Spreadsheet Software

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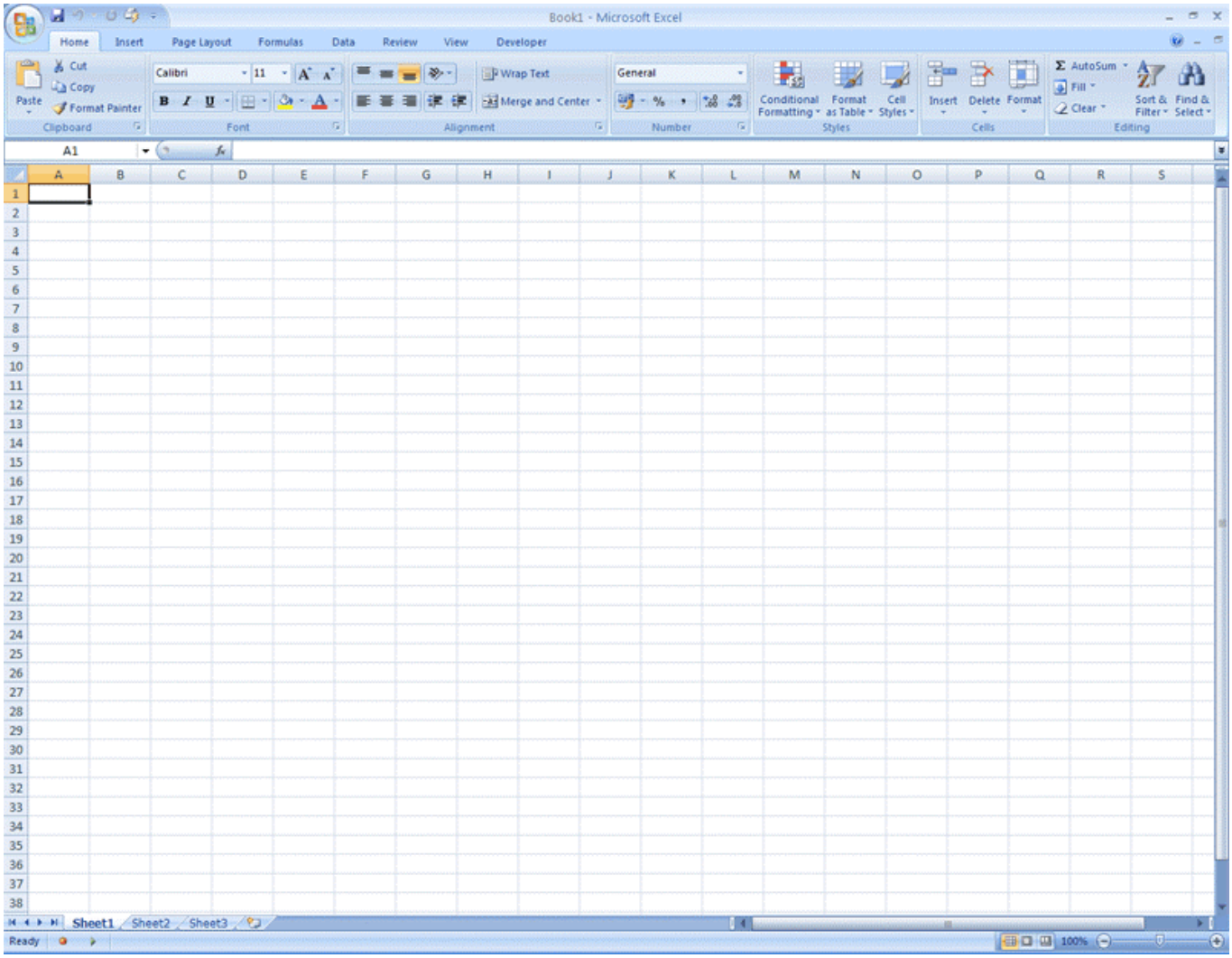
1 Hello World

The first spreadsheet displays the text *Hello World* To create it we have to:

- load Microsoft Excel 2007
- select a cell and enter the text
- widen the column to fit the text
- print the spreadsheet
- save the spreadsheet on disk to preserve it

1.2 Load Excel 2007

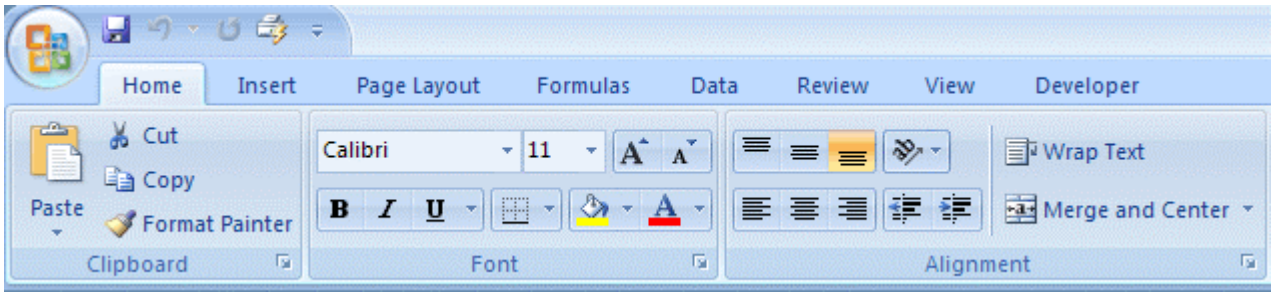
When you start Excel 2007 it looks like this:

