

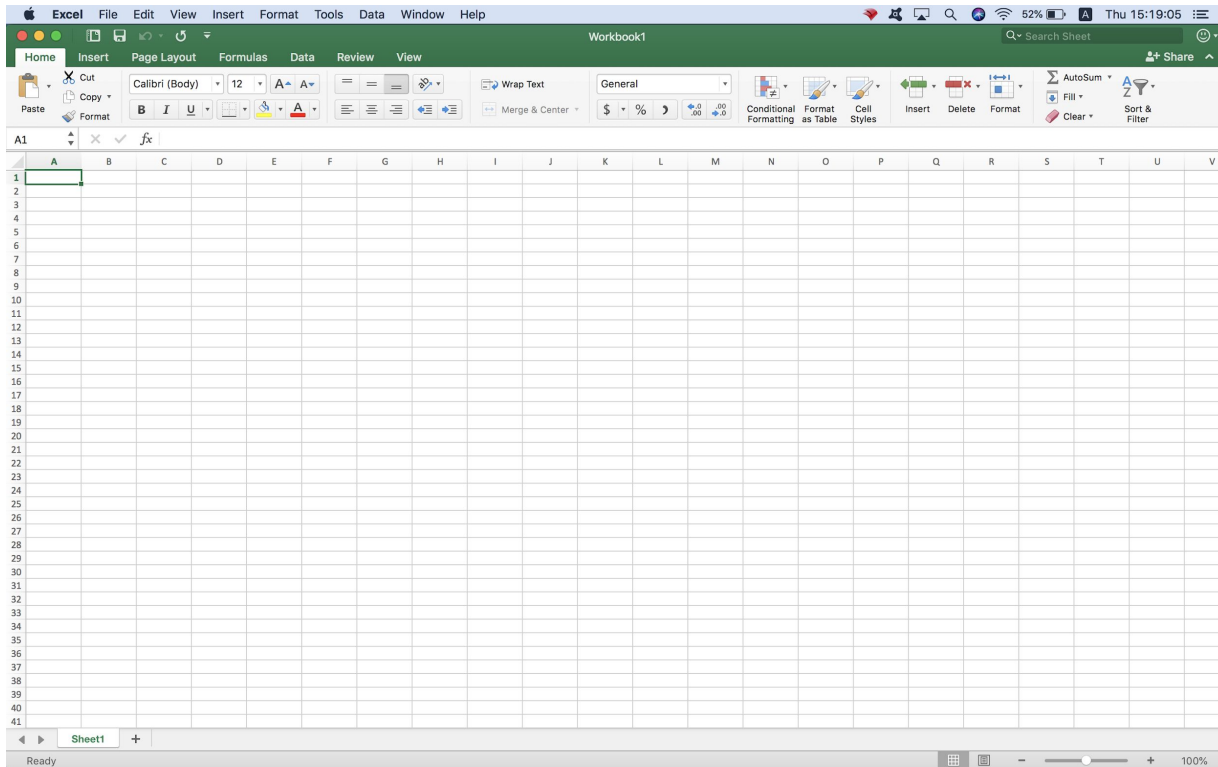


Google Sheets

Spreadsheets

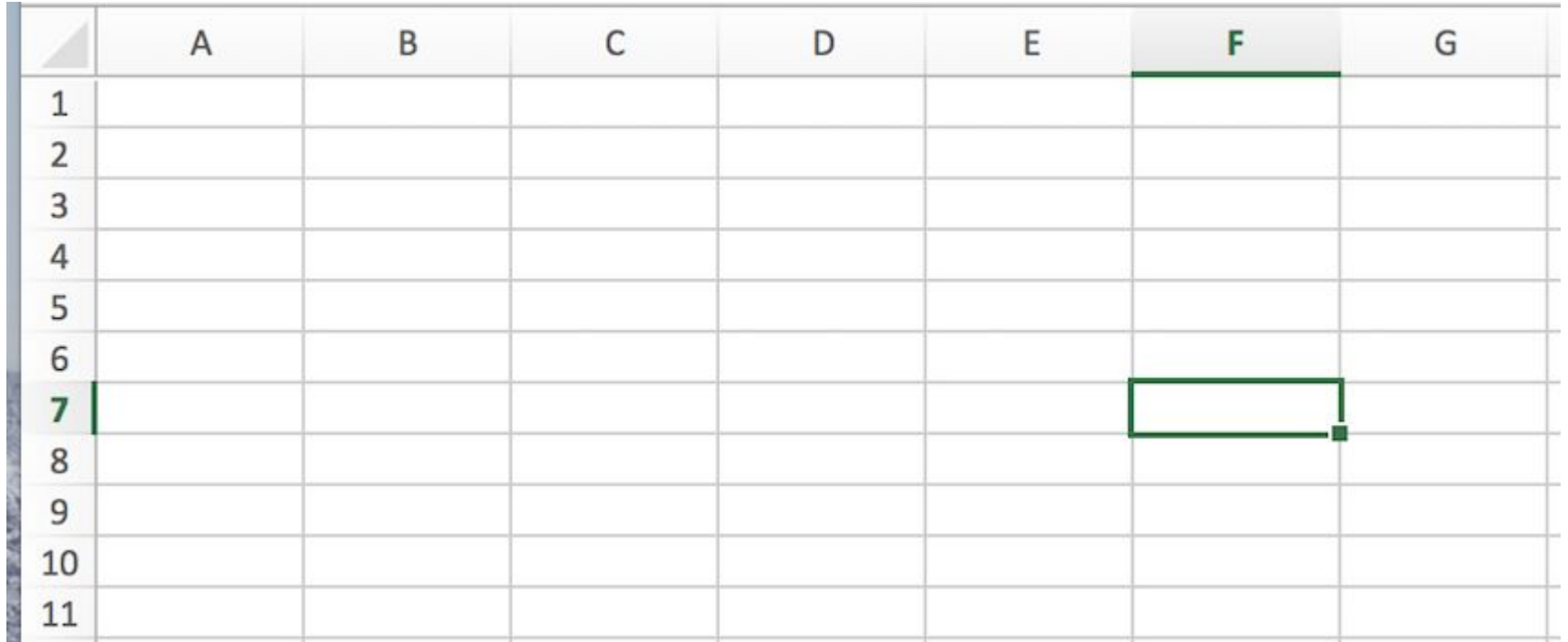


What is a spreadsheet?



-A document where we can arrange number in rows and columns.

What is a cell?



A spreadsheet grid with columns labeled A through G and rows labeled 1 through 11. The