

Spreadsheet Programs

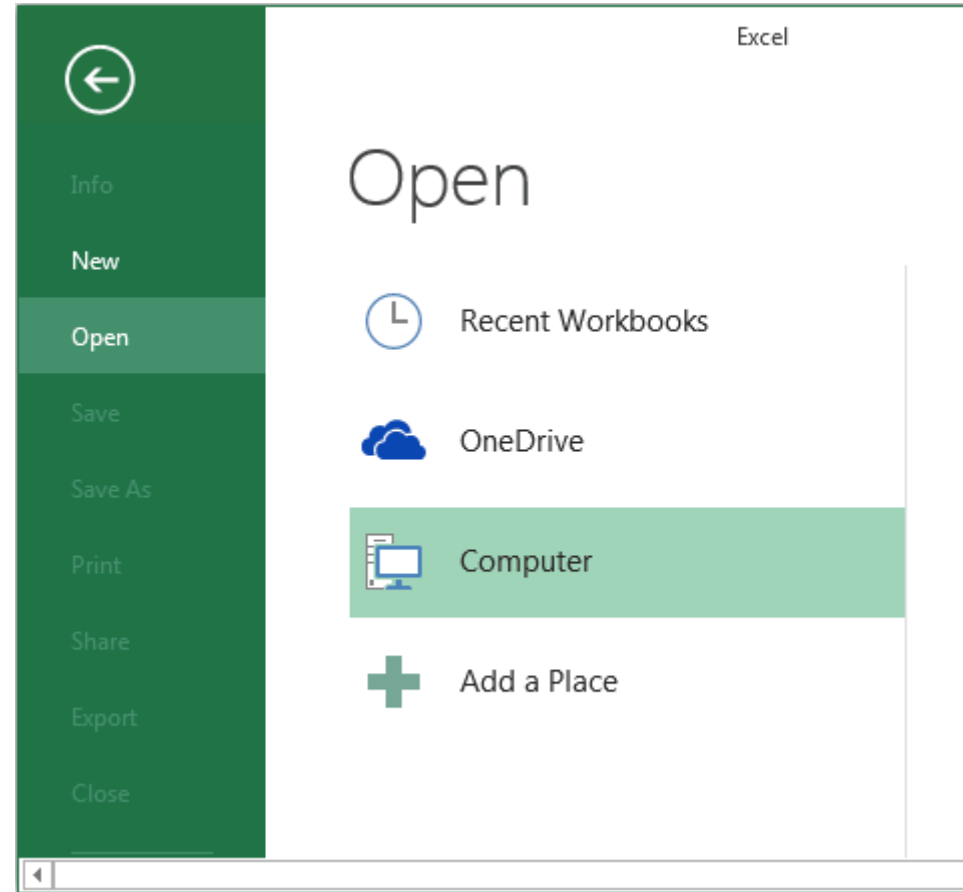
1.Using Program

Spreadsheet Programs

- Spreadsheet programs are application software that can process all kinds of data we need for calculation.
- Spreadsheet programs that display numerical data in rows and columns are used in accounting, budget, money analysis, scientific applications and all areas where numbers are studied.
- Even if these application areas seem remote to you, there are situations where spreadsheet programs can also be used in our daily life: As an individual with a certain income, by calculating your monthly expenses (rent expense, telephone, electricity, water, natural gas, bills, credit card debt ...) You can check your income and expense status.
- The most common Spreadsheet programs today are "Microsoft Excel" and "OpenOffice Spreadsheet". They are very useful programs because of the special functions they contain. In this guide, the explanations are made based on the Microsoft Excel 2016 program.