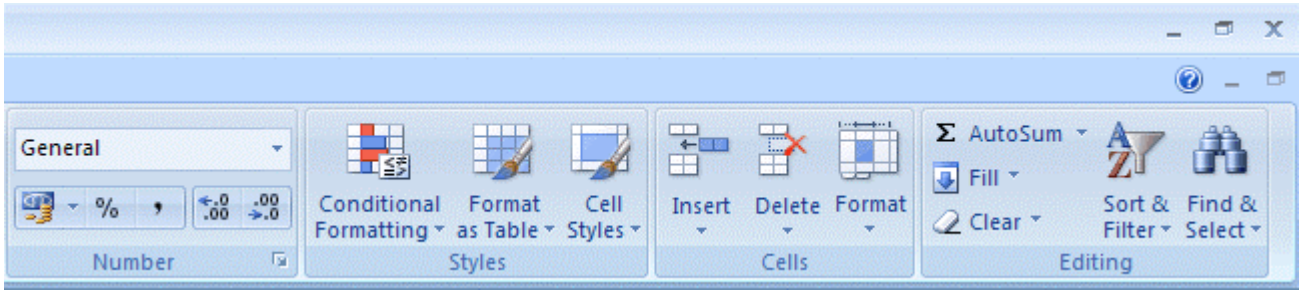


1.3 The Ribbon

At the top you see the Ribbon. The Ribbon contains menus and options.

Here we have split the Ribbon into two parts to get it on the page and large enough for you to read.



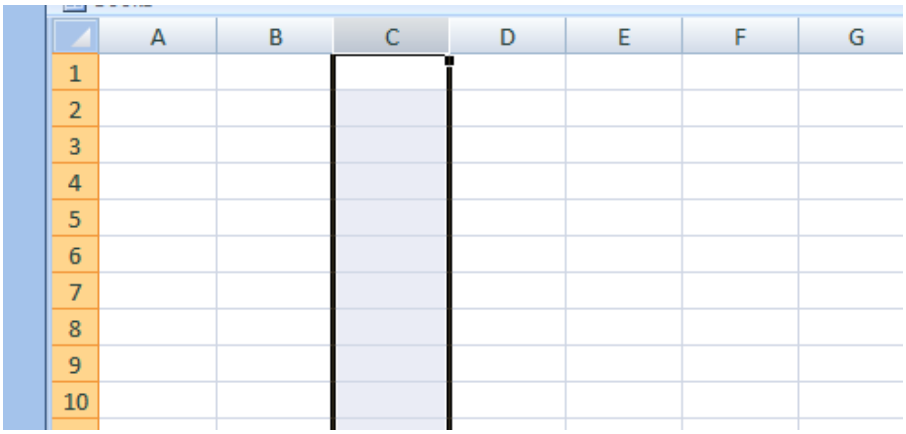


The Ribbon changes according to the options you have chosen and the width of its window. We shall describe some of its features when we get to them.

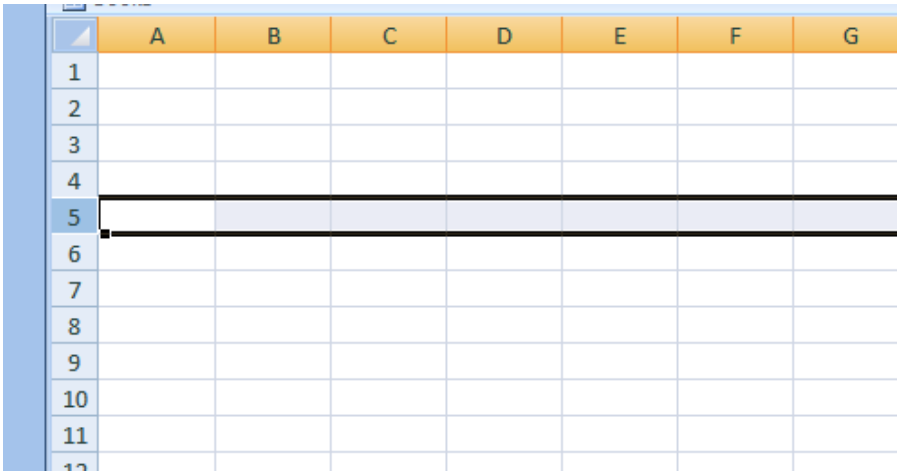
1.4 Rows, Columns and Cells

A spreadsheet has rows, columns and cells.

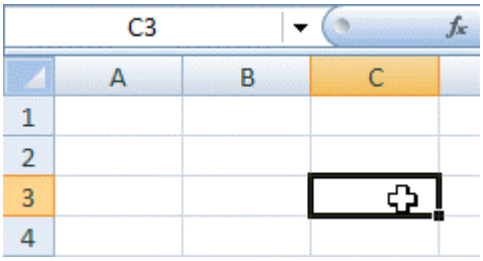
Each column is identified by a letter. You select a column by clicking on its letter. Here, we have selected column C.



Each row is identified by a number. You select a row by clicking on its number. Here, we have selected row 5.



Each cell is identified by its column-letter and row-number. You select a cell by clicking on it. Here we have selected cell C3. The column letter always comes first.

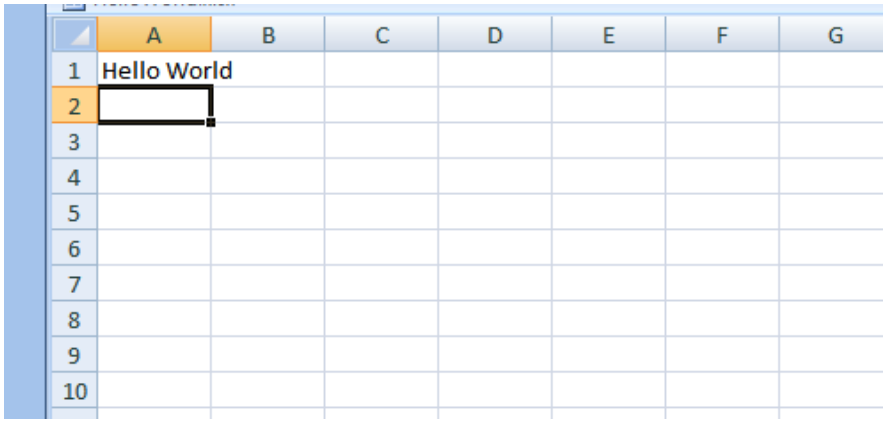


The cell we have selected has has a thick black border. It is known as the active cell. You make a cell active either by clicking on it or by using the direction arrow keys on the keyboard.

