

# AppleWorks 6 Spreadsheet

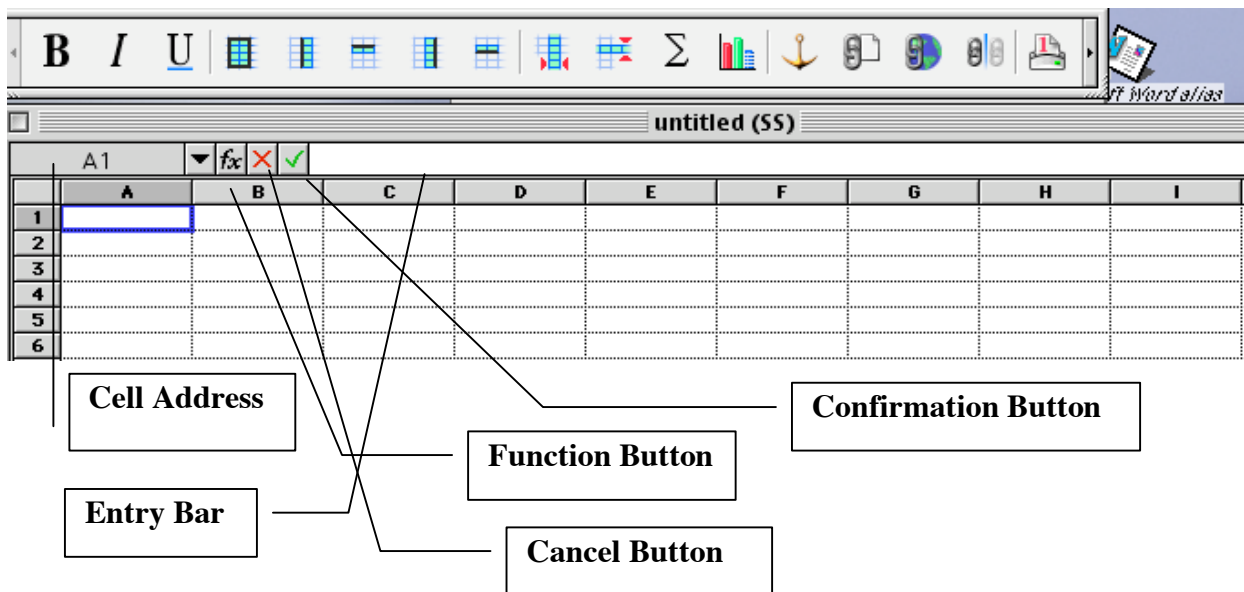
## What a Spreadsheet Can Do

Use a spreadsheet when you want to organize text and numbers in rows and columns. You can use a spreadsheet to:

- ✓ Make a graph
- ✓ Graph your students' favorites, weather/temperature, science experiments, research etc.
- ✓ Chart your student's growth throughout the year
- ✓ Make a budget
- ✓ Keep a grade book
- ✓ Maintain a checkbook

### Spreadsheet Organization

A spreadsheet looks like a large **grid**. It has **columns** that are listed alphabetically, and **rows** that are listed numerically. The intersection of a **column** and **row** is called a **cell** and is labeled with both the column letter and the row number. This is called a **cell reference** or **cell address**. The **entry bar/formula bar** is where you enter your information. There are several features on the **entry bar** that



include **cell address**, **function button**, **confirmation** and **cancel button**.

### The Spreadsheet Button Bar

# AppleWorks 6 Spreadsheet

## Types of Information That Can Be Entered Into a Spreadsheet

**Labels:** Labels begin with letters and are usually the column and row headings.

For example: **Name**            **Teacher**            **Grade**            **Date**

**Values:** Values can be:

**Numbers:** 15, 7, \$300

**Formulas:** A1+A2+A3

**Functions:** =SUM(A1..A5)

## Entering Information in a Spreadsheet

Before you begin working on a spreadsheet, you should decide what information will be included and how it will be organized. Think about the labels and values you wish to use and how these will affect your spreadsheet.