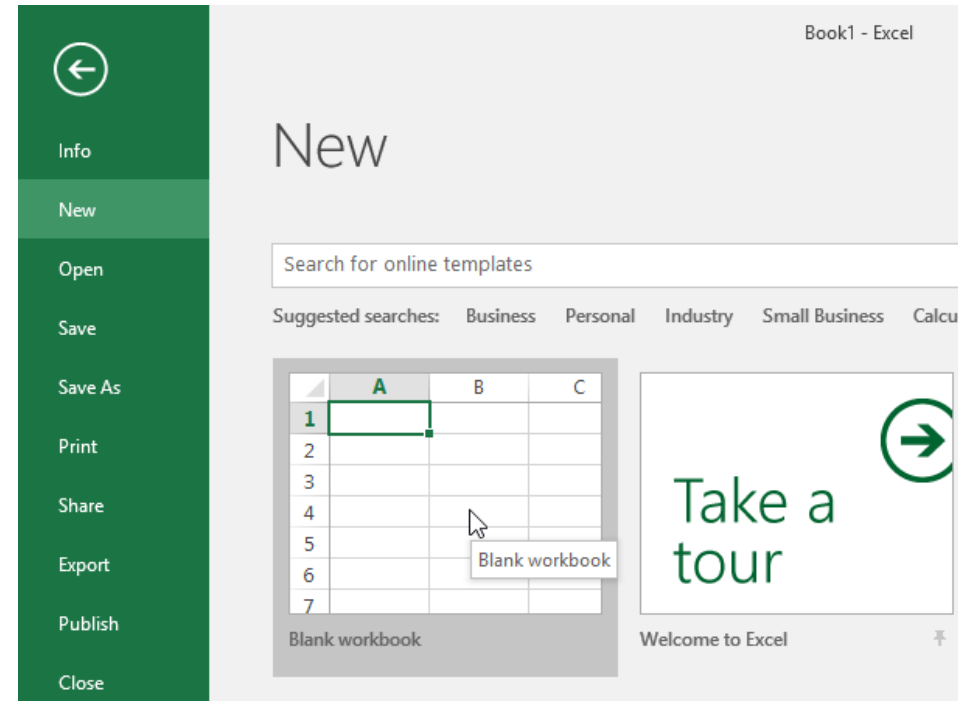
Open the spreadsheet application

- You can run Microsoft Excel 2016 program by selecting the "Start" icon.
- To close the program, you need to select "Close" from the "File" tab or select "X" on the top right of the program.



Creating a new spreadsheet based on the default template

When you open Microsoft Excel 2016 for the first time, you can choose the template suitable for you from the template suggestions or you can create a new spreadsheet with the "Blank workbook" option.

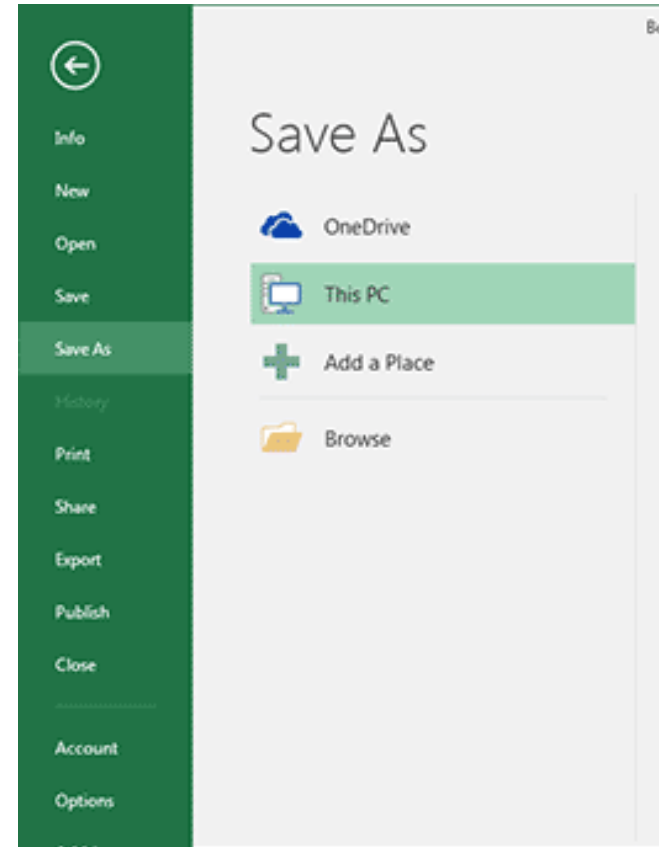


Saving the spreadsheet to the driver

- It is necessary to keep the spreadsheet file that has been worked on, for further use or use later.
- To save the file, the "Save" option from the "File" tab or the "Save" shortcut on the toolbar can be used.

Saving the spreadsheet as a different file type

- We can use the prepared spreadsheet file in different places.
- We need to do this with the "Save As" option. For example, we can save the spreadsheet as a web page and publish it on the web.