1.6 Text

We put the text *Hello World* in cell A1.

1. click cell A1
2. type *Hello World*
3. press the Return key on the keyboard

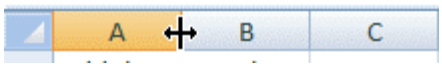


A2 is now the active cell. We notice that the text *Hello World* is too big for its cell. So we make column A wider.

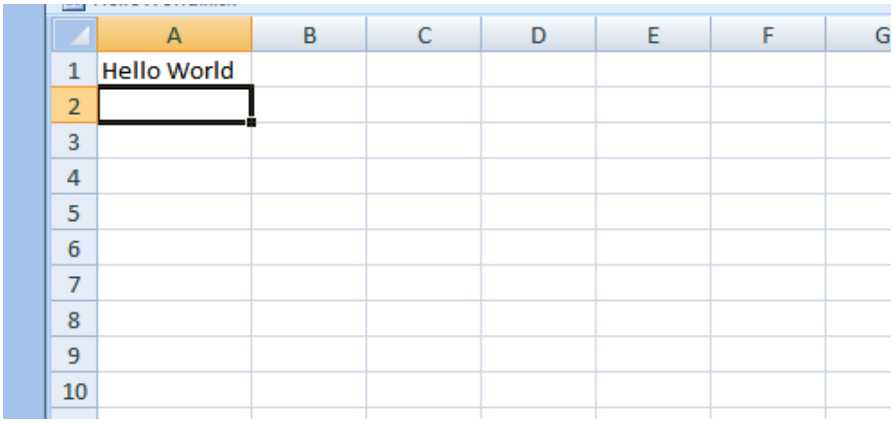
1.7 Column Width

We make column A wider.

1. select column A
2. position the mouse pointer on the border between the column headings A and B. The cursor changes to a cross with a double-headed arrow.



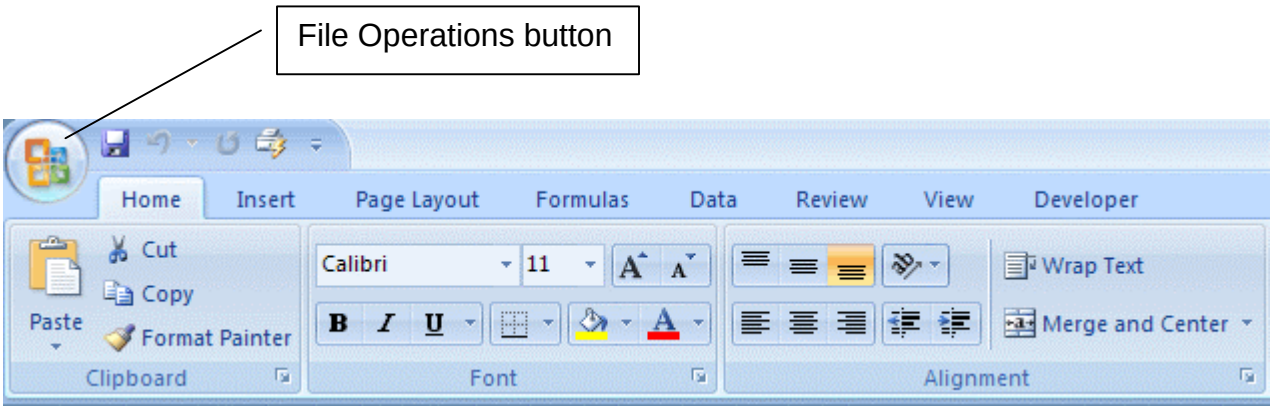
3. hold the left mouse button down
4. keep the left mouse button down as you drag the column A border to the right
5. release the mouse button when the text *Hello World* is entirely within column A



