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 Graphis 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 interception of row and columns   [True]   [False]

3- Identify main parts of Spreadsheet

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