

INTRODUCTION TO SPREADSHEETS

- Spreadsheets are computerized charts with horizontal rows (1, 2, 3, etc) and vertical columns (A, B, C, etc.)
- The boxes inside the spreadsheet are called CELLS.
- A CELL ADDRESS is identified by the letter of the column and the number of the row.
- You can enter LABELS, VALUES or FORMULAS into cells. A label is a word or group of words (like a title). A value is a specific number. A formula is a mathematical formula which always starts with an = sign.

A SELECT THE EXCEL PROGRAM

1. Log On
2. Press the left button of your mouse and move the arrow to **Start**, move it to **Programs**. Select **Microsoft Excel**. Release the right button of the mouse. This will select the Excel Program

B INTRODUCTION TO FORMULAS

Type in the following spreadsheet into your computer: You may move to each cell by moving the cursor (in the shape of a cross) to the cell you want and pressing the left button of your mouse.

Spreadsheet 1

	A	B	C	D	E	F
1	Weekend Pizza Sales					
2		Friday	Saturday	Sunday	Weekend Totals	Weekend Revenue
3	Small	20	25	15		
4	Medium	12	20	10		
5	Large	28	32	22		
6	Daily Total					
7	Daily Revenue					
8					Average Daily Revenue	

Note: You may widen your cells to fit on all the words. You may wish to abbreviate the words