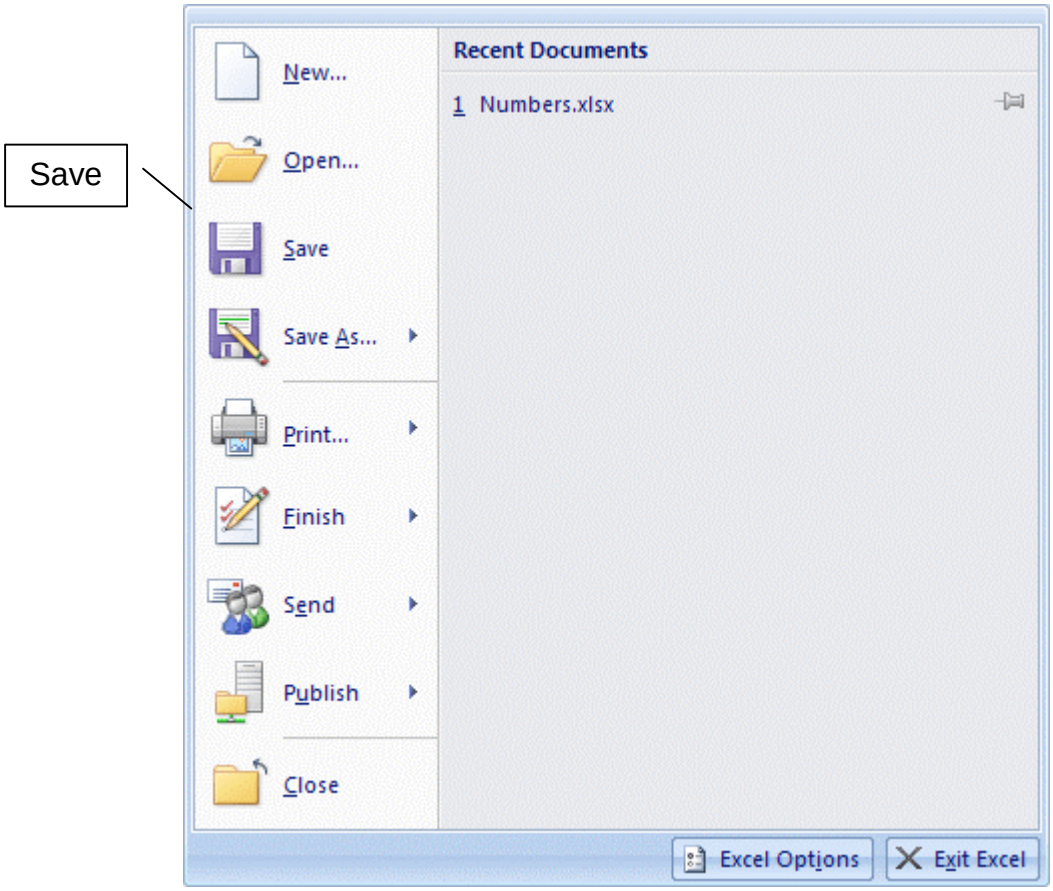
1.8 Save

We copy our spreadsheet to disk.

1. click File Operations button on the Ribbon



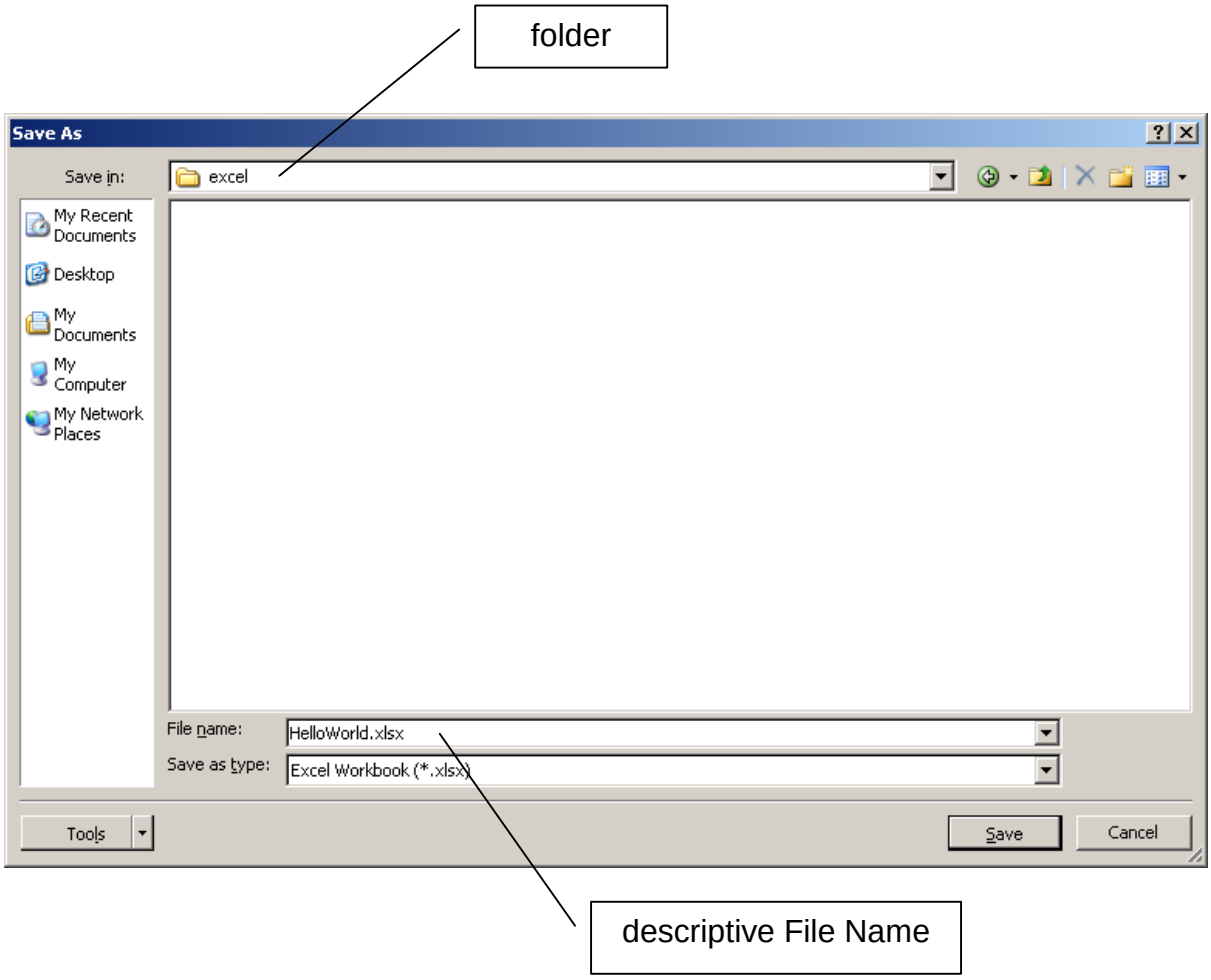
2. click Save on the File Operations dialogue box.



Click:

- *Close* to close the current Excel spreadsheet
- *Exit Excel* (in the bottom right hand corner) to close down Excel itself
- a document name - under the Recent Documents heading - to open an existing spreadsheet
- *Save* to preserve your current spreadsheet. The Save As dialogue box appears if this is the first time your work is being saved.

3. select a drive and folder to place your work. Here, we have chosen a folder, previously created by ourselves, named *excel*. At College you could save your folder on your pen drive - then you can work on it at home or wherever else you like. You could also save it on the College network so that, if you loose your pen drive, you don't loose your work.



