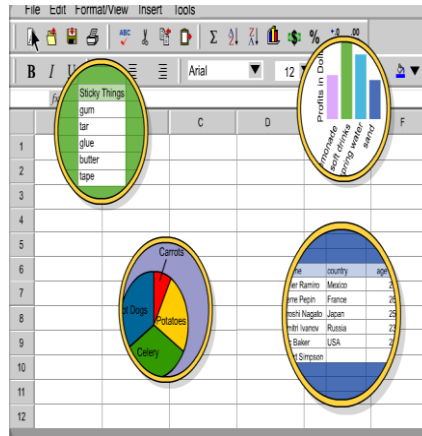


# Using Spread Sheet Programs

- A spreadsheet is a tool that lets you organize data.
- You can use a spreadsheet to create lists, tables, charts and graphs.



- The most common way to organize data in a spreadsheet is to create a table.
- A table is divided into columns and rows of cells.

Columns

A screenshot of Microsoft Excel showing a table with columns and rows. The table is located in the range A1:C4. The columns are labeled 'name', 'date', and 'address'. The rows contain the names 'Joey', 'Cathy', and 'Lily'. The cell A5 is currently selected.

name	date	address
Joey		
Cathy		
Lily		

Rows

## What are cells?

- Cells are individual boxes that hold single pieces of information.

	A	B	C	D	E
1					
2	name	country	age	birthday	
3	Javier Ramiro	Mexico	24	6/14/77	
4	Pierre Pepin	France	26	5/4/75	
5	Hiroshi Nagato	Japan	25	3/13/76	
6	Dimitri Ivanov	Russia	23	12/10/78	7.77
7	Eric Baker	USA	25	2/19/76	7.33
8	Albert Simpson		27	1/29/74	7.19
9	Thomas Reeder		22	7/12/79	7.28

cells

## To enter information into a cell

- Click the cell and begin typing.

	A	B	C	D
1	name	date	address	
2	Joey			
3	Cathy			
4	Lily			
5				
6				
7				
8				

- Cells are organized into rows and columns.
- A row is a horizontal group that usually contains information about the same topic.

The screenshot shows a spreadsheet application window with a menu bar (File, Edit, Format/View, Insert, Tools) and a toolbar. The spreadsheet contains a table with the following data:

	A	B	C	D	E
1					
2	name	country	age	birthday	meters
3	Javier Ramiro	Mexico	24	6/14/77	7.50
4	Pierre Pepin	France	26	5/4/75	7.65
5	Hiroshi Nagato	Japan	25	3/13/76	
6	Dimitri Ivanov	Russia	23	12/10/78	7.77
7	Eric Baker	USA	25	2/19/76	7.33
8	Albert Simpson	Jamaica	27	1/29/74	7.19
9	Thomas Reeder		22	7/12/79	7.28

A yellow highlight is applied to row 7. A blue box labeled "row" is positioned to the left of row 7, with a line pointing to the highlighted row.

- A column is a vertical group that usually contains the same information for many different topics.

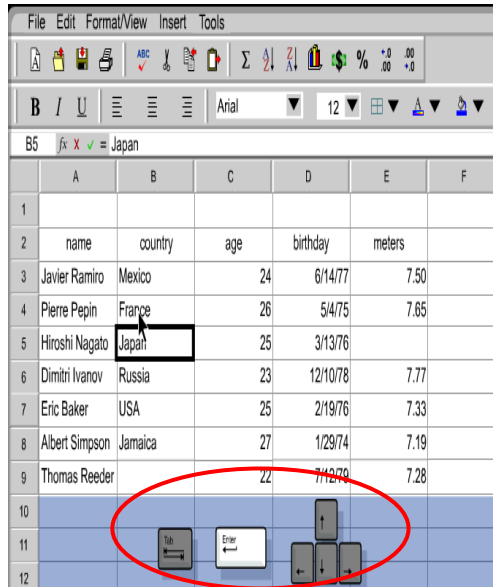
The screenshot shows the same spreadsheet application window as above. In this view, column A is highlighted with a yellow border. The data in column A is as follows:

	A	B	C	D	E	F
1						
2	name	country	age	birthday	meters	
3	Javier Ramiro	Mexico	24	6/14/77	7.50	
4	Pierre Pepin	France	26	5/4/75	7.65	
5	Hiroshi Nagato	Japan	25	3/13/76		
6	Dimitri Ivanov	Russia	23	12/10/78	7.77	
7	Eric Baker	USA	25	2/19/76	7.33	
8	Albert Simpson	Jamaica	27	1/29/74	7.19	
9	Thomas Reeder		22	7/12/79	7.28	

A yellow highlight is applied to column A.

