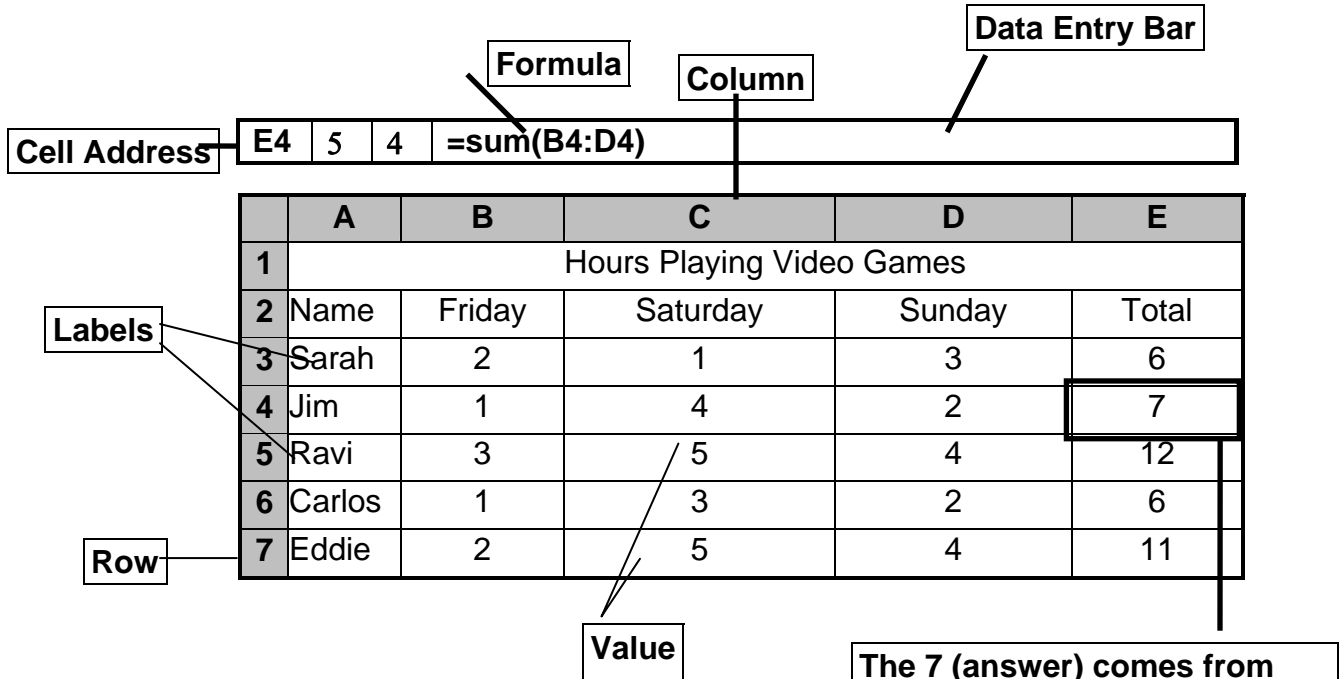


## SPREADSHEET VOCABULARY



**ROWS** go horizontally--a side by side layout of boxes

**COLUMNS** go vertically--an up and down layout of boxes

**CELL**--the block created where a column and a row intersect each other

**CELL ADDRESS**--the location of a cell on the spreadsheet

**DATA ENTRY BAR**--the bar at the top of the spreadsheet used to enter data into the cell that you have selected

**CELL RANGE**—a group or block of cells in a spreadsheet. The range highlighted below is B3 through D4. It is written as **B3:D4**

	A	B	C	D	E
1	Hours Playing Video Games				
2	Name	Friday	Saturday	Sunday	Total
3	Sarah	2	1	3	6
4	Jim	1	4	2	7
5	Ravi	3	5	4	12
6	Carlos	1	3	2	6
7	Eddie	2	5	4	11

**CELL RANGE**  
**=B3:D4**

There are **3 types** of data that you can enter into a spreadsheet--

**VALUES, LABELS, and FORMULAS.**

**VALUES** are numbers (like in cell B4); **LABELS** are text (like in cell A5); and **FORMULAS** are mathematical calculations (like what is in the data entry bar to get the answer for cell E4)

One of the main uses of spreadsheets is to **forecast or to predict!** Spreadsheets are often used to answer **“WHAT IF...”** questions.

	A	B	C	D	E
1	Hours Playing Video Games				
2	Name	Friday	Saturday	Sunday	Total
3	Sarah	2	1	3	6
4	Jim	1	4	2	7
5	Ravi	3	5	4	12
6	Carlos	1	3	2	6
7	Eddie	2	5	4	11
	Total	9	18	15	38

=SUM(B3:D3) or  
=B3+C3+D3

=SUM(B3:B7) or  
=B3+B4+B5+B6+B7

### Writing Formulas:

- All formulas begin with an equals (=) sign. No exceptions!
  - When a formula is written, many times a cell's address is used rather than the value (number) in it. If a number changes, then the formula automatically recalculates the answer.
  - Use the following symbols as operators:
- +** add      **-** subtract      **\*** multiply      **/** divide
- Spreadsheets can also use **functions** such as SUM, AVG and DIV  
See the examples below.

Johnny has the following grades and wants to know his average:

A	B	C	D	E
Test 1	Test 2	Test 3	Test 4	Average
93	86	88	47	78.5

The formula for cell E1 would be:

$$=(A1+B1+C1+D1)/4$$

The parentheses indicates order of operation—add up the cells first, then divide by 4 (the number of grades)

Or

**=AVG(A1:D1)** This formula tells the computer to average the cell range from A1 through D1.