Spreadsheets

Griffith Feeney

28th Summer Seminar on Population

Workshop 2

*Planning Utilization of the 2000
Round Census Results*

Spreadsheets

- Are computer programs for creating and manipulating lists and tables of all kinds

- Faciliate *data entry* for small quantities of data

- Make it very easy to do simple calculations such as summing rows or computing percentages and to sort numeric or non-numeric data in tables or lists

Excel

- Is Microsoft's spreadsheet program and is the world market leader

- Other major spreadsheet programs are **Lotus** and **QuattraPro**

- The most useful features of spreadsheet programs are available in all the major programs

File Formats

- Spreadsheet programs generally use proprietary binary file formats
- Different versions of the same program often use different formats; older versions of the program may not be able to open files created with later versions
- Files saved in .wk1 format will usually be readable by any spreadsheet program

Keying in Information

- Highlight a cell by placing the cursor on it and clicking the left mouse button

- Type the entry you want into the cell, either number or text

- Hit the enter key to complete the entry

- Hit the 'save' button or do [file > Save] to save the new entry

Importing Text Files

- Text files arranged in columnar format can usually be imported into a spreadsheet without difficulty

- Use [File > Open] to find the text file; you will need to set the 'files of type' box

- Follow the menus, observing carefully what you see

Summing Row or Column Entries

- To add a row or column of numbers, highlight it by clicking in the first cell with the left mouse button, holding the button down, and dragging the cursor to the last cell

- Then release the mouse button and click the summation button; the sum will appear at bottom or at right

Simple Formulas

- Instead of entering a number or text in a cell, you can enter a formula to computer a result from values in other cells

- To enter a formula, type '=' followed by the formula, e.g., '=A1+B1'

- Rows are labeled 1,2,…, columns A,B,…, cells by combining the column and row reference

Moving a Group of Cells

- Highlight the group by clicking the left mouse button at the upper left corner, holding it down, and dragging to the lower right corner.

- Do [Edit > Cut]

- Highlight the cell you want to contain the upper left entry of the moved group and do [Edit > Paste]

Sorting Rows of a Table or List

- Highlight the portion of the table you want to sort and do [Data > Sort], fill in the menu entries, and click OK.

- You can undo a sort with the 'undo' button; you may want to add a column of index numbers to the data to recover the original order

Controlling Places After the Decimal

- If your spreadsheet contains decimal values, you will want to control the number of places after the decimal that are displayed
- Use the decimal point buttons for this purpose, pressing the left button to show more digits after the decimal point or the right button to show fewer digits

Next Steps

- By far the best way to learn more is to practice where you can ask questions of someone who knows more

- Work through the *tutorial* if one is supplied

- Use the Help menus to find answers to specific questions (but be patient)

- Browse, borrow or buy one of the many third party books on the program

The Importance of Spreadsheets

- For many simple, day to day tasks of statistical and organizational work of all kinds they are 'a better mousetrap'
- The interface is well developed, making things we used to do manually easier and faster
- Information is captured digitally, hence more easily shared and archived

Questions?
Comments?
Discussion?

The End

Last updated 06-19-97