

Spreadsheets

Spreadsheet apps are one of the most useful apps there are.

You can access them on most devices:

- Excel on Windows
- Numbers on a Mac or iPhone
- Google Sheets from Google Docs

They're often used for dealing with numbers. But there are lots of other uses.

Spreadsheets

Spreadsheets are a big table.

The table has **columns** (going down) and **rows** (going across).

The individual parts are called **cells**. These can be referred to by coordinates - e.g. cell G13.

Clipboard

Font

Calibri 11 A A

B I U

Font color: Yellow

Background color: Red

Alignment

Text alignment: Left, Center, Right

Text orientation: Horizontal, Vertical

Text wrapping: Wrap text

Number

General

Number format: 0.00

Styles

Conditional Formatting

Format as Table

Cell Styles

G13

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												

Row 4

Column B

Cell G13

Spreadsheets

Open the spreadsheet you've been given

There are some corrections that need making
and some data to add

Then there are some questions to answer