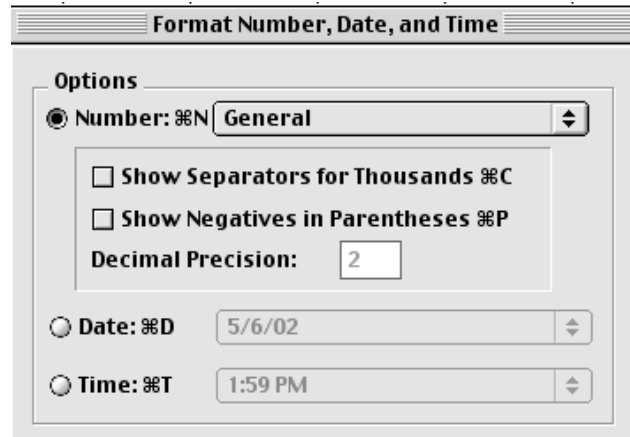
As you enter information for your spreadsheet, it is displayed in the entry bar. When you have finished entering the information for a specific cell, click the **Confirmation Button**, press **Return** or **Tab** key, or click in a new **Cell**. As you enter information in each cell you may do so in a variety of ways:

- ✓ Press the **Confirmation Button** and the information will enter the cell and the cell will remain highlighted.
- ✓ Press **Return** and the information will enter the cell and the cell below will highlight.
- ✓ Press **Tab** and the information will enter the cell and the cell to the right will highlight.

### To format the appearance of the information in a cell:

- ✓ Highlight the cell, column, or row you wish to change.
- ✓ On the **Menu** bar select **Format** and then choose **Number...**
- ✓ The following screen will appear. You will need to designate if the information is a number, date, or time.

Click **OK**



## AppleWorks 6 Spreadsheet

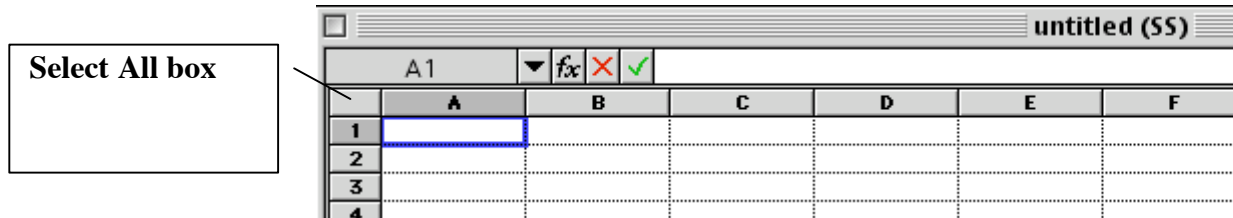
### To fill cells that repeat:

- ✓ AppleWorks spreadsheets include an automatic cell-filling feature.
- ✓ Click on the cell you want to repeat and drag the cursor to select the other cell(s) where you want the data repeated.
- ✓ Choose **Calculate > Fill Right** for rows or **Calculate > Fill Down** for columns. The selected cells will be filled.

### Highlighting a Cell, Row, Column or Entire Spreadsheet

To work with data in a spreadsheet, you will need to highlight a **Cell**, **Row**, **Column**, or the entire spreadsheet.

- ✓ To highlight a single cell, click on the **Cell**.
- ✓ To highlight a row, click on the **Row Heading** (1, 2, 3...).
- ✓ To highlight a column, click on the **Column Heading** (A, B, C...).
- ✓ To highlight the entire spreadsheet, click on the **Select All** box.



- ✓ To highlight a group of cells or to select a range of cells, drag from the first cell to the last cell in the group.

**OR**

- ✓ Highlight the first cell in a group, hold down the **Shift** key, and click on the last cell in the group.
- ✓ To remove a highlight click on any cell.

# AppleWorks 6 Spreadsheet

## Changing Cells, Rows and Columns

There are several features that control how you display and work with data in rows and columns. You can resize, hide, insert and delete rows and columns.

