

Introduction to Spreadsheets

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Objectives

- Get comfortable with spreadsheets
- Overview of vendors of spreadsheets
- Overview of usages of spreadsheets
- The OS environment for spreadsheet
- Visual Tour of the Graphical User Interface (GUI)
- Help!!!

A Bit of History 1/2

- It started with VisiCalc
 - Late 1970s
- Lotus 1-2-3
 - Circa 1982
- Microsoft Multiplan
 - 1982

A Bit of History 2/2

- Microsoft Excel

- On MacIntosh – 1985

- On Windows – 1987

- Excel 2, 3, 4, 5

- Excel 95, 97

- Excel 2000, 2002, 2003, 2007 (or Excel 12)

- Excel 2010 (or Excel 14)

- Apple Numbers

- Open Source OpenOffice/LibreOffice/Gnumeric

Usage

- Any Kind of Calculations
 - Budgets, Loan Calculations, etc...
- Database Interface
 - Both Input and Output of Data
 - Pivot Tables
- Executive Feed
 - Charts
- Scripting Interface

OS Related Operations 1/2

- Locating & Launching Spreadsheet Application
 - Setting Preferences
- Locating & Opening Workbook file
 - File Types & Extensions (.xls, .ods, ...)
- Saving Workbook File
 - Save vs. Save As
 - Shortcut Keys
- Closing Workbook
- Exiting

Visual Tour 1/3

- Tool Bars

- Menu Bar

- File, View, Windows, Help
 - Edit, Insert, Tools, Data

- Others

- Address Box

- Formula Box

- Worksheet Tabs

- Footer

Visual Tour 2/3

- Cell Matrix
 - Row, Column
- Cell Addressing
 - Absolute (\$A\$1)
 - Row (A\$1)
 - Column (\$A1)
 - Relative (A1)
- Cell Selection
 - Single Cell & Multi-Cell

Visual Tour 3/3

- Right Mouse Click
 - In cell(s)
 - Clear Direct Formatting
 - Format Cells
 - Insert, Delete, Delete Contents, ...
 - Insert Comment
 - Cut, Copy, Paste
 - In Column or Row header

Help

- F1 Key
- What's This?
- About
- Library Books
- Web Sites
 - LibreOffice.org/get-help/
 - Office.Microsoft.com/en-us/excel-help/
 - Google: Spreadsheet Tutorial

Closure

- A Bit of History
- Vendors
- Usage
- OS Related Actions
- Visual Tour of Shreadsheet