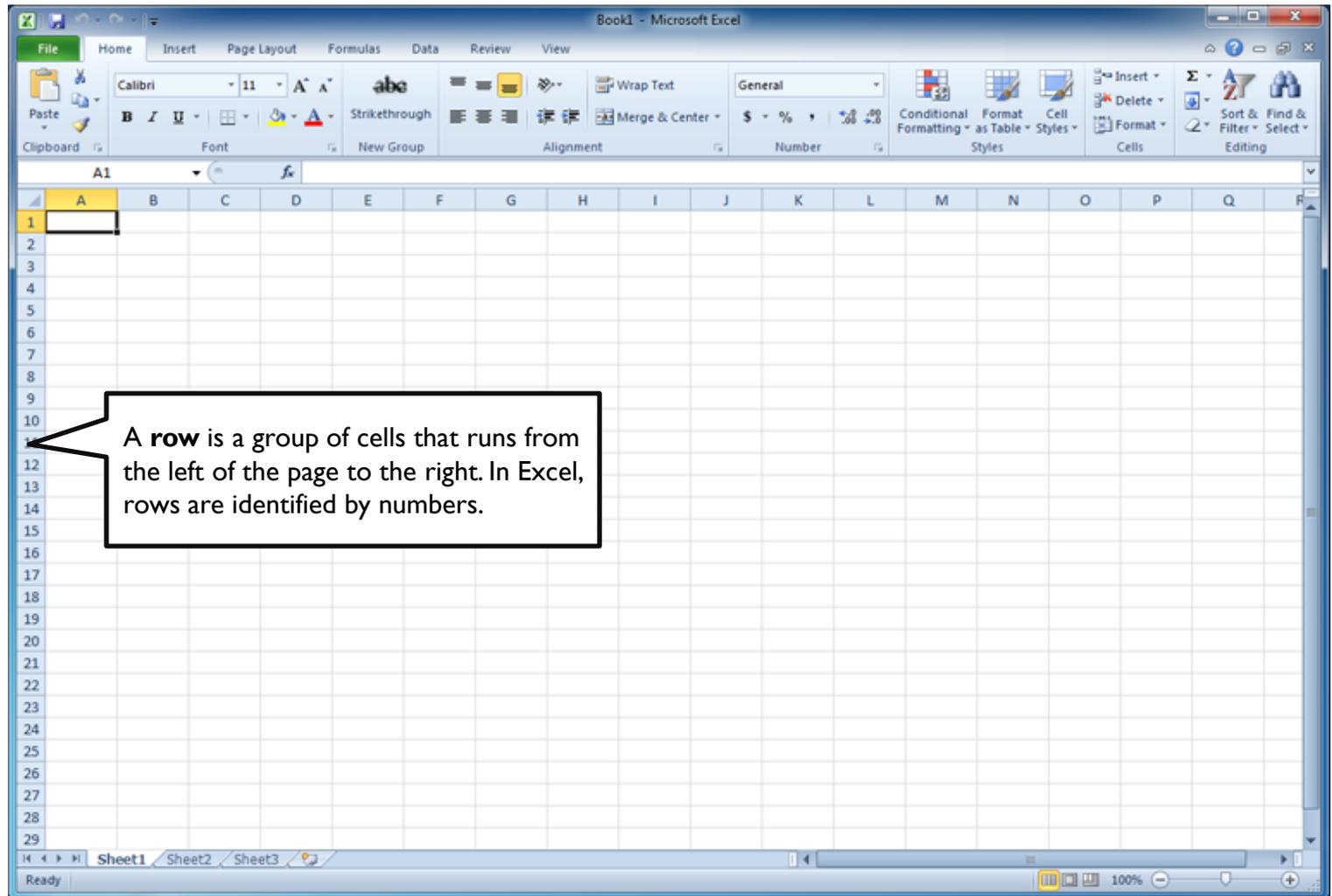
# MS-Excel - Interface



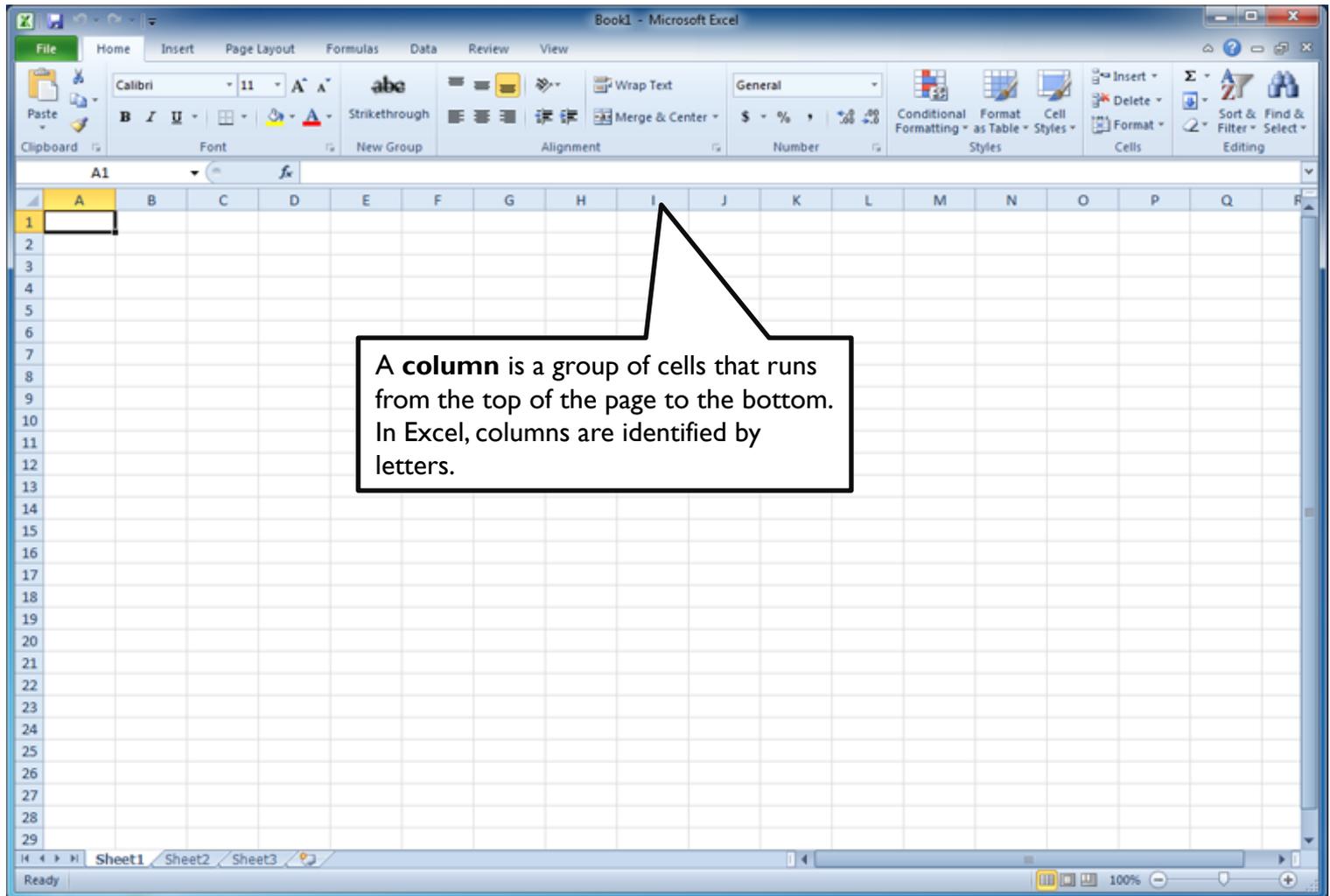
# MS-Excel - Interface



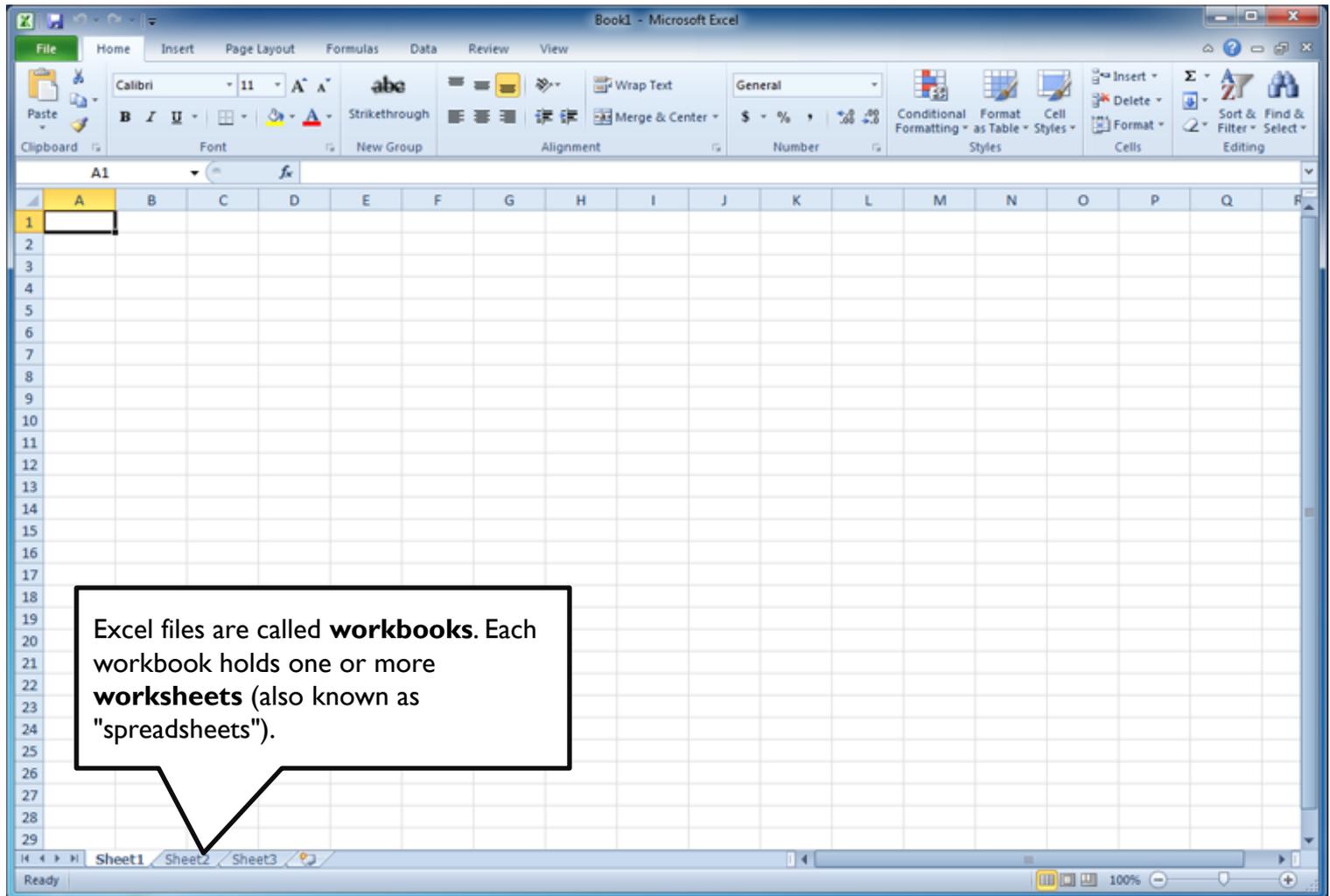
# MS-Excel - Interface



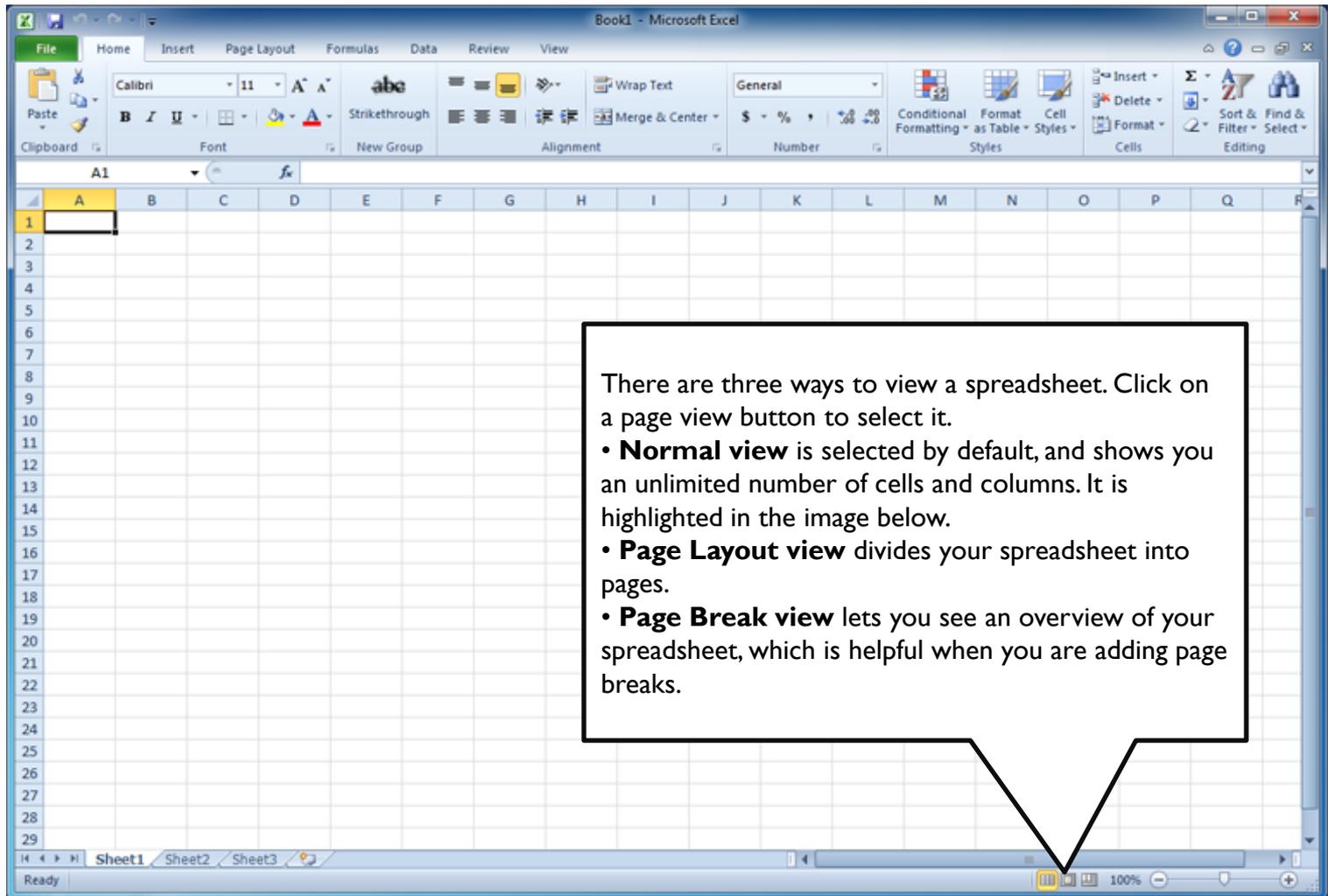
# MS-Excel - Interface



# MS-Excel - Interface



# MS-Excel - Interface



# MS-Excel – Cell Basics

- Cells are the basic building blocks of a worksheet.
- Cells can contain a variety of content such as **text, formatting attributes, formulas, and functions.**
