

MS Excel

An electronic spreadsheet uses a computer to perform numeric calculations rapidly and accurately may also be referred to as a worksheet.

Why use an electronic spreadsheet?

1. Enter data quickly and accurately
 2. Recalculate easily
 3. Perform What-If analysis
 4. Change the appearance of information
 5. Create charts
 6. Share information with others
 7. Create new worksheet from existing ones quickly
- The 3-letter extension that is given to all Excel files is: .xls

DEFINE THESE TERMS→

- Workbook→ Grid of columns and rows for entering, viewing, and editing data. Used most often for entering numbers and performing calculations
- Row→ horizontal portion of the spreadsheet labeled by numbers
- Column→ vertical portion of the spreadsheet labeled by letters.
- Cell→ where the row and the column intersect
- Active cell→ the cell you are entering data into; the active cell contains the cell cursor

- Navigate → moving around the worksheet

Arrow	One cell any direction
Enter	Down one cell
Tab	One cell to the right
Shift+Tab	One cell to the left
Control+Home	Cell A1
Home	Column A in the current row
End	Last active column in current row

- Labels → text (generally describing what information is contained in a specific row or column)
- Values → numbers
- Range → a group of adjacent cells
Cell name: Cell name (A1:C3)

Formulas → uses calculates information within a spreadsheet; always begins with an equal (=) sign.

ORDER OF OPERATIONS →

1. Operations inside parentheses
2. Calculation of exponents
3. Multiplication and division—left to right
4. Addition and subtraction—left to right

Functions → predefined worksheet formulas that enable you to do complex calculations easily.

Sum	Adds its arguments (values)
Average	Returns the average of its arguments
Max	Returns the highest value
Min	Returns the lowest value

A relative cell reference tells Excel to copy the formula but to substitute new cell references.

Absolute cell reference

- Always refers to a particular cell address
- Identified by using a dollar sign before the coordinates (\$A\$1)