Spreadsheets I

Tom Kelliher, CS 102

Apr. 23, 2004

1 Administrivia

Announcements

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