- To work with cells, you'll need to know how to **select** them; **insert content**; and **delete cells and cell content.**

# MS-Excel – Cell Basics

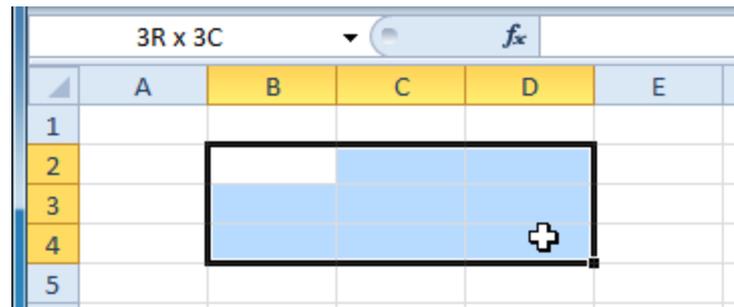
To select a cell:

- **Click on a cell** to select it.
- When a cell is selected, you will notice that the **borders** of the cell appear bold and the **column heading** and **row heading** of the cell are highlighted.
- Release your mouse.
- The cell will stay selected until you click on another cell in the worksheet.

# MS-Excel – Cell Basics

To select multiple cells:

- **Click and drag your mouse** until all of the adjoining cells you want are highlighted. Selecting multiple cells



- Release your mouse. The cells will stay selected until you click on another cell in the worksheet.

# MS-Excel – Cell Basics

Cell content:

- **Text** - Cells can contain letters, numbers, and dates.
- **Formatting attributes** - Cells can contain formatting attributes that change the way letters, numbers, and dates are displayed.
- **Comments** - Cells can contain comments from multiple reviewers.
- **Formulas and Functions** - Cells can contain formulas and functions that calculate cell values.

# MS-Excel – Cell Basics

To insert content:

- Click on a cell to select it.
- Enter content into the selected cell using your keyboard.
- The content appears in the **cell** and in the **formula bar**. You also can enter or edit cell content from the formula bar.

