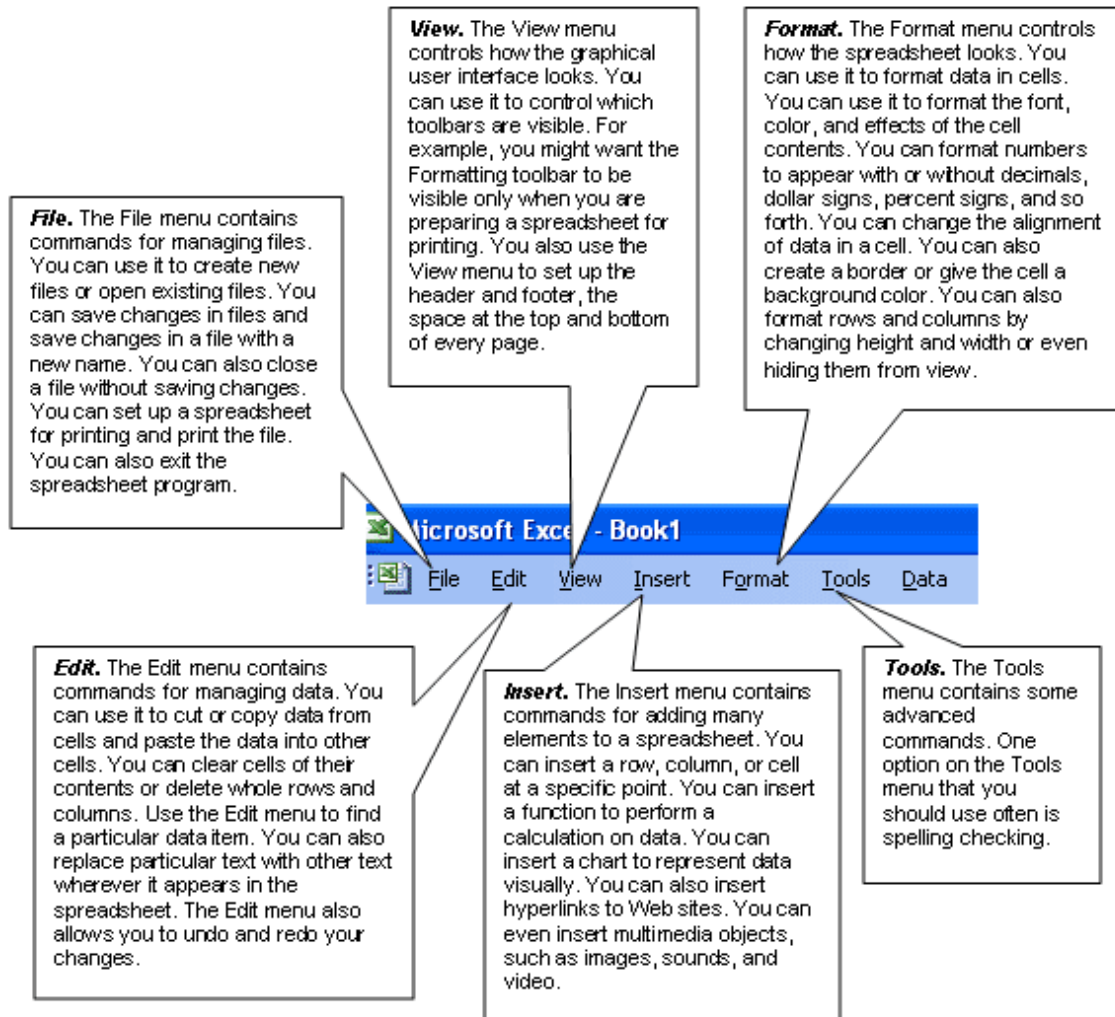## Working with Spreadsheet Applications

A *spreadsheet* is basically a table made up of *rows* and *columns*. The intersection of each row and column creates a *cell* that can hold data. Spreadsheet applications specialize in analyzing and representing data.
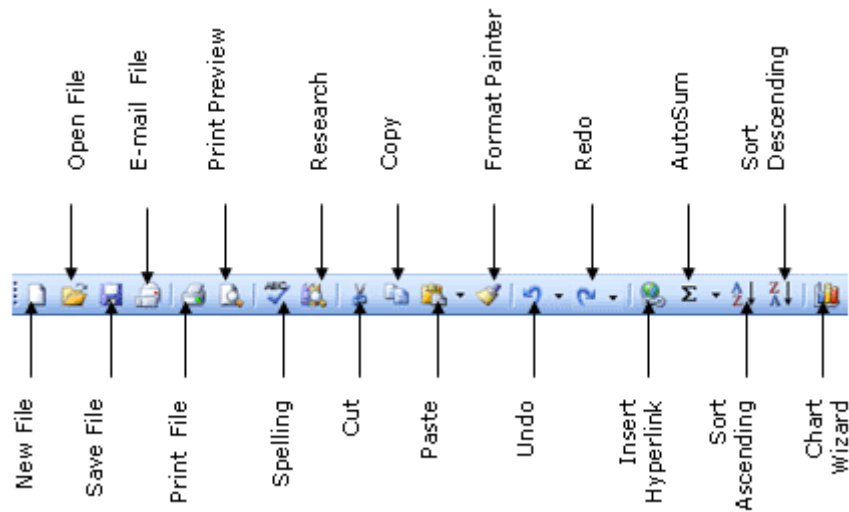
A single spreadsheet is sometimes called a *worksheet*. A spreadsheet file, sometimes called a *workbook*, can contain multiple worksheets. For example, you could have a worksheet for each month of the year, with all 12 worksheets saved in one workbook. Spreadsheet applications can perform calculations on data in any cell in the same worksheet, another worksheet in the same workbook, or even a worksheet in a different file.

Spreadsheet applications have a *graphical user interface* (GUI). A spreadsheet GUI is very similar to the GUIs in applications you have probably used more frequently, such as word processing applications. The interface provides menus that list the actions a user can take. The GUI also provides icons that represent commands on the menus. Icons are grouped together in toolbars.

View. The View menu controls how the graphical user interface looks. You can use it to control which toolbars are visible. For example, you might want the Formatting toolbar to be visible only when you are preparing a spreadsheet for printing. You also use the View menu to set up the header and footer, the space at the top and bottom of every page.

Format. The Format menu controls how the spreadsheet looks. You can use it to format data in cells. You can use it to format the font, color, and effects of the cell contents. You can format numbers to appear with or without decimals, dollar signs, percent signs, and so forth. You can change the alignment of data in a cell. You can also create a border or give the cell a background color. You can also format rows and columns by changing height and width or even hiding them from view.