cell at the intersection of column F and row 7 is highlighted with a green border, indicating it is the active cell. The grid is otherwise empty.

	A	B	C	D	E	F	G
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							

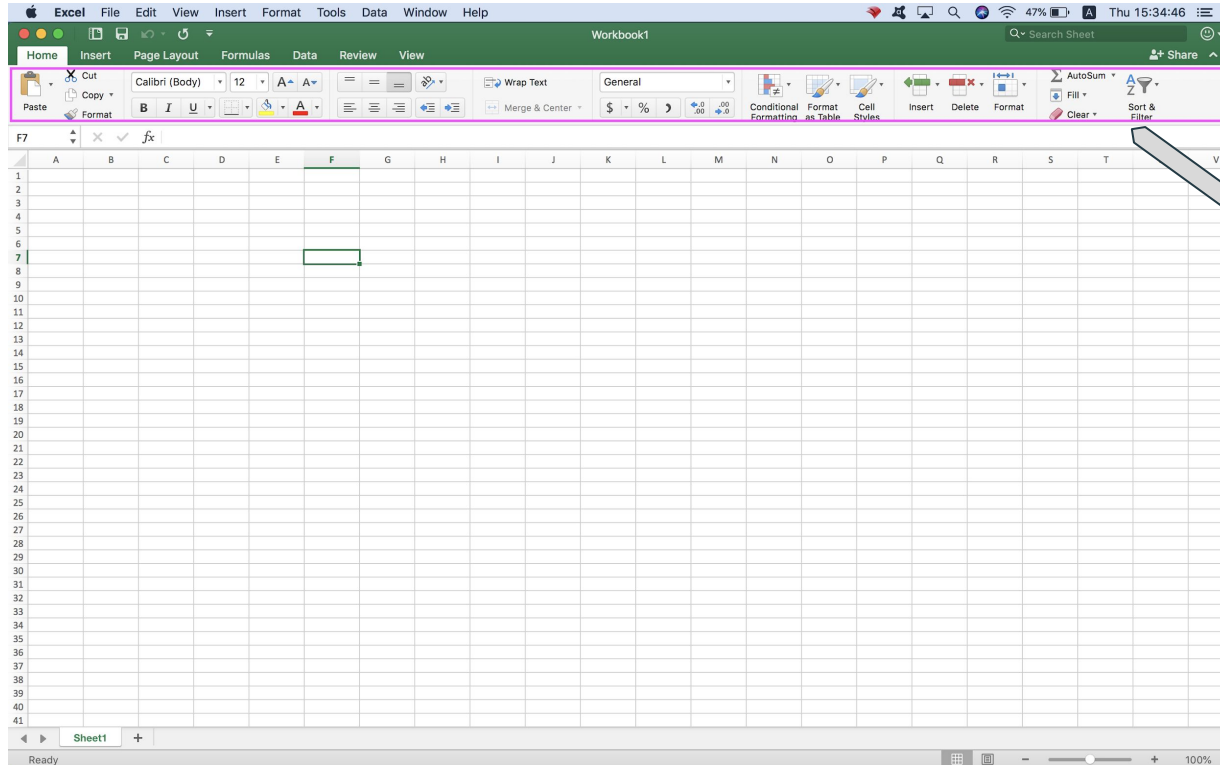
Try this small task just to get started!

