Spreadsheet / Microsoft Excel 1/3

Introduction
- What is a spreadsheet (electronic ledger pad, grid of cells)
- Working with numbers (it's a number processor)
- Row (named by a number)
- Columns (named by a letter)
- Cells (named by a letter and a number)
  - Cells can hold things: words, numbers or a formula
  - Cells have actual contents and displayed contents (not always the same…)
- Formula Bar (where you edit the contents of a cell)
- (Excel specific: a workbook has multiple worksheets each a spreadsheet)

Moving / Editing
- Use mouse - click to select cell, click and drag to select region
- Arrow keys to move, delete to delete a cell, Edit->clear->(all, formats, values)
- Type value in new value for cell (Enter to accept, ESC to cancel)
- Click/drag column width  insert/delete row/column

Clipboard
- Cut, Copy, Paste (works on individual cells or ranges of cells – a little different than word)

Fill
- Fill Handle (small box) Will copy values in a range (can fill with a series of values)

Formatting
- Formatting words and numbers, borders & shading (percentage, decimal, dollar)
  - (Similar to Word ) Alignment, Bold, Font, Size etc…

Formulas
- Can be very simple or complex.
- A formula (equation or expression) calculates a value.
- Formula actual contents of a cell : Answer is displayed
- In Excel, formulas start with =
  - Followed by an expression that evaluates to a value.
- Example: in cell B5: =B4+B3 or =B4+B3+A2+A7

Possible Assignment:
Include in a cell, your name, cs11, assignment #
Put a table, with headings for item name and cost. Include at least four items. Include a line at bottom that totals cost of items by using a formula. Format number cells as dollar values with two decimal places. Make the table look fancy.