File. The File menu contains commands for managing files. You can use it to create new files or open existing files. You can save changes in files and save changes in a file with a new name. You can also close a file without saving changes. You can set up a spreadsheet for printing and print the file. You can also exit the spreadsheet program.

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File   Edit   View   Insert   Format   Tools   Data

Edit. The Edit menu contains commands for managing data. You can use it to cut or copy data from cells and paste the data into other cells. You can clear cells of their contents or delete whole rows and columns. Use the Edit menu to find a particular data item. You can also replace particular text with other text wherever it appears in the spreadsheet. The Edit menu also allows you to undo and redo your changes.

Insert. The Insert menu contains commands for adding many elements to a spreadsheet. You can insert a row, column, or cell at a specific point. You can insert a function to perform a calculation on data. You can insert a chart to represent data visually. You can also insert hyperlinks to Web sites. You can even insert multimedia objects, such as images, sounds, and video.

Tools. The Tools menu contains some advanced commands. One option on the Tools menu that you should use often is spelling checking.

Using the Toolbar
The icons for commonly used options on different menus are gathered together on the Standard toolbar. The advantage of the toolbar is that you can select a menu option with one click. You do not have to open a menu first and then select an option.

The Standard toolbar allows you to start a new file, open an existing file, save changes to a file, and print a file. You can cut, copy, and paste from the Standard toolbar. You can insert a hyperlink or a function to compute a sum or perform other calculations. You can also check spelling from the Standard toolbar.