

Unit 5 – Spreadsheet

Transcript Video Lesson 1 – Getting Started with spreadsheet

Presenter: *Hello students, Welcome to this learning session on spreadsheet. Today we are going to learn about how to get started with Spreadsheet.*

Slide Title: Lesson Contents

Presenter: In this video, you will learn about

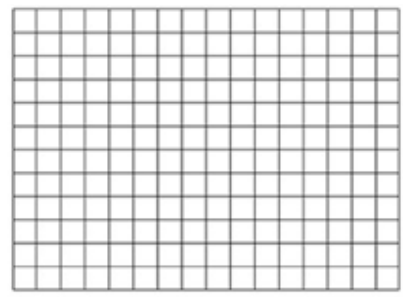
- What a Spreadsheet is?
- What is a Spreadsheet Software?
- Examples of Spreadsheet Software.
- Uses of Spreadsheet Software
- Microsoft Excel 2016 and its User Interface.
- Microsoft Excel 2016 screen elements

You will also perform some quick tests followed by a recap.

Slide Title: What is a Spreadsheet?

Presenter: Let's start with, what is a Spreadsheet?

A spreadsheet is a sheet of paper that shows a grid



Slide Title: What is a Spreadsheet software?

Presenter: “what is a Spreadsheet software?”

A Spreadsheet software is a computer program that allows to store, organize and analyze information.



Slide Title: Examples of Spreadsheet Software

Presenter: Some examples of Spreadsheet software are:

- Microsoft Excel
- Google Sheets and
- LibreOffice Calc.



But the most commonly used software is the Microsoft Excel Software.

Presenter: Let us have a look at Microsoft Excel.

Slide Title: Microsoft Excel

Presenter: Microsoft Excel is the spreadsheet program of the Microsoft Office Suite. **number**

It displays a grid into which we can enter

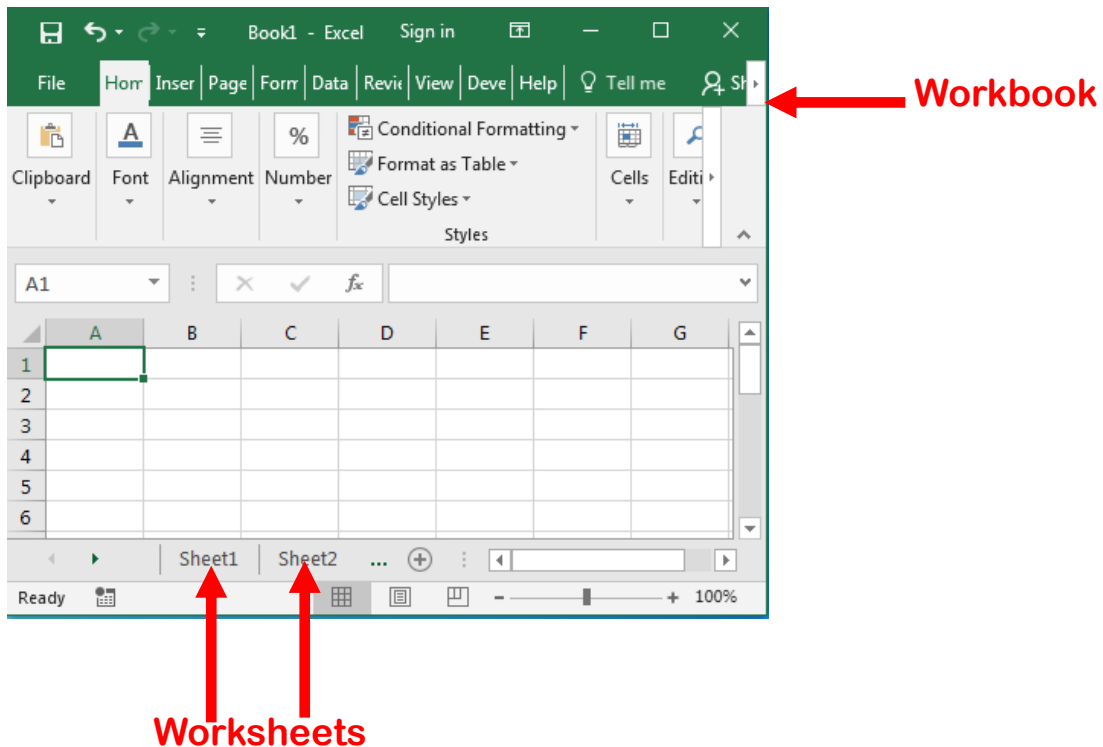
- text,
- numbers or
- formulae

Formulae will be covered in our next lesson.

	A	B	C
1	Month	Expenses	
2	Jan	1000	
3	Feb	875	
4	Total	=B2+B3	
5			
6			

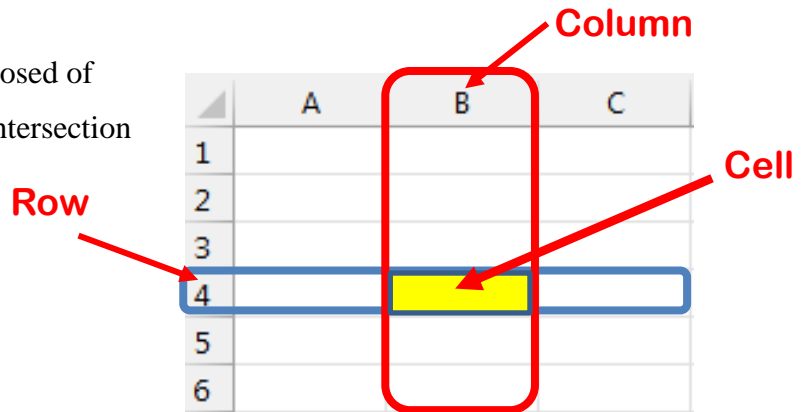
Slide Title: Microsoft Excel

Presenter: In Microsoft Excel, an excel file is also called a workbook. A workbook consists of one or more worksheets.



Slide Title: Microsoft Excel

Presenter: A worksheet is a grid composed of rows, columns and cells. A cell is the intersection between a row and a column.

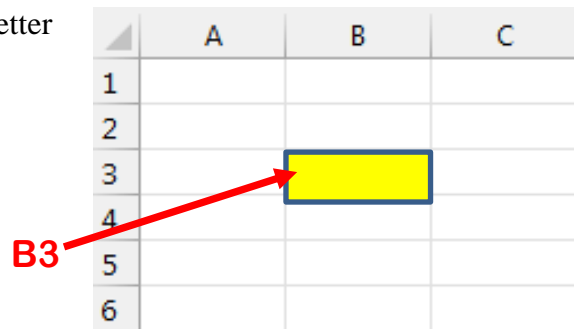


Slide Title: Microsoft Excel

Presenter: Each cell is identified by a column letter followed by a row number.

An Example is B3.

This is also known as cell address or cell reference.



