

Introduction to Spreadsheets

Basics

Spreadsheets are extremely popular programs for storing, manipulating and presenting data in the form of Spreadsheets. They are used by millions of people worldwide and is found in most businesses. Just some examples of the uses of spreadsheets are: staff rotas, stock control, invoices, customer information..etc. They have built in features that make it very easy to display this data in the form of graphs, charts and tables, which can be used in Presentations and Business reports.

What this Module will cover:

- 1) Launching Spreadsheet
- 2) Selecting Cells, Rows and Columns and Navigating round a Worksheet
- 3) Cell Formatting
- 4) Entering Data
- 5) Copy and Pasting Data

The aim of this module is to give you a general idea of the look and feel of Spreadsheets, and how to do some basic tasks

1) Launching Spreadsheets

This can be done with: a) New Blank Workbook *or* b) Existing Workbook

New Workbook: This can be Run from the icon on the desktop or in the Start – Programs - Spreadsheets menu



Desktop Icon

Worksheet (no data)

The image shows a blank Excel worksheet grid. The columns are labeled A, B, C, and D, and the rows are labeled 1 through 7. The cell A1 is highlighted with a green border.

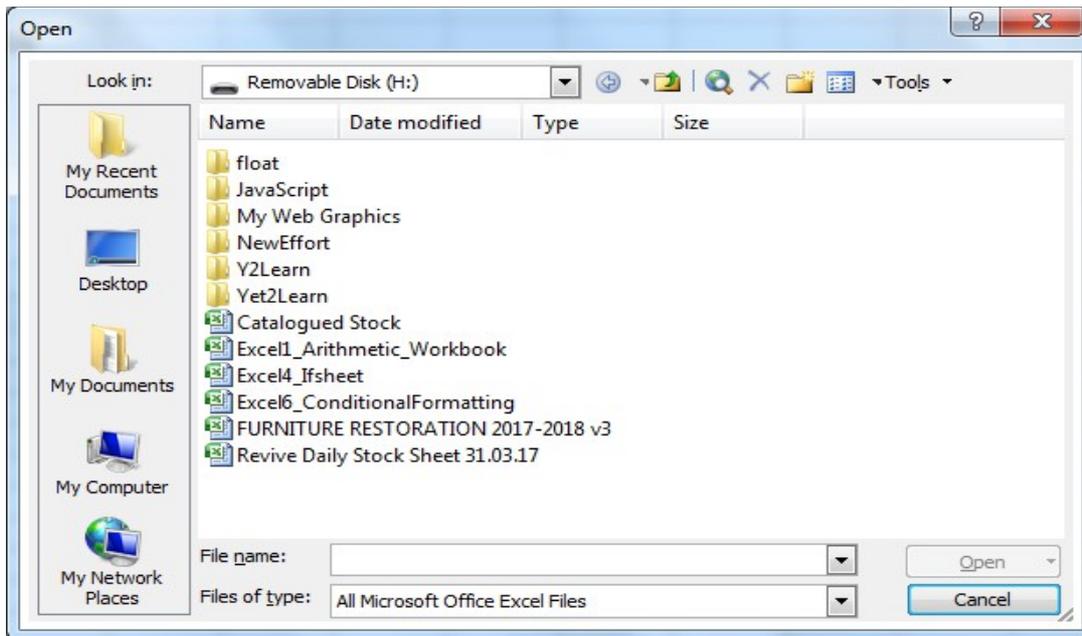
Blank

This will give you a blank Workbook. A blank Workbook will have no data in the cells of the Worksheet

Existing Workbook: If you click on an existing Spreadsheets workbook then Spreadsheets will load that Workbook



When in Spreadsheets: When you launch Spreadsheets you can open any existing Spreadsheets Workbook from the File – Open menu:



Opening an Existing Workbook.

Workbook vs Worksheet

Workbook – this is an Spreadsheets document consisting of one or more Worksheets

Worksheet – This is the basic Spreadsheet layout of Rows and Columns of Cells.

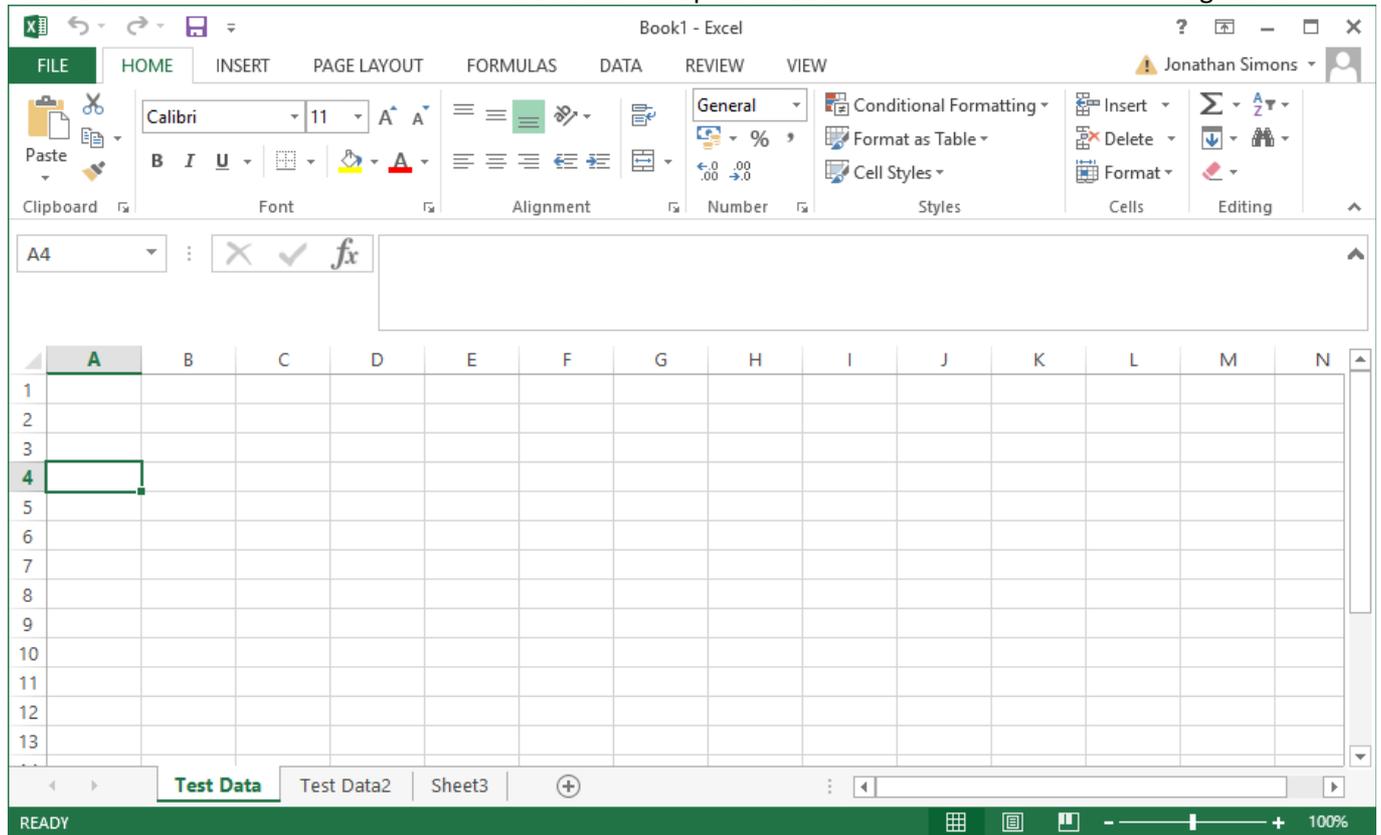
NB: A Workbook can consist of many related Worksheets..eg: a Stock Workbook could have Worksheets for different Months, with a Worksheet for each of the following: ...Jan 2017, Feb 2017,

