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 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

LIVEWORKSHEETS

3- Identify main parts of Spreadsheet

Annual Payroll Processing .XLSX

Archivo Editar Ver Insertar Formato Datos Herramientas Ayuda La última modificación se realizó hace unos segundos.

Compartir

I2:O2 Enter Benefits & Other Deductions

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
4	John Doe 1	$ 25.00		52	5.2%	5.0%	6.2%	1.45%	$ 100.00			$ 25.00	
5	John Doe 2		$ 150,000.00	52	5.2%	0.0%	6.2%	1.45%	$ -	$ -	$ -	$ -	$ -
6	John Doe 3		$ 50,000.00	52	5.2%	0.0%	6.2%	1.45%	$ -	$ -	$ -	$ -	$ -
7	John Doe 4	$ 15.00		52	5.2%	0.0%	6.2%	1.45%	$ -	$ -	$ -	$ -	$ -
8	John Doe 5	$ 20.00		52	5.2%	0.0%	6.2%	1.45%	$ -	$ -	$ -	$ -	$ -
9	John Doe 6		$ 38,000.00	52	5.2%	0.0%	6.2%	1.45%	$ -	$ -	$ -	$ -	$ -
10	John Doe 7	$ 35.00		52	5.2%	0.0%	6.2%	1.45%	$ -	$ -	$ -	$ -	$ -
11	John Doe 8		$ 55,000.00	52	5.2%	0.0%	6.2%	1.45%	$ -	$ -	$ -	$ -	$ -
12	John Doe 9	$ 40.00		52	5.2%	0.0%	6.2%	1.45%	$ -	$ -	$ -	$ -	$ -
13	John Doe 10		$ 100,000.00	52	5.2%	0.0%	6.2%	1.45%	$ -	$ -	$ -	$ -	$ -

Set Up Employee Data | Employer Payroll Taxes | January Payroll | February Payroll | March Payroll | Explorar

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

LIVEWORKSHEETS