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What is a spreadsheet?

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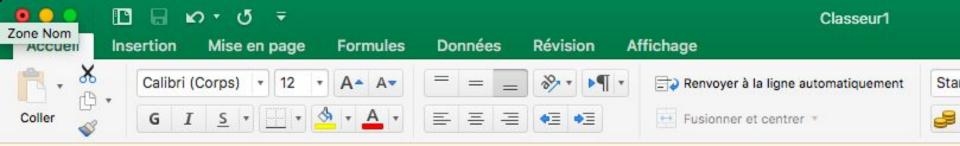
-A document where we can arrange number in rows and columns.

What is a cell?

	А	В	С	D	E	F	G
1							
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Try this small task just to get started!

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Activer Office pour accéder aux fonctionnalités de création et d'édition Achetez Office ou connectez-vous pour activer Office si vous l'avez c

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What is the Ribbon

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ccéder 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

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C D E F G H I J K L M

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

fx

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The ':' signifies a range of cells. So, A11:A15 means cells A11, A12, A13, A14 and A15.

=ADD(A11:A15)

fx

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

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=AVERAGE(A11:A15)

=MAX(A11:A15)

=MIN(A11:A15)

=SUM(A11:A15)



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

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

Recap

=SUM

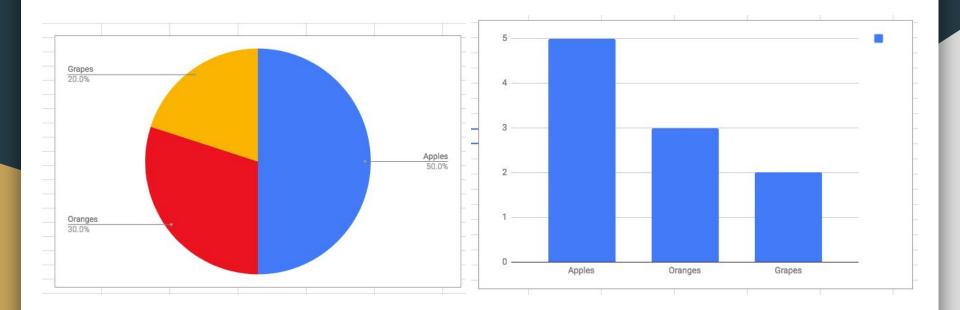
=MAX

=MIN

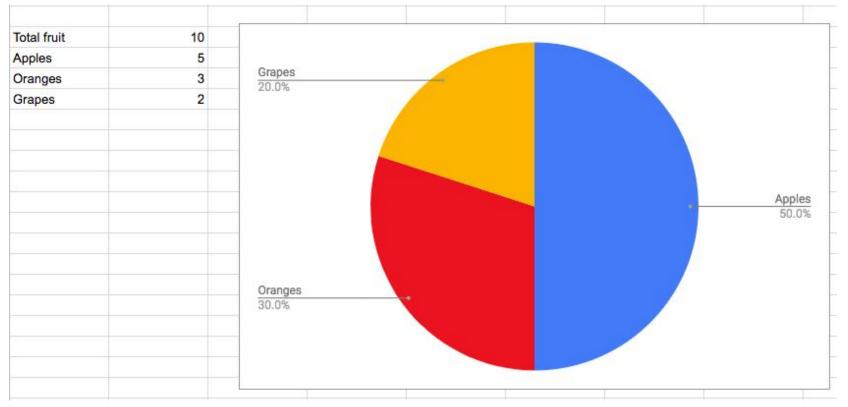
=AVERAGE

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

Charts



Pie charts



Creating a pie chart

In Google Sheets : Insert > Chart

In Excel : Insert > Recommended Charts



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Adding values

fx	Total fruit	
	A	В
1		
2		
3		
4		
5	Total fruit	10
6	Apples	5
7	Oranges	3
8	Grapes	2
9	14	

Chart editor	×
DATA	CUSTOMIZE
Chart type Pie chart	w.
Data range A5:B8	=
Label	:
Value	:
 Switch rows / columns Use row 5 as headers Use column A as labels Aggregate column A 	

Making it look good

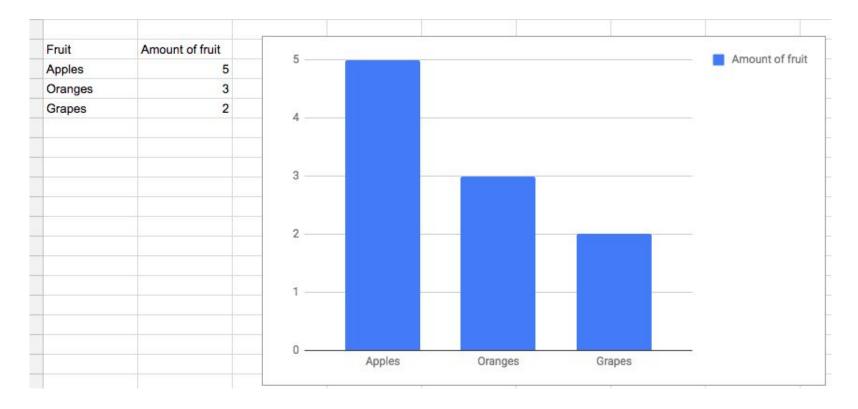
In google sheets : Click on the graph > customize

In Excel : Press Chart Design > Add Chart element

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Bar graphs



Creating a bar graph

Chart Type > Column Chart





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Add Series	123 Amount of fruit	:
	Add Series	
Switch rows / columns	Use row 5 as headers	
	Use column A as labels	

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