

Lesson #9 Contents

Spreadsheets

Setting Up A New Spreadsheet

Using A Template Spreadsheet

Creating A Non-Template Spreadsheet

Outcomes Lesson #9

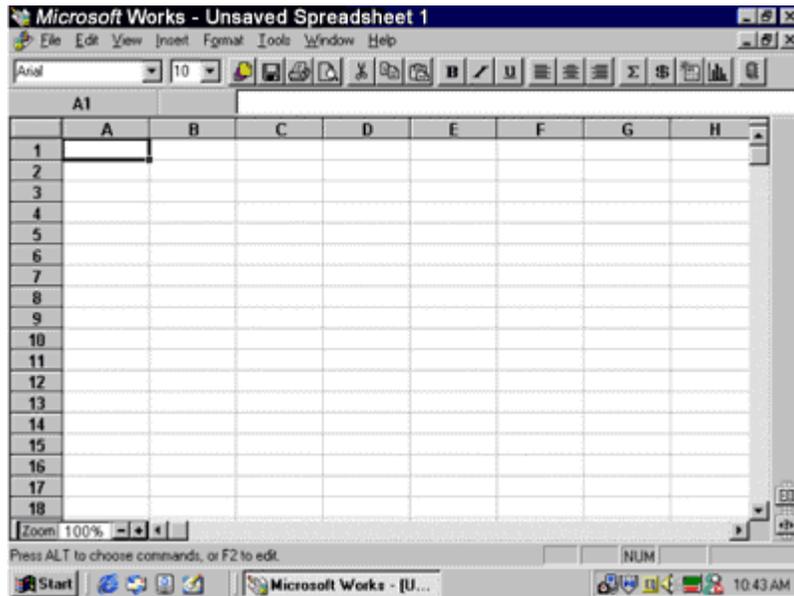
Spreadsheets

What is a Spreadsheet?

A spreadsheet is designed to help you organize figures into charts, graphs, labels, help do budgeting and other calculations. When you open the Microsoft Works program and click on Work Tools, then on Spreadsheet, the spreadsheet file will open. Microsoft Works also has templates set up to help you create a spreadsheet file.

Opening the Spreadsheet

1. Double click on the Microsoft Works icon to open the program.
2. Click on Work Tools and then Spreadsheet.
3. Click OK.
4. When the pop up box appears, it will look like this:
 - 1.



****Note****

We will explore this box later under "To create a new Spreadsheet".

Microsoft Works also has templates for a spreadsheet (ex Home budget, personal) under the task wizard tab, instead of the work tools tab.

Identifying the parts of the Spreadsheet window

When the spreadsheet opens, we will see a screen similar to the one we are use to looking at: the title bar, tool bar, menu bar, scroll bars, etc.

The Tool Bar

We will see some icons on the Tool bar that will appear different then the ones used in the Word Processing part of the program.

We will recognize: font style, font size, task launcher, save, print, print preview, cut, copy, paste, bold, italic, underline, align to the left, right or center and the address book. Some of the new ones are Autosum, currency, easycal and new chart.

Autosum -

Gives the total of all values in the range references. A range reference is the location of a cell or a group of cells in a spreadsheet. Example is A1 is a reference to the cell at the intersection of column A and row 1. The range reference A1:D15 is a reference to the group of cells from column A row 1, to column D, row 15.

Currency -

This option allow you to place the figures into currency.

EasyCal -

EasyCal allows you to add, subtract, multiply, divide, average and use other calculations to your figures.

New Chart -

This option lets you place your selected range values into a chart form, giving you lots of options from bar, line, pie, area, stacked line, radar and scatter charts.

Address Book -

In address book, you can set up a database of address, whether it's a personal, business or whichever type you need. Having the address book set up will help if you need to send your spreadsheet to numerous people.

The Menu Bar

The menu bar has many of the same features that we have been dealing with in the word processing part of the program, but it has a few changes as well.

File - new, open, close, save as, page setup, page preview, print, send, exit works and the last 4 documents you worked on.

