

## LESSON-35 ELECTRONIC SPREAD SHEET

### SUMMARY

The Electronic Spread Sheet is used in computers as special software for processing and generating the various types of data. Electronic Spread Sheet is also known as worksheet.

### MEANING OF ELECTRONIC SPREADSHEET

Electronic Spreadsheet is a combination of rows and columns. Visually, the spreadsheet looks like any other matrix with rows and columns. It is also known as a worksheet. This worksheet is so large that the human eye cannot view all its rows and columns at a point of time.

### BASICS AND FEATURES OF SPREADSHEET

- Grid
- Element
- Lens View
- Functions
- Formatting
- Save, Print and Export

### DATA ENTRY, TEXT MANAGEMENT AND CELL FORMATTING

- Workbook and Worksheet in Excel

- Worksheet Operations

### PERFORMING CALCULATIONS IN EXCEL

A formula is a set of mathematical instructions that can be used in Excel to perform calculations. Formulas start in the formula box with an = sign.

### CONDITIONAL FORMATTING

Conditional formatting helps the user to highlight interesting cells or range of cells, emphasize unusual values and visualize data by using data bars, colour scales and icon values. The conditional format changes the appearance of a cell range based on given criteria. This implies, if the condition is met/or stands true, the cell range is formatted on that condition; if the condition is false, the cell range is not formatted based on that condition.

### OUTPUT REPORTS

The entire or partial worksheet(s) can be printed at a time or as and when needed as per the requirement. MS Excel provides an opportunity

- Print a partial or entire workbook
- Print several worksheets at once
- Print an Excel table
- Print workbook to file
- Print graphic charts and Pivot tables.

### PREPARATION OF REPORTS USING PIVOT TABLE

A Pivot table is a way to present information in a report format. A Pivot Table report provides enhanced layout, attractive and formatted report with increased readability. It is an interactive way of summarizing large amounts of data. These features lead to the following advantages for the benefit of users 

- Querying large amounts of data in user friendly ways.
- Expanding and collapsing levels of data to focus on results.
- Moving rows to column (s) to look for different summaries of the source data.
- Filtering, sorting, grouping and conditionally formatting the required information of interest of user.
- Pivot table report helps in analyzing related totals, when there are long list of figures to sum and to compare several facts about each figure.