I.T Study Materials for Class 10
(NCERT Based Revision Notes)
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Basics of Spreadsheet Operations

In this part of lab you will practice using the MS Excel application to

enter, delete and alter constants and formulas on a worksheet

be able to apply functions to ranges of data

change the presentation format of cells to display data in different ways

understand and use absolute and relative addressing

making a chart to graphically display your results

understand and use some of the Excel Functions

Note: make sure you write an answer in the blank spaces provided, as your tutor may use this to work out your marks for the lab. You should also aim to show a completed worksheet including chart at the end of the lab.

Basics of Spreadsheet Operation

Let's take a close look at what we have here. At the top of the window there's the usual menu bar, containing a number of drop-down menus granting access to a large number of options.

File Edit View Insert Format Tools Data Window Help
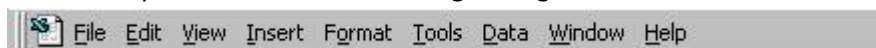
Below that is the Standard Toolbar with buttons, some of which give quick access to things in the menu bar, and which will be be familiar to you from other applications.

Below that is the Formatting Toolbar, which has buttons in common with the one in Word, but a few new ones that only apply to Excel.

Arial 10 B I U
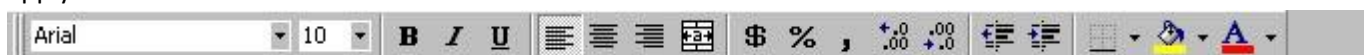
As usual, leaving the cursor on these buttons for a second or two will cause a tip to pop up, letting you know the function of each button. Take a moment to look at a few of these now. Remember, an important part of learning any software is to play around with it.

Below that is a bar containing from right to left, a name box where the cell reference of the current active cell is displayed.

File Edit View Insert Format Tools Data Window Help

Aria

B7 = Rob

	A	B	C	D	E	F	G
1							
2							
3		Name	Labs Total	Assignments	Session Mark	Exam	
4		Linda	75	19	94	100	
5		Sue	52	17	69	63	
6		Paul	40	8	48	90	
7		Rob	50	5	55	62	
8		John	66	15	81	45	
9		Jesse	the current active cell	12	82	35	
10		Rita		18	100	32	
11		Mark	25	15	40	53	
12		Kati	15	10	25	87	
13		Amy	58	14	72	25	
14							
15							

If you move the active cell around on the worksheet you'll see this change. In Excel is done by moving the cursor (a fat cross) around on the worksheet using the mouse or the arrow keys. When you click the left mouse button, the rectangle showing the current active cell moves to the indicated cell. Past the little arrowhead, is the formula box, within which you can enter or modify a constant or formula for the current active cell.