

# Spreadsheets I

Tom Kelliher, CS 102

Nov. 30, 2005

## 1 Administrivia

### **Announcements**

Quiz Friday. Questions?

### **Assignment**

No reading.

### **From Last Time**

E-commerce.

### **Outline**

1. Introduction to spreadsheets.
2. Spreadsheet lab.

### **Coming Up**

More on spreadsheets.

## 2 Introduction

1. What is a spreadsheet?
2. Why would I use one?

Example file for the following: `grades.xls`.

Parts of the Excel window:

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**