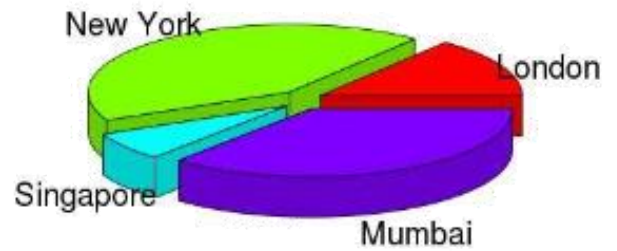
Slide Title: Some uses of Spreadsheet Software

Presenter: The list of uses for spreadsheet software is endless. However here is a short list of the uses:

- To store data in tabular form. For e.g., recording toy sales in different regions.

	A	B	C	D
1		Toy Sales		
2				
3	Products	Region 1	Region 2	Region 3
4	Dolls	2478	2640	2388
5	Trucks	2031	2173	2790
6	Puzzles	1918	2722	2795
7	Total	6427	7535	7973

- To create charts and graphs. For e.g. Bar charts, pie charts can be created.



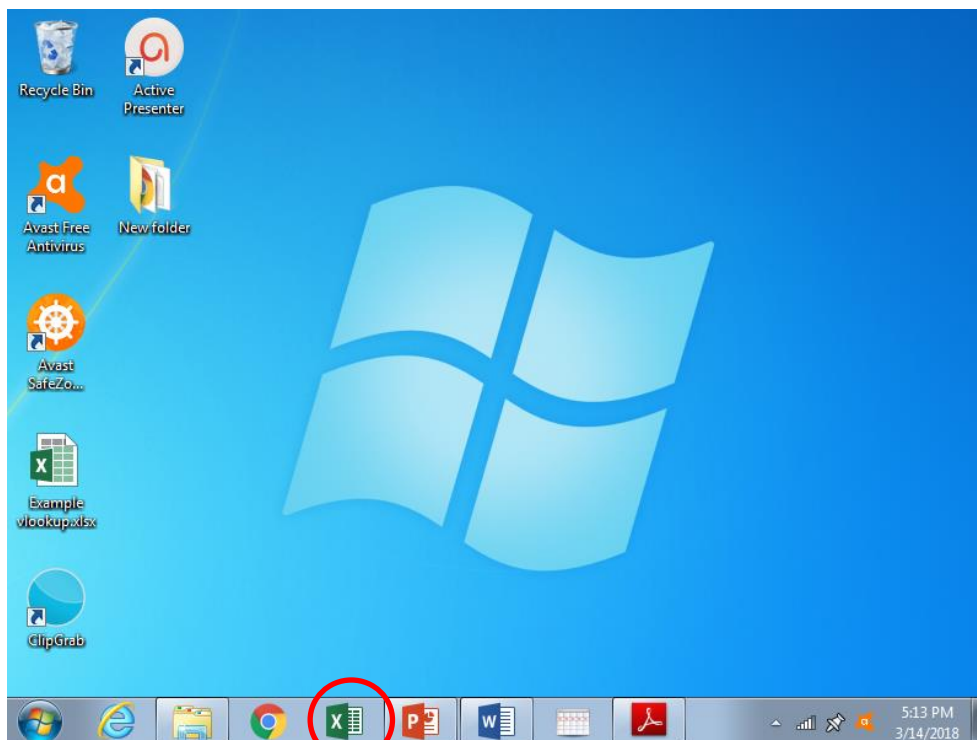
- To perform calculations using formulas.

	A	B	C
1	May	June	Change
2	2175	2800	$= (B2 - A2) / A2$
3			

Slide Title: Microsoft Excel 2016 User Interface

Presenter: Now Let's see how Microsoft Excel 2016 Interface looks like.

First, to launch the program, click on the Microsoft Excel 2016 icon found on the task bar.