The screenshot shows the Microsoft Excel interface. The ribbon is set to 'Formules'. The spreadsheet has the following data in row 1:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	1	17	7	345	543		1	234	6	5	12											
2																						
3																						
4																						
5																						
6																						
7																						
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39																						

Order these numbers from smallest to biggest

What is the Ribbon



This is very important to our class make sure you familiarize yourself with the functions of this bar

Functions

Accéder aux fonctionnalités de création et d'édition Achetez Office ou connectez-vous pour activer Office si vous l'avez déjà acheté.



We can use the Ribbon to carry out functions!

We declare a function by using a '=' sign

The cell will show the answer of the function

Example: =8*9

Functions

Accéder aux fonctionnalités de création et d'édition Achetez Office ou connectez-vous pour activer Office si vous l'avez déjà acheté.



We can refer to values within cells and use them in the function by referring to their column and row (only if it has a number!!!!!!!)

A cell in column A and row 2 is referred to as A2

Eg: =A2*9

Functions

Accéder aux fonctionnalités de création et d'édition Achetez Office ou connectez-vous pour activer Office si vous l'avez déjà acheté.



These are some advanced functions that we can use. The ':' signifies a range of cells. So, A11:A15 means cells A11, A12, A13, A14 and A15.

=ADD(A11:A15)

=HYPERLINK("Google.com.sg", "google")

Fonctions

Accéder aux fonctionnalités de création et d'édition Achetez Office ou connectez-vous pour activer Office si vous l'avez déjà acheté.

fx

C	D	E	F	G	H	I	J	K	L	M	N
---	---	---	---	---	---	---	---	---	---	---	---

=AVERAGE(A11:A15)

=MAX(A11:A15)

=MIN(A11:A15)

=SUM(A11:A15)

Challenge

Take the set of numbers 2, 3, 939, 52, 0, 27 and 89 and carry out the following functions:

- Add all the values in the Set
- Find the Average of the Set
- Find the difference between the Maximum and the Minimum value

