

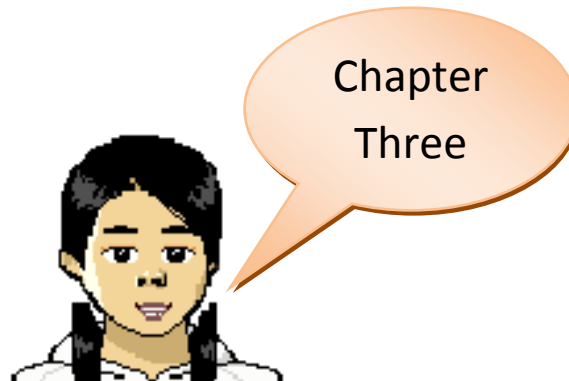


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Spreadsheet

Spreadsheet software helps people work with numbers using a computer. Spreadsheets help answer number questions. Numbers and words are entered in rows and columns.

Spreadsheets Definitions

A **column** runs up and down the page. Each column is identified by a letter. The letters are in ABC order.

K	J	I	H	G	F	E	D	C	B	A
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A **row** runs across the page. A spreadsheet has many rows. Rows are in 1, 2 , 3 order.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
~



A **cell** is each box where column and row meet.

A	
	1

The **active cell** has a dark border around it. When you type, what you type appears in the **active cell**. Numbers are called **values**. They tell how much or how many. In a spreadsheet, words are called labels. **Labels** tell you what the number means.

B	A	
label	Number	1
value	7	2
	8	3





Opening a Spreadsheet

Open a spreadsheet file that your teacher put on the computer desktop. This file is named **library**. This is a spreadsheet that counts how many books Peter has in his small library.

To open a spreadsheet

1. Double-click the Library spreadsheet icon.



2. The cell with the dark border is called the **active cell**.
3. Press  one time. The active cell now is on the next row.
4. Press  one time. The active cell now is in the next column.



The Cell Address

Spreadsheets have many rows and many columns. The **cell address** tells you where the cell is in the spreadsheet.

D	C	B	A	
		Library		1
		Books	Number	2
		Science	5	3
		Stories	12	4
		History	6	5
		Magazines	10	6
		Total	33	7
				8


Diagram illustrating a spreadsheet grid with columns labeled D, C, B, A and rows numbered 1 through 8. The cell B5 is highlighted, and its address is indicated by a box labeled "Active cell B5". Other labels include "column heading" pointing to column B and "row number" pointing to row 8.

Finding the Cell Address



1. Find the column that has letter B on the top.
2. Find the row that has the number 5 on the side.
3. Use the mouse to click the cell that is in column B in row 5. The address of this cell is **B5**.
4. Press the active cell now is **B5**.



Understand Spreadsheet

1. Click the cell with Science as the label this is cell B3.
2. Press  . How many science books in Peter's library?

B	A	
Library		1
Books	Number	2
Science	5	3
Stories	12	4
History	6	5
Magazines	10	6
Total	33	7

3. Press  . How many stories in the library?
4. Click the cell that has label Total this is cell A7.
5. Press  this is cell B7 there is a formula in this cell which adds up all the numbers that are in the cells above it.
6. The formula in the cell B7 added the numbers 5, 12, 6 and 10 for you. The total is 33 books.