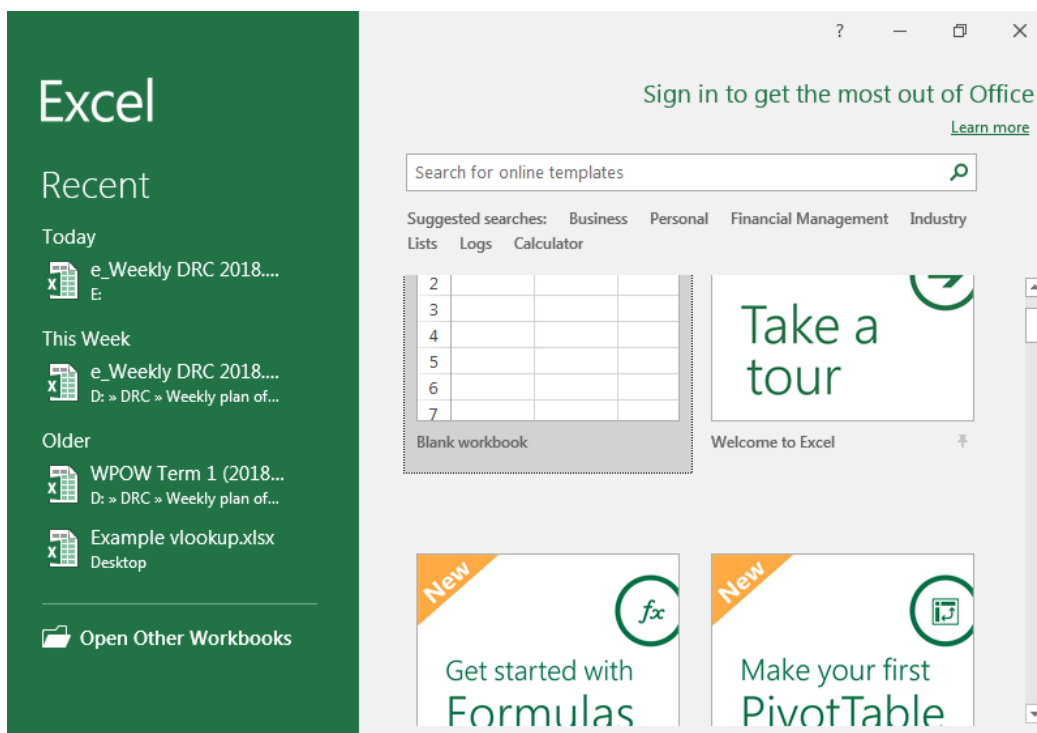


Click Here

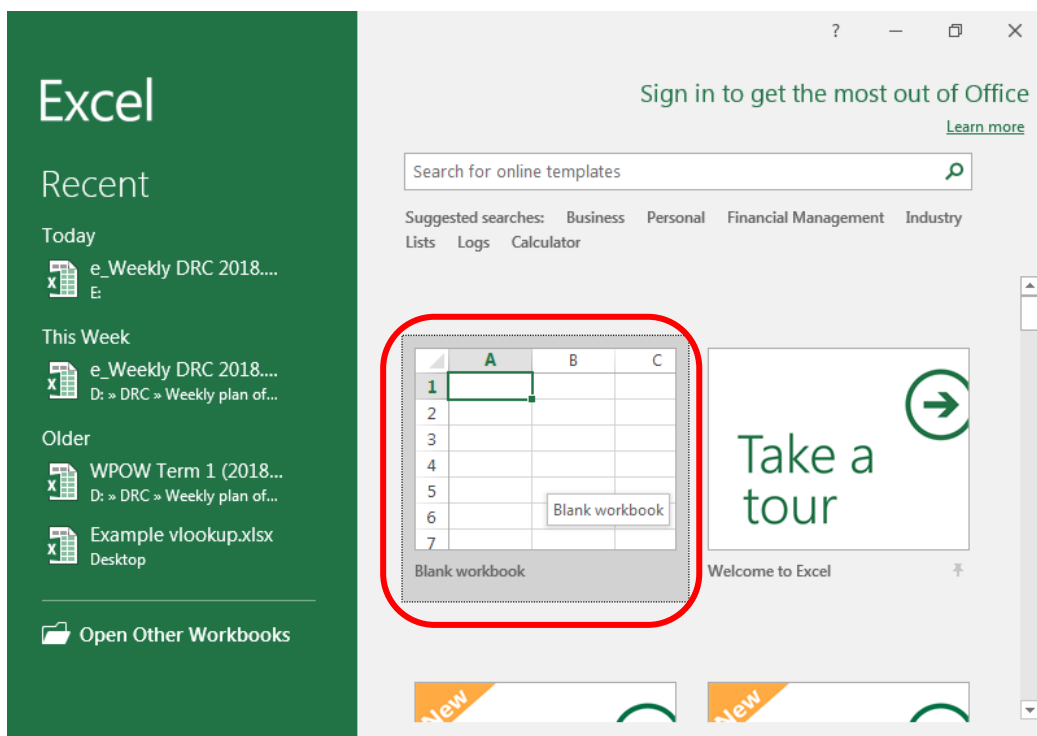
When you open Excel 2016 for the first time, the Excel Start Screen will appear.



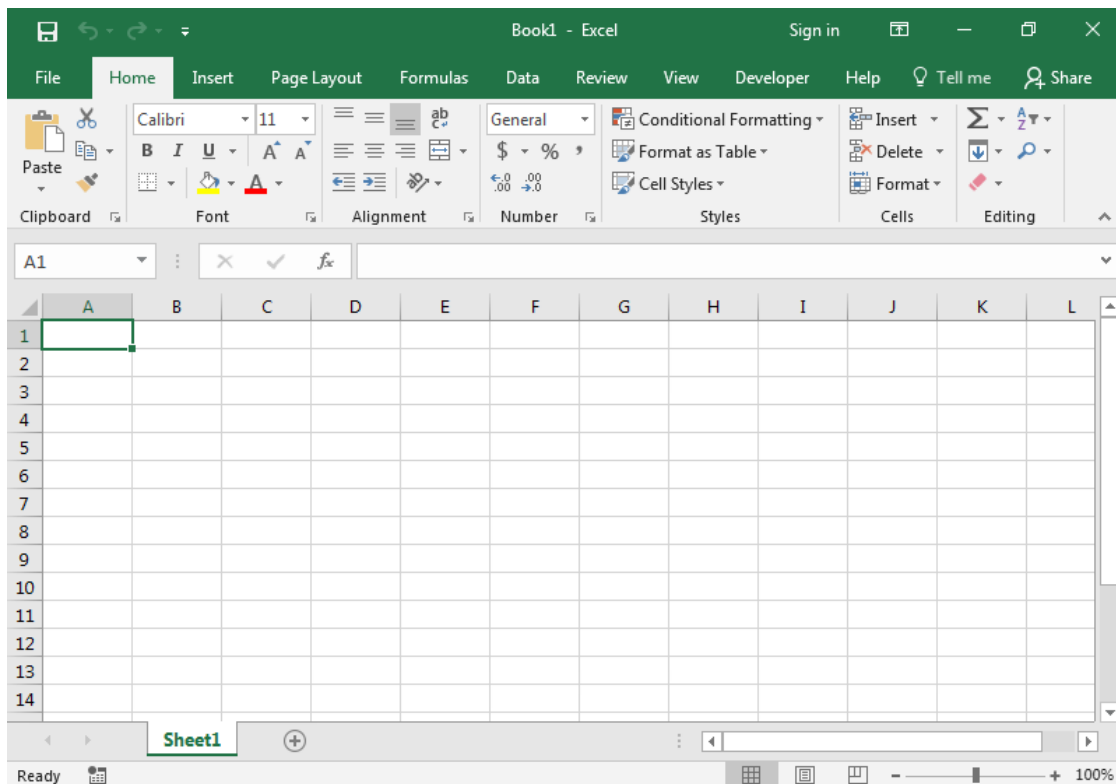
As you can see, you will obtain a series of templates.