- Edit - undo entry, cut, copy, paste, paste special, clear, select row, select column, select all, find, replace, go to, fill right, fill down and fill series. These features allow us to select and edit our text.
- View - chart, spreadsheet, tool bar, gridlines, formulas, headers and footers and zoom. These options allow us to choose how we want our spreadsheets and tool bars to be displayed.
- Insert - insert page break, delete page bread, insert row, delete row, insert column, delete column, function and range. Here we can add or subtract from our spreadsheets.
- Format - number, alignment, font and style, border, shading, protection, autofomat, set print area, freeze tiles, row height and column width. We can choose how we want our spreadsheet to be displayed.
- Tools - address book, dial this number, spelling, sort, easy calc. Create new chart, rename chart, delete chart, duplicate chart, recalculate now, customize tool bar, and options. Some of these features are displayed as icons on the Tool bar. These options allow us to add or subtract from our charts and recalculate the figures if we have made any changes to them.
- Window - cascade, tile, arrange icons, split, current open document. These features show us which windows are open and how we want the opened windows displayed on the monitor.
- Help - contents, index, introduction to Windows, how to use help, hide help, launch works forum and about Microsoft Works. these features are for the help tutorials and to take us to a chat forum on the Internet to discuss the Microsoft Works program with others who also use it.

Setting Up A New Spreadsheet

To Create a New Spreadsheet

1. Double click on the Microsoft Works icon to open the program.
2. Click on the Work Tools tab, then spreadsheets.
3. When it opens, type in the information that you need.

****Note****

If you are using a template spreadsheet, then:

1. Open the Microsoft Works Program.
2. Click on Task Wizard.
3. Scroll down till you find the spreadsheet form you need. Click once on it.
4. Click OK.
5. Follow the task wizard's instructions to customize the spreadsheet to suit your needs.

To Create a Chart

1. In your spreadsheet, highlight the entries you want to use in your chart.
2. On the Tool bar, click the new chart Icon . Works displays the new chart dialog box, with a preview of your chart.
3. Choose the options you want - for more information on each option, click the ? in the upper right corner of the dialog box and then click an option.
4. When the preview of your chart looks the way you want it to, click OK.

Using A Template Spreadsheet

Exercise 1

1. Double click on the Microsoft Works icon to open the program.
2. Click on the task wizard tab.
3. Scroll down to "user defined templates" and choose "home budget - personal".
4. When it opens, change the date to the current month and year's date. (To do this, just type the month and then the year then press enter).
5. Click on \$2,250.in the second column and type in 1,500.00.
6. Tab down to the next column and remove the dollar amount.
7. Repeat with the next line, (investment and interest lines).
8. In other type \$500.
9. Tab down to the fixed expenses columns and replace the amounts listed there with these amounts.

Rent \$500.

Car \$250.

Credit card \$50.

Telephone \$40.

Utilities \$100.

Taxes \$100.

Child care blank

Cable TV blank

Insurance \$80.

10. Click on the word Other and type in the word Savings then enter. Move to the second column and type in \$100.

Food \$200.

Clothing \$100.

Transportation \$40.

Vacation blank

Tuition & schooling blank

Baby-sitting blank

Other \$50.

11. When you are finished, save your work as your name + 99.0.

Personal Budget

October 1997

INCOME	MONTHLY AMOUNT	PERCENT
Net Pay	\$2,250.00	75.00%
Investments	\$500.00	16.67%
Interest	\$50.00	1.67%
Other	\$200.00	6.67%
Total Income	\$3,000.00	100.00%
FIXED EXPENSES		
	MONTHLY AMOUNT	PERCENT
Rent or mortgage	\$600.00	40.00%
Car payments	\$300.00	20.00%
Credit card payments	\$100.00	6.67%
Telephone	\$50.00	3.33%
Utilities	\$100.00	6.67%
Taxes	\$100.00	6.67%
Child care	\$50.00	3.33%
Cable TV	\$50.00	3.33%
Insurance (personal and property)	\$100.00	6.67%
Other	\$50.00	3.33%
Total fixed expenses	\$1,500.00	100.00%
VARIABLE EXPENSES		
	MONTHLY AMOUNT	PERCENT
Food	\$200.00	28.57%
Clothing	\$100.00	14.29%
Transportation (incl. car and taxis)	\$50.00	7.14%
Vacation	\$50.00	7.14%
Tuition and schooling	\$200.00	28.57%
Babysitting	\$50.00	7.14%
Other	\$50.00	7.14%
Total variable expenses	\$700.00	100.00%
Total fixed and variable expenses		\$2,900.00
Difference b/w income and expenses		\$100.00