<i>fx</i>	=SUM(A1:A7)	
	A	
1		2
2		3
3		939
4		52
5		0
6		27
7		89
8		

Recap

=SUM

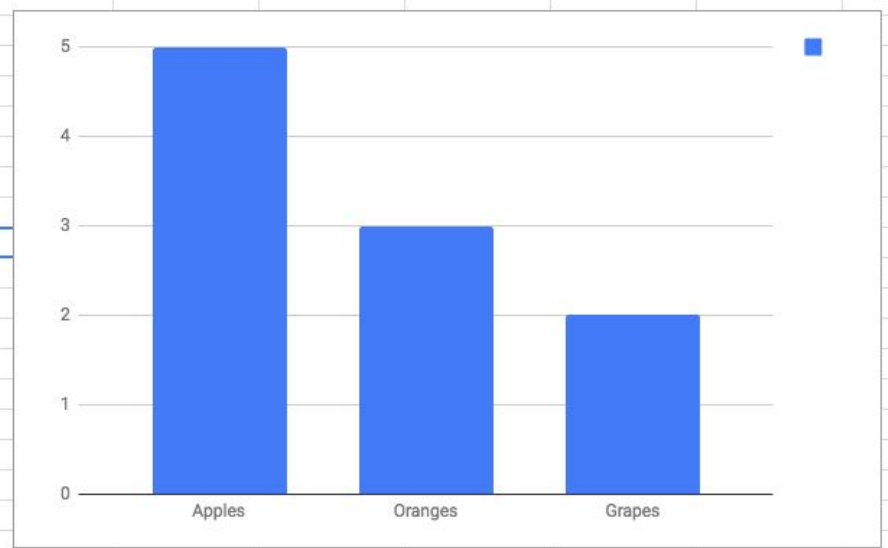
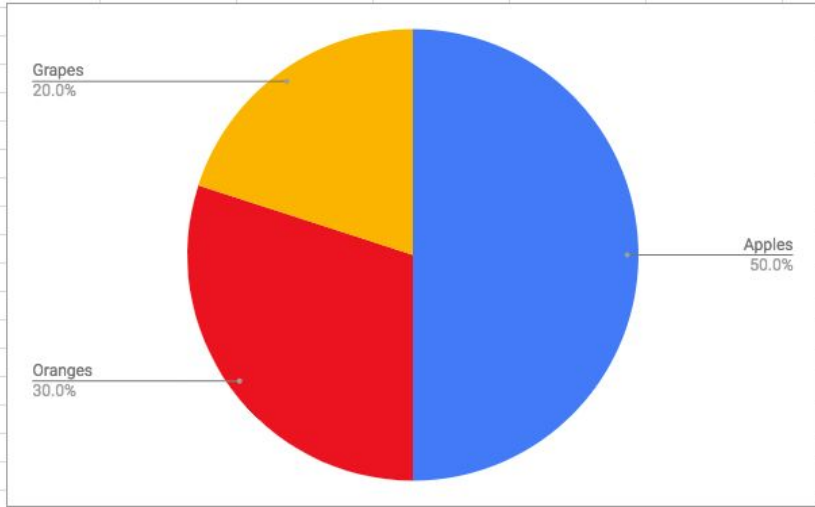
=MAX

=MIN

=AVERAGE

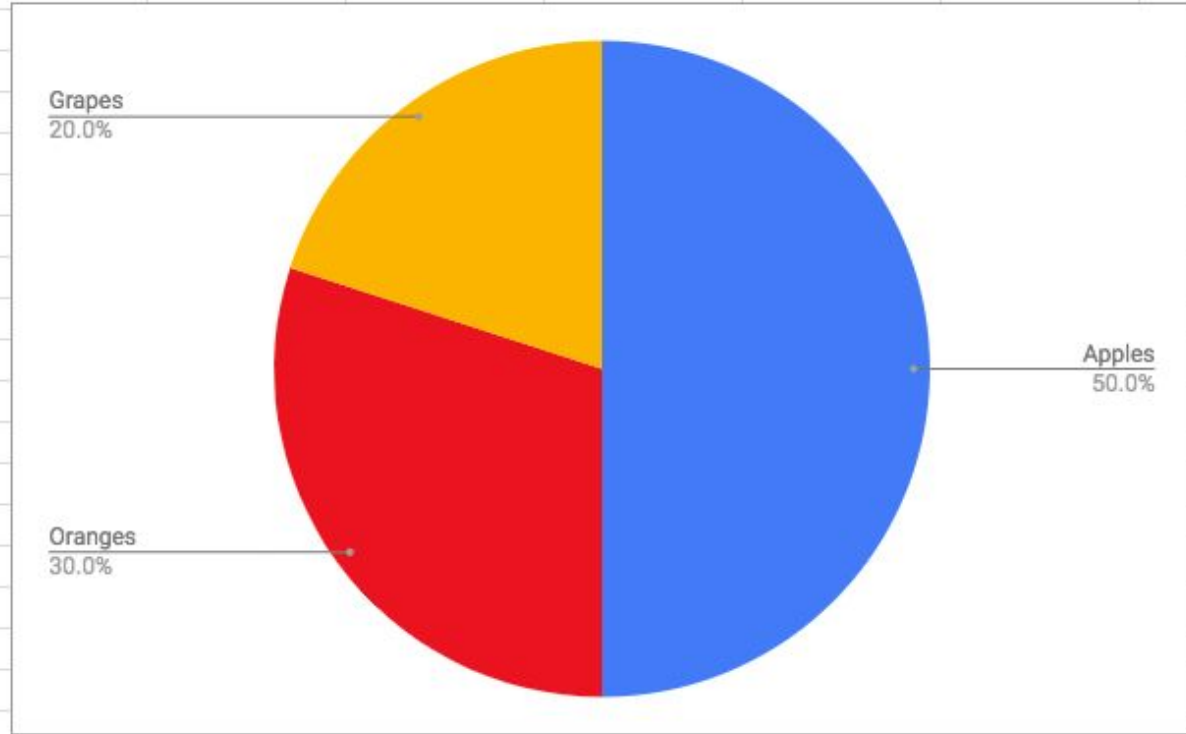
<i>fx</i>	=SUM(A1:A7)
	A
1	2
2	3
3	939
4	52
5	0
6	27
7	89
8	

