

Spreadsheets and Data Management

Unit 3

Thursday March 31, 2016

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**Spreadsheets**

- Allow users to perform simple and complex sorting
- Allow users to perform calculations quickly
- Organizes and presents figures that can be analyzed, graphed and printed
- Amount of information is limitless

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**Spreadsheets**

- Can be used to automatically
  - Calculate totals for you
  - Identify the category with the highest and lowest numbers
  - Calculate averages
  - Create presentation charts from figures

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### Common Uses for Spreadsheets

- o .
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- o .
- o ANYTHING THAT USES NUMBERS!

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### Getting Started

- o The program we will be using is Microsoft Excel
- o Microsoft Excel defaults:
  - Workbook is your work space
  - Every workbook begins with \_\_\_\_\_ worksheet
    - \_\_\_\_\_
    - found at the bottom of your workbook
  - To add a new worksheet, you select \_\_\_\_\_ that is next to Sheets and subsequent sheets will be added.
  - Worksheets can be renamed by double clicking on the default sheet name and typing the new desired name.
  - worksheets can be deleted by right clicking on the Sheet name and selecting delete.

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- o The extension used to recognize an excel spreadsheet is
- o The default file name for a new excel spreadsheet is

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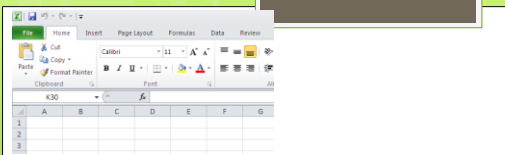
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**Name Box** – indicates the cell you are currently working in. This is known as the \_\_\_\_\_.

**Column** – identified by \_\_\_\_\_ at the top of the worksheet. Vertical.

**Row** – identified by \_\_\_\_\_ on the left side of the worksheet. Horizontal.

**Worksheet** –

**Cell** –

**Formula Bar** - indicates the content of the selected cell. Formulas and text can be typed here. The symbol \_\_\_\_\_ identifies the formula bar.

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## Entering Information

- o **Labels:**
  - o .
  - o Numbers are useless without information to help users understand what they mean
    - o (i.e. Total Money Owing)
  - o Always \_\_\_\_\_ aligned in the cell
- o **Values:**
  - o .
  - o Important to not include commas, dollar signs, etc
    - o You can format your spreadsheet to reflect currency, date, etc
  - o Always \_\_\_\_\_ aligned in the cell

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## Formatting Excel Spreadsheets

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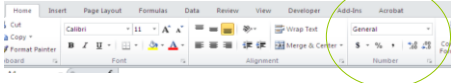
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## Formatting Options for Values



- \$
- % allows you to convert your values to percentages. Remember all percentages are out of 100. If you put in a whole number and then select the % button it will multiply 100 by your value.
- .
- ,
- ' (Thousands Separator)

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## Cut, Copy and Paste Review

- In order to quickly move information from cell to cell you can use the same shortcuts as other Microsoft programs
  - Cut (CTRL + X)
  - Copy (CTRL + C)
  - Paste (CTRL + V)
- If you would like to copy values, labels or formulas from one cell to multiple cells you can use the **fill handle** (handle in the bottom right corner)
  - Click on the black square handle, drag to other adjacent cells and then release.




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## Delete, Copy, Cut & Paste

- **Clear** and **delete** will remove your information without saving to the clipboard
- **Copy** and **cut** will prompt the clipboard to save your work
- Selecting Clear from the edit menu will provide you with 3 options:
  - All –
  - Content –
  - Formatting –

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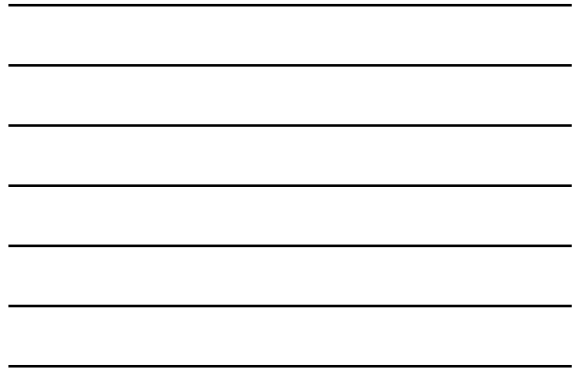
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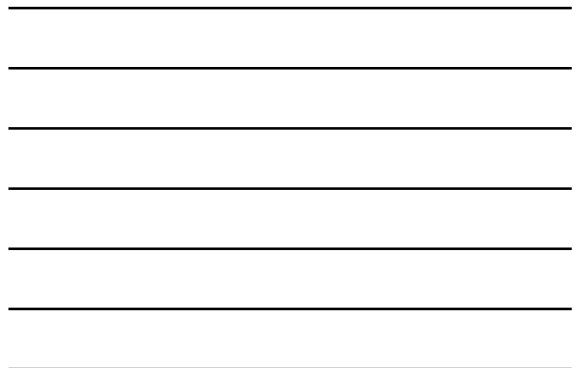
## Changing Row & Column Size

- You can change the row height and column width to fit your cell contents so it is all visible
  - Click on the seam of the row or column and drag to desired size
- OR
- Right click on the row(s) or column(s) and select the **row height** or **column width** option
    - A box will appear for you to type in the desired size.



## Inserting and Deleting Rows and Columns

- Additional rows and columns can be inserted by using the Home menu → Insert section.
- Select where you would like the new row or column to be inserted by remembering that
  - When inserted:
    - Rows are added \_\_\_\_\_
    - Columns are added to the \_\_\_\_\_
- To insert multiple rows or columns, highlight the equivalent number of rows and columns then use the insert option



- Rows and columns can be deleted using the same method.
- Select the row(s) or column(s) that you would like to delete
  - Home menu → Delete option
  - Select the item to be deleted



## Formatting Cells

- In order to enhance the appearance of your spreadsheet and highlight specific cells you can do the following:
  - Select the cell(s) to be formatted
  - **Home menu → Cell format option**
  - Click on the button and a drop down menu will appear that will allow you to complete various format options
    - Select the format cells option at the bottom and then navigate the tabs in order to complete all of your formatting at once

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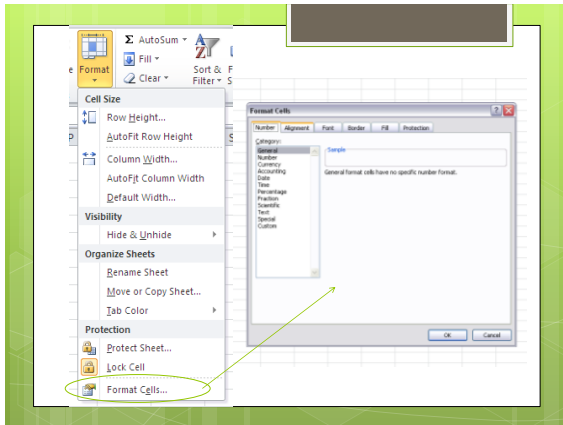
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## Sorting Data

- You can sort your spreadsheet using a specific column to set your criteria for the sort
- After you have entered your data, highlight your spreadsheet
  - Select the Sort & Filter option under the Home menu
  - Set your criteria for sorting

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## Homework

- Complete Microsoft Excel Labeling worksheet

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