March 2017....etc. It is easy to flip between Worksheets using the Tab keys at the bottom.

	A	B	C	D	E	F	G
1	Cat no.	Item	Price	Res cost	Cat.Date	Returned	
2	RV1	Frameless Oval Mirror	18	8			
3	RV2	Yellow Sewing Box Stool	15	6	19.08.16		
4	RV3	1960's Retro Tile Top Coffee Table	25	12	29.07.16		
5	RV4	Lloyd Loom Style Laundry Basket	10	4	29.07.16		
6	RV5	Three Door/ Three Draw Sideboard	55	40		27.10.16	
7	RV6	Small 1930's Gentlemans Wardrobe	85	60			
8	RV7	Chippy Telephone Table with Stool	20	8	29.07.16		
9	RV8	Two Door/ Two Draw Renovated Cupboard	65	30	29.07.16		
10	RV9	Large Gentlemans Wardrobe	100	80			
11	RV10	Three Draw Cream with Gold Edging COD	38	4	29.07.16		
12	RV11	Occassional Chair with Raffia Seat	16	10	29.07.16		

Worksheets in a Workbook

Please notice the tabs for different **worksheets** (or **sheets**) at the bottom of the **workspace**. Each of these **worksheets** is like a sheet of paper with cells on it. Each one may have information entered in it, and each one may be viewed by clicking each of the tabs. In the course of a lab, it is possible to have **worksheets** with data in them and **worksheets** with graphs on them. A **worksheet** may be renamed by putting the mouse pointer over the name on the tab and double clicking the mouse button. Type in the new name and, when done entering the name, hit enter



Exercise 1:

a) Launch Spreadsheets from the Icon, see that it is a blank Workbook

b) Open an existing Spreadsheets Workbook from Explorer, does it have data in it ?

c) Open a Workbook from within Spreadsheets, File – Open – choose a Workbook, does it have data in it ?

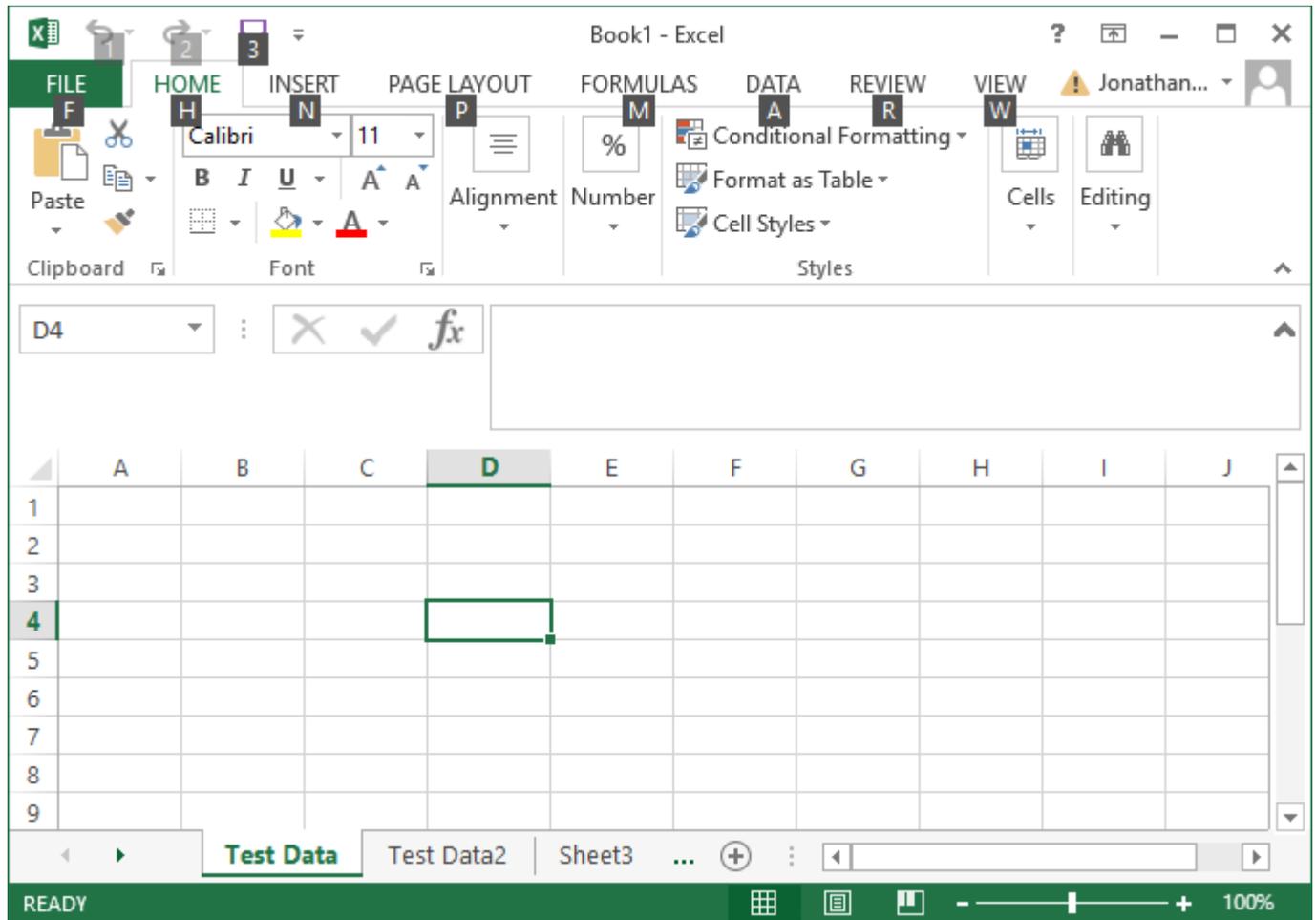
2) Selecting Cells, Rows and Columns and Navigating round a Worksheet

