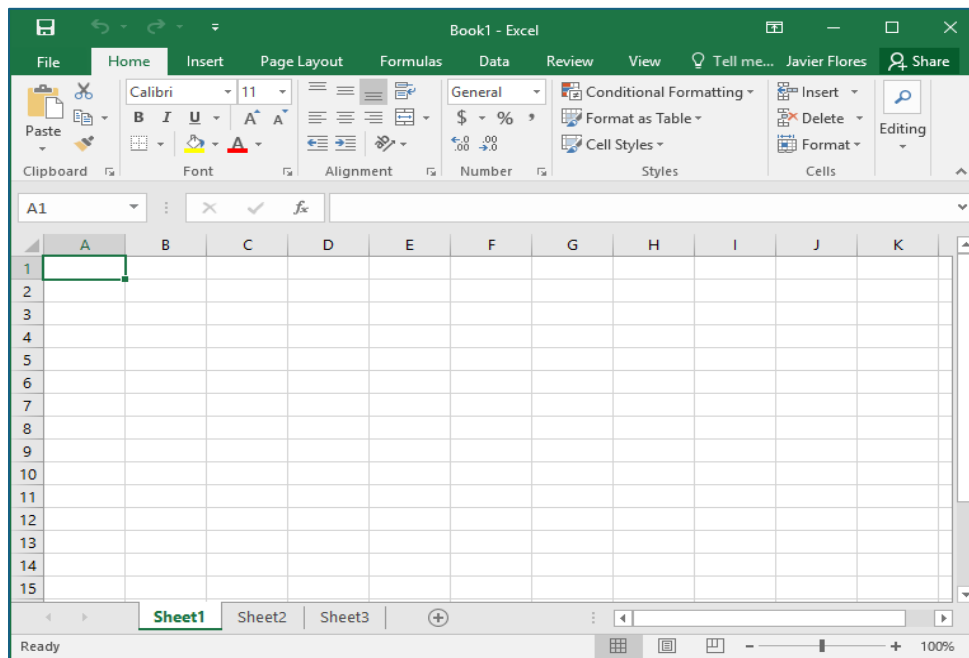


Introduction to Spreadsheet

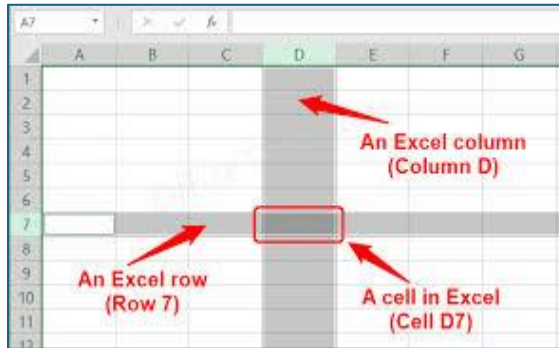
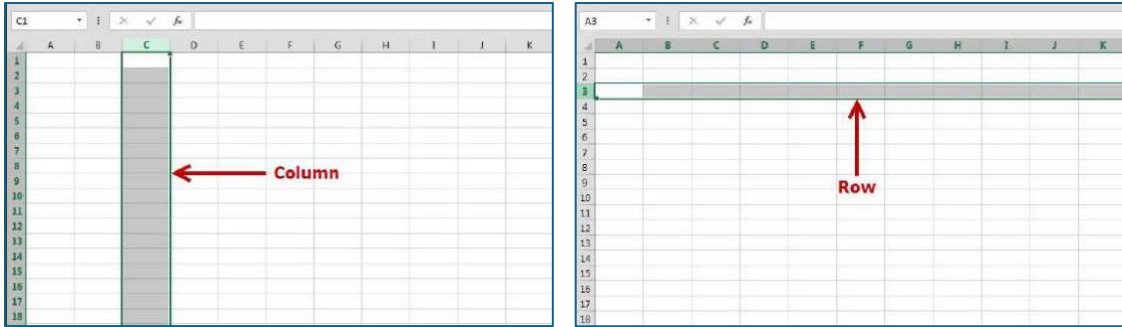
1. Basics of Spreadsheet

- A **spreadsheet** is an electronic worksheet that allows users to organize, analyze, and store data in tabular form.
- It consists of **rows** (numbers: 1, 2, 3 ...) and **columns** (letters: A, B, C ...). The intersection of a row and a column is called a **cell**.
- Each cell can contain **text, numbers, or formulas**.