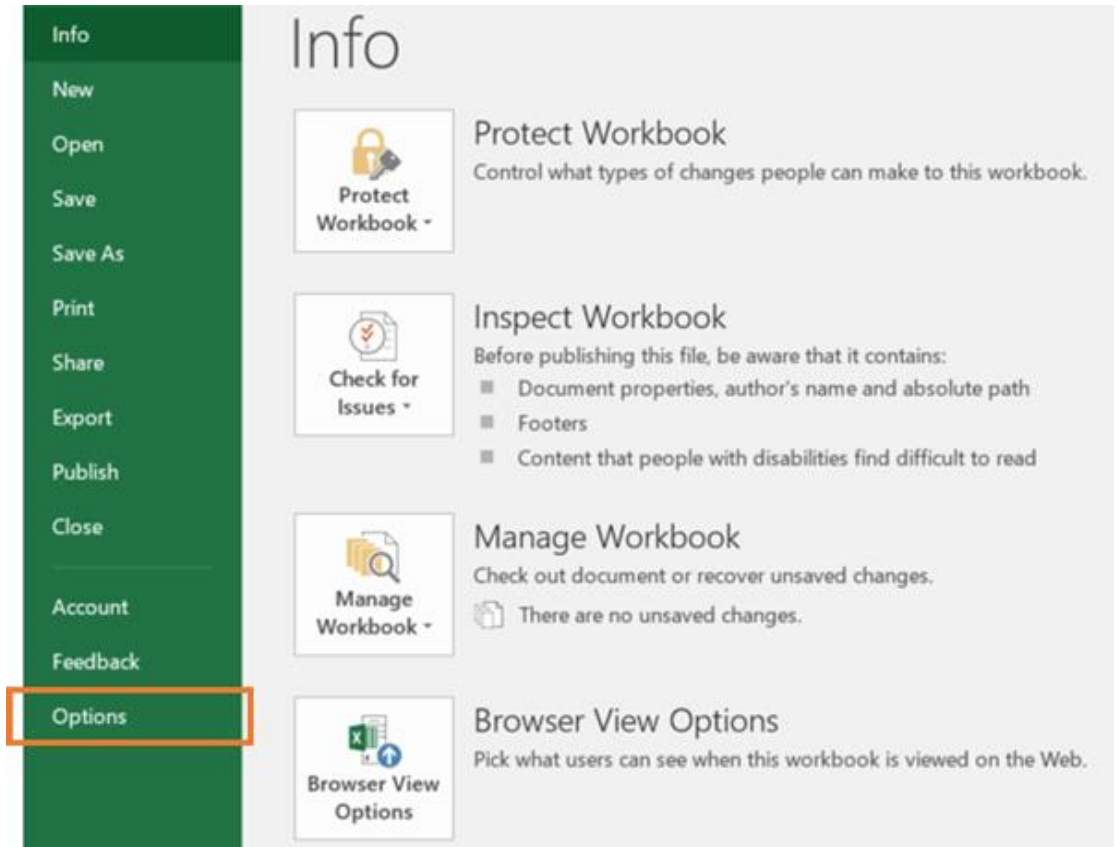


Switching between open spreadsheets

- We can open multiple files at the same time without closing one file by repeating the file opening process.
- In this case, each file is displayed simultaneously in different windows.

