

# Introduction to Spreadsheets

## Microsoft Excel

- ◆ A program which allows you to perform complex mathematical operations in an organized manner.

## What is a spreadsheet?

- ◆ A spreadsheet is a grid of rows and columns containing numbers and text.

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## Terms you need to know

- ◆ Rows
- ◆ Columns
- ◆ Range
- ◆ Cells
- ◆ Active Cell
- ◆ Cell Address
- ◆ Workbook
- ◆ Labels
- ◆ Numeric Labels
- ◆ Values
- ◆ Mathematical Operators
- ◆ Orders of Operation
- ◆ Equation Formula

# Spreadsheet Templates Introduction

**Kenneth C. Laudon, Kenneth  
Rosenblatt, David Langley (M.A.)**

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approach provides screen images for each and every each step allowing students to easily follow along as they try to perform each task Considered the little brother to Ron Larsen s Engineering with Excel Introduction to Excel Fourth Edition is specifically targeted at freshmen engineering students This text seeks to teach the basic Excel skills that undergraduates will use in the first few years of engineering courses Larsen maintains some of the unique qualities included in the text by the original author computer scientist David Kuncicky while also including chapters on database management and collaborating with other engineers This is ideal for engineers interested in using Excel to solve engineering problems The new edition is consistent with Excel 2007 including Ribbon *Spreadsheet Templates Introduction* Charles T. Horngren,1996-03

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