

## Introduction to SPREADSHEETS

### What is a Spreadsheet?

A software program that organizes data into rows and columns for financial application

### What is a Spreadsheet used for?

Calculating figures, organizing thoughts

### Who uses Spreadsheets in today's world?

Anyone – accountants, businesses to keep books, payroll, personal to keep accounts of debtors or creditors

### Vocabulary Words –

**Cell** – the basic building block of a spreadsheet; boxes formed where columns & rows intersect; the data is entered into a cell; every cell has a cell address (example: A2, D8, etc)

**Column** – a vertical arrangement of data in a spreadsheet (represented by a letter)

**Row** – a horizontal line of data in a spreadsheet (represented by a number)

**Label** – an alphabetic cell on a spreadsheet (words are called labels)

**Value** – an attribute assigned to a constant or variable for the computer process (numbers in a spreadsheet are called values)

**Formula** – an arithmetic instruction and always begins with an equal sign

**Examples of different kinds of FORMULAS:**

Division example	=B10/B5
Addition example	=B1+B2+B3+B4
Subtraction example	=D15-D14
Multiplication example	=B5*B6*B7
One way to average	=(A1+A2+A3+A4)/4
To square a number	=5^2

**Function** – something the computer already knows how to perform and always begins with an equal sign and a word.

**Colon** — represents a range of cells (example; (A1 thru A10))

**Examples of different FUNCTIONS:**

Addition example	=SUM(A1:A10)
Average example	=AVERAGE (A1:A10)

**Bar Chart** – a graph comprise of a parallel bars representing a series of values (shows comparisons)

**Pie Chart** – a circular chart that shows the division of a whole into its relative parts (shows % of figures)

**Line Chart** – a graph with one line connecting the data points (shows a trend)

**Absolute Value** – (represented by a \$) use the absolute symbol when you want a value to stay the same