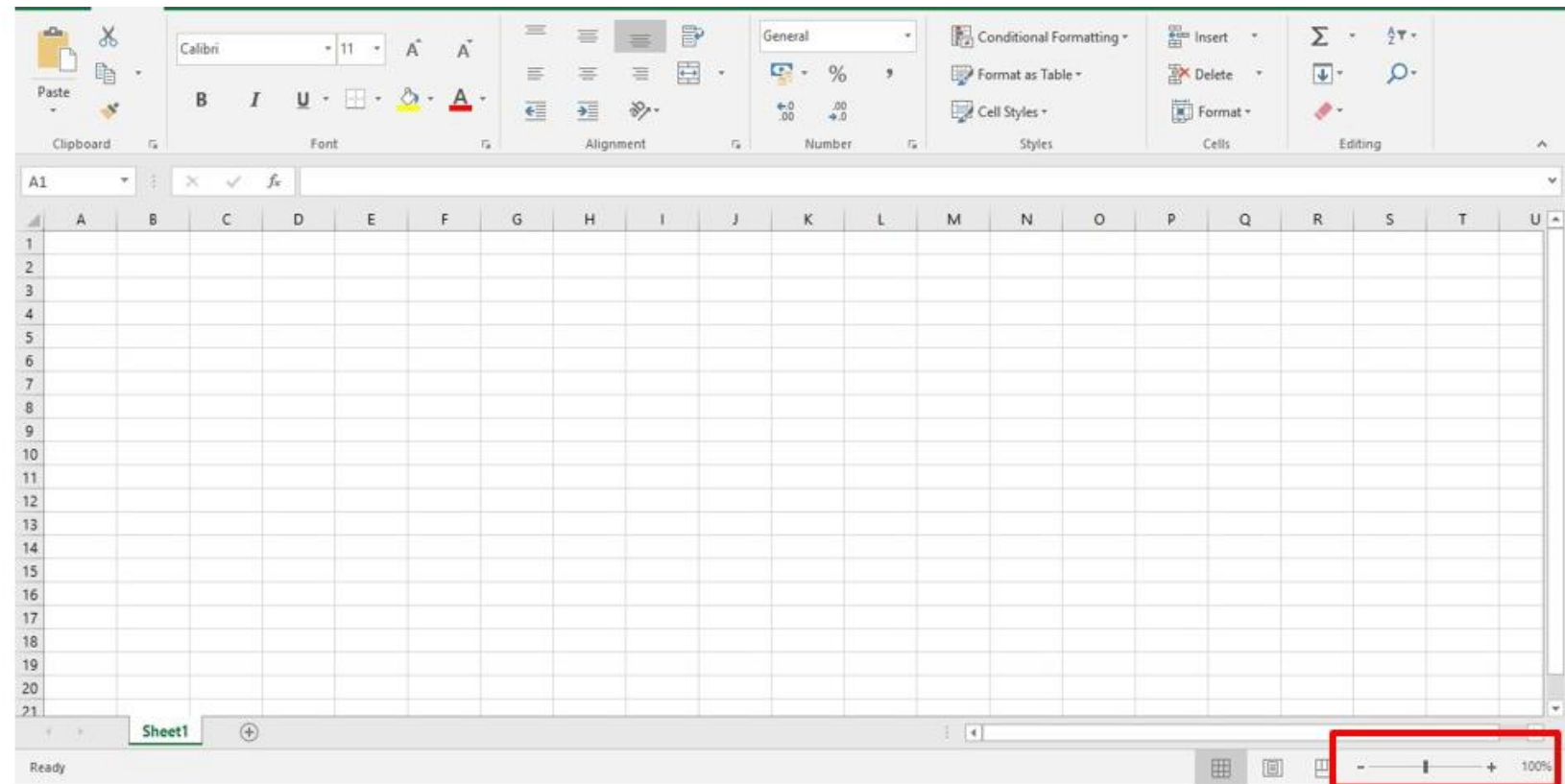
Setting options

Regarding Microsoft Excel 2016 program, you can make changes such as user name and default file location from the "Options" section in the "File" tab.



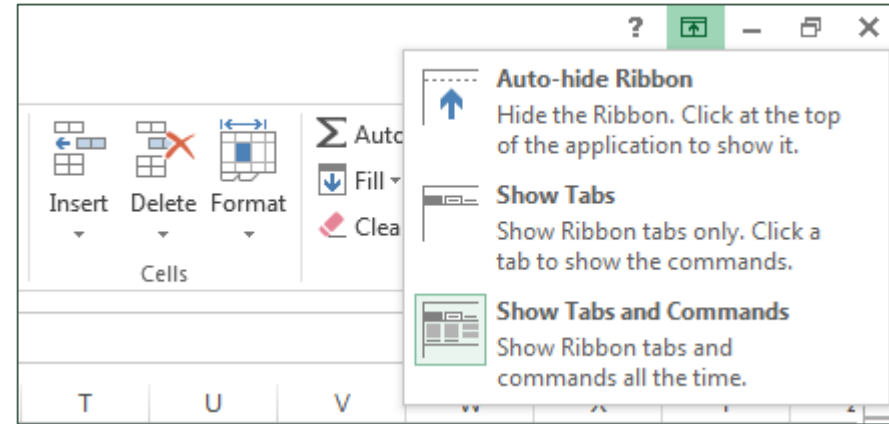
Using zoom tools

You can zoom the worksheet in or out with the zoom slider in the status bar at the bottom right of the page.



