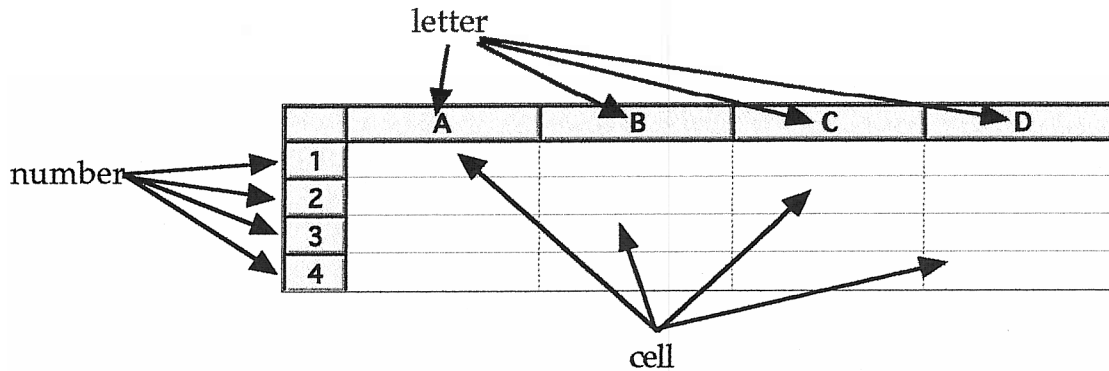


Spreadsheets

by Antony Caruso

A **spreadsheet** is made up of rectangular boxes called _____. Each cell can hold different information. A cell is labeled by a _____ and a _____. The **letter** (A, B, C, D, E, ...) refers to the _____ that the cell is located in. The letters are found across the _____ of a spreadsheet. The **number** (1, 2, 3, 4, 5, ...) refers to the _____ that the cell is located in. The numbers are located down the _____ side of a spreadsheet.

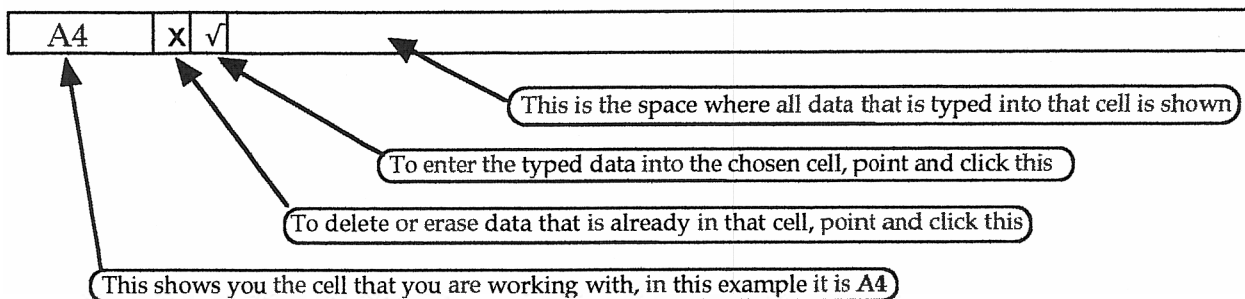
A cell is then labeled by **letter/number** eg. A1, B3, C2, D4.



When working with the spreadsheet in AppleWorks, you can use several keys on the keyboard to move around.

<input type="text" value="return"/>	- moves from one cell to another down a _____
<input type="text" value="tab"/>	- moves from one cell to another across a _____
<input type="text" value="←"/>	- moves to the next cell on the _____
<input type="text" value="→"/>	- moves to the next cell on the _____
<input type="text" value="↓"/>	- moves to the next cell _____
<input type="text" value="↑"/>	- moves to the next cell _____

When entering data into a particular cell, you point to that cell with the mouse and you click once. At the top of the computer screen you will see the following:



	A	B	C	D
1	Jack	April	Jessica	78
2	Fred	May	Laura	53698
3	Albert	December	Ariel	239
4	Michael	January	Carole	1005789
5	Peter	March	Lynda	8895
6	Phil	August	Mandy	3

Use the spreadsheet above to answer the following.

1. Write the contents of the indicated cell:

- a. A6 _____ b. D1 _____ c. B3 _____
d. C2 _____ e. A2 _____ f. D4 _____

2. Locate the cell in which the following appear.

- a. Mandy _____ b. 78 _____
c. March _____ d. Phil _____
e. 239 _____ f. Jack _____
g. Peter _____ h. Carole _____
i. May _____ j. 3 _____

3. Determine the columns for the following.

- a. This column has all numbers - **Column** _____
b. This column has names of girls - **Column** _____
c. This column has months - **Column** _____
d. This column has names of boys - **Column** _____

4. List the data for the following rows:

- a. Row 2 _____
b. Row 4 _____
c. Row 6 _____