

Spreadsheets

Basic terms and structures

Microsoft Excel - Presentation - test results

File Edit View Insert Format Tools Data Window

B17 =

	A	B	C	D
	Results			
3	NAME	Paper 1 (out of 40)	Paper 2 (out of 60)	Total
4	Billy Brown	32	51	
5	Matilda Smith	22	44	
6	Joe Curtis	34	48	
7	Mary Laker	12	33	
8	Brian Bunce	38	23	
9	Jacki McAllister	26	44	
10	Sheena Jones	30	43	
11	Sara Moffitt	21	40	
12	Andrew Giggs	15	45	
13	Sara Davies	28	32	
14	Richard Andrews	33	21	
15	Debbie Holehouse	31	26	
16				
17				
18				
19				

A worksheet

Columns (letters)

Rows (numbers)

Text labels

Text labels

Numeric data

Each cell has a unique cell reference e.g. B17

Column letter B
Row number 17

File Edit View Insert Format Tools Data

100%

AVERAGE X ✓ = =B4+C4

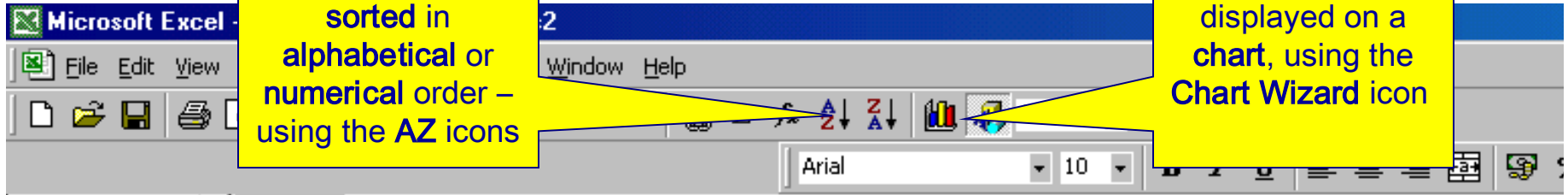
Formulae can also be viewed and edited here in the formula bar.

	A	B	C	D
1	Test Results			
2				
3	NAME	Paper 1 (out of 40)	Paper 2 (out of 60)	Total
4	Billy Brown	32	19	51
5	Matilda Smith	22	22	44
6	Joe Curtis	34	14	48
7	Mary Laker	12	21	33
8	Brian Bunce	38	15	23
9	Jacki McAllister	26	14	40
10	Sheena Jones	30	10	40
11	Sara Moffitt	21	19	40
12	Andrew Giggs	15	29	44
13	Sara Davies	28	16	44
14	Richard Andrews	33	11	44
15	Debbie Holehouse	31	13	44
16				
17				
18				
19				

Formula

Start with = then create the formula

When you press **Enter**, the **formula** will automatically be calculated.
What do you think the answer will be?



The data can be sorted in alphabetical or numerical order – using the AZ icons

The data can be displayed on a chart, using the Chart Wizard icon

	A	B	C	D
1	Test Results			
2				
3	NAME	Paper 1 (out of 40)	Paper 2 (out of 60)	Total
4	Billy Brown	32	51	83
5	Matilda Smith	33	44	66
6	Joe Curtis	34	48	82
7	Mary Laker	35	10	45
8	Brian Bunce	23	38	61
9	Jacki McAllister	44	26	70
10	Sheena Jones	43	30	73
11	Sara Moffitt	40	21	61
12	Andrew Giggs	15	45	60
13	Sara Davies	28	32	60
14	Richard Andrews	27	21	54
15	Debbie Holehouse	26	31	57
16				
17				

By dragging the fill handle, you can copy and paste the formula into other cells

What formula should have been generated in cell D13?

See the fill handle (black square in bottom right of cell)

B13+C13