Show and hide toolbars

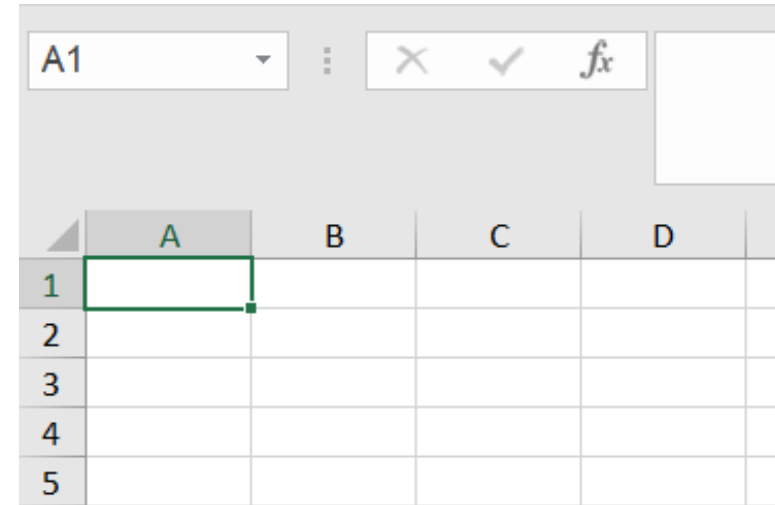
With the Customize the ribbon option at the top right of the page, you can choose the appropriate option from "Auto hide the ribbon", "Show tabs" or "Show tabs and commands".



2. Cells

Data entries to spreadsheet programs are made through cells

- The places where rows and columns intersect are called "cells". Each cell first the letter of the column it is in, then the number of the row
- It is named with. For example; Cell A1 shows the point where column A (first column) intersects row 1. Whichever cell the cursor is in, the cell address is shown in the left corner of the formula bar.



Understanding that cell contains only one element in worksheet

- Data should be entered into each cell to contain only one information.
- For example, the name and surname information of each personnel should be placed in different cells in the personnel table.

	A	B
1	Name	Surname
2	Ali	Yıldız
3	Ayşe	Yılmaz

Entering numbers, dates, text in the cell

- There are various types of data that can be entered after making the cell selection. For example, a numeric value, date or text can be entered.
- Numerical data are values that participate in mathematical processing, and texts are expressions that will not enter the arithmetic operation entered to explain what the entered numerical values are.
- For example; The names of the courses taken by a student, the names of the exams to be held, etc. data are labels.

Select cells: adjacent cell ranges, non-contiguous cell ranges, whole worksheet

- To select a cell in a worksheet, it can be clicked once or highlighted by moving the direction (arrow) keys.
- If it is desired to select cells as a block; By holding down the "Shift" key on the keyboard, you can move in the desired direction with the arrow keys or drag it inside the page by holding down the left mouse button.
- If independent cells are to be selected, different blocks can be selected by holding down the "Ctrl" key on the keyboard and dragging the mouse pointer around the page in the same way.
- If you want to select an entire worksheet, simply click on the upper left corner where the first row and first column intersect.

Editing cell content, changing cell content

- In order to edit the data in the cell, after activating the cell, the data change is completed by typing the desired type and passing to another cell or pressing the "Enter" key on the keyboard.

	A	B
1	Name	Surname
2	Ali	Yıldız
3	Ayşe	Yılmaz
4	Bu	
5		

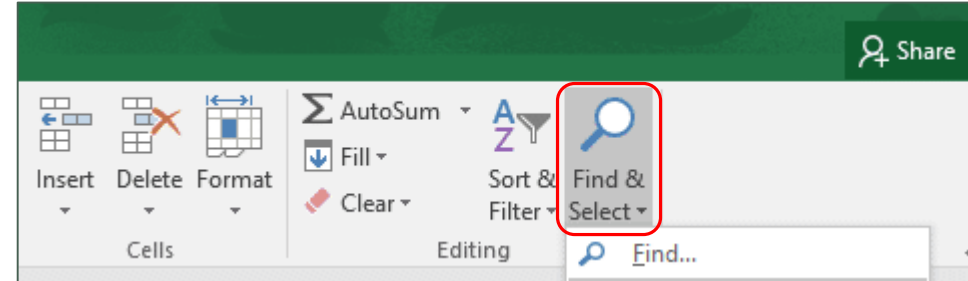
Using back forward commands

- Press "Ctrl + Z" keys to undo your action. If you prefer to use your mouse, click "Undo" in the "Quick Access Toolbar".
- If you want to undo multiple steps, you can press "Undo" (or CTRL + Z) repeatedly.
- To redo an action you have undone, you can press the "Ctrl + Y" keys or if you prefer to use the mouse, click "Redo" in the "Quick Access Toolbar".