### Resizing or Hiding Rows and Columns:

To:	Do this:
Resize a row or column:	Drag the double-headed arrow until the row or column is the desired size.
Hide a row or column:	Drag the double-headed arrow up or to the left until the row or column disappears.
Restore a hidden row or column:	Drag the double-headed arrow down or to the right until the row or column reappears.
Resize rows and columns to the smallest size that holds the data:	Double-click the divider at the bottom of the row heading or at the right edge of the column heading.
Resize rows or columns by specifying a size:	Highlight the rows or columns to change. Then choose <b>Row Height</b> or <b>Column Width</b> from the <b>Format Menu</b> on the menu bar. Type a new measurement the click <b>OK</b> .

### Inserting and Deleting Cells

To:	Do this:
Insert or delete and entire row or column:	Click one or more headings to highlight rows or columns, and then select <b>Insert Cells</b> or <b>Delete Cells</b> from the <b>Format Menu</b> .
Insert or delete a few cells:	Click in a cell (or location) before you choose <b>Insert Cells</b> or <b>Delete Cells</b> . In a dialog box, specify how you want existing cells to be shifted and click <b>OK</b> .

### Creating and Entering Formulas

Use formulas to perform calculations on spreadsheet data. You enter a formula into a cell just as you would text or number. Formulas begin with an equal sign (=). After you have entered the formula in the entry bar press **Return** and the results of the formula will appear in the cell.

**Understanding Formulas:** Within a single formula, you can calculate a result using:


- ✓ **Values** such as \$4.95, Ms. Jane Smith, or June 23, 1998
- ✓ **Operators** such as +, -, \*, =, >, or ()
- ✓ **Cell References** such as B2, A8, or D8
- ✓ **Functions** such as =SUM(B2+A8+D8)

## AppleWorks 6 Spreadsheet

### ✓ **Named Ranges**

#### **Entering formulas to add numbers:**


- ✓ Click on a cell to make it active.
- ✓ Type = 12+3+5

- ✓ Click to  confirm entry or press **Return**.

#### **Using cell references to add numbers:**

- ✓ Type 75 in cell **A1**, 150 in cell **A2**, 725 in cell **A3**.
- ✓ Click cell **B3**, type an equal sign (=) in the **Entry Bar**, and then click cells **A1**, **A2**, and **A3**.

*AppleWorks inserts the addition operator (+) between each cell reference. Your spreadsheet should look like this:*



	A	B	C
1	75		
2	150		
3	725	950	
4			
5			

Formula Bar: B3    fx    X    ✓    =A1+A2+A3

Click to confirm the entry or press **Return**.


### **Some Common Formulas Used in Spreadsheets**

#### **This Formula:**

#### **Does this:**

=B6+B9	Adds the values in cells B6 and B9
=E9*3.5	Multiplies the value in cell E9 by 3.5
=SUM(D4..D12)	Uses the <b>SUM</b> function to add the values in the cell range D4 to D12.
=Average(A8..A26)	Uses the <b>Average</b> function to average values in cell range A8 to A26.

### **Using Auto Sum and Auto Average**

<b>Auto Sum</b>	<b>Auto Average</b>
Select the range of cells you want to add plus an extra blank cell for displaying the results.	Select the range of cells you want to add plus an extra blank cell for displaying the results.
Choose <b>Calculate, Auto Sum</b> from the <b>Menu Bar</b> or click the <b>Auto Sum</b> button in the <b>Button Bar</b> . 	Choose <b>Calculate, Auto Average</b> from the <b>Menu Bar</b> .
The sum of the selected cells will be displayed in the previously blank cell with the formula in the entry bar.	The average of the selected cells will be displayed in the previously blank cell with the formula in the entry bar.

