

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

Save and share doc online

Quickly Calculating Data

Sorting and Filtering

Making of Graphs organizer on data

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

True

False

b) Google sheet allows to work collaboratively

True

False

c) You can input only data numbers into cell

True

False

d) When you open google sheet you create a book

True

False

e) a cell is the intersection of row and columns

True

False

3- Identify main parts of Spreadsheet

Employee Data												
Enter Employee Information						Enter Benefits & Other Deductions						
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%	0.2%	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