Charts



Pie charts

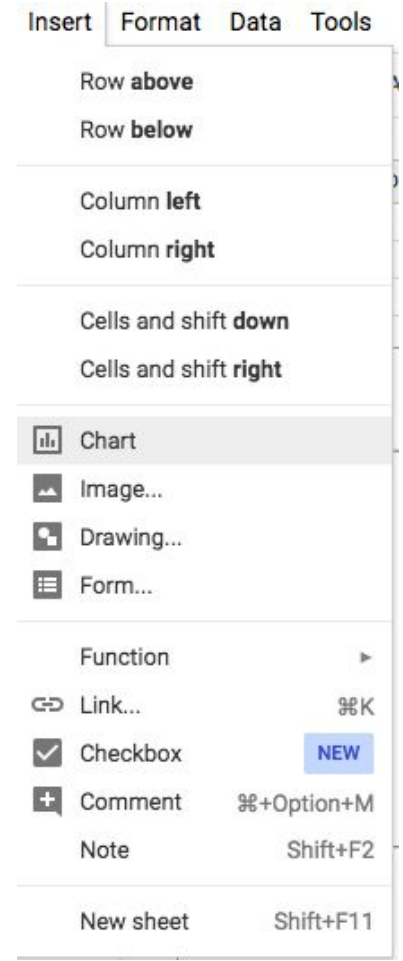
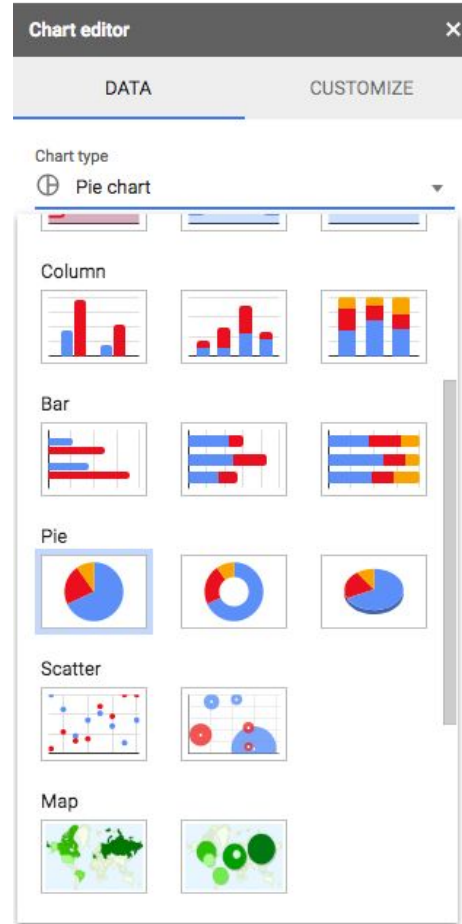
Total fruit	10
Apples	5
Oranges	3
Grapes	2



Creating a pie chart

In Google Sheets : Insert > Chart

In Excel : Insert > Recommended Charts



Adding values

fx	Total fruit	
	A	B
1		
2		
3		
4		
5	Total fruit	10
6	Apples	5
7	Oranges	3
8	Grapes	2
9		