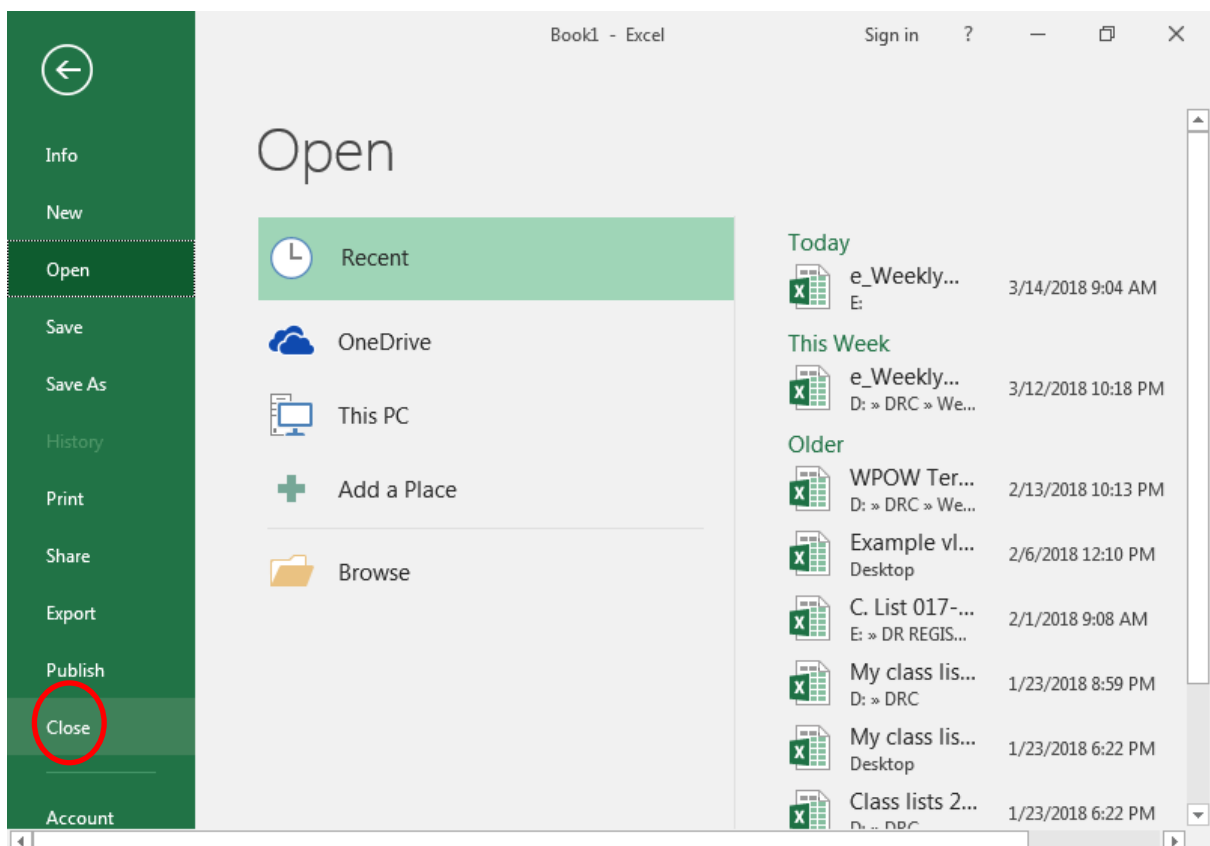
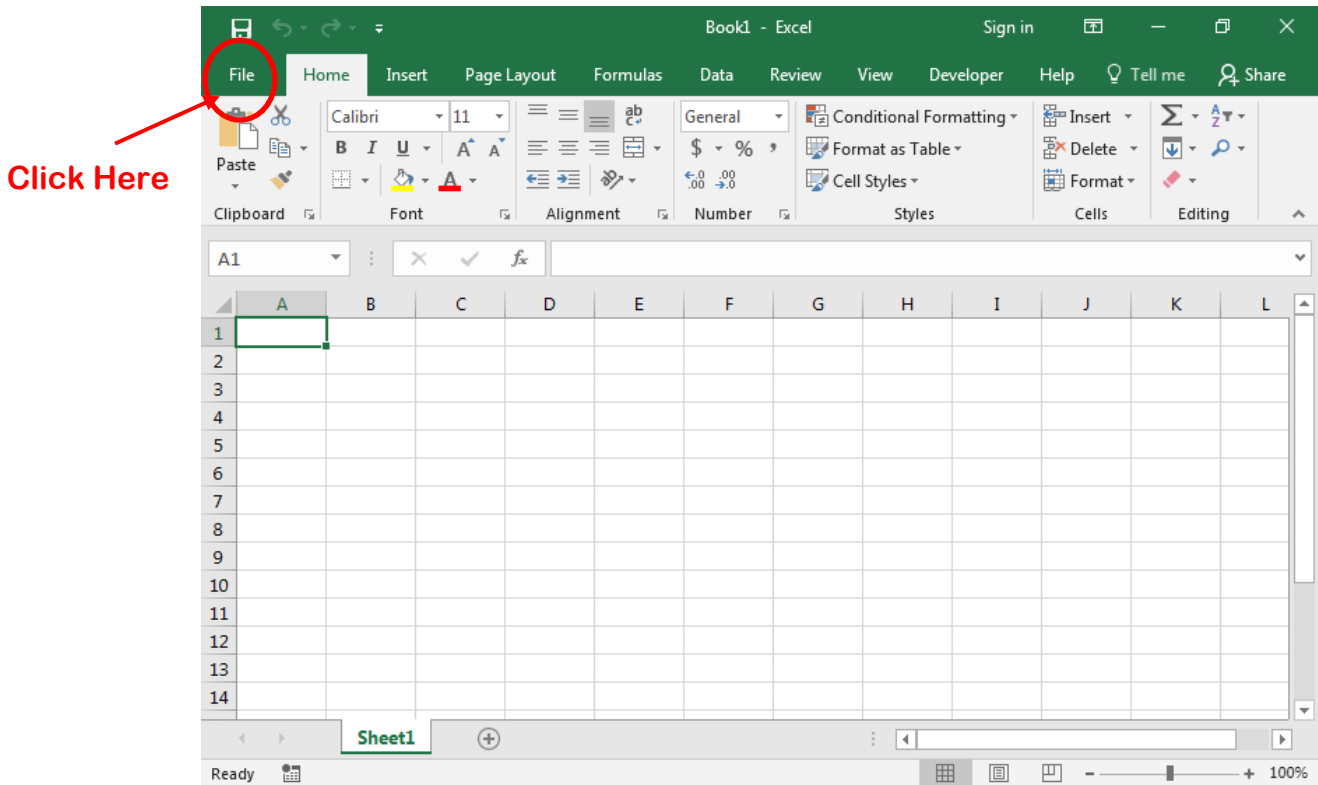
Choose on Blank workbook to access the Excel interface.



So, this is the Microsoft Excel 2016 User Interface. We will explore this interface in more details shortly.

