



### Year 7 : Spreadsheets Development

#### Keywords

Data	The quantities, characters, or symbols on which operations are performed by a computer, which may be stored and transmitted in the form of electrical signals and recorded on magnetic, optical, or mechanical recording media.
Spreadsheet	An electronic document in which data is arranged in the rows and columns of a grid and can be manipulated and used in calculations.
Excel	A software program created by Microsoft that uses spreadsheets to organize numbers and data with formulas and functions.
Formatting	Formatting in Excel means a trick that we can use to modify the data's appearance in a worksheet. We can format the data in various ways, like we can format the font of the cells or the table with the help of the styles and format tab present in the Home tab.
Formulas	In Microsoft Excel, a formula is an expression that operates on values in a range of cells. These formulas return a result, even when it is an error. Excel formulas enable you to perform calculations such as addition, subtraction, multiplication, and division.

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Functions	Functions are predefined formulas that perform calculations by using specific values, called arguments, in a particular order, or structure. Functions can be used to perform simple or complex calculations.
Charts	In Microsoft Excel, charts are used to make a graphical representation of any set of data. A chart is a visual representation of data, in which the data is represented by symbols such as bars in a bar chart or lines in a line chart.

#### Types of Charts



# 100% Homework sheet

Computer Studies



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### Symbols used in Formulas

- '+' add
- '-' subtract
- '\*' multiply
- '/' divide

### Uses of Excel Spreadsheets

- Data Entry
- Data Management
- Accounting
- Financial Analysis
- Charting and Graphing
- Programming
- Time Management
- Task Management

### Basic parts of Excel Window