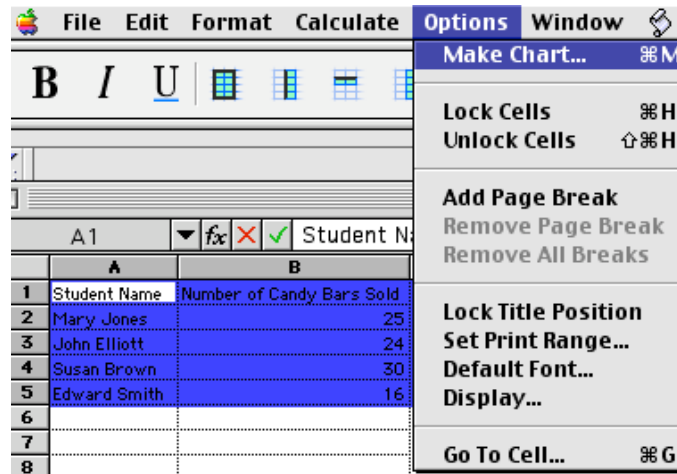
# AppleWorks 6 Spreadsheet

## Creating a Graph

A chart (or graph) shows graphic relationships and trends among data. Several types of graphs and charts may be created using AppleWorks. First, the information you wish to graph must be entered into a spreadsheet.

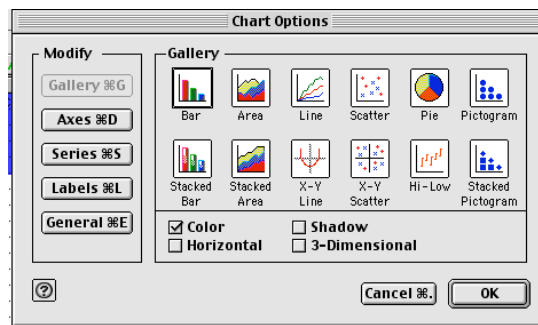
### Creating a Chart or Graph:

- ✓ Open AppleWorks and select **Spreadsheet** from the main menu.
- ✓ Enter the information into the spreadsheet.
- ✓ When you have finished entering information in the spreadsheet, save your work.
- ✓ Highlight a cell range and then choose **Make Chart** from the **Options** menu.

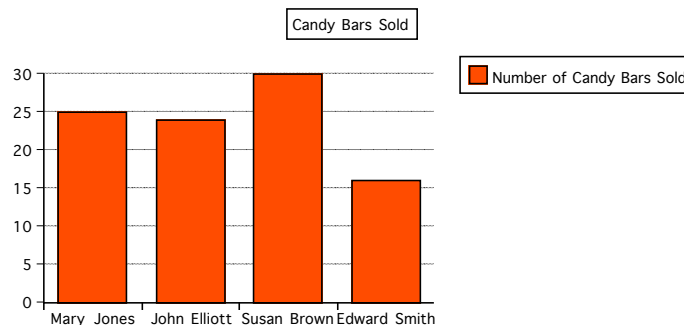


- ✓ Choose the type of chart you wish to view and click **OK**.

**HINT:** In order to change the colors in the graph easily, choose the pie graph first.



A bar graph will look like the following:



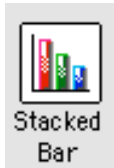
The chart is linked to the spreadsheet. When you change data in the spreadsheet, **AppleWorks** updates the chart. Copying and pasting a chart severs its link to the spreadsheet data.

# AppleWorks 6 Spreadsheet

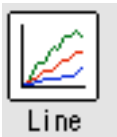
## Types of Charts



A **Bar** chart shows a series of filled bars, each representing one number on a spreadsheet. Bar charts are useful when comparing several items at once or a series of values over time.



A **Stacked Bar** chart is a variation on a bar chart, with each number representing one part of a larger total. Use Stacked charts to show how component parts combine to make up a total.



A **Line** chart uses a line to connect points that represent numbers on a spreadsheet. When more than one set of numbers are compared, each set is represented by one line. Line charts are effective for emphasizing time or showing trends, such as a growth or decline in numbers.



A **Pie** chart shows the relationship of parts to a whole. Each slice of a pie chart represents one set of numbers and is shown as a percentage of the total. Pie charts can be used effectively to show any facts that describe how a whole is broken into portions.

