

# ICT Spreadsheets – Clozed Notes

## Lesson 1

### Introduction to Spreadsheets

#### Spreadsheet Basics

A **spreadsheet** has multiple columns and rows which can hold financial information and store records of data like test scores, contact information, and much more.

- Help managers make **informed** decisions
- Are made up of **columns** – each identified with a letter (A, B, C, etc.) and numbered rows.
- The intersection of a row and column is a **cell**
- Each cell is defined by a cell **reference** or more simply, its column and row – like C7 or J15.
- A group of selected cells (A1:D10) is better defined as a cell **range**

#### Google Sheets

- Enables real-time collaboration. If more than one person has the same file open, each collaborator will appear with a letter or image circle to the left of the **Comments** button in the top right-corner of the window.
- Once you assign a title to your spreadsheet, it will **automatically** save your changes every few minutes which is why no Save command appears in the File menu.

#### Excel Spreadsheets

- Saving **frequently** will help to avoid loss of work if there is a loss of power, computer failure or your spreadsheet closes unexpectedly.
- Once you have named your file and completed the initial save, you can quickly save changes to your file using the **Save** button in the Quick Access Toolbar

#### Entering Data into a Spreadsheet

- Text (words) automatically defaults to align to the **left** side of the cell.
- **Numbers** automatically defaults to align to the right side of the cell.
- You can also **format** cells any style you prefer by clicking on the open dialog box or the drop down menu in the number section of the home tab.

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## Selecting Data

- Using your mouse, you can click a single cell to select it or click and **drag** your pointer across a range of cells to select multiple cells.
- Or you can use these common keyboard shortcuts to **select** cells:

Keystroke	Selection
<b>Ctrl + A</b>	Selects <b>all</b> the cells in the spreadsheet
<b>Shift + arrows</b>	Selects <b>each</b> cell the cursor moves through
<b>Shift + Ctrl + arrows</b>	Selects a <b>group</b> of cells

## Undo and Redo Commands

- Undo command - quickly back out the change and **restore** your spreadsheet to its original format. Use keyboard shortcut: Ctrl + Z
- Redo command - restores whatever was **undone**. Use keyboard shortcut: Ctrl + Y

## Cut, Copy & Paste Commands

- Cut command - **removes** the selected cell(s) from their current location. Use keyboard shortcut: Ctrl + X
- Paste command - **insert** the cells into new position in the spreadsheet. Use keyboard shortcut: Ctrl + V
- Copy command - takes a **picture** of the selected cell(s) and uses the Paste command to insert a “copy” of the cells in other locations. Use keyboard shortcut: Ctrl + C
- When you cut or copy text or an object, it is placed in a **temporary** storage space called a Clipboard

## Copy using Autofill

Autofill handle– the **square** that appears on the bottom right corner of a cell when you click on it.

Using the **drag-and-drop** motion to copy cell content the Autofill can:

- **Copy** the contents of a cell.
- Populate cells with a **pre-defined** series of content.
- Populate cells with a **sequential** series of content based on your entries.

## Formatting Text, Numbers, and Dates

- You can align your **text** vertically and horizontally with the alignment buttons on the home tab
- You can quickly change how a **number** (quantity, currency, fractions/ decimals or percent, date and time) appears using the drop-down menu in number section
- Dates can also have **different** formats and often, time can be included with a date for more accurate data recording

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## Sorting and Filtering Spreadsheet Data

Sorting helps with **re-organizing** the data in your records by a field or category (column).

- For example: Reordering your participants by last name would place all the names in alphabetical (ascending) order, making it easier to find a participant's name any event.

Filtering helps with **locating** your record(s) based upon specific criteria you select for one or more fields or columns of data.

- When a filter is applied, records that do not meet the criteria specified in the filter are **hidden** from view.

## Formatting Cells, Columns, and Rows

Excel is primarily used for data **not** sentences.

- Entering several words into a single cell causes the text to display across **several** cells even though all the text is entered into only one cell

You can format data by:

- Automatically adjusting the column width to **“fit”** the content by double-clicking when the double-arrow pointer appears. Same with the row height.
- Wrap Text Button – **wrap** your content within the existing boundaries of column width and increase the row height.

## Inserting and Deleting Rows and Columns

This is a common data management task.

- If you **forget** a record or need to **add** another field or information category to your data, inserting rows and columns can move existing data aside so you can enter your new information.
- As records and fields of information are no longer needed in your data, it is best to **remove** them.

Steps to Follow:

- **Right-click** on the selected row or column to display the right-click menu.
- Select Insert or Delete

## Merging, Borders and Fills

- The cells in your spreadsheet can be **combined** to create larger blocks for information.
- Excel will not only merge the content of the cells but it **centers** that content.
- This can be very helpful if you recording multiple sentences or large values in a single cell.
- Applying a **border** around the cell or group of cells and adding some color can bring your data to life!
- Or you can quickly apply any format elements to other cells in your spreadsheet using the **Format Painter**

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## Printing Spreadsheets

Excel is a smart spreadsheet application where it will **detect** which cells contains data and formatting to print.

- *But: Be careful **NOT** to apply borders or shading to an entire column or row. If not it will print sheets continuously.*

Printing Options:

- Print Active Sheets, Print Entire Workbook or Print Selection
- **Collated** (in sequential order) or Uncollated
- **Orientation** - landscape or portrait
- Margins
- Scaling