Worksheets consist of Cells organised into Columns and Rows

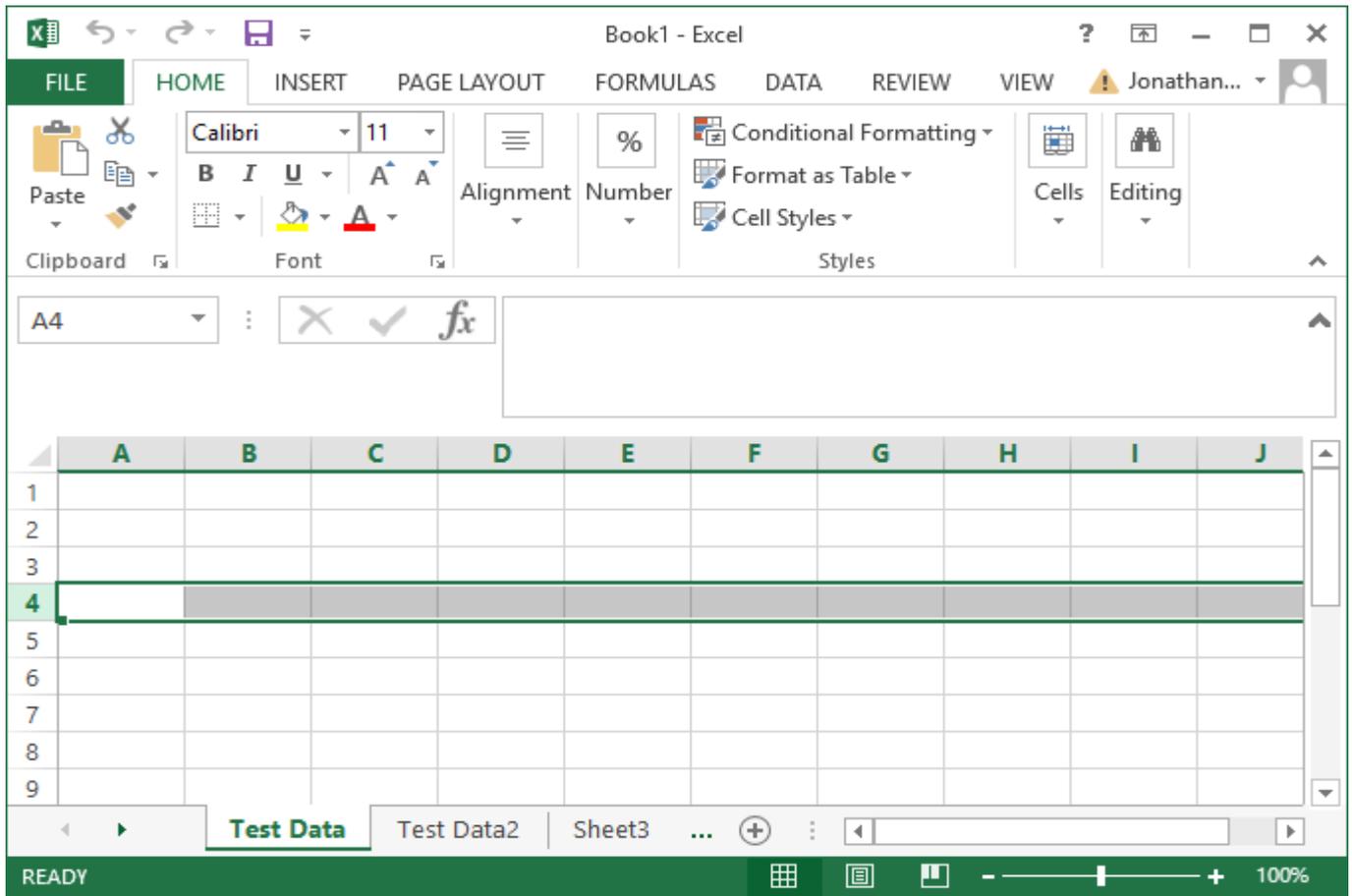
To select a Cell click on it

Try clicking on any Cell, notice that the highlighted cell reference appears in a box just above and left of the cells.

