

Spreadsheets

Definition:

- A page of rows and columns into which you enter the data for calculations.
- Use it to create a model or a representation of some real situation or process.
- Spreadsheets are sometimes used in place of databases, for simple jobs.

History: they existed before computers.

- A COMPUTER spreadsheet is useful for financial what-if analysis.
- Chemical engineers use them for process simulation.
- Teachers use them for grades
- Mathematicians use them for optimizing approximations.
- They can make graphs.
- They have a limited ability to make boxy diagrams.
- Businesses use them to keep track of transactions, suppliers, customers.
- General statistical calculations, using sorting.

Mail-merge is done with a form letter and a spreadsheet that contains the names and addresses.

Student work on SAM is stored in a database and reported on a spreadsheet.

How to:

Getting started:

- Type a page heading on the tab and on your top line.
- Establish the column headings you think you will need. More can be added.
- Think about column width. How wide will your typical column be? Set it.

Using the sheet:

- Enter some data
- Sorting. Think about sorting when you plan the column headings.
- Enter formulas and copy down / across

Finishing up:

- Think about how the columns should be grouped.
- Add color
- Add borders and boxes
- Printing a report
- Making a graph