Ok everyone. Let’s begin with the basics. A spread sheet program is normally used in business for financial planning, to keep a record of accounts, to analyze budgets or to make specific calculations. It’s like a large piece of paper divided into columns and rows. Each column is labeled with a letter and each row is labeled with a number. The point where a row and a column intersect is called “a cell”. For example, you could have cells A1, B6, C5 and so on. A cell can hold three types of information: text, numbers and formulae. For example in this sample worksheet, the word “sales” has been keyed in the cell A2 and the values 890, 487 and 182 have been entered into cells B2, B3 and B4 respectively. So, when de formula B2 + B3 + B4 is keyed into cell B5, the program automatically calculates and displays the result.

Formulae are functions or operations that add, substract, multiply or divide existing values to produce new values. We can use them to calculate totals, percentages or discounts. When you change the value of one cell, the values in other cells are automatically recalculated. You can also update the information in different worksheets by linking cells. This means that when you make a change in one worksheet, the same change is made in the other worksheet. The format menú in a spreadsheet usually includes several commands allowing you to choose the font, number allingment, borders, column width and so on. Most spreadsheet programs can also generate graphica representations. The values of cells are shown in different ways: such as line graphs, bars or pie-charts. They are given three dimensional options. Some spreadsheet programs also have a data base facilitiy which transforms the values of cells into a database. In this case each column is a field and each row is a record.