

TOPIC 9: ELECTRONIC SPREAD SHEETS

Describe the term spread sheet software.

Spread sheet software is used to organize data in rows and columns and performs calculation on the data.

What is Microsoft Excel?

This is a full-featured spreadsheet program that allows you to organize data, complete calculations, make decisions, graph data, and develop professional looking reports.

Briefly write short notes on the following words in spread sheet.

- **The worksheet** is a grid of columns (indicated by letters) and rows (indicated by numbers).
- **A workbook**- is a collection of worksheets.
- The letters and numbers of the columns and rows (called labels) are displayed in gray buttons across the top and left side of the worksheet.
- **A row**- is the horizontal arrangement of cells from the left to the right of the worksheet.
- **A column** –is the vertical arrangement of cells from top to bottom.
- **A cell** is an intersection of a column and a row.

Describe the steps one would follow to open a Microsoft Excel program.

- a) Start button, All Programs, Microsoft office, Ms Excel.
- b) Microsoft Excel (using a short cut on the desktop).
- c) Start, run, type excel, ok.

List the examples of popular spreadsheet software programs

- Microsoft Office Excel
- Lotus 1-2-3
- Lotus Symphony
- OpenOffice
- VisiCalc
- OpenOffice.
- Ability Office
- Apple works
- EasyOffice
- WordPerfect Office Quattro Pro
- Framework
- Kingsoft Office
- Lotus SmartSuite Lotus 123
- MarinerPak Mariner Calc
- Star office
- PlanMaker

Briefly explain the following as used in spreadsheets

Labels are text that identify the data and help organize the worksheet.

Values are numbers to be used for calculations.

Relative referencing-This changes when a formula is copied to another cell.

Absolute referencing-The values/formulae remain constant no matter where they are copied.

Mention advantages of using an electronic spread sheet program over a manually generated spread sheet.

- *It has a bigger workspace compared to manual spread sheets.*
- *It enables for auto update whenever data is entered and corrections made.*
- *It has provides the ability to work with in depth analysis through use of charts and multiple colours.*
- *Produces accurate results since it uses embedded formulae that simplify work.*
- *Enables users to work on the same worksheet from remote computers.*
- *Work produced is clean and pleasant to look at.*
- *It requires a small space to store an electronic spread sheet.*
- *Information on charts can be updated automatically it is entered and modified.*

Give the disadvantages of using spread sheet software

- *They are susceptible to trivial human errors.*
- *Data accuracy is difficult*
- *Consumes a lot of time in validating and tracking data*
- *It can be extremely challenging to spot and correct errors especially with larger volumes of data.*
- *Keeping your spread sheet updated is also a hassle*
- *Limited user access*
- *It is ugly and boring*

1. (a). Write any two ways you can express =MAX(B4:B20) (02 marks)

=MAXA(B4:B20)

=LARGE(B4:B20,1)

- (b). Describe how a shop keeper can use a spreadsheet program. (03 marks)

	A	B	C
1	Item	Quantity	Unit price
2	Sugar	20	3,500
3	Salt	36	500
4	Soda	65	800
5	Rwenzori	98	2,000
6	Yoghurt	56	3,000
7	Toilet paper	23	1,000

Note: Accept any description in statement form

2. (a). Briefly, explain when the following functions can be used:

- (i). IF. (01 mark)

The IF function in Excel returns one value if a condition is true and another value if it's false.

- (ii). COUNTIF (01 mark)

The COUNTIF function in Excel counts the number of cells that meet criteria you specify.

- (b) How many cells are in the range B10:G14? (01 mark)

30 cells

- (c). State any two qualities of a good graph. (02 marks)

marks)

It should have a good descriptive title.

Should have right data selection.

Should be the right chart type.

18. (a). Give the difference between a workbook and a worksheet. (01 mark)

A work book is a collection of work sheet in a spreadsheet application program, while;

a worksheet is a single work space in a spreadsheet.

(b). State any two data types stored in a spread sheet

Labels.

Numbers.

Formulae.