Exercise 2

1. Double click on the Microsoft Works icon to open the program.
2. Click on Task Wizard and then user defined templates and choose Family Medical History.
3. Click OK.
4. When the spreadsheet opens, use the directional keys to scroll down to siblings and type in the names of your brothers and sisters. (If you need to add more lines (spreadsheet template allows for 3 only), click on the word Grandparents and then choose Insert and then choose Insert Row.
Then choose Format and choose Row Height and type in the number 20 and click O.K.
5. Using the directional keys, repeat the same exercise for the grandparents and children. Typing in their names.
6. After that is completed, go back to the top of the spreadsheet.
7. Place a capital X in any space that is appropriate to your family medical history (to do this just click on the necessary square and type an X).
In health status, you can type in the word deceased or living if you wish for any family member.
8. When you get all the necessary squares filled in, click on format and choose Alignment. Choose (under horizontal) center across selection and then center (under vertical) .
This will have to be done for each square with an X in it individually to center all X's.
9. Save your work as your name + 99.1

Family Medical History

Name:

Last Modified: 8/27/00

Family Member Name	Health Status	Arthritis	Cancer	Diabetes	Heart Condition	Lung Disease	Mental Illness	Stroke	Other	Cause of Death	Age at Death
Father											
Mother											
Siblings											
Grandparents											
Children											
Spouse											

Creating A Non-Template Spreadsheet

In this lesson, we will continue to our work with spreadsheets, only this time we will create our own.

1. Double click on the Microsoft Works icon to open the program.
2. Click on Work tools and then Spreadsheets.
3. When the program opens, type the following: In the space of A1, type the word Teams. In the space of B1, type the word Win. In the space of C1, type the word Loses. In the space of D1, type the word Ties.
4. In the space of A2, type the word Tigers, then under wins type 5, loses,5 ties 0.
5. In the space of B2, type the word Elephants, then under wins type 4, loses, 3 ties 3.
6. In the space of C2, type the word Birds, then under wins type 9, loses 0, ties 1.
7. In the space of D2, type the word Zebras, then under wins type 2, loses 8, ties 0.
8. In the space of E2, type the word Giraffes, then under wins type 3, loses 5, ties 2.

****Note****

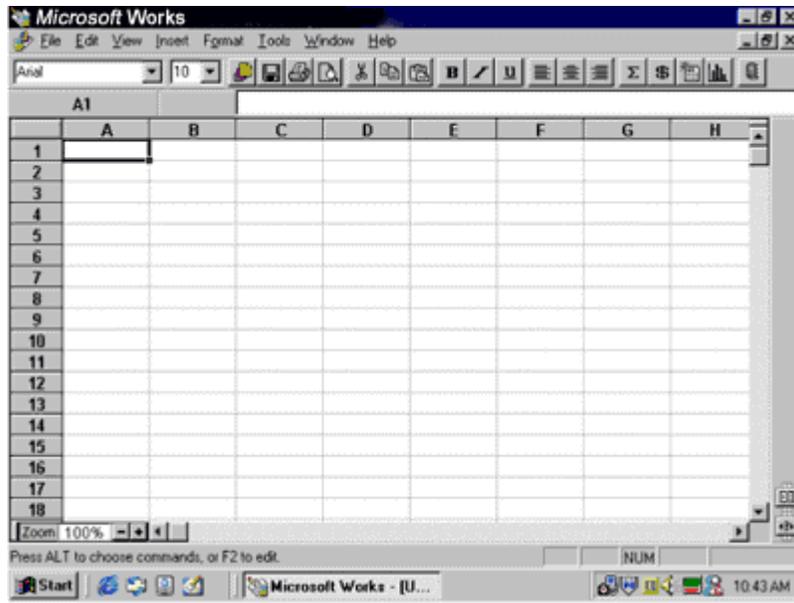
If you need to make the columns wider to make room for the words, bring the cursor between the two columns until it says adjust, click and hold down on the mouse button and move it over to the size you want it and then release the mouse button.

