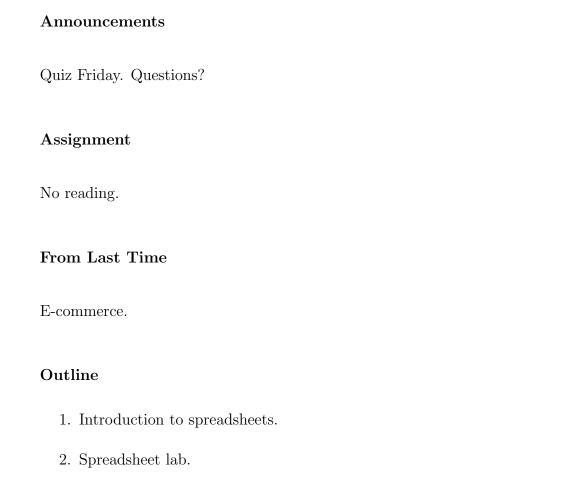
Spreadsheets I

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1 Administrivia

Coming Up

More on spreadsheets.



2 Introduction

1. What is a spreadsheet?

2. Why would I use one?

Parts of the Excel window:

Example file for the following: grades.xls.

1. Rows.
2. Columns.
3. Cells.
4. Formula bar.
5. Sheets (Can be renamed).
6. Formatting tools.
Cell can contain one of:
1. Number.
2. Label (text).
3. Formula.
Formulas:
1. Begin with $=$.
2. Standard arithmetic operations: +, -, *, / .

3. Can contain cell references: =A1+A2+A3+A4.

Can type references in or select.

4. More convenient: =SUM(A1:A4).

Can select a range.

- 5. Ranges.
- 6. Auto Sum shortcut.
- 7. Paste Function shortcut.
- 8. Copying formulas.
- 9. Absolute and relative references.

3 Excel Exercise