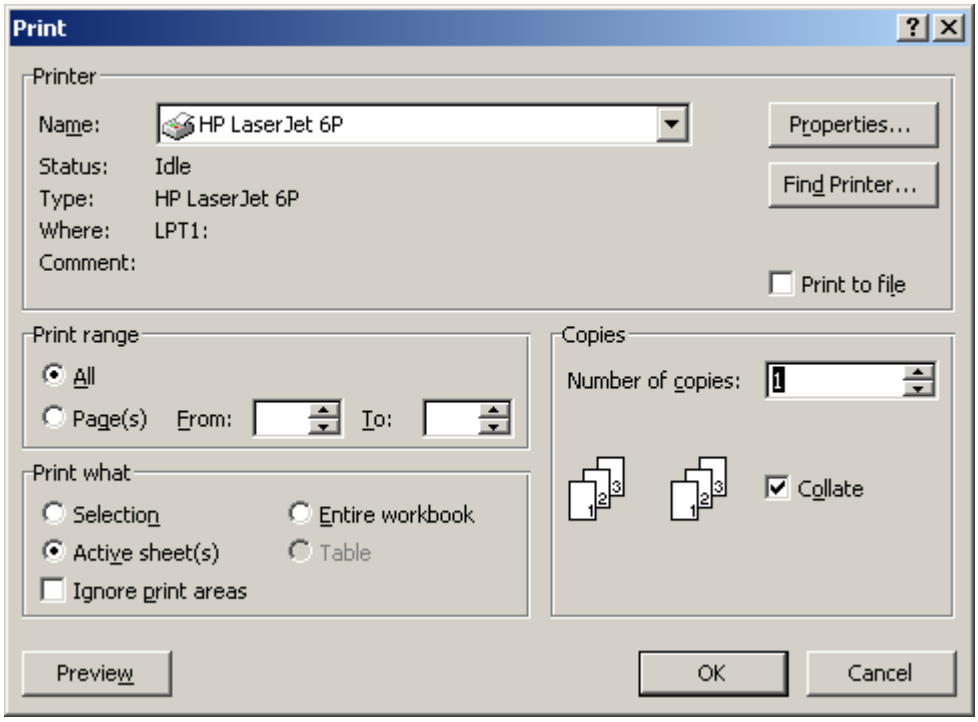
4. enter a descriptive file name. Here, we have chosen *HelloWorld*
5. click Save

We always choose descriptive filenames. Helps us to remember what the spreadsheet was all about when we come across it in six months time.

1.9 Print

Choose

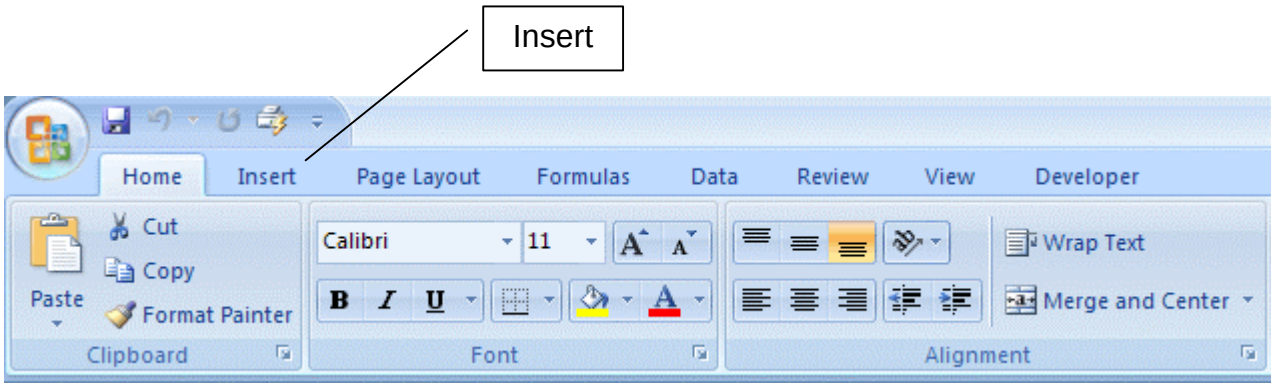
1. File Operations (it is on the Ribbon)
2. Print
3. OK