# MS-Excel – Cell Basics

To delete content within cells:

- Select the cells that contain content you want to delete.
- Use keyboard's **Backspace** key to delete content from a single cell or **Delete** key to delete content from multiple cells.

# MS-Excel – Cell Basics

To copy and paste cell content:

- Select the cells you wish to copy.
- Click the **C**opy command. The border of the selected cells will change appearance.
- Select the cell or cells where you want to paste the content.
- Click the **P**aste command. The copied content will be entered into the highlighted cells.

# MS-Excel – Cell Basics

To cut and paste cell content:

- Select the cells you wish to cut.
- Click the **Cut** command. The border of the selected cells will change appearance.
- Select the cells where you want to paste the content.
- Click the **Paste** command. The cut content will be removed from the original cells and entered into the highlighted cells.

# MS-Excel – Cell Basics

To use the fill handle to fill cells:

- Select the cell or cells containing the content you want to use. You can fill cell content either vertically or horizontally.
- Position your mouse over the **fill handle** so that the **white cross** becomes a **black cross** .
- **Click and drag the fill handle** until all the cells you want to fill are **highlighted**.
- Release the mouse, and your cells will be filled.

# MS-Excel – Modifying Cells, Rows and Columns

To modify column width:

- Position your mouse over the **column line** in the **column heading** so that the **white cross** becomes a **double arrow** .
- **Click and drag the column** to the right to increase the column width or to the left to decrease the column width.
- Release the mouse.

# MS-Excel – Modifying Cells, Rows and Columns

To modify row height:

- Position the **cursor** over the **row line** so that the **white cross** becomes a **double arrow** .
- **Click and drag the row** downward to increase the row height or upward decrease the row height.
- Release the mouse.

# MS-Excel – Modifying Cells, Rows and Columns

To insert rows:

- Select the **row** *below* where you want the new row to appear.
- Click the **Insert** command on the **Home** tab.
- The new row appears in your worksheet.

# MS-Excel – Modifying Cells, Rows and Columns

To insert columns:

- Select the **column** to the *right* of where you want the new column to appear. For example, if you want to insert a column between A and B, select column B.
- Click the **Insert** command on the **Home** tab.
- The new column appears in your worksheet.

# MS-Excel – Modifying Cells, Rows and Columns

To delete rows/columns:

- Select the rows/columns you want to delete.
- Click the **Delete** command on the **Home** tab.
- The rows/columns are deleted from your worksheet.

# MS-Excel – Modifying Cells, Rows and Columns

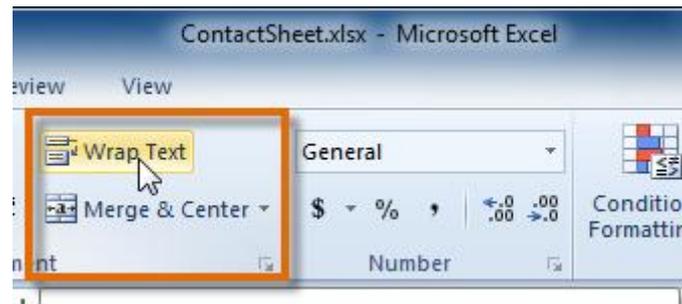
To wrap text and merge cells:

- If a cell contains more text than can be displayed, you can choose to wrap the text within the cell or merge the cell with empty, adjoining cells.
- **Wrap text** to make it display on multiple lines of the cell.
- **Merge cells** to combine adjoining cells into one larger cell.

# MS-Excel – Modifying Cells, Rows and Columns

To wrap text:

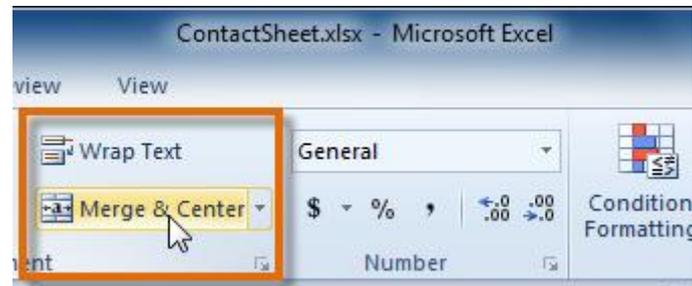
- Select the cells with text you want to wrap.
- Select the **Wrap Text** command on the **Home** tab.
- The text in the selected cells will be wrapped in your worksheet.