Chart editor

DATA CUSTOMIZE

Chart type
Pie chart

Data range
A5:B8

Label
Total fruit

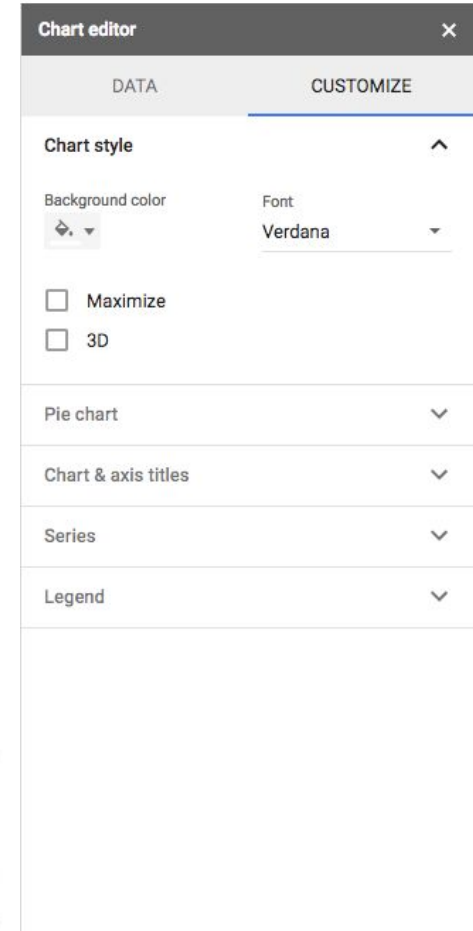
Value
123 10

Switch rows / columns
 Use row 5 as headers
 Use column A as labels
 Aggregate column A