1.10 Footer

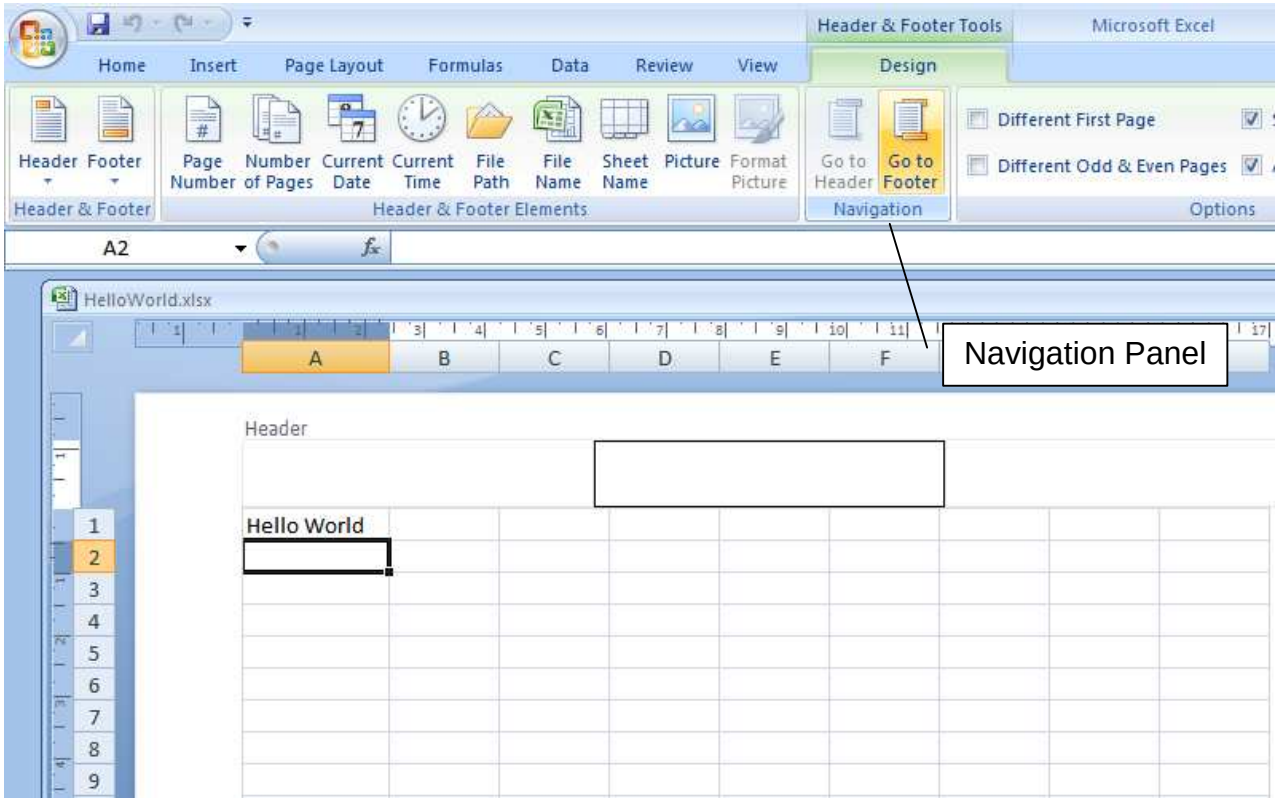
We write spreadsheets for other people to use, people such as business managers, accountants and engineers. Sometimes they might like to congratulate us, or make some suggestions for improvements, or ... Being proud of our work we always put our name and the date in the footer.