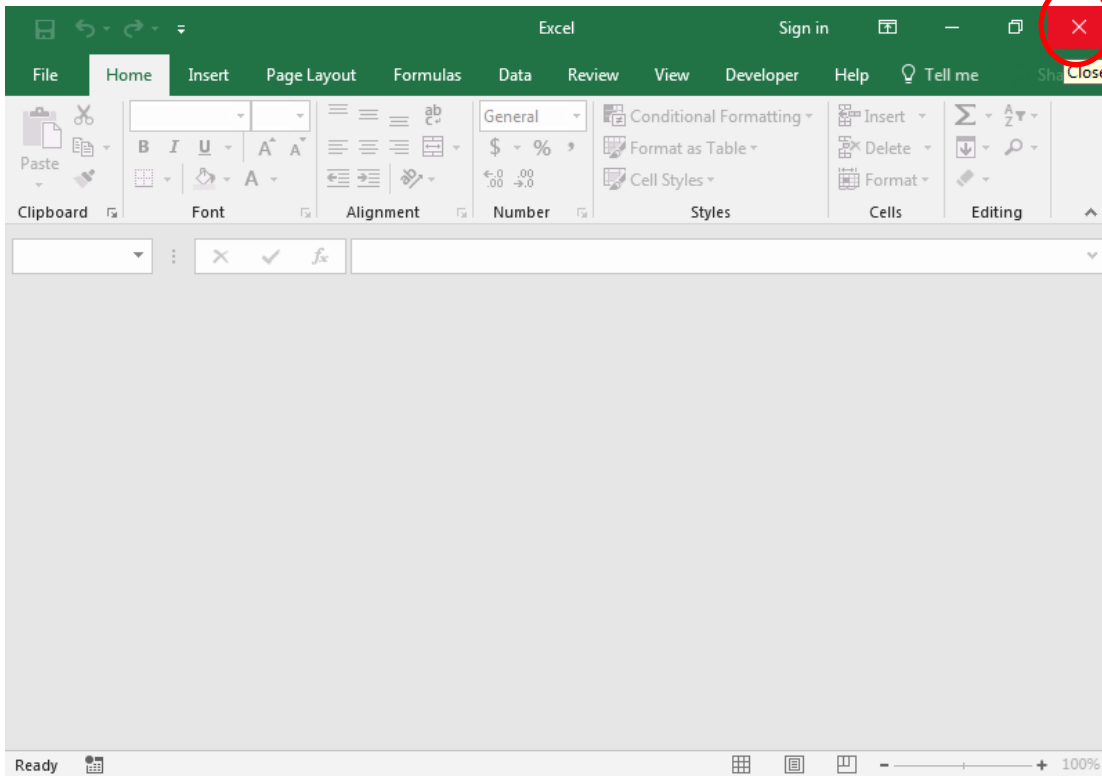


To close this workbook, click on the File Menu then select close.



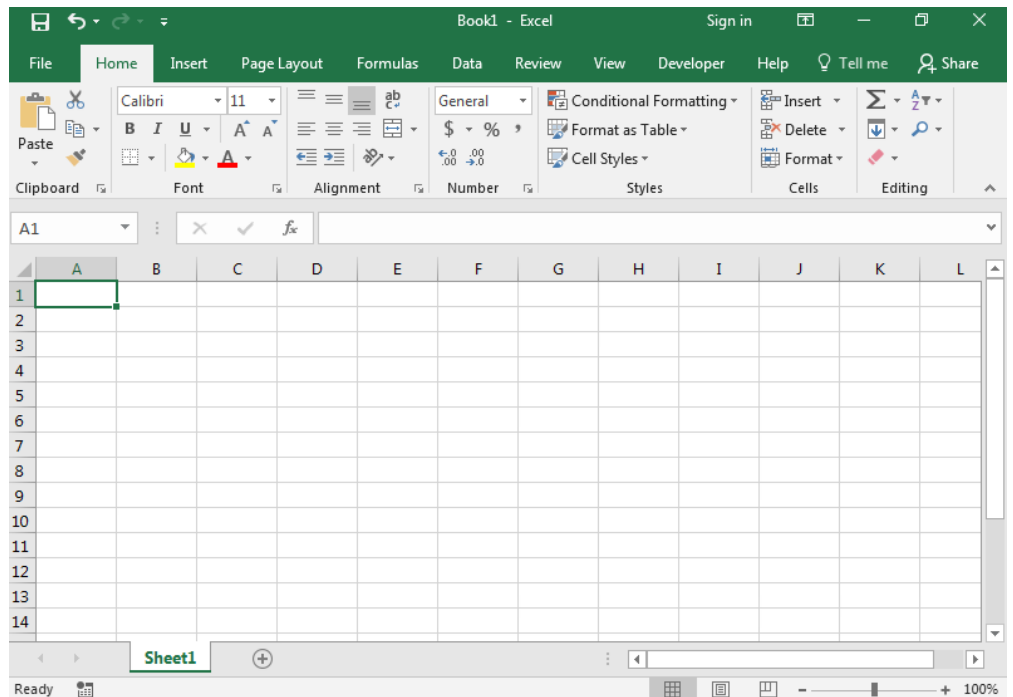
Now, to exit the program, click on this cross (X) button, which will lead you back to your desktop.

Click Here



Slide Title: Exploring Microsoft Excel 2016

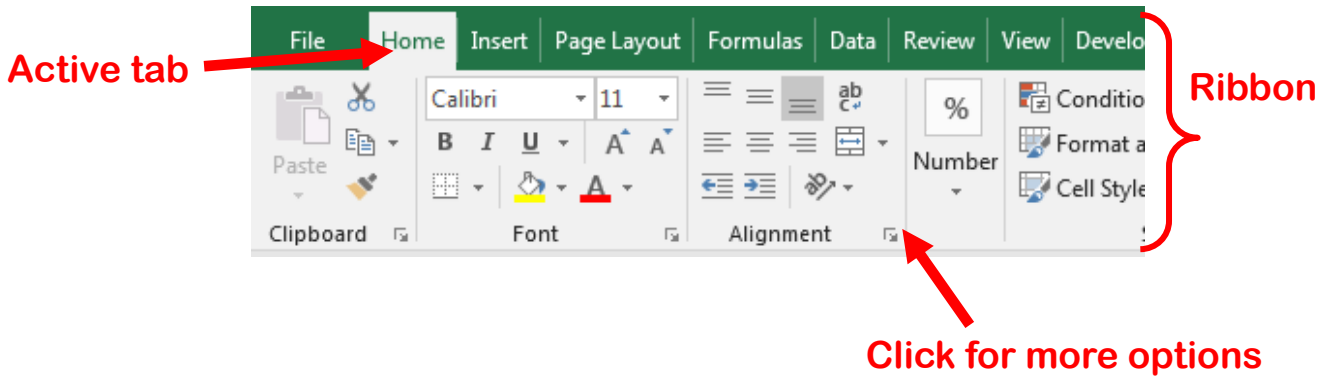
Presenter: Now, students, let's explore some of the basic components from the interface of Microsoft Excel 2016.



Slide Title: Microsoft Excel 2016 User Interface

The Ribbon

Presenter: The Microsoft Excel ribbon includes Home, Insert, Page Layout, Formulas, and other tabs. The Ribbon helps you quickly to find the commands that you need to complete a task.



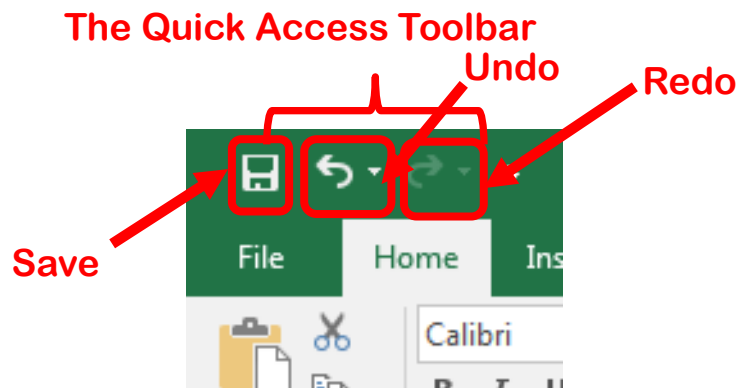
It contains multiple tabs, each with several groups of commands.

Each tab will have one or more groups. Some groups will have an arrow you can click for more options. In the above example, Home is the active Tab of the Ribbon.

Slide Title: Microsoft Excel 2016 User Interface

Presenter: Located just above the Ribbon, the Quick Access Toolbar lets you access common commands no matter which tab is selected.

