

Put this in your portfolio!

Your Name

Directions are on the back of the paper....

Teacher

Class

Proper date using the icon

### Spreadsheet Programs

A spreadsheet is an interactive computer application used to analyze mathematical data. The program operates on data entered in cells of a table. Each cell may contain either numeric or text data, or the results of formulas that automatically calculate and display a value based on the contents of the cells.

Center the clipart and spreadsheet on the line after the paragraph

<i>Spreadsheets</i>			
	Excel	Lotus	MS Works
Idaho	565	145	10
Utah	646	123	2
Wyoming	654	75	14
Washington	877	142	10
Montana	545	124	20
<b>Total</b>	<b>Formula</b>	<b>Formula</b>	<b>Formula</b>



### Formulas

A formula is a way to ask the spreadsheet program to complete a math problem. In most spreadsheets, a formula will start with an equal sign. The user then designates which cells to apply the formula to. For example, =A1+A2 would add the contents of cell A1 and A2 together. This formula works well for small

Boise State University

You may replace BSU with your favorite college/university if you like.

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quantity of numbers. When you have more than a few numbers though, a formula such as =SUM(A1:A10) would be more efficient. Some spreadsheet programs can also link one spreadsheet to another that contains related information, and can update data in linked spreadsheets automatically.

Write a paragraph explaining what you liked and didn't like about doing the Excel assignments. How would you change them to make them better assignments? Then put the reference information in the correct place.

Follow your Reference Information steps to get this in the correct place.

Halbert, Dr. Ashley. The Modern Spreadsheet. Portland: Binary Publishing Company, 2012: Pages 49-55.

**Document:** Comic Sans MS 12. Pay attention to headers\footers\side headings\etc.

**Spreadsheet:** Arial 10 for the information except the heading and it is Brush Script 26. Shade the cells I shaded colors of your choice as long as it looks nice. You may use colored words and numbers as well if you like.

**Pictures:** Go to Google Images and type in "Idaho Quarter" and "Washington Quarter". Find the ones that closely match the ones on the paper and resize them so they are as close to 1 inch square as possible.

**Watermark:** Use a picture as the watermark. It needs to be something to do with spreadsheets. It needs to look good on the paper and no too overbearing.