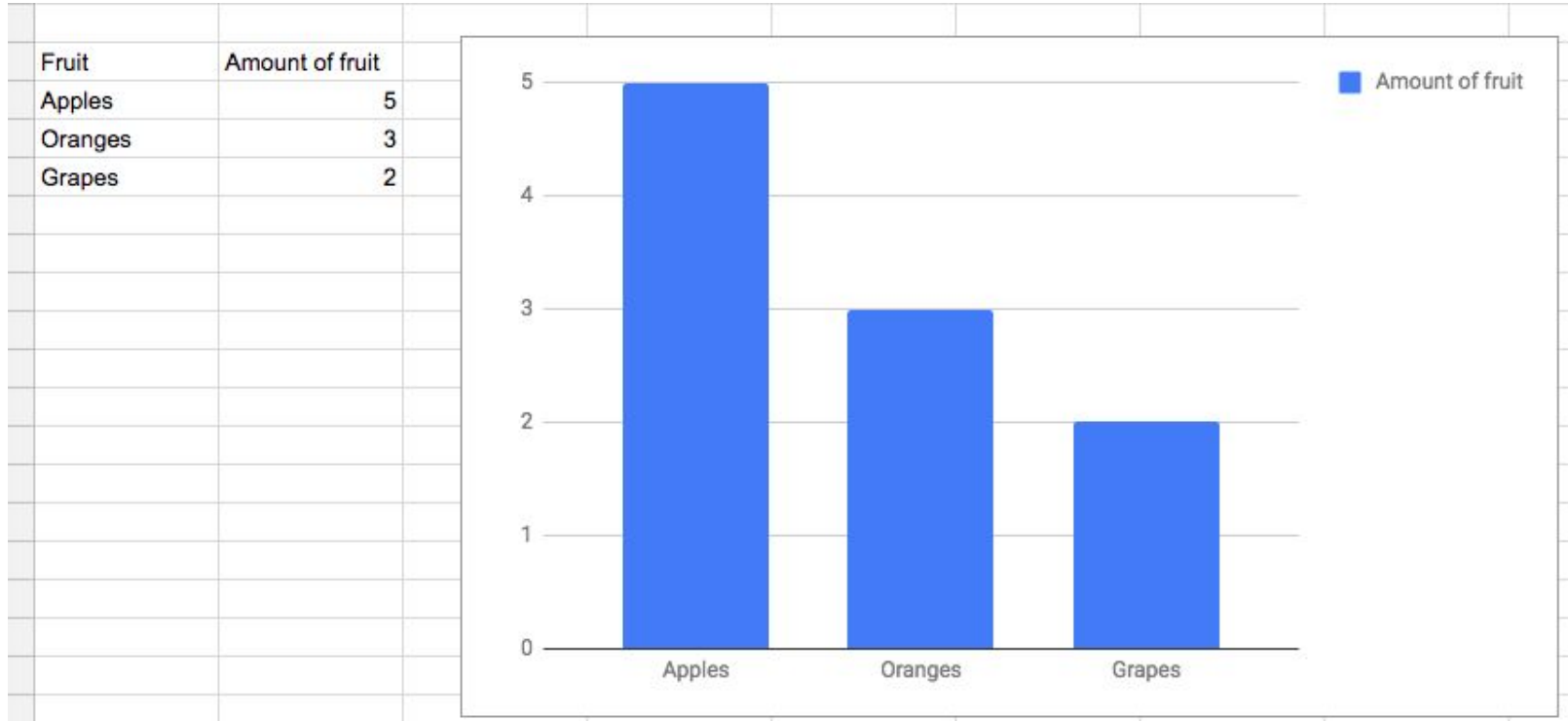
Making it look good

In google sheets : Click on the graph > customize

In Excel : Press Chart Design > Add Chart element



Bar graphs



Creating a bar graph

Chart Type > Column Chart

Chart editor [X]

DATA CUSTOMIZE

Chart type
Column chart

SUGGESTED

Amount of fruit vs. Fruit
G... A...
2... 5...
0... 5...
3...

Amount of fruit vs. Fruit

Amount of fruit vs. Fruit

Line

Area

Adding values

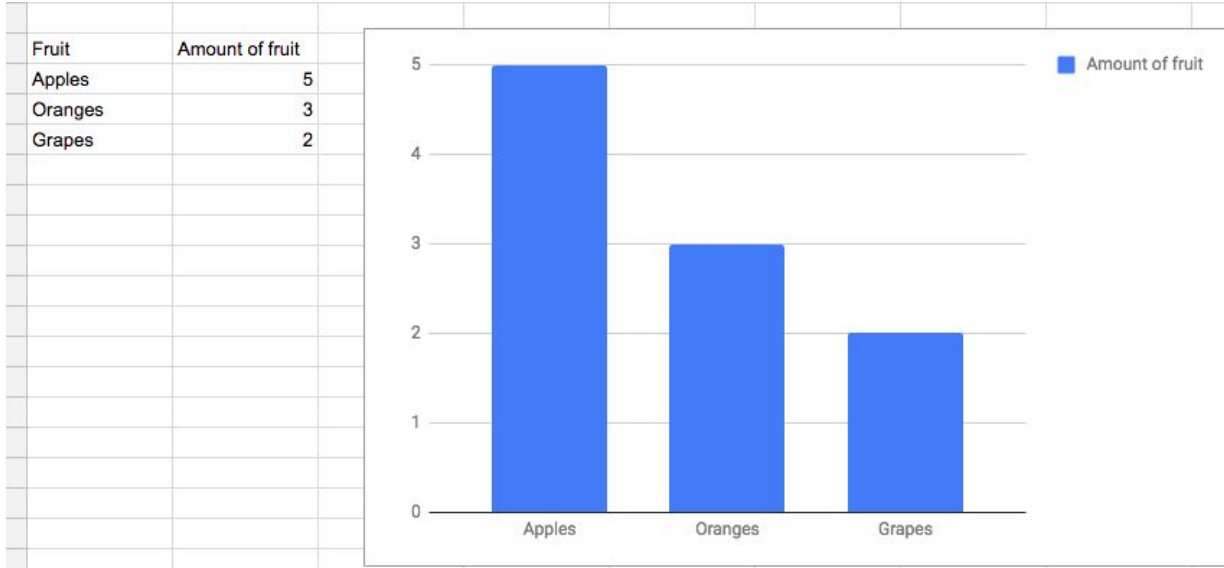


Chart editor ✕

DATA CUSTOMIZE

Chart type
Column chart

Stacking
None

Data range
A5:B8

X-axis
Fruit

Series
123 Amount of fruit

Add Series

Switch rows / columns
 Use row 5 as headers
 Use column A as labels
 Aggregate column A