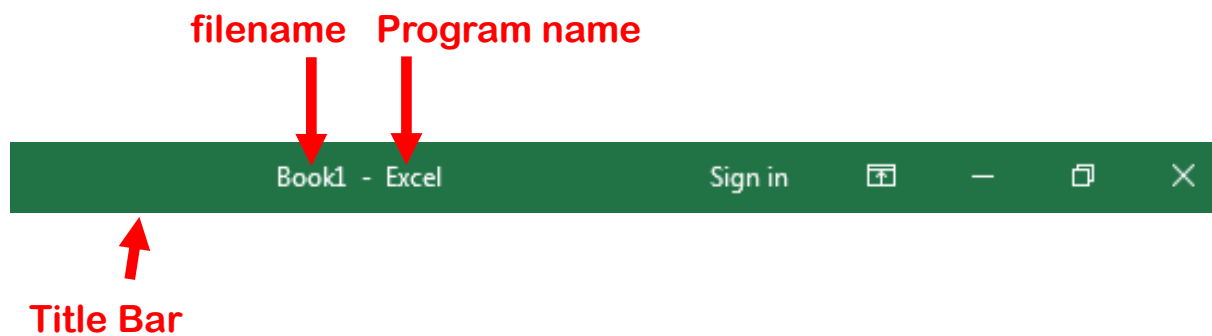
The Quick Access Toolbar



By default, it includes the Save, Undo, and Redo commands.

The Title Bar

Presenter: The title bar displays the filename and the program name at the top of the screen.

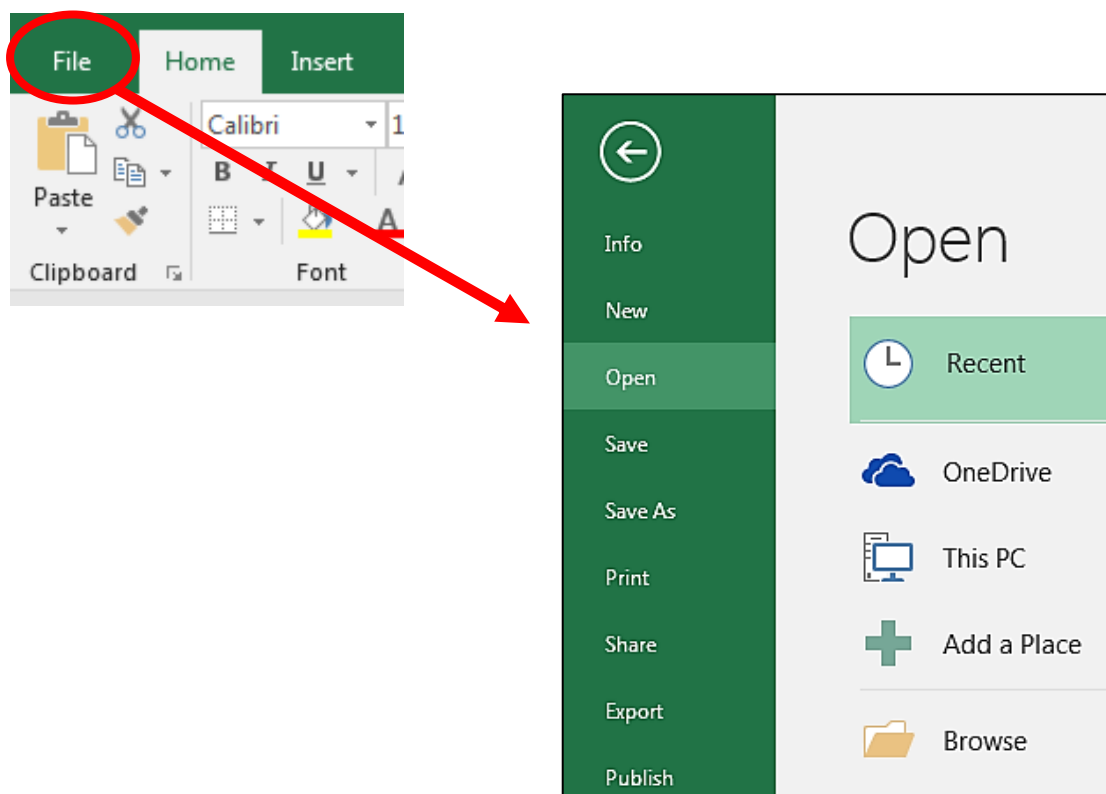


Slide Title: Microsoft Excel 2016 User Interface

The File Menu

Presenter: Clicking on the File menu, gives you access to the backstage view. Here you will find the basic commands such as open, save and print.

The Backstage view

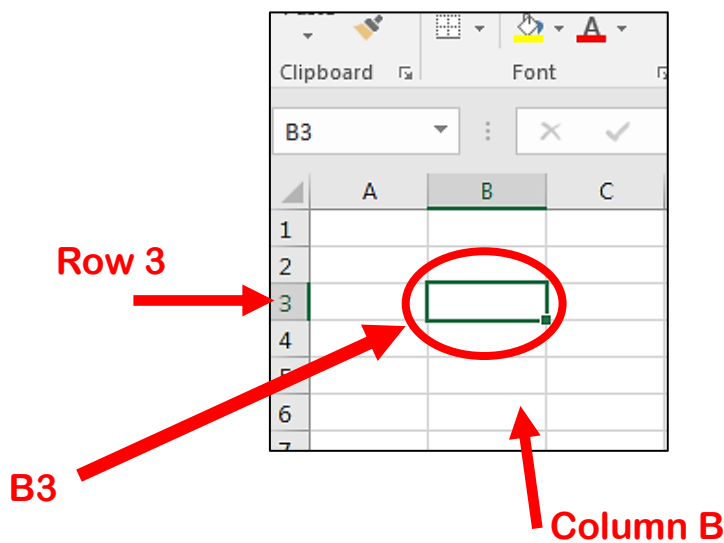


Slide Title: Microsoft Excel 2016 User Interface

The Active Cell

Presenter: Next is the Active Cell

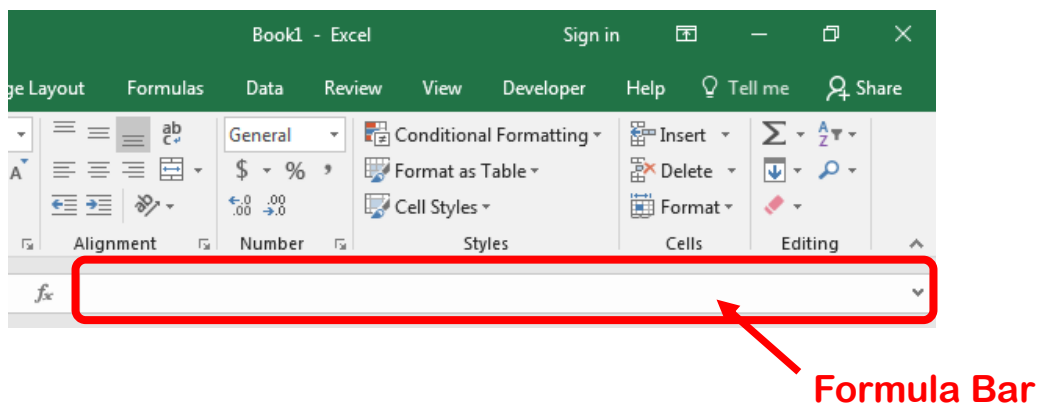
When you click on a cell in Excel, it becomes the active cell and is identified by a green border. You enter data into the active cell. Here the active cell is B3.