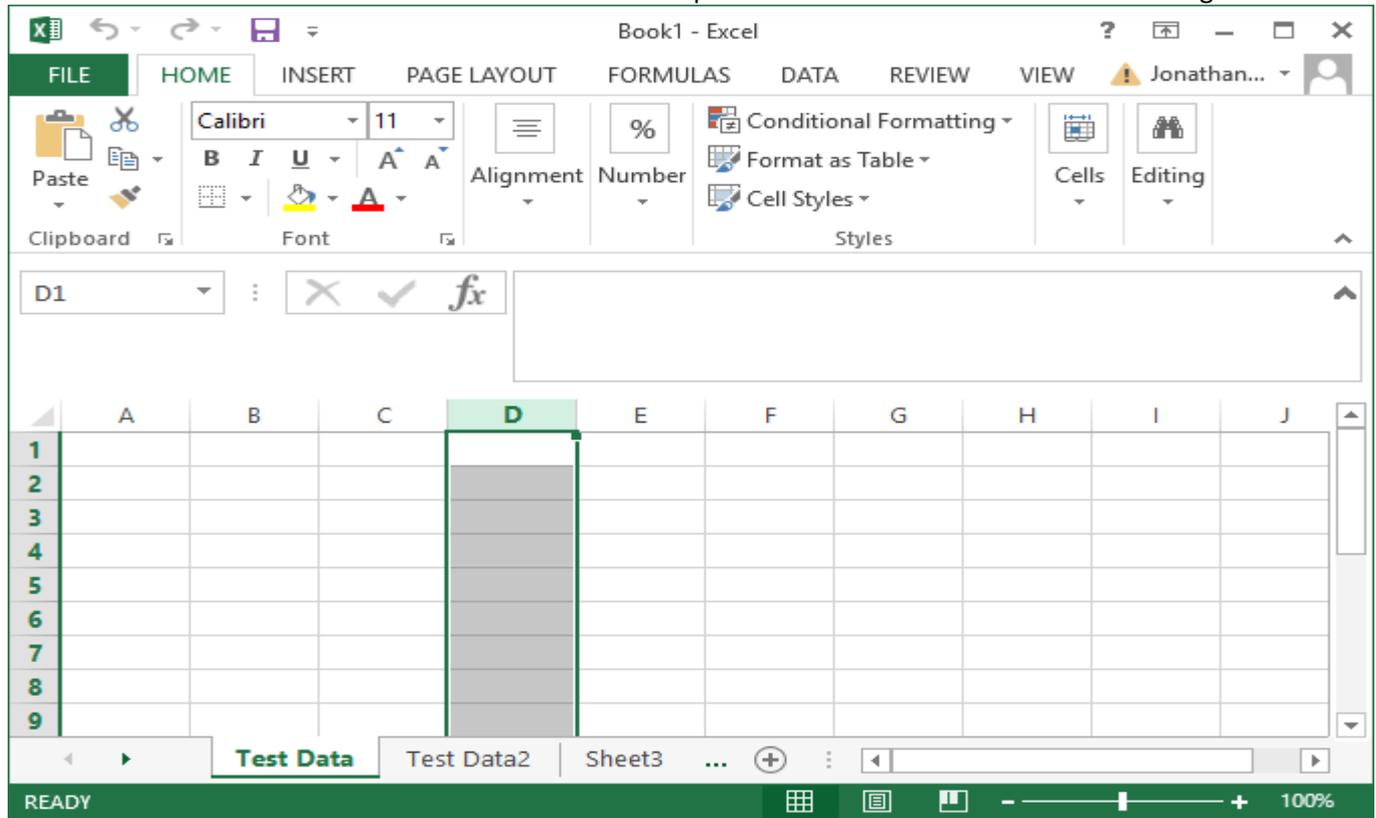
Eg: this is cell D4



To select a Row click on the number of the Row on the left to highlight it *eg: Row 4 selected*

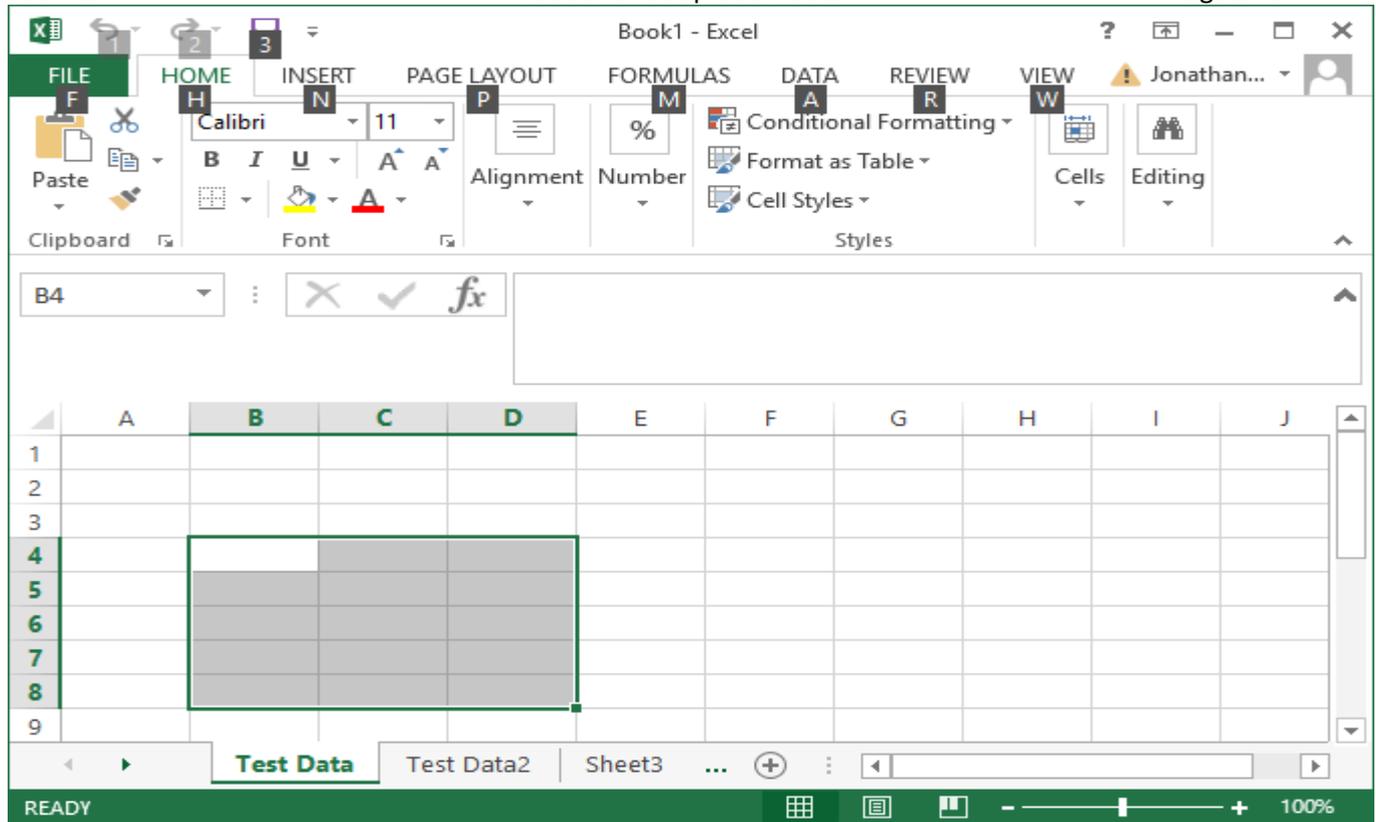


To select a Column click on the letter at the top of the Column to highlight it *eg: Column D Selected* D



Cursors: An easy way to move around the cells is to select a cell in the Worksheet and use the cursor keys; left: ← right: → up: ↑down: ↓

Selecting a group of cells: click in a cell **KEEP THE MOUSE BUTTON HELD DOWN** and select several cells together eg: Range of Cells B4 to D8



Exercise 2:

- Launch Spreadsheets from the Icon, see that it is a blank Workbook, select a cell using the Mouse, check cell selected in window Top Left of the Cells*
- Use the cursors to move around the worksheet from one cell to another, observe changes to cell selection window*
- Select a Row, then Select a Column*
- Select a range of cells using the mouse.*

3) Cell Formatting

With a cell, a Row, a Column or range of cells selected you can then apply formatting to the cells.

