

MS Excel - Introduction to Spreadsheets

Chapter 3: MS Excel - Introduction to Spreadsheets · Topic 1

Key Concept

A spreadsheet is made up of cells arranged in rows (going across) and columns (going down), forming a grid.

We can type numbers, text, or formulas into cells - a formula, like `=A1+A2`, can calculate results automatically.

Excel helps us organise data, like a list of students' marks, and perform calculations like totals or averages.

Spreadsheets are useful for keeping records, budgeting, and analysing data in a clear, organised way.

Quick Revision Notes

- Excel organises data in rows and columns.
- This grid structure is called a spreadsheet.
- Cells hold numbers, text or formulas.
- A formula like `=A1+A2` calculates automatically.
- Excel helps organise and calculate data.
- It can calculate totals or averages.
- Spreadsheets are useful for records and budgeting.
- Excel helps analyse data clearly.

Practice Questions

- 1 Draw a simple spreadsheet grid with rows and columns.
- 2 Discuss what a cell is in Excel.
- 3 Practice typing a number into a cell (real or pretend).
- 4 Discuss why formulas are useful.
- 5 Think of data you could organise in Excel, like a list of books.
- 6 Discuss how a budget could use a spreadsheet.