Slide Title: Microsoft Excel 2016 User Interface

The Formula Bar

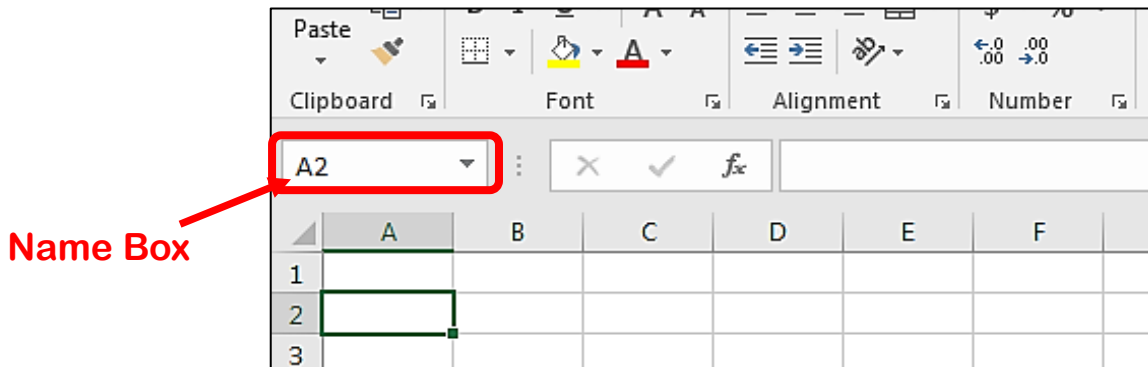
Presenter: The formula bar is located below the Ribbon; this area displays the contents of the active cell. It can also be used for entering or editing data and formulas.



Slide Title: Microsoft Excel 2016 User Interface

The Name Box

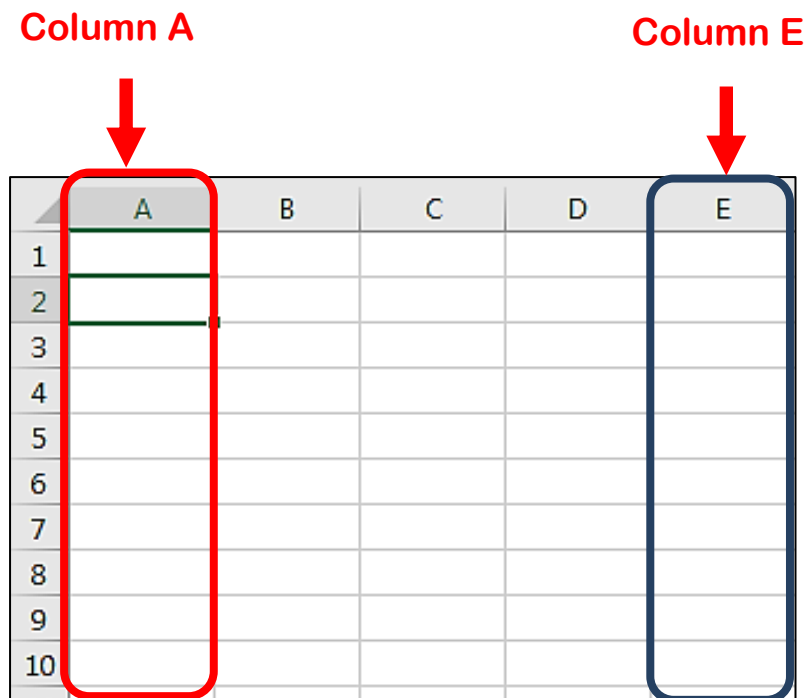
Presenter: Located next to the formula bar, is the Name Box. It displays the cell reference or the name of the active cell. In this case it is A2.



Slide Title: Microsoft Excel 2016 User Interface

The Column Letters

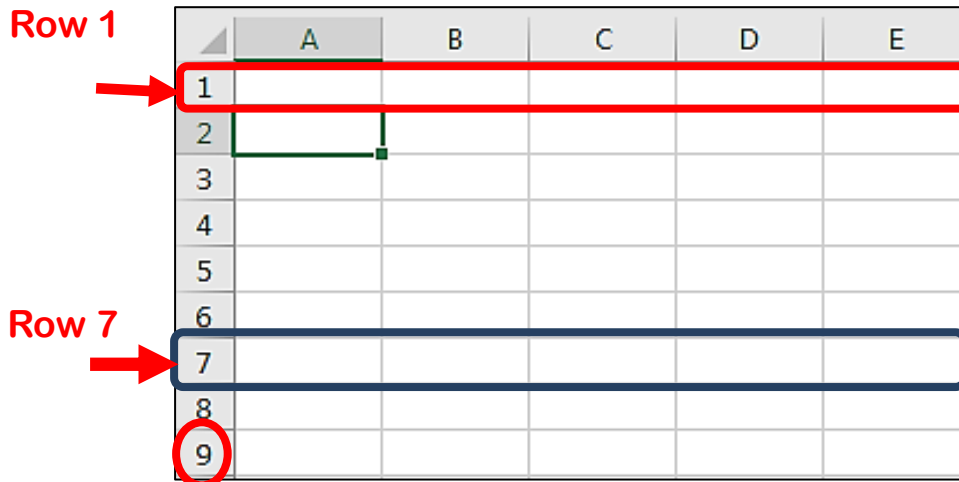
Presenter: Columns run vertically on a worksheet, and each one is identified by a letter in the column heading. In this worksheet, there are 5 columns.



Slide Title: Microsoft Excel 2016 User Interface

The Row Numbers

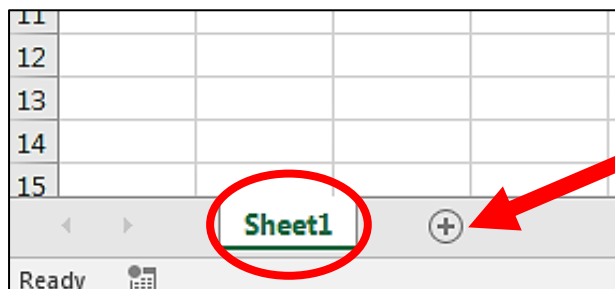
Presenter: Rows run horizontally in a worksheet and are identified by a number in the row heading. In this worksheet, there are 9 rows.