2. Manipulation of Cells

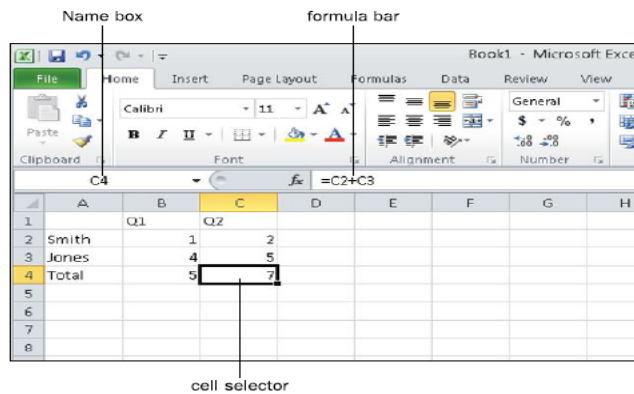
- **Selecting a cell:** Click on a single cell (e.g., A1).
- **Selecting multiple cells:** Drag the mouse across a range (e.g., A1:D5).
- **Copy, Cut, Paste:** Used to duplicate or move data.
- **Insert/Delete rows and columns:** Right-click on the row/column header → choose Insert or Delete.



3. Formulas and Functions

- **Formula:** A calculation you create. Example:

$=C2 + C3 \rightarrow$ adds values in cells C2 and C3.



- **Functions:** Predefined formulas for common tasks. Examples:

$=SUM(A1:A5) \rightarrow$ adds values in cells A1 to A5.

$=AVERAGE(B1:B5) \rightarrow$ calculates the average.

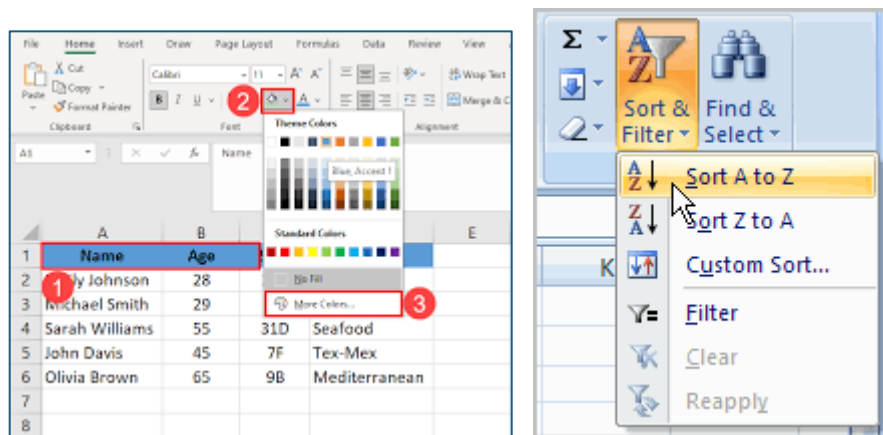
=MAX(C1:C10) → finds the largest value.

=MIN(C1:C10) → finds the smallest value.

D	E	F	G	H
			30	
			40	
			50	
			120	

4. Editing the Spreadsheet

- **Formatting text:** Change font, size, bold, italic, underline.
- **Formatting numbers:** Currency, percentage, decimal places.
- **Cell color and borders:** Highlight important data.
- **Sorting and Filtering:** Organize data in ascending/descending order or filter specific values.



Note: To save a Microsoft Excel file in the **.xlsx** format, which is the standard and default file type for modern Excel versions.