9. After all that information is set up, click on the letter A, (the whole column will turn black). Click on the word format, then choose font and style. Change the colour and font. Then repeat the exercise with the other 3 columns.
10. Next click on the word teams, hold down on the mouse button and drag the mouse to the line called giraffes, and continue to drag it across o the line that is called ties (from A1 to D6). Release the button, (this area should all be in black).
11. Click on format, then font and style, click on the number tab. Make sure the word general is clicked, then click on the alignment tab.
12. Check center across selection.

13. Next click on font. We've already changed them, although you can change it again if you wish.
14. Then click on border. Choose a colour and line style for your border. Make sure you choose outline for the border.
15. Finally click on the shading tab. Choose a pattern then a foreground colour.
16. Click O.K. Then click on print preview to see how your work will look like for printing.
17. Click cancel and return to the screen we are working on.
18. Click on the letter E (the whole column will turn black), then click on the word insert and choose insert column.
19. Type the word total and then press enter. You should have a new column called total listed right after the word ties.
20. Repeat this exercise and create a column called uniform costs located after the word total.

****Note****
You will probably need to make this column wider, so click on the Line between total and uniform costs to where it says the word adjust, click and hold down on the mouse button and move it over so that the column becomes wider.
21. Click on the line under the word total, (E2), then choose the sideways M icon on the icon task bar (auto sum). You will get a formula appear where you clicked below total, hit enter. The number 10 should appear there.
22. Repeat this exercise for the remaining rows.
23. Under the word Uniform costs, in F2, F3 etc. type in these numbers in this order. 15, 20, 10, 10, 15. Then click on the letter F, so the column is all black and then press on the \$ icon on the icon task bar. Everything in that column should have a \$ value in it.
24. Click on format and choose auto format, then choose colourful columns, then click O.K. You should be left with all your columns in a fancy looking chart.
25. Save your work as your name + 99.2, but don't close the file. Print your chart.

26. When you are done printing your chart, highlight the box A1 to E7 (click on A1 hold down the mouse button and drag the mouse down to E7 then release it).
27. Click on the new chart Icon, (the one with the lines going up and down).
28. When the pop-up box appears, click on the 3D pie chart (bottom right corner of basic options tab). For a title type - Little tikes ball.
29. Click on border the click O.K.
30. Press on print preview to see your work, then cancel out of it and return to your working screen.
31. On the Tool bar, click on the 3D pie chart icon. (pie chart with the percent sign). Choose the variations tab then choose the pie picture at the bottom right of the selections given then click O.K.
32. Choose the birds piece of the pie and click once on it. Little boxes will appear.
33. Click on the word format and choose shading and colour. When the box appears, click on explode slice, then choose a colour and a pattern (use the drop down arrows for extra colours and patterns).
34. Then click on the word format. Click close to see the changes.
35. Repeat these steps until all the pieces have been exploded and all the colours have been changed. Click on print preview to see the changes to your work and make any changes that are necessary, (colours).
36. Save your work and then print the pie chart.
37. After that close the spreadsheet files.



To Save information to a 3½" floppy disk:

1. Place a floppy disk into the disk drive.
2. Click on the picture of the computer disk on the Tool bar.
3. A pop up window will appear, use the down arrow beside "Save In" and choose the A drive.
4. Type the name of the file you wish to save.
5. Press save.

Outcomes Lesson #9

1. Learners can understand the basic principles of a spreadsheet.
2. Learners can create a spreadsheet in both a template and a non-template environment.
3. Can speak and listen effectively.
4. Write clearly to express ideas.
5. Read with understanding for various purposes.