

# STARTING AT THE BEGINNING

## What is a Spreadsheet?

A spreadsheet is a powerful tool for organising information.

## What are they for?

They are used to carry out lots of calculations quickly and to store large amounts of information for a range of purposes.

## What can they do?

Once you know how to do it – they can do almost any maths that you could need!

# SO, HOW DO THEY WORK THEN?

The image shows a screenshot of the Microsoft Excel interface. The title bar reads "Microsoft Excel - Book1". The menu bar includes "File", "Edit", "View", "Insert", "Format", "Tools", "Data", "Window", and "Help". The toolbar contains various icons for file operations and editing. The main area is a spreadsheet grid with columns labeled A through S and rows numbered 1 through 35. A light blue box with the text "Rows (Side to Side) [Numbered]" is connected to the row numbers by a vertical line and a horizontal line. Another light blue box with the text "Columns (Up and Down) [Letters]" is connected to the column letters by a vertical line. A third light blue box with the text "Cell (Every one on these boxes is a cell)" is connected to a specific cell (F22) by a diagonal line. A yellow starburst shape contains the text "F22". At the bottom, there is a text box with the following text:

Every cell has a name to help you find the right one.  
Its name starts with the column letter and then the row number.  
So, this cell is called what?

The Windows taskbar at the bottom shows the Start button and several open applications: Microsoft PowerPoint, Teaching Ideas SS Re..., Adobe Reader - [00h..., and Microsoft Excel - Book1. The system tray on the right shows the date and time as 18:07.

# USING FORMULAE

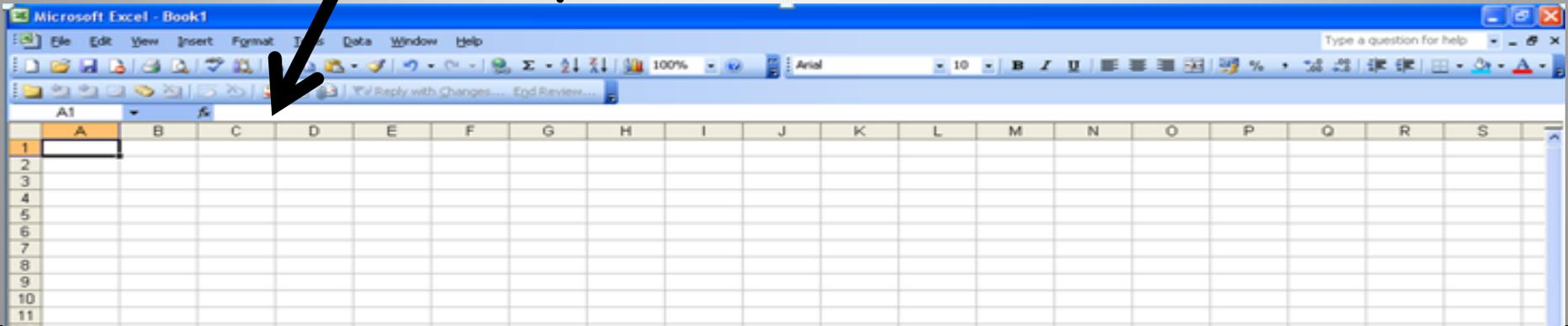
Entering data in spreadsheets is actually really easy!

In Numeracy, when we write a number sentence we write the '=' sign just before the answer, in a spreadsheet we write it first, before the sum.

So when you want a spreadsheet to work out a sum:

**PUT THE = FIRST** in the formula space on the top tool bar!

If you don't it won't work.



# USING FORMULAE

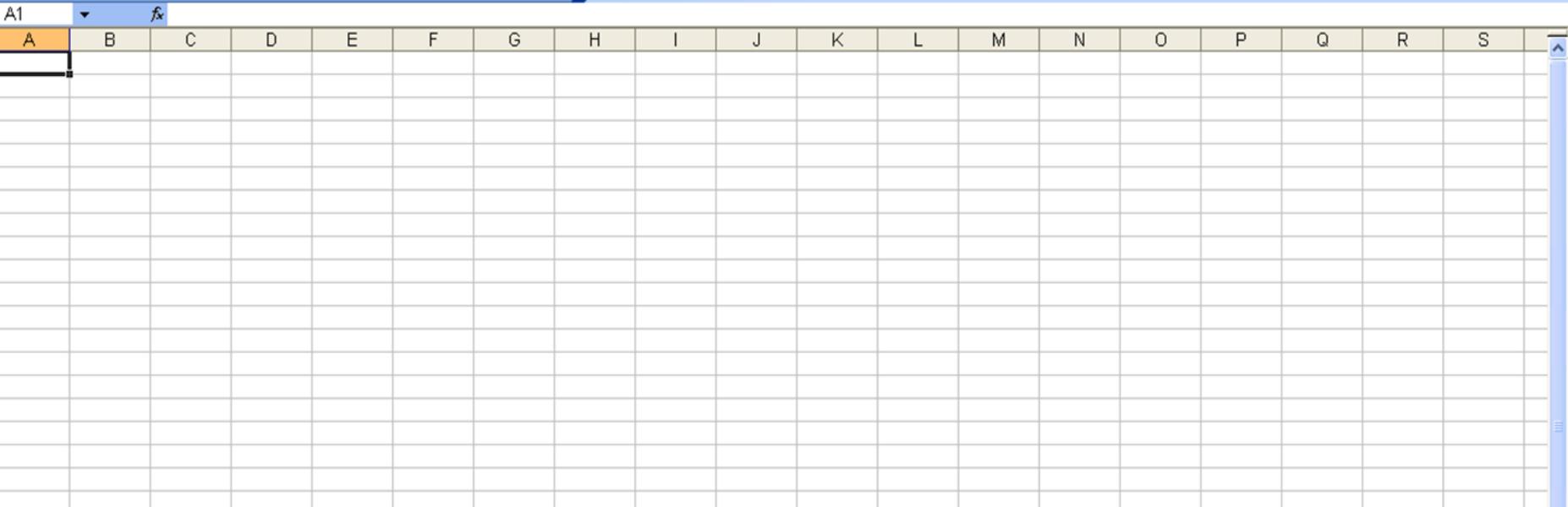
There is one more thing that you need to know about using a spreadsheets to perform calculations. The symbols for the operations are not all the same.

So to calculate  $3 \times 4$

You would enter  $=3*4$

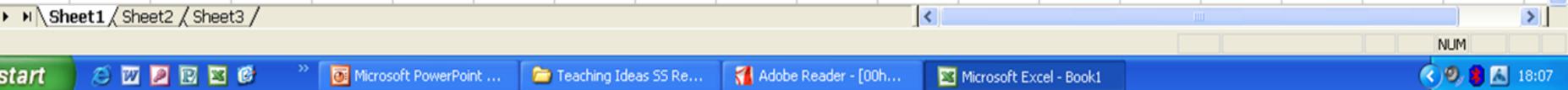
And the spreadsheet would show "12". (That's the answer!)

Maths Symbol	Spreadsheet Symbol
+	+
-	-
<b>X</b>	*
÷	/



For example, if you wanted to put a formula in cell F22, you would click in that cell, then go into the formula bar at the top (fx), type an = sign and then the formula.

If you wanted to multiply cell E22 by your value in F22, you would type =E22\*F22 and press return. This would then build this formula into that cell.



OK – Lets have a go.  
Return to the lesson sheet  
and start the writing formula  
challenge