

Spreadsheets, part 1

A spreadsheet is the computer equivalent of a paper ledger sheet. It consists of a grid made from **columns** and **rows**.

paper ledger	
car loan	\$12,000
interest	9.6%
# of payments	60
monthly payment	\$252.61

	A	B	C
1		computer ledger	
2			
3	car loan	\$12,000.00	
4	interest	9.60%	
5	# of payments	60	
6			
7	Monthly Pmt.	\$252.61	

Spreadsheets are made up of
columns
rows
intersections of columns and rows are called cells

When referencing a cell, you should put the column first and the row second, such as B6.

In a spreadsheet there are three basic types of data that can be entered.

Text/labels - (text with no numerical value)

Numbers/constants - (just a number -- constant value)

Formulas* - (a mathematical equation used to calculate)

Data types	Examples	Descriptions
LABEL	Name or Wage or Days	anything that is just text
CONSTANT	5 or 3.75 or -7.4	any number
FORMULA	=5+3 or =8*5+3	math equation

ALL formulas **must** begin with an equal sign (=).

Labels are text entries. They do not have a value. Labels are used to identify items. The labels are **not** for the computer but rather for US so we can clarify what we are doing.

Constants are entries that have a specific **fixed** value. Sometimes constants are referring to dollars, sometimes referring to percentages, and other times referring to a number of items (such as 60 months). These are typed into the computer with just the numbers and are changed to display their type of number by formatting.

Formulas are entries that have an equation that calculates the value to display. Equations are entered into cells. The equation will be updated with the change or entry of any data that is referenced in the equation. It is also important to type in the reference to the constants instead of the constants. In the equation, enter the cell where the data is stored and NOT the data itself. Formulas are mathematical equations. There is a list of the functions available within Excel under the **menu INSERT down to Function**. Formulas or Functions **must begin** with an equal sign (=).

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<u>Operation</u>	<u>Symbol</u>
Multiplication	*
Division	/
Addition	+
Subtraction	-

Obtaining spreadsheet software

Microsoft Excel, as part of Office 2003, is available on www.ebay.com for about \$11.
Microsoft Works 2006 is available on www.ebay.com for about \$20.

OpenOffice.org Version 2 is completely free of any license fees, use it for any purpose— private, educational, government and public administration, commercial – and pass on copies free of charge to family, friends, students, employees, etc.

<http://www.openoffice.org/product/calc.html>

<http://www.openoffice.org/product/index.html>