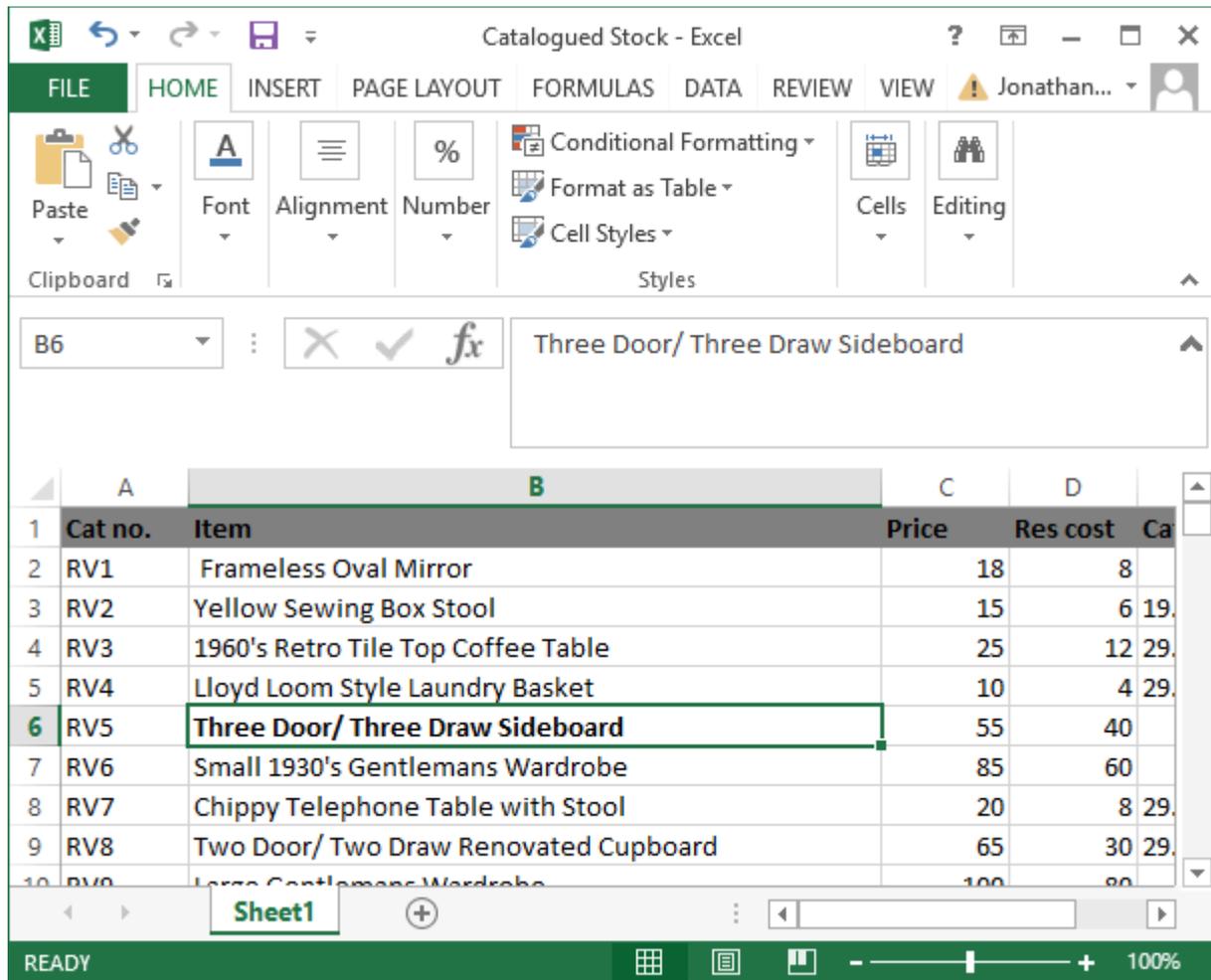
Formatting can consist of many types such as;

Making text Bold or in Italics.