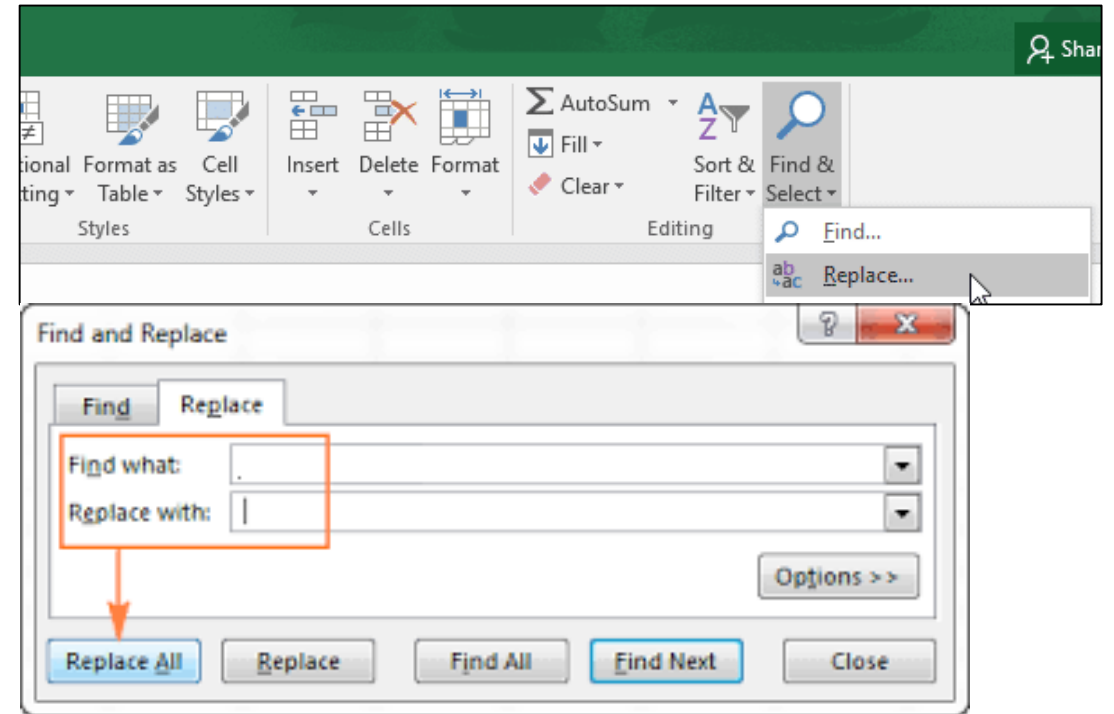
Using the search function in the worksheet

The desired data among the data in a worksheet can be found by selecting the "Find" option from the "Home" tab.



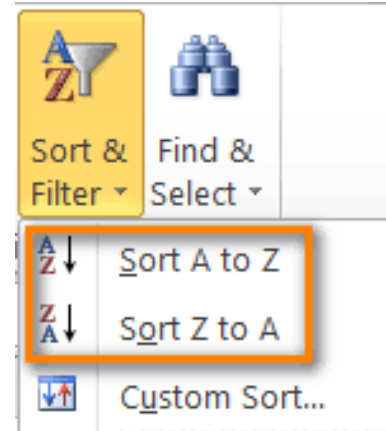
Using the replace function in the worksheet

- The "Replace" option on the Home tab is used to replace a character, word or sentence in a worksheet with another character, word or sentence.
- In the window that opens, the new one is written and replaced with the one that is wanted to be changed.



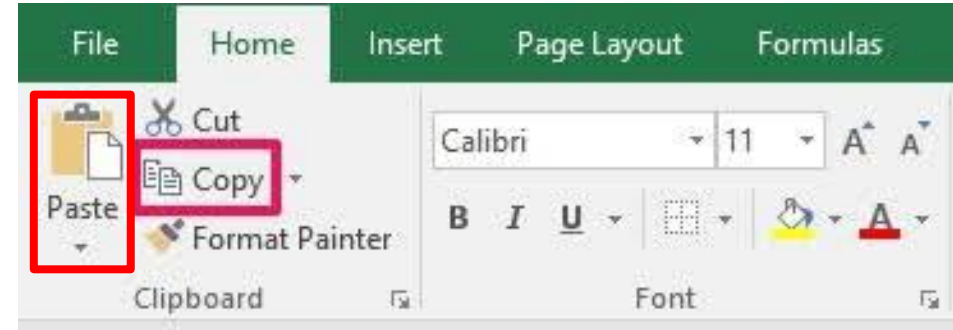
Sorting cells

- Data entered into cells in the worksheet can be easily sorted alphabetically in ascending or descending order.
- The cells belonging to the data to be sorted are selected.
- Then the "Sort" selection in the "Home" tab is made.
- In this way, the data are sorted in ascending or descending order.



