

ClarisWorks Spreadsheet

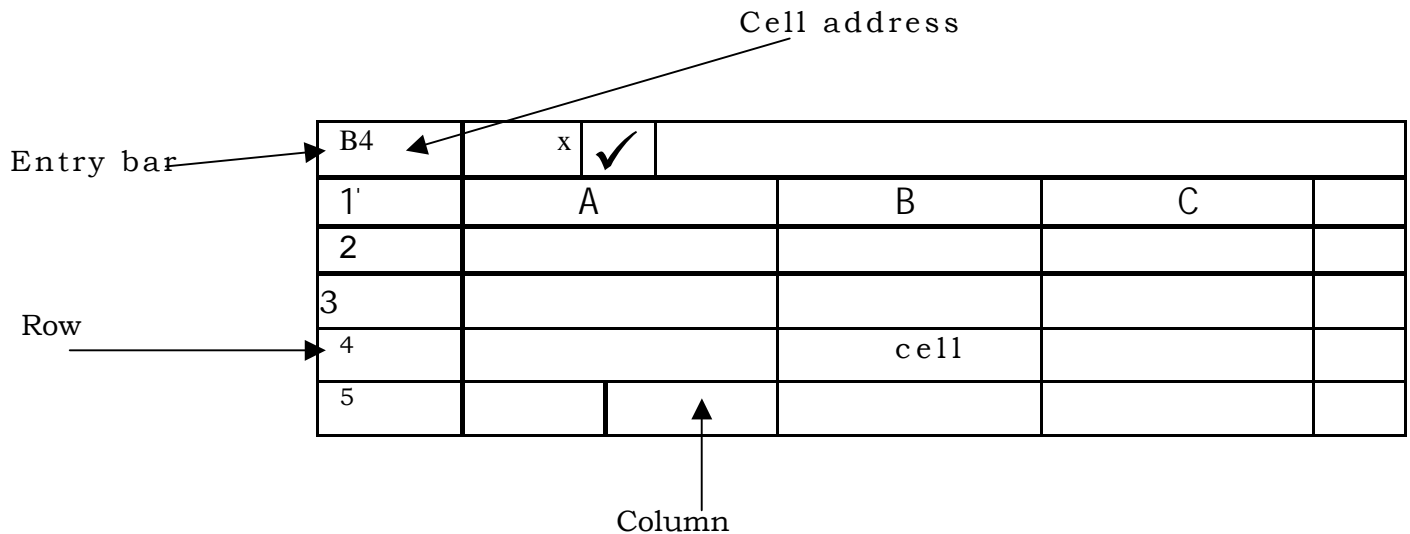
Spreadsheets are used to calculate numbers by using formulas. In using these formulas in a spreadsheet, time can be saved when working on larger projects or for repeat assignments and bookkeeping.

These are the instructions to make a Spreadsheet.

Load *ClarisWorks* and click on *Spreadsheet*. Or open *Microsoft Excel*.

When you open the spreadsheet you will find a sheet of grids known as *rows* and *columns*. These four terms you will need:

- row - runs from left to right horizontally across the grid.
- column - runs from top to bottom vertically down the grid.
- cell - the box formed by the intersection of rows and columns. -
- cell address - the combination of the column and row names.



To enter data is very easy. Just click on the cell that you want in the spreadsheet.

Type the data you want in the cell. Look at the entry bar and to the right of the ✓ you will see what you are typing. You can use numbers or letters. When you are finished just use the return key.

Entering a formula will do the calculations for you. Formulas are the same here as in math.

A formula must begin with = (for example =B3*75).

Functions that can be used to do calculations are:

+ *add*, - *subtract*, * *multiply*, ^ *exponent*, sqrt *square root*,

round rounds off, average mean average, count number of non blank cells, sum takes total of range, if to set a requirement. To use any of these enter the "=" sign followed by the function, parenthesis, the cells to be calculated, then close the parenthesis. Example: =average(B1..B6)