

SS1 THIRD TERM DATA PROCESSING NOTE

TOPIC 1: SPREADSHEET

A spreadsheet package (sometimes called Spreadsheet) is an application program consisting of grid of cells arranged in rows and columns that is used for modeling data for the purpose of budgeting, planning, data analysis etc.

The columns in a spreadsheet are represented by letters, 'A', 'B', 'CA' etc., while rows are represented by numbers, 1, 2, 3 etc. A single cell is referenced by addressing its column letter and row number e.g. 'B5'. In spreadsheet, a contiguous group of cells is referred to as a Range. For example A1:A10 reference the contiguous group of cells A1 to A10. In MS Excel 2007 and above, a typical worksheet contains 16384 (XFD) columns and 1,048,576 rows. A spreadsheet is generally designed to hold numeric data, short text strings or results of formulas that is automatically calculated based on the contents of other cells. A file created by MS Excel is called a Workbook with default name Book1 or BookX, where X can be any number starting from 1. This workbook has three worksheets (sheets) by default and users can create as many as the computer memory allows. A workbook has the extension '.xlsx'. The total number of characters a cell can contain is 32,767.

Examples of Spreadsheet packages

- | | | |
|--------------------|-------------------------|----------------|
| 1. Microsoft Excel | 3. SuperCalc | 5. Lotus 1-2-3 |
| 2. Google Sheet | 4. StatView Spreadsheet | 6. Gnumeric |

Uses of Spreadsheet

1. Used for simple lists
2. Used for analysis of numerical data
3. Used for sorting and filtering of information
4. Used for preparation of daily sales report
5. Spreadsheet turns information within table into detailed graphs and charts to show visual representation of the data.

Components of Spreadsheet

1. Name box: this is a space to the left of the formula bar that references the cell that is active. It shows the name (address) of a selected cell.
2. Formula bar: this bar displays information entered (being entered as you type) in the current or active cell. The content of this cell can be edited in the formula bar

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Marco Cascella



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