
A brief guide to using spreadsheets

Understanding worksheets

Worksheets allow data to be stored, displayed and manipulated. Using the data entered, calculations can be performed and graphs can be created.

Items of data are stored in cells. Each rectangle on a worksheet is a cell. Cells are organised into rows that are identified by a number, and columns that are identified by a letter. Each cell, therefore, has an 'address' consisting of its column letter and row number. For example, the first cell in a worksheet would be 'A1'.

Manipulating data

Data can be copied and moved around a worksheet. If a user makes a mistake when manipulating data, these changes can be undone (reversed) or redone (repeated).

To copy data from one cell to another:

- click on the cell containing the data that will be copied so that the border turns black
- click on the copy icon on the top toolbar or press Alt+C
- click on the cell to which the information will be copied
- click on the paste icon on the top toolbar or press Alt+V.

To move data from one cell to another:

- click on the cell containing the data that will be copied so that the border turns black
- click on the cut icon on the top toolbar or press Alt+X
- click on the cell to which the information will be copied
- click on the paste icon on the top toolbar or press Alt+V.

If a mistake has been made, click the icon showing a left pointing arrow (the undo button) on the top toolbar. This will reverse the previous action. By clicking the icon showing a right pointing arrow, a previously 'undone' action can be re-performed.

Creating formulae

A range of simple and complex calculations can be performed using the worksheet. Calculations can be typed directly into a cell or can be based on the contents of other cells in a worksheet.

To add the contents of two cells together:

- click on the cell where the total will be displayed
- type = (an equals sign)
- click on the first cell to be added together
- type + (the plus sign)
- click on the second cell to be added (a formula such as =C1+C2 will be displayed)
- press Enter.

Alternatively, the user can type calculations directly into a cell, for example, =123*0.1, and press Enter to see the total.

Other simple calculations can be performed using the above instructions and substituting the + symbol with – (for subtraction), * (for multiplication) and / (for division). Brackets can also be used to create more complex calculations (for example = (C1*0.1)+C2).

Totalling data

The user can also total a range of figures displayed in a column or row.

To total data in a column:

- click and hold the mouse on the first figure to be totalled so the cell border turns black
- while holding the mouse button down, slide the cursor down all the cells to be totalled, including the blank cell after the last number
- release the mouse button
- click the sigma icon (Σ) on the top toolbar, the total will appear in the blank cell at the end of the cells selected.

Creating graphs and charts

Graphs and charts can easily be created using the 'Chart wizard'. To use the wizard:

- using the cursor, highlight the cells that will be represented by the chart, including column or rows names if appropriate
- from the Insert menu, select Chart
- select the chart type to be displayed
- check the graph preview to ensure that the correct data range has been selected and will be displayed
- add in information about the chart as appropriate, including a chart title, names for the X and Y axis, gridlines, data labels and legends
- when prompted choose to either display the chart as an object in the current worksheet or on a new worksheet
- click the Finish button to create the chart.

After the chart has been created, it can be manipulated by double-clicking inside the chart border and altering as required. The position and size of the chart displayed can also be changed by dragging the edge of the chart border.

Trendlines can also be added to some chart types. To add a trendline:

- click on the chart
- from the Chart menu, select Add Trendline
- click on the type of trendline required and press OK.

Printing

Either a whole worksheet or a part of a worksheet can be printed.

To print part of a worksheet:

- using the cursor, highlight the cells to be printed
- from the File menu, select Print

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- under Print what, click on the Selection radio button
 - click OK to print.

To print a whole worksheet, the previous instructions should be followed, clicking on the Active sheet(s) radio button in the Print what option.

Saving and closing files

Files can be saved by clicking on the File menu and selecting either Save or Save As and following the instructions.

Files can be closed by selecting Close from the File menu.

