

Welcome

students. Today we will see the unit 2.

Creating business spreadsheets.

Module #8 Spreadsheet concepts.

The outline of today's module is

spreadsheet environment. Managing worksheets, entering data and editing a worksheet. Use of Cut Copy, paste and fill handle, finding and replacing cells. Formatting cells.

At the end of this module you will be able to understand the basic concepts of spreadsheet.

how to enter different types of data in a worksheet.

Learn to use different options to edit the sales.

Learn to use different ways to format a worksheet effectively. Create worksheet quickly and efficiently.

Introduction to spreadsheets.

A spreadsheet application allows you various calculations, estimations and formulations

with data. It is popular because it's a better alternative than manual computing calculations. It's more accurate and time saving.

Provides various facilities such as inserting charts,

graphs and helps in the decision making process and

thus it is considered as one of the best management tools.

The spreadsheet environment that I'm going to demonstrate

you today is Excel 2016 version, but if you notice

that the earlier worksheets had a menu bar and toolbar and

now it is replaced by ribbon tabs, function buttons and

groups.

Parts of a worksheet window includes quick access toolbar

worksheet and workbookWorksheet tab and the

scrolling buttons, columns,rows and cells name box and

formula bar. Let's see a quick demo of these spreadsheet

environment.

So as you can see in a spreadsheet environment, you

get the rows and columns and you get the name of the

spreadsheet. Also you also get the various sheets which are

named. They can be considered as folders, you can scroll.

You also get the name box and you also get the formula bar.

Working with Excel workbook, you can create a new workbook, open

an existing workbook, save and close the workbook.

To manage a worksheet, you can enter data in the cells in four

different methods. You can enter text which are also called as

labels. They're always left aligned and include letters, spaces, punctuation and numbers. You can also enter numbers which are called values. They're Always right aligned, but please avoid commas and dollar signs. You enter formulas which are used for performing calculations. And also date and time, all of them are right aligned except the label which is left aligned. Let us see a demonstration of these.

So when you're entering any data in this spreadsheet, you can enter text as you can notice here, you can also enter numbers. Same way you can enter various date as you notice here, the date which you have entered is in a different format and here it will come in a different format, so we can see how to do this in a bit and these are the various numbers. As you see here, this is having after decimal 5 digits and we have reduced it to two.

Managing a worksheet you can name a range of cells which will add clarity and spread of productivity. Likewise, you can also edit a worksheet by selecting rows and columns, inserting cells, rows and columns, and deleting the scene.

Let's see a demo of this.

So to enter a name for a range, what you do is you select the

range once you've selected the range, you can specify any name.

Likewise, you can select the range and then you can specify.

Like we have done over here or here, we have already done so

you can name a range and this is very helpful in formulas so that

whenever you are entering it

becomes easier. You can also insert a row or a column

depending on the necessity.

So here we will insert a row.

You can Cut Copy, paste, move or copy the cell contents. Find and

replace word, undo and redo and use autofill. Let's see a demo.

Now here when you're going to enter data in autofill, what

happens is Excel takes up the existing data and it fills

automatically. So here I have entered the data already and

when you drag it, automatically fills it. Here are

some more examples. You can drag and fill this same thing with

serial numbers. If you want you can drag it as many as you want

if you want even numbers.

You can also do the same.

By dragging it.

You can have multiples of 10.

Or you can have text and numbers.

Formatting the cells you can format cells using a dialog box or using autofill. Let's see a demo.

While you're entering data, it can be a simple number. As you can see in the formula bar. How did it become with the rupees And comma and two decimal places? So what we do is we take this, select that right click and go to format cells.

Now because it is in the currency format, you can see a sample over here it is showing you in the currency format, but if you make it a general format the numbers will appear in general format like this.

So you can choose the options as you wish, and you can choose any of the format.

Same thing you can do for date. Also just select format cells and choose which option you want for the date.

These are my references which I have used for showing you this module.

Thank you very much.