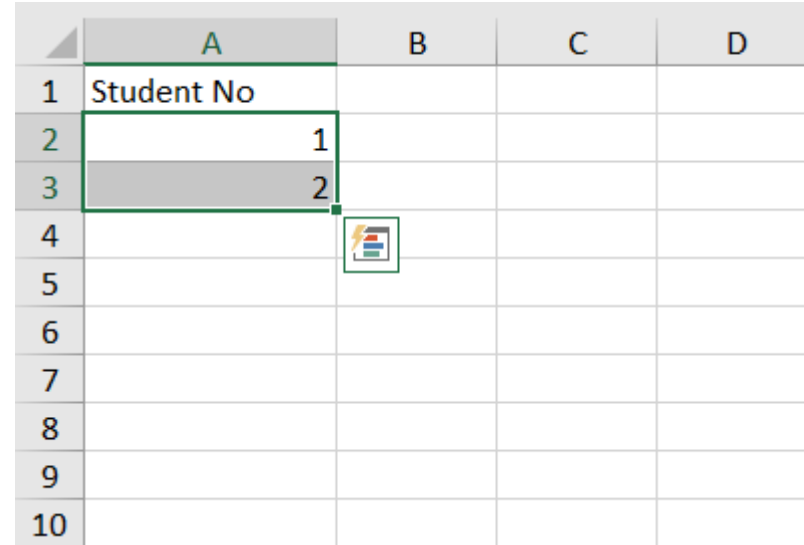
Copying the contents of the cell between worksheets and spreadsheets


- When a cell or column is active, right-clicking the mouse and clicking the "Copy" option or the shortcut on the toolbar, the contents of the cell or column are taken to RAM.
- Then click on the cell or column to be copied and click "Paste" to paste the copied content.



Using autofill for incremental data entries

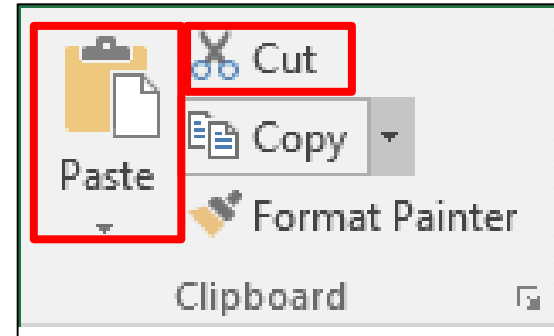
- The simplest way to enter data in Microsoft Excel is to click a cell and type a value. This method works well when entering several pieces of data, but may not be the best solution when entering long series of values.
- However, it is easier to do this using the "AutoFill" method. Using "AutoFill", after entering the first element of an array recognized by the program, you grab the fill handle in the lower right corner of the cell and drag it until the series expands to accommodate your data.



	A	B	C	D
1	Student No			
2	1			
3	2			
4				
5				
6				
7				
8				
9				
10				

Moving cell content between worksheets and spreadsheets

- First, the cell or column to be moved is cut from the worksheet where it is located.
- Then click on the name of the new worksheet or spreadsheet to be moved to another work page or spreadsheet.
- The cell is pasted in the desired place in the new worksheet.



Deleting cell contents

- After selecting the relevant cell for the cell content you want to delete, you need to use the "Delete" key

