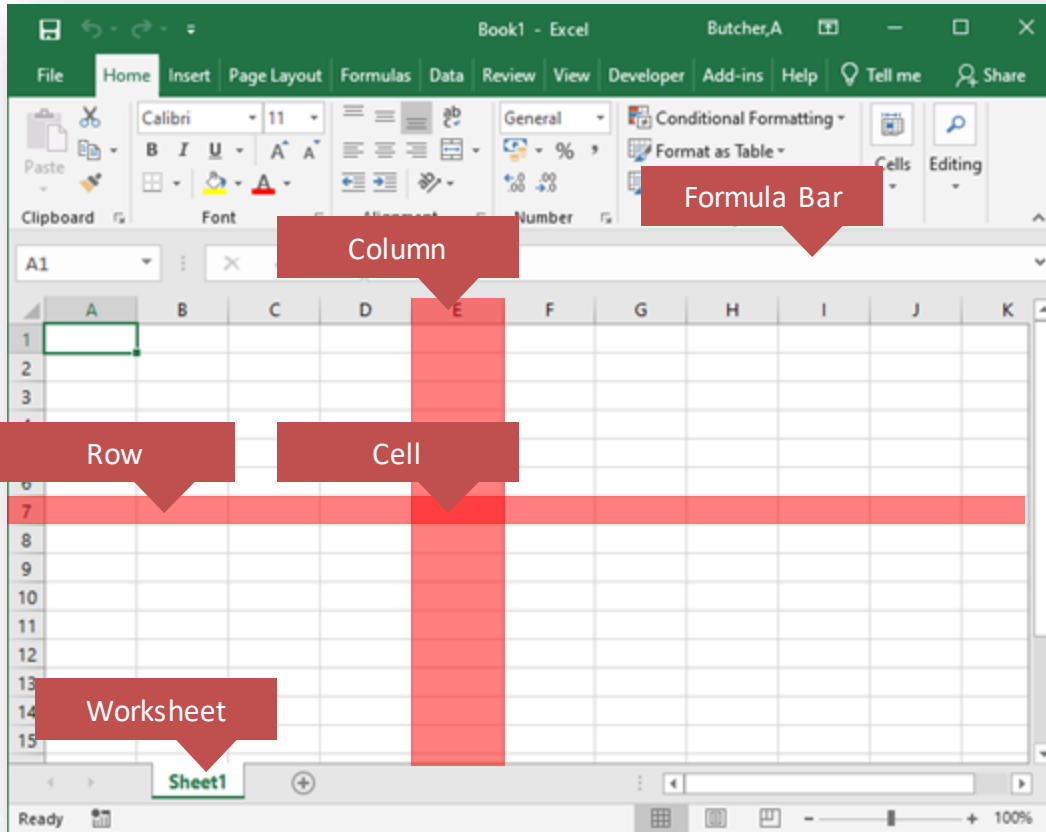


Subject: IT

Topic: Microsoft Excel

Summary of key information:



Uses of Spreadsheets

- ✓ Analysing data
- ✓ Looking for trends
- ✓ Performing calculations
- ✓ Modelling and forecasting
- ✓ Presenting data

How spreadsheets work

The most popular spreadsheet program is Microsoft Office Excel. Free alternatives include OpenOffice Calc and Google Docs, which runs in a **web browser**.

- A spreadsheet file is made up of one workbook and multiple worksheets. Worksheets appear as tabs at the bottom of a workbook. They can be reordered and renamed.
- Every cell in a spreadsheet or worksheet has a unique cell reference, which consists of a letter and a number. The letter refers to the column and the number refers to the row.
- Data can be typed directly into a cell or into the formula bar. To the left of the formula bar you will find the name box. It shows the selected cell.

Key terms: Spreadsheet, Workbook, Worksheet, Column, Row, Cell, Formula, Function, Operator, Operand



Summary of key information:

Formulas and functions

Formulas

=A1+A2
Adds two cells together

=A1-A2
Subtracts one cell from another

=A1*A2
Multiplies one cell by another

=A1/A2
Divides one cell by another

Functions

=SUM(A1:A5)
Adds up the values in cells A1 to A5

=MIN(A1:A5)
Finds the smallest value from the cells A1 to A5

=MAX(A1:A5)
Finds the biggest value from the cells A1 to A5

=AVERAGE(A1:A5)
Finds the average of the values in cells A1 to A5

Worked Examples

| | C | D | E |
|----|-----------|---|----------|
| 18 | £6.99 | 1 | 6.99 |
| 19 | £14.99 | 2 | 29.98 |
| 20 | £6.99 | 1 | 6.99 |
| 21 | Sub Total | | £201.83 |
| 22 | VAT | | £40.37 |
| 23 | Total | | =E21+E22 |
| 24 | | | |

Example 1: In this example, you can see a formula written in cell E23 to add the cells C21 and E22

| | C | D | E |
|----|--------|---|----------|
| 13 | £12.99 | 1 | 12.99 |
| 14 | £9.99 | 2 | 19.98 |
| 15 | £12.99 | 3 | =C15*D15 |
| 16 | £12.99 | 1 | 12.99 |
| 17 | £12.99 | 1 | 12.99 |

Example 2: In this example, you can see a formula written in cell E15 to multiply the cells C15 and D15