## Customizing Graphs

- ✓ To customize the graph or chart and give it a title, double click on the chart.
- ✓ In the Chart Options dialog box, under **Modify** select your options to make your changes.

**Use this option in the Chart Options dialog box**

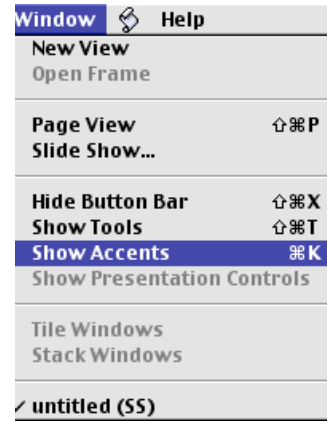
**To set or change**

<b>Gallery</b>	<b>Chart type</b>
Axes	Label the vertical or horizontal axis of the chart
Series	Allows you to customize the look of the data within the chart
Labels	Position and format the title and legend
General	Allows you to redefine your chart range

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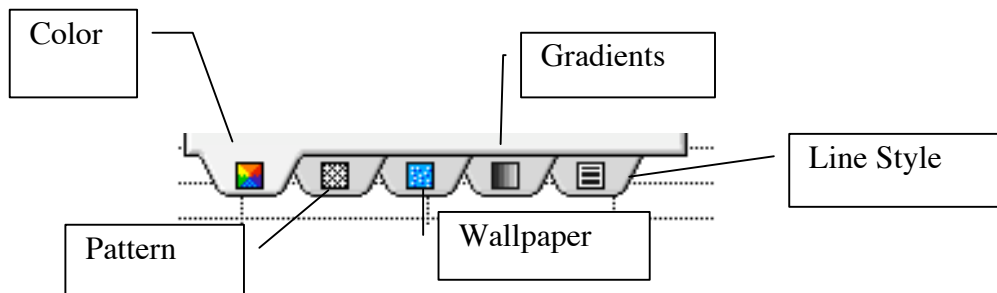
## Enhancing a Chart's Appearance

Because a spreadsheet chart is an object, you can change the chart's appearance. Click on **Window** on the **Menu Bar** and select **Show Accents**.



The 'Accents' window is shown with three tabs: 'Fill', 'Pen', and 'Text'. The 'Fill' tab is selected, showing a 'Palette' dropdown set to 'Default' and a grid of color and pattern swatches. Callouts provide instructions: 'Use the **Fill** box to change the color, pattern', 'Use the **Pen** box to change the border color, width, and pattern.', 'Use the **Text** box to change the color of your text.', and 'To see more colors, change **default** to one of the other choices.'

## Adding a Color or Pattern to Cells, Charts, Titles, or Legends



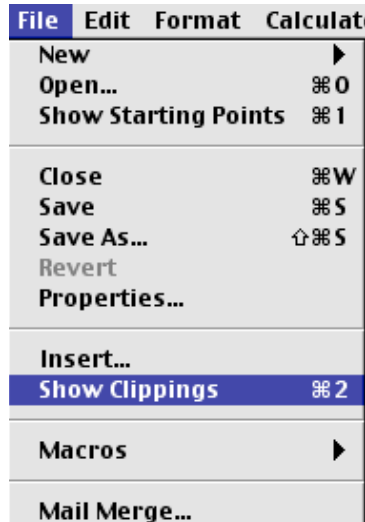
- ✓ Select the area you want to emphasize.
- ✓ Click the color, pattern, wallpaper, gradient, or line style tab.
- ✓ Click the Fill Box, at the top of the Accents window.
- ✓ Select a color or pattern from the palette in the Accents window.

# AppleWorks 6 Spreadsheet

## Adding Pictures or a Text Frame

AppleWorks provides you with several ways for adding pictures to a spreadsheet. Pictures that you add to a spreadsheet are objects, and can be moved and manipulated.

To show the **Clippings Palette**, choose **File > Show Clippings**. Repeat the command to hide the palette.



The clippings will look like the following:



Double-Click the thumbnail and a higher-resolution version is pasted into the open document.