3. Management of Workbook

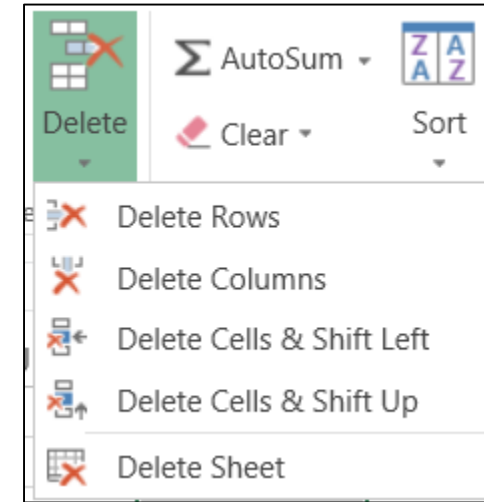
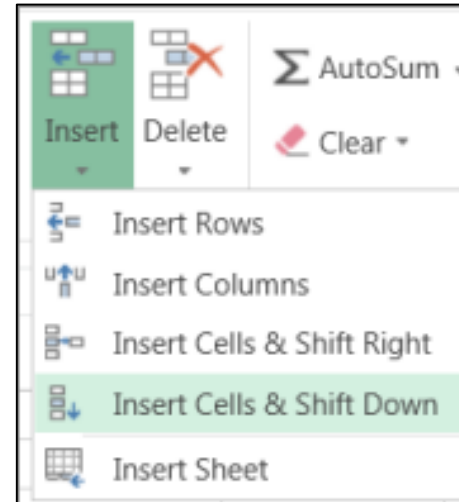
Selecting adjacent and non-adjacent columns/rows

- When you need to select an entire column in the page, move the mouse to the column number and click the left mouse button. Then, with the "Ctrl" key, the other columns are added to the selection.

- When you need to select an entire line in the page, move the mouse to the line name and click the left mouse button. Then, with the "Ctrl" key, the desired other lines are added to the selection.

Add and delete rows and columns

- The procedure to add rows or columns in between is to select the "Row" and "Column" options in the "Add" option of the "Home" tab.
- In order to delete rows or columns, relevant selections must be made in the "Delete" option of the "Entry" tab.

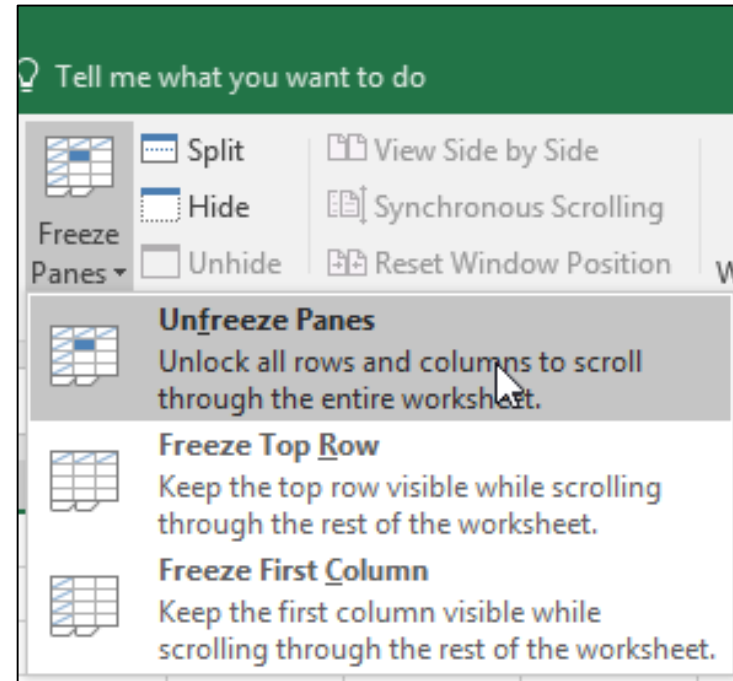


Change column width, row height from a certain range to maximum range

- Column widths can be changed by moving the mouse pointer between the column headers and holding down when the mouse takes the form of a two-way arrow and drag it left and right. If the line heights, move the mouse
- It can be changed by moving to the line between the line numbers and holding it down when the mouse takes the form of a double arrow and pulling it up and down.
- When right clicked on the row numbers, the desired value can be entered in the "Row Height" menu that opens. By right clicking on the letters of the columns, the desired value can be entered in the "Column Width" menu that opens.

Freeze and unfreeze the row and column header

Freezing the first row or first column ensures that the frozen rows or columns remain visible while scrolling the worksheet. For freeze-thaw operations, "Freeze Partitions" option should be selected from the "View" tab.



Switching between worksheets

- Spreadsheets are in a book structure.
- Worksheets can be used in the same way as many notebook pages are opened and used at the same time and different data is written for each.
- For example, while the first page contains the grades and averages of a course, the second page can contain data about another course.
- To switch to worksheets, click on the worksheet name in the lower left corner of the page.
- To add a new worksheet, click on the "+ (New)" option in the lower left corner of the page. To delete the worksheet, right click on the name of the worksheet and select "Delete".