

Spreadsheets I

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1 Administrivia

Announcements

Assignment

Web site due in one week. Remember — send me e-mail when finished.

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