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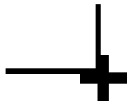
spreadsheets intermediate

Formulas & Graphs

What is a spreadsheet?

A spreadsheet is a way to organize data into rows and columns. This format allows users to calculate, analyze, and visually represent data.

- **Work with data more efficiently**
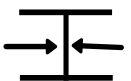- **Perform calculations**
- **Create graphs to see trends**

Become a Power User: Terms to Know

Fill Handle The fill handle is a shortcut tool for filling in additional data. It can copy the days of the week, numbers, or other patterns.

Wrapping Text Wrapping the text will automatically modify a cell's row height, allowing cell contents to be displayed on multiple lines.

Merging Cells Merging cells allows you to combine a cell with adjacent empty cells to create one large cell. This is commonly used for column headers or titles of a table that you want to span across several cells.

Filtering Filters can be used to narrow down the data in your worksheet, allowing you to view only the information you need. This is similar to a regular sort, but more flexible and a lot more powerful.

Formulas Formulas allow your spreadsheet to perform calculations. They always begin with an equal sign.

Functions A function is a predefined formula that performs commonly used calculations, such as sum or average.
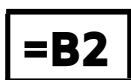
Cell References Cell references allow you to reference a specific cell you want to include in a formula, rather than the value. This will allow the calculations to automatically update as cell values change.

Formulas & Functions

One of the most powerful features in Excel is the ability to calculate numerical information using formulas. Excel can add, subtract, multiply, and divide using standard operators for formulas (as you can see below).

Addition	+
Subtraction	-
Multiplication	*
Division	/
Exponents	^

=A1+A2	Adds cells A1 and A2
=C4-3	Subtracts 3 from cell C4
=E7/J4	Divides cell E7 by J4
=N10*1.05	Multiplies cell N10 by 1.05
=R5^2	Finds the square of cell R5

From: https://edu.gcfglobal.org/en/excel/intro-to-formulas/1/

All spreadsheet programs include functions that can be used for quickly finding common calculations, such as the sum or average.

Equals sign
= SUM (A1:A20)
Function name   Argument
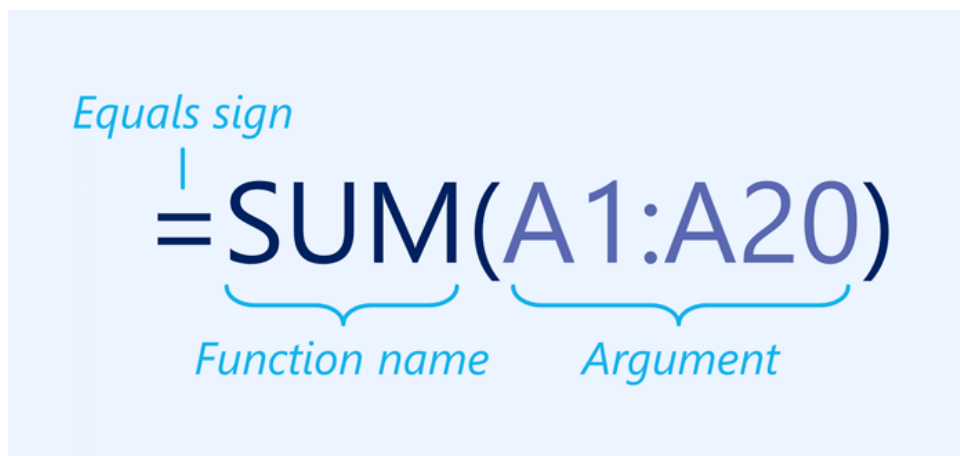
Graphs & Charts

It can often be difficult to interpret spreadsheets that contain a lot of data. Charts allow you to illustrate your workbook data graphically, which makes it easy to visualize comparisons and trends.

Item 5
20%

Item 1
20%

Item 4
20%

Item 2
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Item 3
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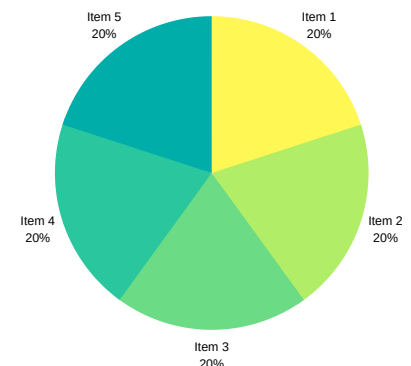
Resources

There are a variety of available resources for further practice and additional training. Here is a selection of our recommended resources.

1-on-1 Technology Tutoring

If you would like individual help, the library offers one-on-one Tech Tutoring by appointment. Stop by the Information Desk at any location to sign up or call 704-416-0100.

GCF Learn Free

Find many other Excel lessons for free on www.gcflearnfree.org (including text-based and video tutorials on a wide variety of topics).

Lynda.com

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Google Sheets Online Training

Access the Google Sheets training and guide documentation available online from Google at https://support.google.com/a/users/answer/9282959?hl=en#