# MS-Excel – Modifying Cells, Rows and Columns

To merge cells:

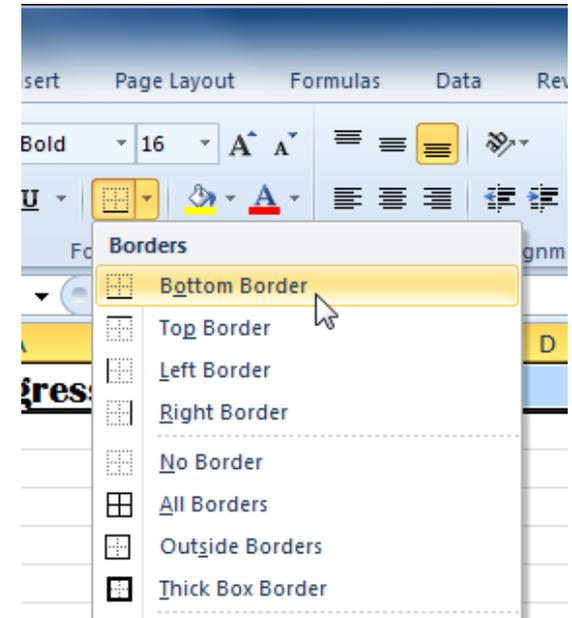
- Select the cells you want to merge together.
- Select the **Merge & Center** command on the **Home** tab.
- The selected cells will be merged, and the text will be centered.



# MS-Excel – Formatting Cells

To add a border:

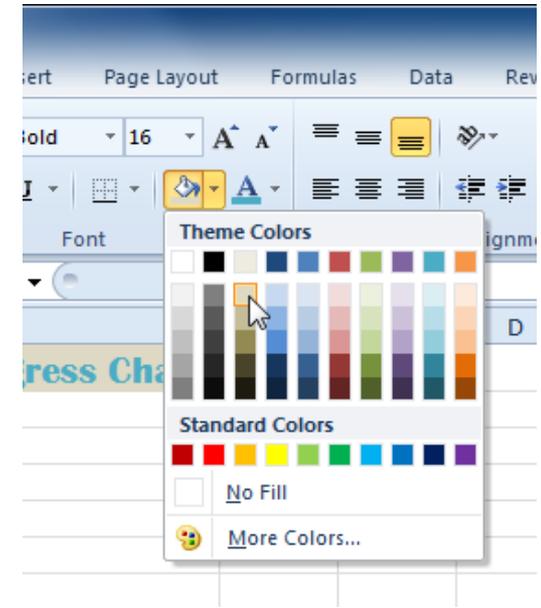
- Select the cells you want to modify.
- Click the **drop-down arrow** next to the **Borders** command on the Home tab. The border drop-down menu appears.
- Select the border style you want to use.



# MS-Excel – Formatting Cells

To add a fill color:

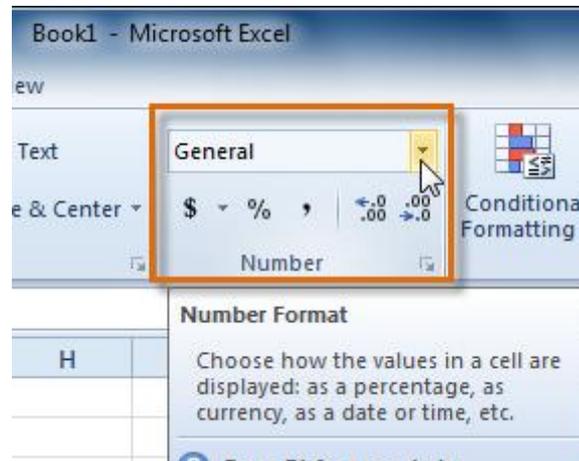
- Select the cells you want to modify.
- Click the **drop-down arrow** next to the **fill color** command on the Home tab. The **color** menu appears.
- Move your cursor over the various fill colors. A live preview of the color will appear in the worksheet.
- Select the fill color you want to use.



# MS-Excel – Formatting Cells

To format number and dates:

- Select the cells you want to modify. Click the **drop-down arrow** next to the **Number Format** command on the Home tab.
- Select the number format you want.



# MS-Excel – Formatting Cells

To format number and dates:

<b>Format</b>	<b>Example</b>
General	12345
Number	12345.00
Currency	\$12,345.00
Accounting	\$ 12,345.00
Short Date	12/24/2014
Long Date	Wednesday, December 24, 2014
Time	12:00:10 PM
Percentage	50.00%
Text	12345