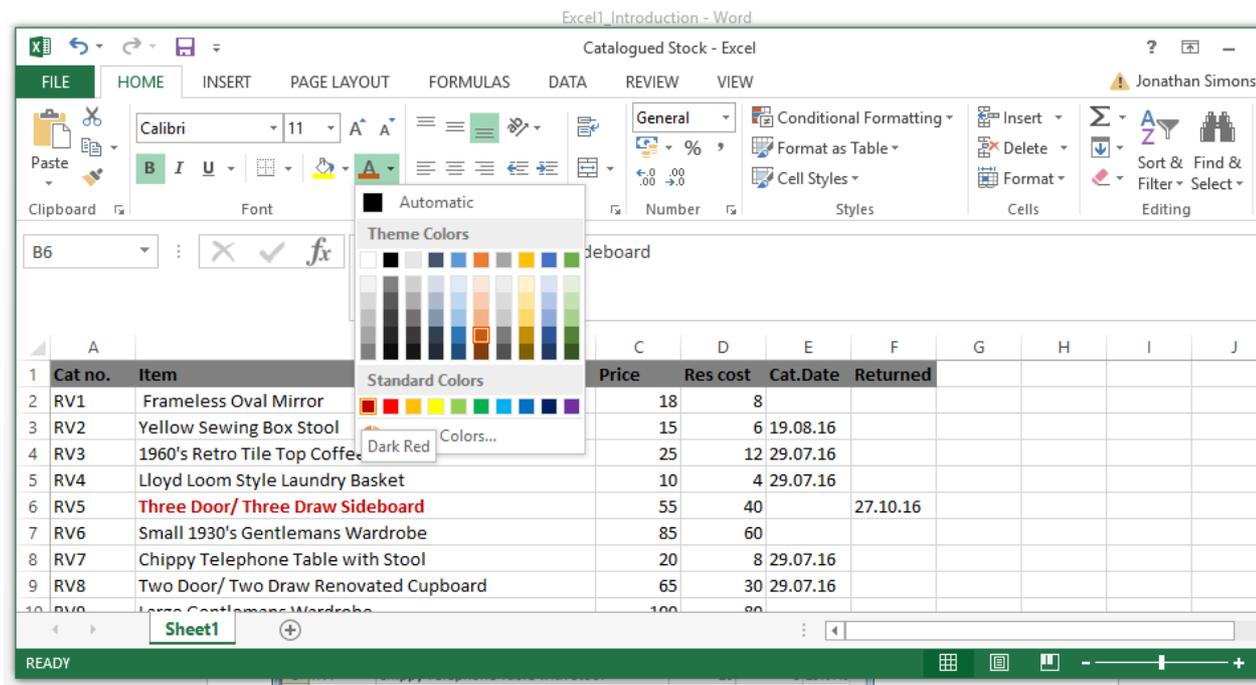
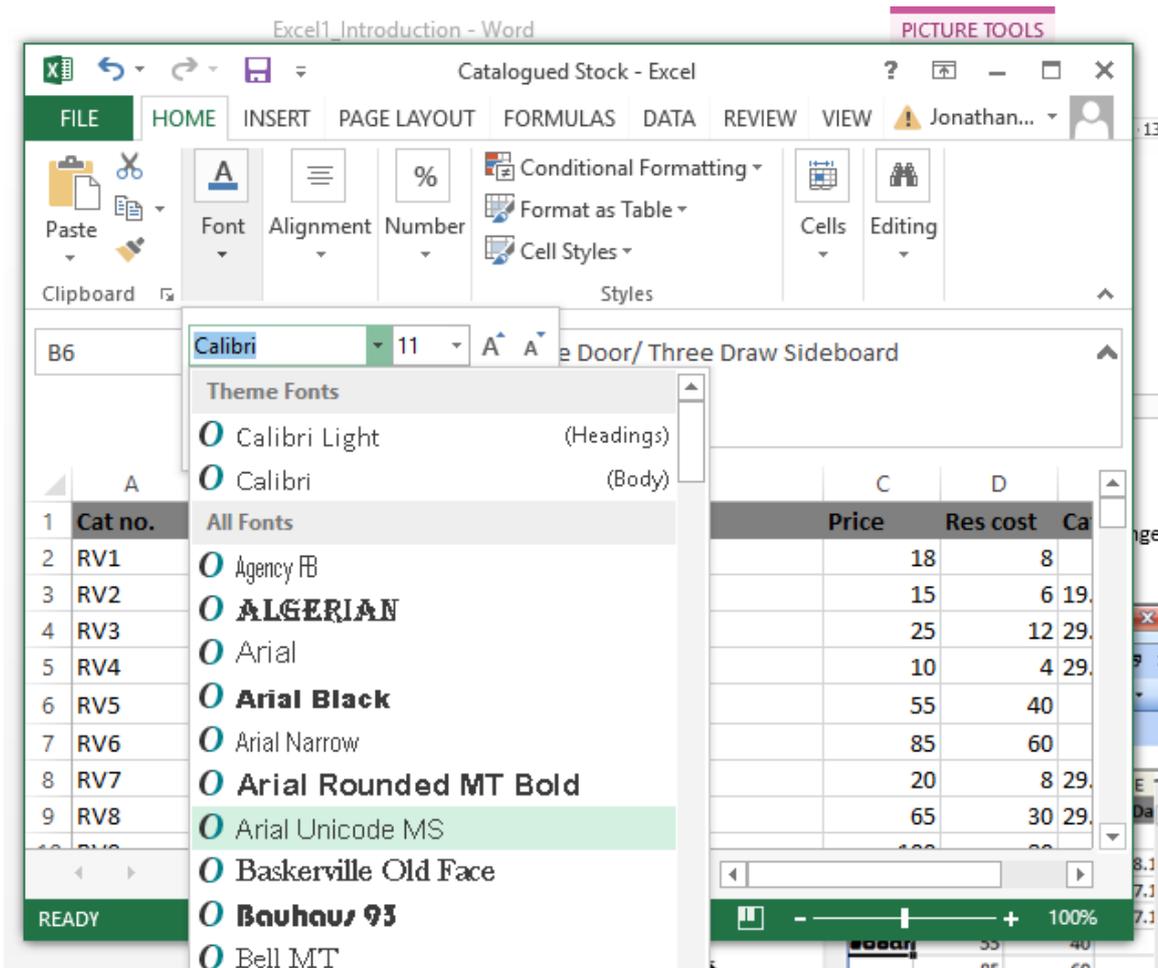
Changing the Font, Size and Colour of the Text.

