



## 2.0 Spreadsheet

## 2.1 Concept and terminologies.

- 1-Describe the spreadsheet program.
- 2-Explain spreadsheet program.
- 3-Outline the uses of spreadsheet program.

# I-Describe the spreadsheet program.

- a computer application program that arranges data into columns and rows ,  
Examples are: Lotus 1-2-3, Quattro Pro, Excel etc.

F16

 $f(x) \sum =$ 

	A	B	C	D	E	F	
1							
2							
3	<u>Date</u>	<u>Start time</u>	<u>End time</u>	<u>Pause</u>	<u>Sum</u>	<u>Comment</u>	
4	2007-05-07	9,25	10,25	0	1	Task 1	
5	2007-05-07	10,75	12,50	0	1,75	Task 1	
6	2007-05-07	18,00	19,00	0	1	Task 2	
7	2007-05-08	9,25	10,25	0	1	Task 2	
8	2007-05-08	14,50	15,50	0	1	Task 3	
9	2007-05-08	8,75	9,25	0	0,5	Task 3	
10	2007-05-14	21,75	22,25	0	0,5	Task 3	
11	2007-05-14	22,50	23,00	0	0,5	Task 3	
12	2007-05-15	11,75	12,75	0	1	Task 3	
13							
14							
15							
16							
17							
18							

## 3-Outline the uses of spreadsheet program

- **Accounting** i.e drawing balance sheet, income statement etc.
- **Budgeting** i.e expenses and income calculations
- **charting/graphing** i.e representing statements and figures in terms of graphs
- **financial analysis** i.e investments decisions
- **scientific applications** i.e space explorations like NASA.

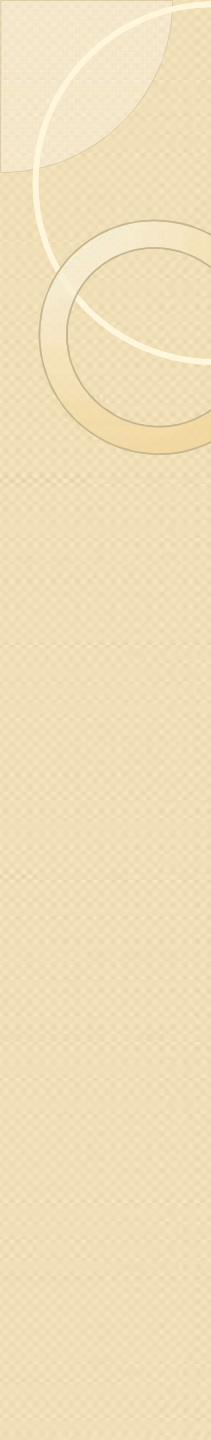
# Terminologies

- Row
- column,
- Cell
- cell address
- Range
- Labels
- Value

- **Row**--a side by side horizontal layout of boxes
- **Column**--an up and down vertical layout of boxes
- **Cell**--the block created when a column and a row meet each other
- **Labels**--Alphanumeric characters or baby result that describe the content of a row or column eg. Name
- **Values**-- Numeric characters 0-9 and dates that can be manipulated mathematically.

- **Cell Address**--the location of a cell on a spreadsheet, (identified by the column letter, followed by the row number, example:A1, B4)
- **Formula bar/Data Entry Bar**--the bar at the top of the spreadsheet used to enter data into the cell that you have chosen
- **Grid**--a blank set-up of rows and columns in a spreadsheet for data to be entered on



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- **Worksheet:** Is the work area made up of rows and and columns where data is entered. Or a page of the document
  - **Workbook:** Consist of one or more related worksheets
  - **Worksheet tabs:** Are located at the bottom of a spreadsheet

## 2.2 Starting Ending Spreadsheet Program

- 1-Start a spreadsheet program.
- 2-End a spreadsheet program.
- 3-Create a workbook.
- 4-Open a worksheet.



**END!!!**