

Introduction to Spreadsheets

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Objectives

- Get comfortable with spreadsheets
- Basics of spreadsheets
- Data Types
- Selected Functions
- Copying Formulas
- Formatting
- Inserting

Basics of a Spreadsheet

- Columns
 - Rows
 - Cells
 - Data
 - Formulas
 - Functions

Data Types

- Labels
- Constants
 - Integer, Real
- Text, String
- Functions
- Formulas
 - Data
 - Formula(s)
 - Cell Addressing

Introduction to Functions

- Grouping
- Function Wizard
- SUM
- AVERAGE
- MAX, MIN
- COUNT
- LEN
- IF

Copying Formulas

- Fill Down
 - Fill Right
 - Absolute Positioning
 - Relative Positioning
- Data + Function(s) + CellAddr(s) = Formula

Inserting

- Row
- Column
- Charts or Graphs
- Worksheets
- External Data
- External Workbooks
- ...

Formatting

- Cell
 - Background Color
 - Border
 - Font
- Column Width
- Row Height
- Text
 - Font Style & Color
 - Bold, Italic, Underlining

Printing

- Setting Boundaries
- Setting Paper Size
- Selecting Printer
- Paper or PDF?

Templates

- Why Use Templates
 - Saves Time
 - Provides Consistency
 - Eliminate Errors (also, duplicates oversights)
 - Extends Your Capabilities
- Steps in Using a Templates
- Creating Your Template

Closure

- Basics of a Spreadsheet
- Data Types
- Functions and Formulas
 - Data + Functions + CellAddr = Formula
- Copying Formulas & Data
- Inserting
- Formatting & Printing
- Templates