

# SPREADSHEET STUDY GUIDE

**Spreadsheet** – a tool used to organize and analyze information.

**Rows and columns** are used to organize information in a spreadsheet.

Information in a column is arranged **vertically** and is identified by a **letter**.

Information in a row is arranged **horizontally** and is identified by a **number**.

**Cell** – the point where a column and row meet and form a rectangle.

**Cell name** or **address** is a combination of the column letter and the row number.

When you enter **words** into a cell, the spreadsheet considers this data as a **label**.

When you enter **numbers** into a cell the spreadsheet considers this data as a **value**.

When a cell contains mathematical calculations, these calculations are called **formulas**.

**Formatting** is changing the way the information is displayed in a cell.

**Alignment** is the placement of information within a cell either at the left edge, right edge or centered.

**Cell range** is a continuous group of selected cells.

A **spreadsheet formula** is a combination of values or cell references and mathematical operators.

Examples mathematical operators are **addition (+)**, **subtraction (-)**, **multiplication (\*)**, and **division (/)**.

Example of a formula – **B8 (=B5+B6+B7)**

The direction in which the information is printed across the page is called the **page orientation**.

Spreadsheets include numerous built-in formulas called **functions**.

The most common function used is the **SUM**.

The **SUM** function adds the values in a range of cells.

A special tool called the **AUTOSUM** is included in spreadsheets. This button quickly creates a formula to add a selected range of cells.

The **AVERAGE** function adds the value in a selected range of cells and divides the sum by the number of values in the range.

The **MIN** function determines the smallest or minimum number in a cell range.

The **MAX** function determines the largest or maximum number in a cell range.

When you copy the formula, the spreadsheet adjusts the **cell references** relative to the new position of the formula. This is called **cell referencing**.

The **fill right command** copies cell contents to a range of cells to the **right** of the active cell.

The **fill down command** copies cell contents to a range of cells **below** the active cell.

The **fill series command** generates a series of values (numbers, dates, or times) based on the value in the active cell.

To **sort** data, you select the range of data to be sorted and give the **sort command**.

A **border** is a solid line around the cell or range of cells.

**Gridlines** are the lines that appear around each cell in a spreadsheet.

**Spreadsheet programs** allow you to create charts from data in a spreadsheet.

A **chart** uses bars, lines, or other pictures to show the relationships among the values in the spreadsheet.

A **bar chart** has **vertical and horizontal bars** representing spreadsheet values.

**Y axis** displays a **scale** showing the range of the values charted.

**X axis** displays **labels** for the bars.

A **chart title and a legend** can be used to describe the data being charted.

**Pie charts** show the relationships among the values in a spreadsheet.

You can create tables within word processing documents using a spreadsheet frame.