

Intro to spreadsheet



1- Definition of spreadsheet

- ___ A computer system designed to handle text. Faster and more flexible than a typewriter.
- ___ Group of cells within a row or column.
- ___ Electronic document in which data is arranged in the rows and columns of a grid and can be manipulated and used in calculations.

2- Importance of spreadsheet

Generating Reports and Charts
Quickly Calculating Data
Making of Graphis organizer on data

Save and share doc online
Sorting and Filtering
Support taking decision

3- Read the sentences below and select true or false

- a) It is possible to share file between google sheet and Microsoft Excel
- b) Google sheet allows to work collaboratively
- c) You can input only data numbers into cell
- d) When you open google sheet you create a book
- e) a cell is the interception of row and columns

3- Identify main parts of Spreadsheet

The screenshot shows an Excel spreadsheet with the following structure:

- Row 1:** Title "Employee Data" centered across columns A to M.
- Row 2:** Section headers "Enter Employee Information" (columns A-F) and "Enter Benefits & Other Deductions" (columns G-M).
- Row 3:** Column headers for the data table: Employee Name, Straight-Time Hourly Rate, Annual Salary, # of Pay Periods in Year, Federal Income Tax Rate, State Income Tax Rate, Social Security Tax Rate, Medicare Tax Rate, Health Insurance, Dental Insurance, Vision Insurance, 401k Contribution, and Garnishments.
- Rows 4-13:** Data for 10 employees (John Doe 1-10) with values for each of the 12 columns.
- Row 14:** Blank row.
- Row 15:** Blank row.
- Row 16:** Blank row.

Employee Name	Straight-Time Hourly Rate	Annual Salary	# of Pay Periods in Year	Federal Income Tax Rate	State Income Tax Rate	Social Security Tax Rate	Medicare Tax Rate	Health Insurance	Dental Insurance	Vision Insurance	401k Contribution	Garnishments
John Doe 1	\$ 25.00		52	5.2%	5.0%	6.2%	1.45%	\$ 100.00			\$ 25.00	
John Doe 2		\$ 150,000.00	52	5.2%	0.0%	6.2%	1.45%	\$ -	\$ -	\$ -	\$ -	\$ -
John Doe 3		\$ 50,000.00	52	5.2%	0.0%	6.2%	1.45%	\$ -	\$ -	\$ -	\$ -	\$ -
John Doe 4	\$ 15.00		52	5.2%	0.0%	6.2%	1.45%	\$ -	\$ -	\$ -	\$ -	\$ -
John Doe 5	\$ 20.00		52	5.2%	0.0%	6.2%	1.45%	\$ -	\$ -	\$ -	\$ -	\$ -
John Doe 6		\$ 38,000.00	52	5.2%	0.0%	6.2%	1.45%	\$ -	\$ -	\$ -	\$ -	\$ -
John Doe 7	\$ 35.00		52	5.2%	0.0%	6.2%	1.45%	\$ -	\$ -	\$ -	\$ -	\$ -
John Doe 8		\$ 55,000.00	52	5.2%	0.0%	6.2%	1.45%	\$ -	\$ -	\$ -	\$ -	\$ -
John Doe 9	\$ 40.00		52	5.2%	0.0%	6.2%	1.45%	\$ -	\$ -	\$ -	\$ -	\$ -
John Doe 10		\$ 100,000.00	52	5.2%	0.0%	6.2%	1.45%	\$ -	\$ -	\$ -	\$ -	\$ -

- a) Name of the book
- b) How many sheets are there in the book
- c) What type of data is stored in range of data D4: D14
- d) What is the content of cell C7
- e) What the last column used in this example to organize data