1. click Insert on the Ribbon

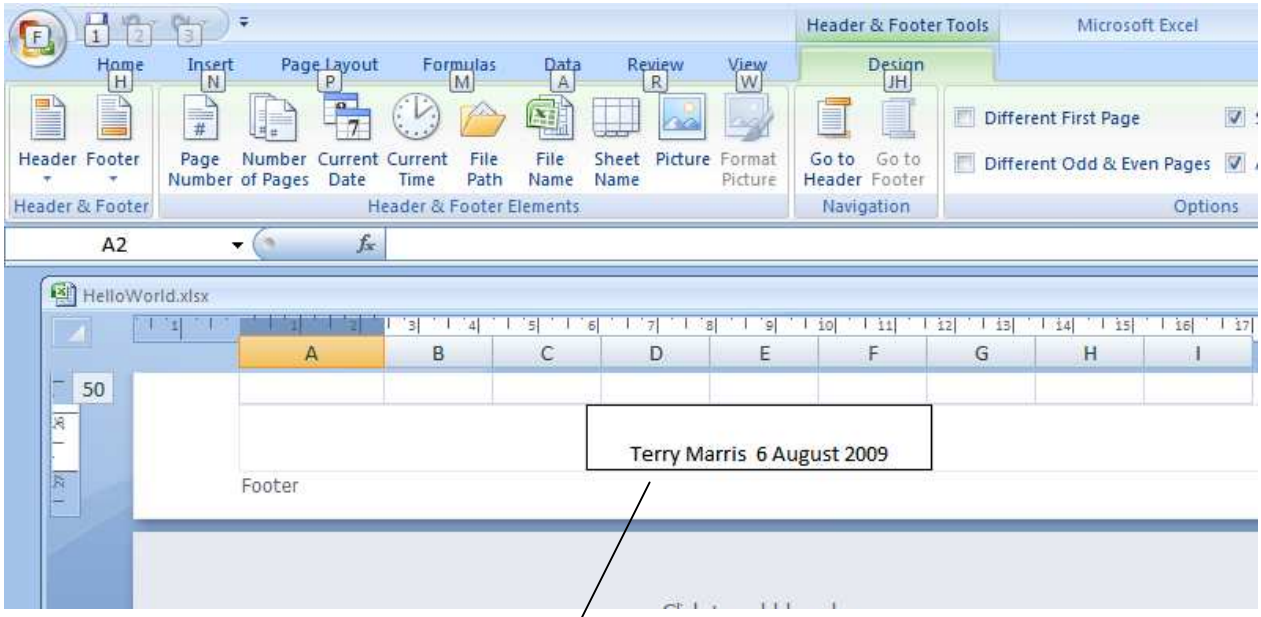


2. in the Text Panel click Header and Footer

3. click Go to Footer in the Navigation panel



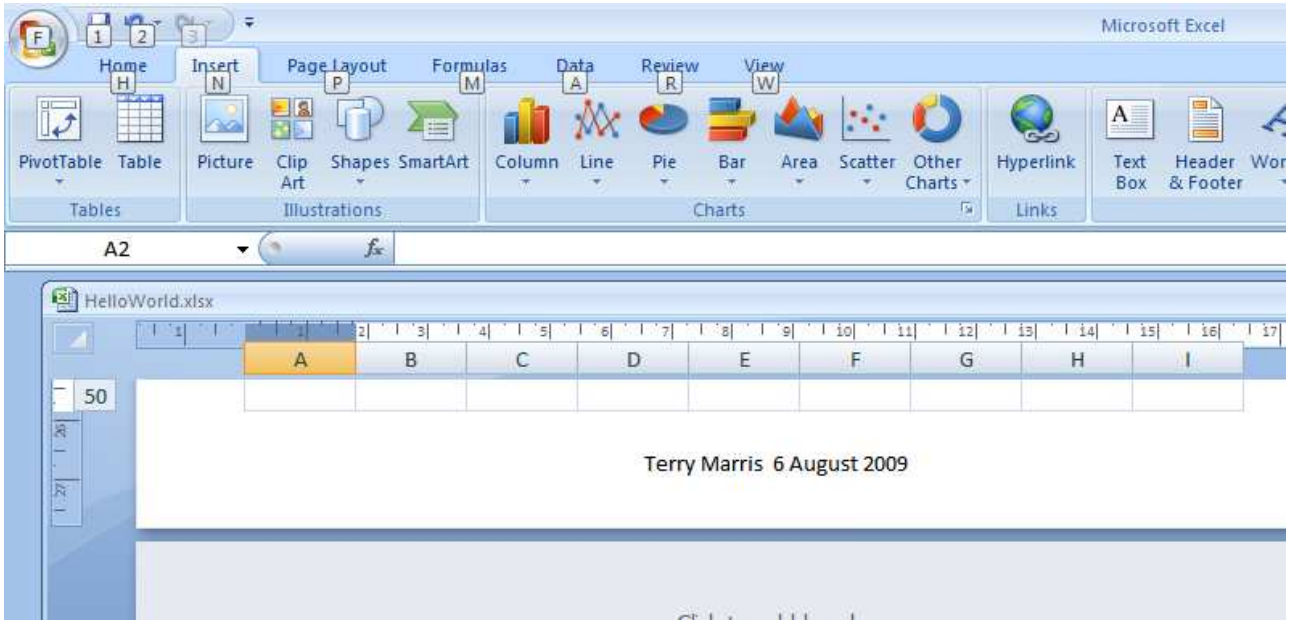
4. In the Footer panel enter your name and today's date.



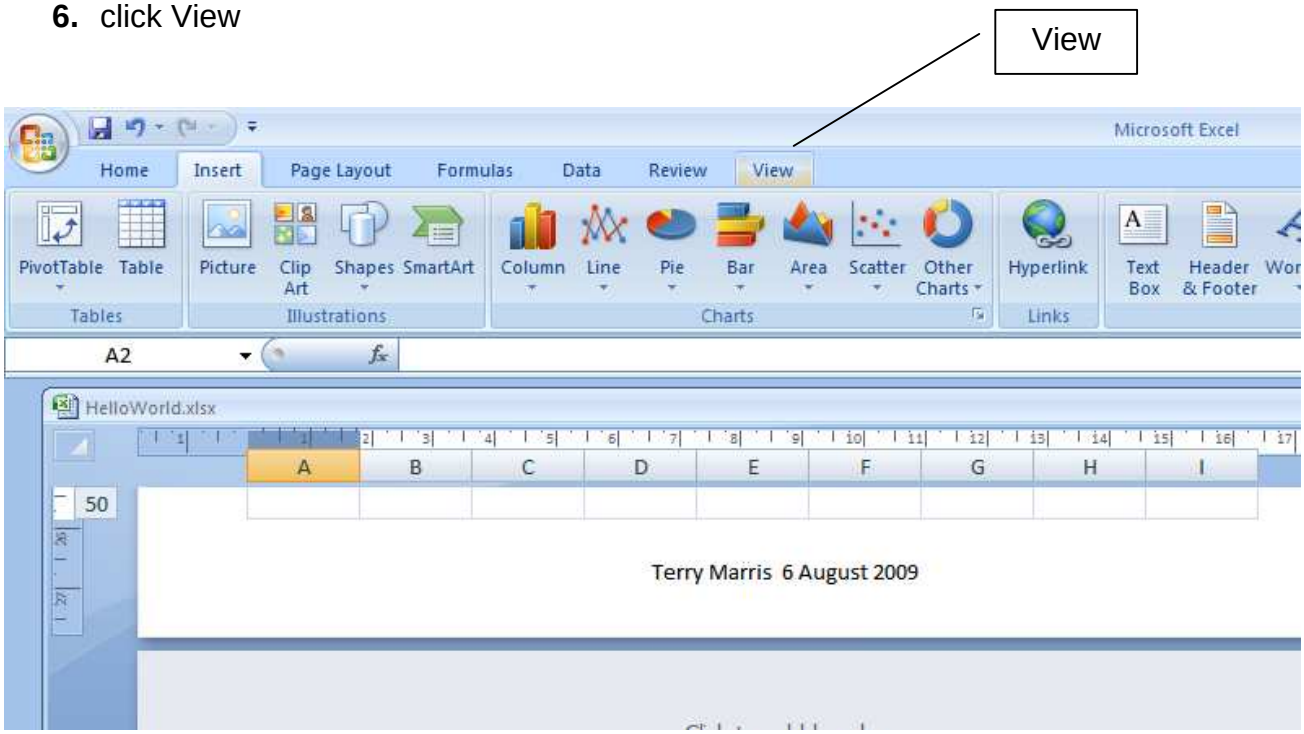
Your name and today's date here

Now, we want to return to our normal view of the spreadsheet.

