

S3 Business Enterprise & IT
Unit 3 – Business Administration

Induction Training – Part 2
EXCEL SPREADSHEETS



TODAY'S LEARNING INTENTIONS

- To review existing spreadsheet knowledge from S1 Computing
- To extend knowledge of spreadsheets – what are they, why do we use them, what are the advantages
- To familiarise yourself with the Excel Home ribbon
- To understand the layout and terminology in Excel
- To practice entering formula into an Excel worksheet

WHAT IS A SPREADSHEET?



- Different to Word and Access – why?
- Excel “**worksheets**” look like grids with lots of boxes
- Each “box” is known as a **CELL**
- Each **CELL** has its own name/reference
- Do you know how **CELLS** are named?
- Mostly used for entering **number data**
- Acts like a **powerful calculator** that can be saved and changed!

AN EXCEL WORKSHEET



COLUMN



	A	B	C	D	E	F	G	H	I	J	K
1											
2											
3											
4											
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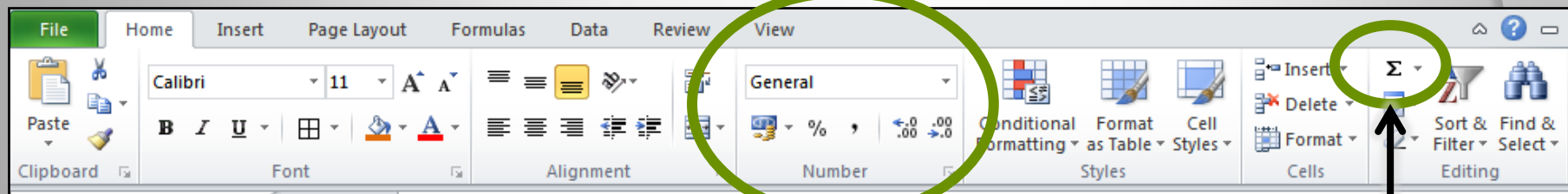
ROW



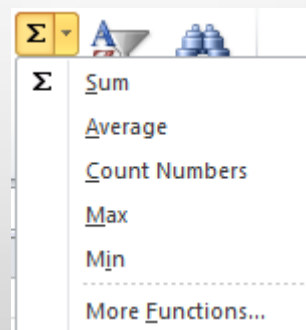
EXCEL HOME RIBBON



Formatting Data in Cells



Formula Functions



WHY BUSINESS USE EXCEL




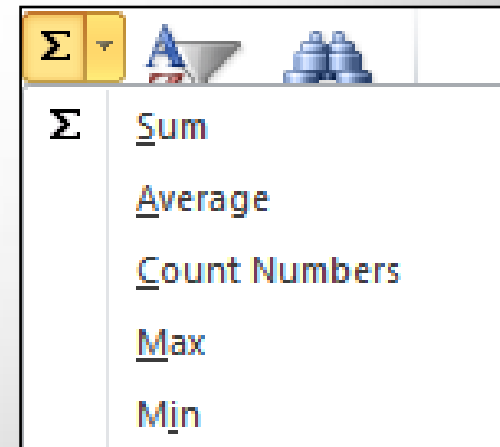
- To deal with **numbers /financial data**
- **Formulae** used to perform mathematical calculations – more accurate
- Work out **profits, budgets, wages, cost of job, spending, payment records**
- **Charts** can be prepared using spreadsheet data – visual impact/easier to understand
- **Changes can be made very easily** – formula automatically updates

PROJECTOR DEMO



SS Task 1 – Intro to Formulae

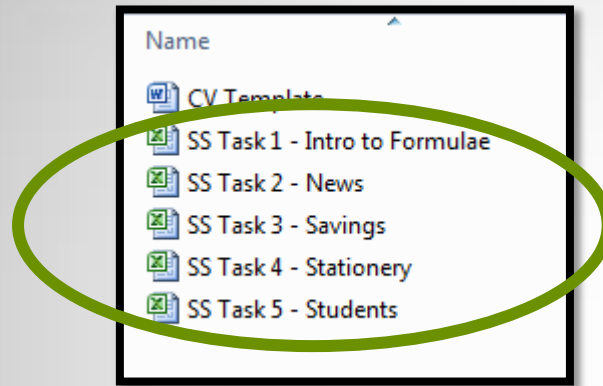
- Focuses on inserting and copying formulae
- Add, subtract, multiply, divide
- Average, percentage
- Use of Autosum 
- Formatting cells
- MAX and MIN formulae



TODAY'S TARGET TASKS



- Copy spreadsheet files from network



- Complete SS Task 1 – Intro to Formulae
- Print one copy of the spreadsheet showing the values (print double sided)