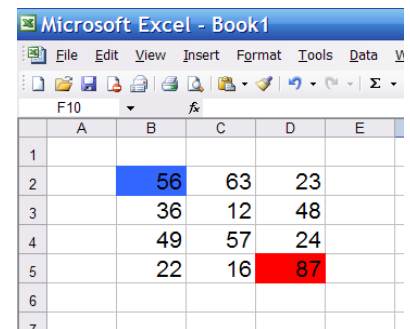


EXCEL CALCULATIONS

What is Excel?

Using a spreadsheet is just like using a giant calculator but with a larger screen that you can format (change colour and font etc) and print out. Spreadsheets have many uses, in fact anywhere you need to manipulate numbers, you can use a spreadsheet. One of the most commonly known spreadsheets is Microsoft Excel although there are others.

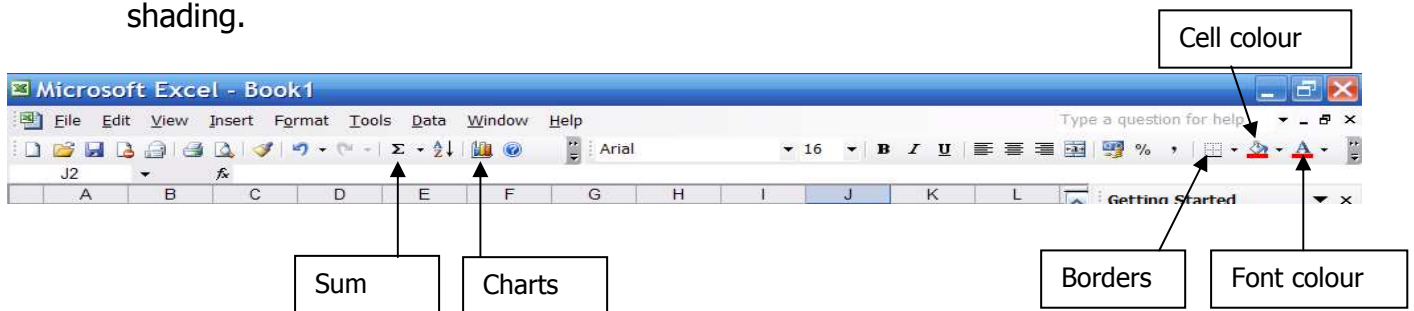
Each worksheet (there are usually three) contains a series of rows which are identified by numbers and columns which are identified by letters. Every box or cell in the spreadsheet is uniquely identifiable by its name for example below the blue cell is B2 and the red cell is D5. The numbers or values are what shows when you print out. What you can't see is the working out behind the values. The working out is done by a series of formulas or functions. As long as you put these in correctly the spreadsheet will do the maths for you.



	A	B	C	D	E
1					
2		56	63	23	
3		36	12	48	
4		49	57	24	
5		22	16	87	
6					
7					

The Toolbar and Menus

The toolbar should look familiar to you. It has some of the same buttons as Word with some new ones that you won't know, for example the sum button, the chart button, and the formatting ones which allow you to add borders and shading.



The drop down menus are also similar in File, Edit and View but start to look different in the others. Don't be afraid to look in them to find what you want. The most useful button in any application is:

UNDO