Changing the Cell properties such as Background Colour, Cell Border..etc

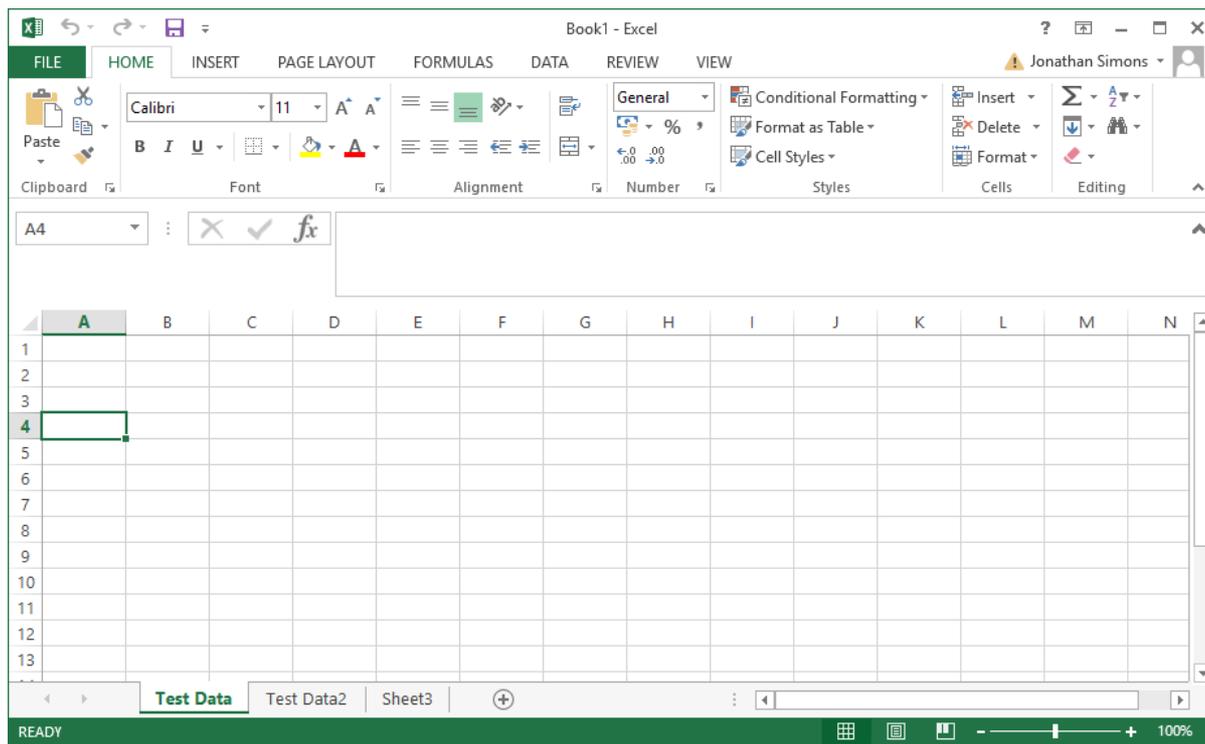
Using an existing Worksheet with data: change to Bold, Italics or Underline. Select the Data in a Cell, Row, Column or Range, and select the Bold, Italic or Underline Button.



To Change the Font, Size or Colour, Select the Data in a Cell, Row, Column or Range and alter Font in drop down list or change the size or colour of the text.



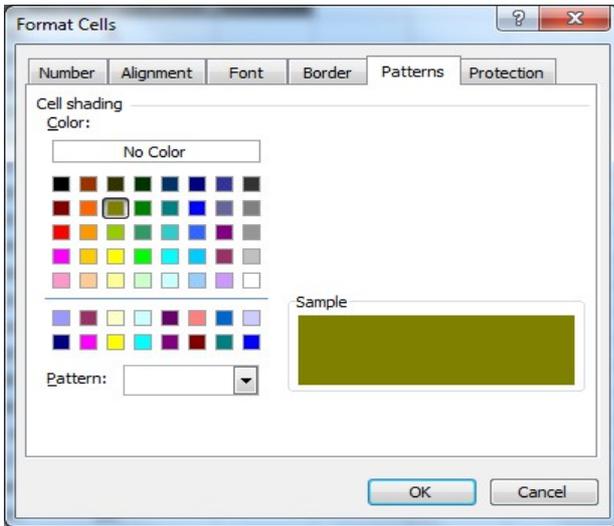
NOTE: DO NOT PANIC !!!!! WHEN DOING THE EXERCISES THE UNDO BUTTON CAN REVERT BACK TO THE PREVIOUS FORMATTING OR DATA CHANGES



Undo Button (Can also press CNTRL + Z buttons to undo)

Exercise 3:

- Open a Workbook with test data, select a cell using the Mouse (or cursor keys), change Bold, Italics, Font and Colour of the text
- Select a Row and change Bold, Italics, Font and Colour of the text
- Select a Column and change text to Bold, Italics, Font and Colour of the text
- Select a Range of cells and apply formatting to them.
- TRY THIS:** Select a cell, Row, Column or range of cells, in the Top Menu Bar choose Format – Cells, Select patterns and choose a Color, then click on ok....check what the outcome is.



	A	B	C
9	RV8	Two Door/ Two Draw Renovated Cupboard	65
10	RV9	Large Gentlemans Wardrobe	100
11	RV10	Three Draw Cream with Gold Edging COD	38
12	RV11	Occasional Chair with Raffia Seat	16
13	RV12	Domino Footstool	16
14	RV13	Piano	50
15	RV14	Small Two Door Gentlemans Wardrobe	80
16	RV15	Tallboy Cupboard	80
17	RV16	Ladybird Mosaic Side Table	8
18	RV17	Round Walnut Coffee Table	17
19	RV18	Glass Cabinet	40

4) Entering Data

Launch Spreadsheets from the Icon, see that it is a blank Workbook.

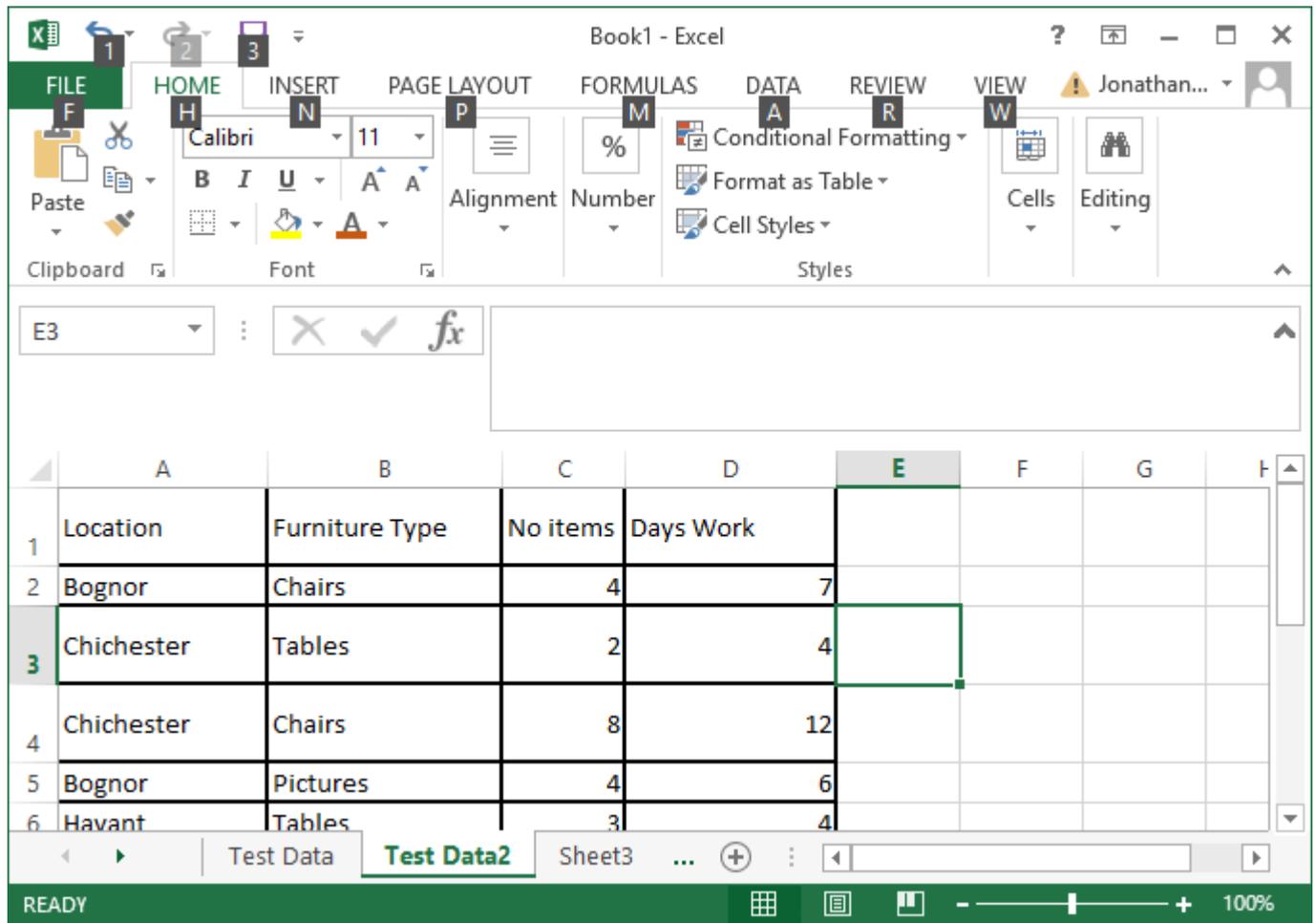
Enter the following data : start from cell A1