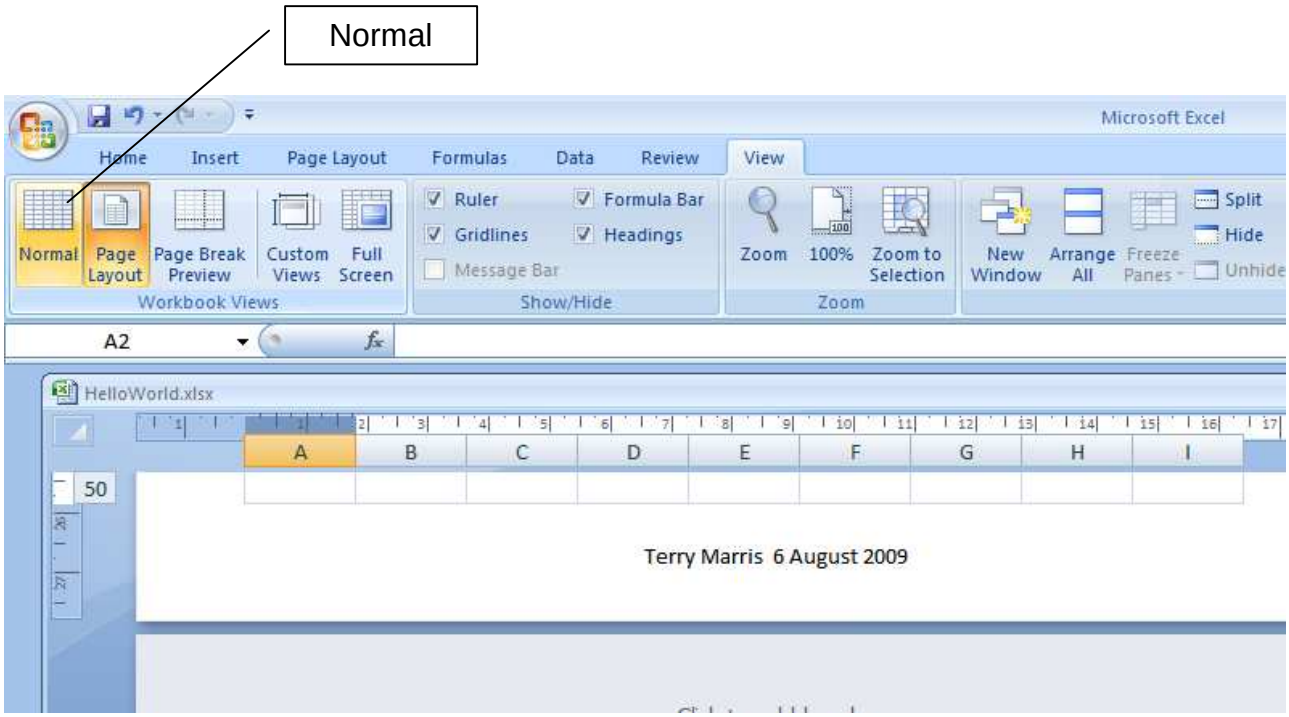
5. press the Escape key. (marked Esc, top left of keyboard)



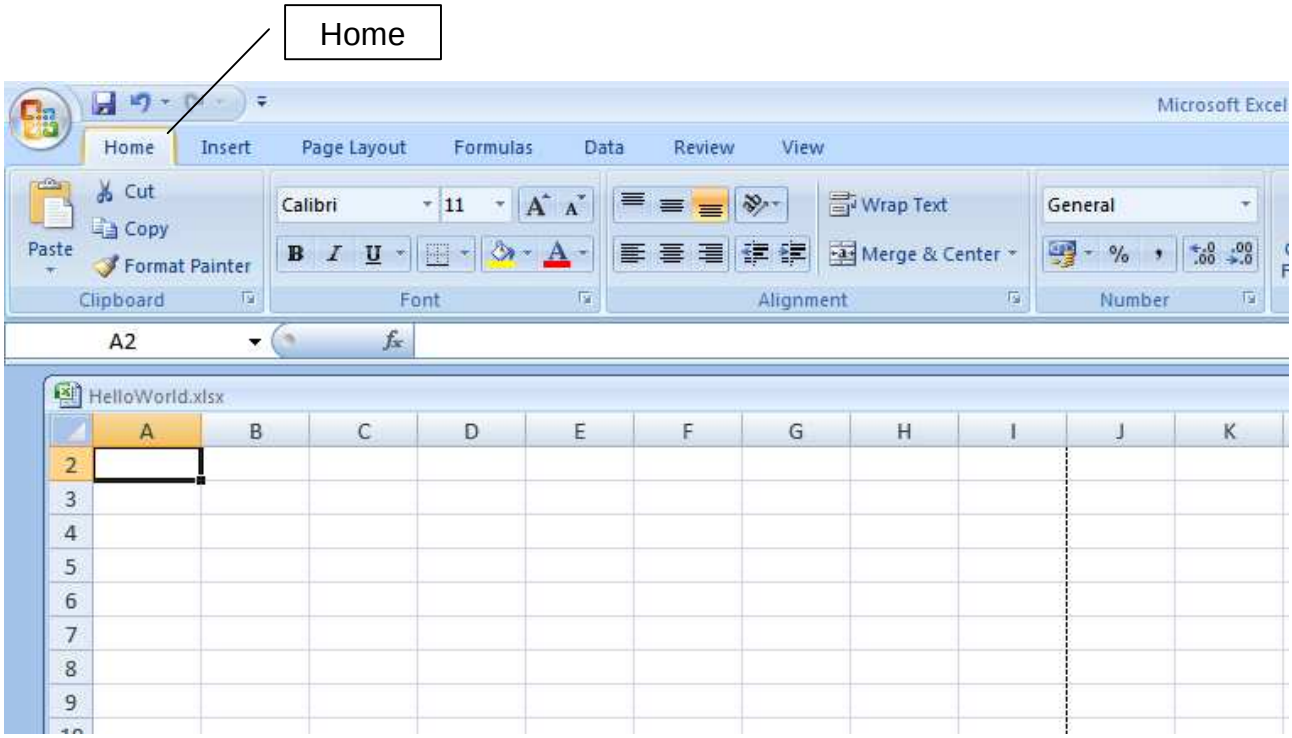
6. click View



7. click Normal



8. click Home



Where has our text, *Hello World*, gone? It is on line 1! Look and see.

1.11 Exercises

1. Create a spreadsheet that displays *Hello World*, as shown above. Save it in a suitable location and print it out.

2. Create a new spreadsheet that displays *Summary of Accounts*. Ensure that the cell is wide enough for the text, and that your name and date are written in a footer. Save and print your work.

We have seen how to:

- enter text in cells
- adjust column widths
- save a spreadsheet on a disk
- print a spreadsheet
- put text in the footer

Next we look at basic sums.

Bibliography

www.homeandlearn.co.uk accessed August 2009