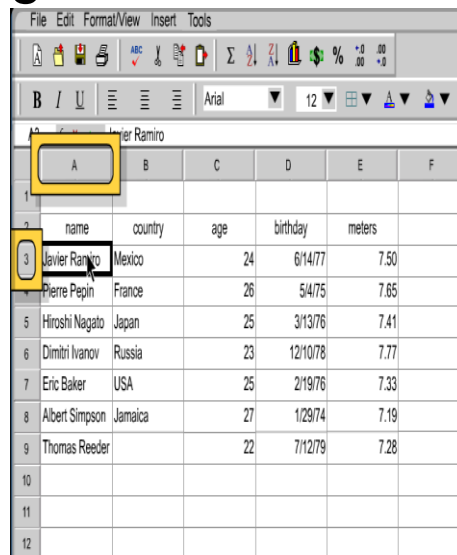
## Moving around on a spreadsheet

- There are many ways to move around on a spreadsheet.
- One way is to use your mouse to click on individual cells.
- Another way is to use your enter or tab key to move to the next cell.
- You can also use your arrow keys to move to different cells



## Identifying the cell

- Each cell in a spreadsheet has a name. To identify the cell, first look at the top of the column and find the letter. Then look for the number at the beginning of the row.

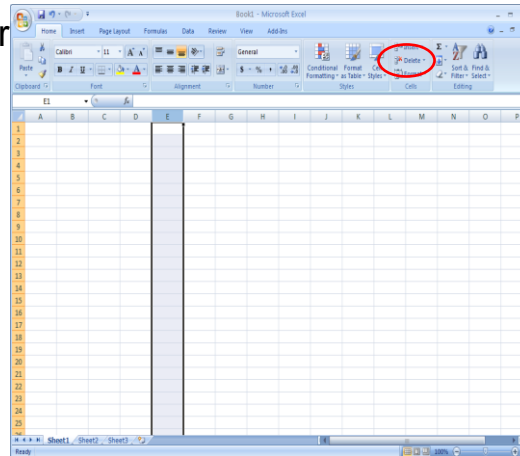


## To select a certain cell

- Let's say you want to select a group of cells in your spreadsheet. To do this, click on the first cell in that group and drag your mouse to the end of the group. (Drag the mouse by holding down your left mouse button)
  
- You can also select entire rows or columns by clicking on the row number or column letter.

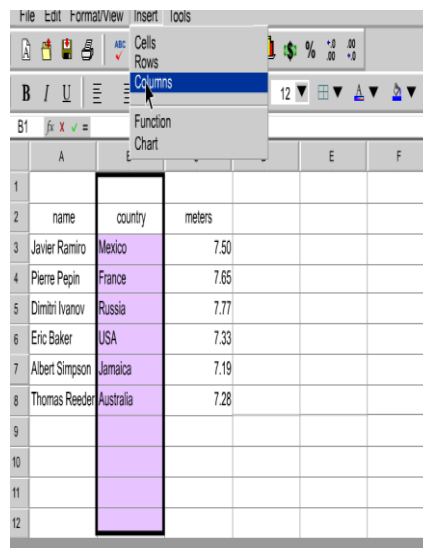
## To delete a column or row

- To delete a column or row click on the column or row you want to delete. Then click on delete in the home ribbon.



## How to insert a column

- To insert a column click on the right of the column you want to insert. Then go to Insert menu and click on columns. A new column will appear to the left of the column you highlighted.



## Creating a new label

- A labels or title help make columns easier to read.
- They summarize the information in the column.

	A	B	C	D	E	F
1						
2	name	country		meters		
3	Javier Ramiro	Mexico		7.50		
4	Pierre Pepin	France		7.65		
5	Dimitri Ivanov	Russia		7.77		
6	Eric Baker	USA		7.33		
7	Albert Simpson	Jamaica		7.19		
8	Thomas Reeder	Australia		7.28		
9						
10						
11						
12						

## To make your cell longer

- Spreadsheet columns start out as a standard size. Sometimes they are too small for the information typed.
- To make your cell longer double click the line to the right of the column. This will automatically make the column wide enough to fit the information.

	A	B	C	D	E	F
1						
2	name	country	points in the final	meters		
3	Javier Ramiro	Mexico		7.50		
4	Pierre Pepin	France		7.65		
5	Dimitri Ivanov	Russia		7.77		
6	Eric Baker	USA		7.33		
7	Albert Simpson	Jamaica		7.19		
8	Thomas Reeder	Australia		7.28		
9						
10						
11						
12						