NB: Row 1 is the Header Row

Location	Furniture Type	No items	Days Work
Bognor	Chairs	4	7
Chichester	Tables	2	4
Chichester	Chairs	8	12
Bognor	Pictures	4	6
Havant	Tables	3	4

There are two ways to enter data 1) select the cell to make it active and directly type into the cell, 2) Select the cell and enter the data in the formula bar. eg: **fx** Havant in example below.

NB: the cursor keys move to the active cells: left ,right, up and down. The return key selects the next cell in the column.



Exercise 4:

a) Create a new Workbook / Worksheet

b) Open a Worksheet and enter data of your own choice

eg: Create a Staff rota:

Enter Header Row: Day, Staff Name, Staff No, Hours to work, Role, Contact no

Day	Name	Staff No	Hours to work	Role
Mon	Brian	12345	7	Sales
Tues	Chris	2456	4	Stock Control

c) Fill the next 6 Rows with data.. MAKE IT UP ! but try and make it relevant

d) Format the Header row to be Bold and in a bigger Font (See Section 3: Formatting)

5) Copying and Pasting Data

Spreadsheets can be used to easily cut, copy and paste data between cells , rows and columns

Select and Cut: select a Row and click on the cut button. This highlights the cut cells (shows they are ready to be cut and pasted)

NB: you can also use right click to show the cut, copy and paste menu

Please note: Cut, Clear and Delete

CUT: this removes the data from the cells and stores it for pasting in another area / group of cells. once the data is pasted elsewhere, the original cells remain but are blank.

CLEAR: clears the data from the cells leaving blank cells.

DELETE: this removes the data and the cells from the worksheet, the command will ask you what to do with the space eg: move cells up / left

	A	B	C	D	E	F
1	Day	Name	Staff No	Hours to work	Role	
2	Mon	Brian	12345	7	Sales	
3	Mon	Chris	2456	4	Stock Control	
4	Tues	Brian	12345	3	Sales	
5	Tues	Chris	2456	3	Stock Control	
6	Wed	Maria	7777	8	Manager	
7	Wed	Chris	2456	7	Stock Control	
8						

Cut from top menu

	A	B	C	D	E	F
1	Calibri	11		Hours to work	Role	
2	Mon	Brian	12345	7	Sales	
3	Tues	Brian	12345	3	Sales	
4	Tues	Chris	2456	3	Stock Control	
5	Wed	Maria	7777	8	Manager	
6	Wed	Chris	2456	7	Stock Control	
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						

Mouse right click

Once highlighted you can then select another cell on a different row and click on paste (or right click paste).

	A	B	C	D	E	F
1	Day	Name	Staff No	Hours to work	Role	
2	Mon	Brian	12345	7	Sales	
3						
4	Tues	Brian	12345	3	Sales	
5	Tues	Chris	2456	3	Stock Control	
6	Wed	Maria	7777	8	Manager	
7	Wed	Chris	2456	7	Stock Control	
8						
9	Mon	Chris	2456	4	Stock Control	

row 3 pasted to Row 9

Deleting a Row or Column

The screenshot shows a spreadsheet application window with the following data:

Day	Name	Staff No	Hours to work	Role
Mon	Brian	12345	7	Sales
Mon	Chris	2456	4	Stock Control
Tues	Brian	12345	3	Sales
Tues	Chris	2456	3	Stock Control
Wed	Maria	7777	8	Manager
Wed	Chris	2456	7	Stock Control

Right click and select delete (can also use Delete from the menu bar)

The screenshot shows the same spreadsheet application with a right-click context menu open over row 3. The menu options are:

- Cut
- Copy
- Paste Options:
- Paste Special...
- Insert Cut Cells
- Delete** (highlighted)
- Clear Contents
- Format Cells...
- Row Height...
- Hide
- Unhide

	A	B	C	D	E	F
1	Day	Name	Staff No	Hours to work	Role	
2	Mon	Brian	12345	7	Sales	
3	Tues	Brian	12345	3	Sales	
4	Tues	Chris	2456	3	Stock Control	
5	Wed	Maria	7777	8	Manager	
6	Wed	Chris	2456	7	Stock Control	
7						

Note Row 2 has been removed!!

Exercise 5:

Using the Worksheet data from Exercise Part 4: Entering Data

a) Select a Row and cut data and paste it in another row.

b) Select a Column and cut and paste the data into another column.

c) Select a range of cells and cut and paste the data into another group of cells.

c) Select a Row and delete that row, select move cells up

e) Select a Column and delete that Column, select move cells left

G.Rayner 20/7/17