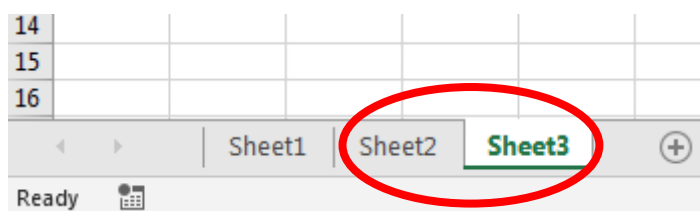
Slide Title: Microsoft Excel 2016 User Interface

The Sheet Tabs

Presenter: By default, there is only one worksheet in an Excel 2016 file. The tab at the bottom of a worksheet tells you the name of the worksheet (e.g., Sheet1).



Click here to add more sheets



More worksheets can be added by clicking on the new sheet icon next to the sheet tab at the bottom of the screen.

Presenter: Now, let us do a quick test to evaluate what you have learnt today.

Slide Title: Quick Test

Slide Title: Instructions for quick test.

Presenter: Read and answer the following questions. You will have about 3 seconds to give your answer.

Presenter:

Question 1: A spreadsheet software is used for:

- A. Drawing
- B. Typing letters
- C. Calculations

The answer is C, that is Calculations.

A spreadsheet software is used to perform calculations.

Presenter:

Question 2: By default, there are three worksheets in an Excel 2016 file.

True

False

The correct answer is False as by default, there is only one worksheet in an Excel 2016 file.

Presenter:

Question 3: Which of the following is an example of a Spreadsheet software?

- A. Microsoft PowerPoint
- B. Microsoft Excel
- C. Microsoft Word

The answer is B, that is Microsoft Excel.

Microsoft Excel is an example of a spreadsheet software.

Presenter:

Question 4: When you click in a cell, it becomes the active cell.

True

False

The correct answer is True as an active cell is the currently selected cell.

Presenter:

Question 5: The formula bar displays the contents of a selected cell.

True

False

The correct answer is True as the formula bar displays the contents of an active cell.

Slide Title: End of Quick Test

Presenter: Well, this is the end of our quick test. I hope that you have been able to find all the correct answers.

Now, it's time to recap today's lesson.

Slide Title: Recap

Presenter: We talked about spreadsheet software, its uses and some examples were given

We have also seen that the most commonly used spreadsheet software is Microsoft Excel.

Then we had a look at the interface of Microsoft Excel and demonstrated how to open and close a workbook.

Slide Title: Recap - Interface of MS Excel

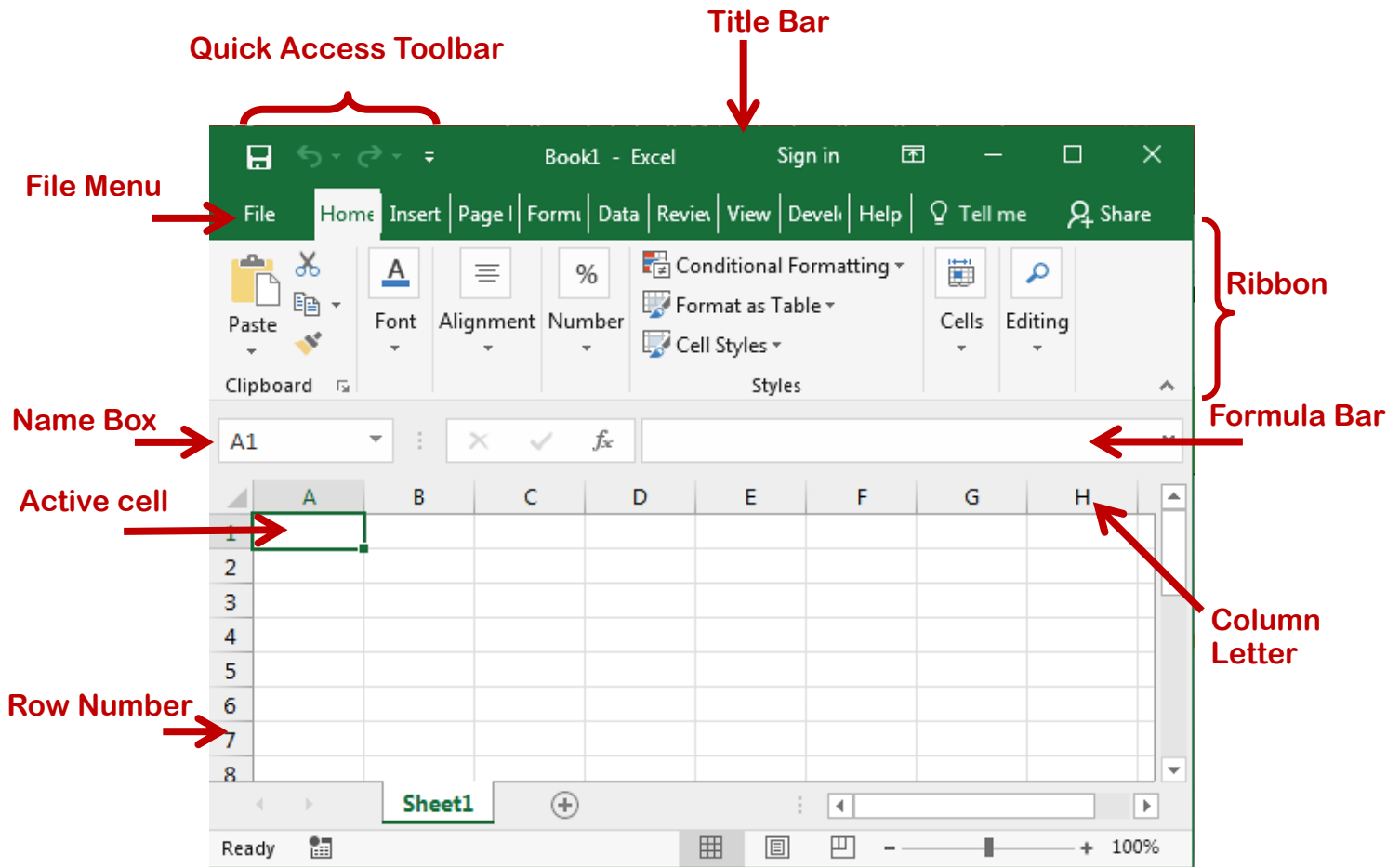
Presenter: We also had a look at the different components that we have just seen from the Interface of Microsoft Excel:

We have seen:

- The Ribbon
- The Quick Access Toolbar
- The Title Bar
- The File Menu
- The Active cell
- The Formula Bar
- The Name Box
- Column Letters
- Row Numbers

Lastly,

- The sheet tabs



Presenter: *Dear students, thank you for your attention. I hope that you have enjoyed today's lesson. Good bye and see you soon for another lesson on spreadsheet.*