

Spread Sheets

◆ At the end of the semester you should be able to:

1. Know what a Workbook is.
2. Know how to roam using the mouse or keyboard.
3. Enter the kinds of data in the worksheet.
4. Know how to **Select / Insert** (working paper – row / rows – columns / column – cells).
5. Know how to **delete** (worksheet - row / rows - columns / column - cells).
6. Know how to **format** (cell(s) – column(s) – row(s) – the worksheet)
7. Know how to use the **Formula** in calculations.
8. Know how to **edit** the **Formula**.
9. Know how to Use the addresses of cells (cell reference) in the formula.
10. Know how to Use the **functions** → **SUM, AVERAGE, MIN, MAX, COUNTA**.
11. Know how to insert a **Chart** in the worksheet.
12. Know how to Modify the Chart.
13. Know how to **Setup** the Page before printing.
14. Know how to **preview** the working paper before printing.
15. Know how to **print** the worksheet (or a specific part of the worksheet).

1) Complete the following sentences with the appropriate word within the brackets:

(Worksheet – MAX – changing – Cell – "Book1" – number – File – Click – SUM – three dimensional (3D) – AVERAGE – worksheets – COUNTA – letter – MIN)

1. The default name for the workbook spreadsheet is.....
2. Workbooks contain many.....
3. To select a cell, weon the cell
4. To calculate the total scores of the student, we use the function.....
5. One of the chart types is.....
6. To determine the current row, press theof the current row.
7. The chart can be created inside the Current.....
8. To calculate the average scores of students in a subject, we use the function
.....
9. The workbook is saved in
10. The intersection of the column with the row is called a
11. To determine the current column, press theof the current column.
12. To get the highest degree in a subject, we use function

13. To calculate the number of present students in the class, we use the function

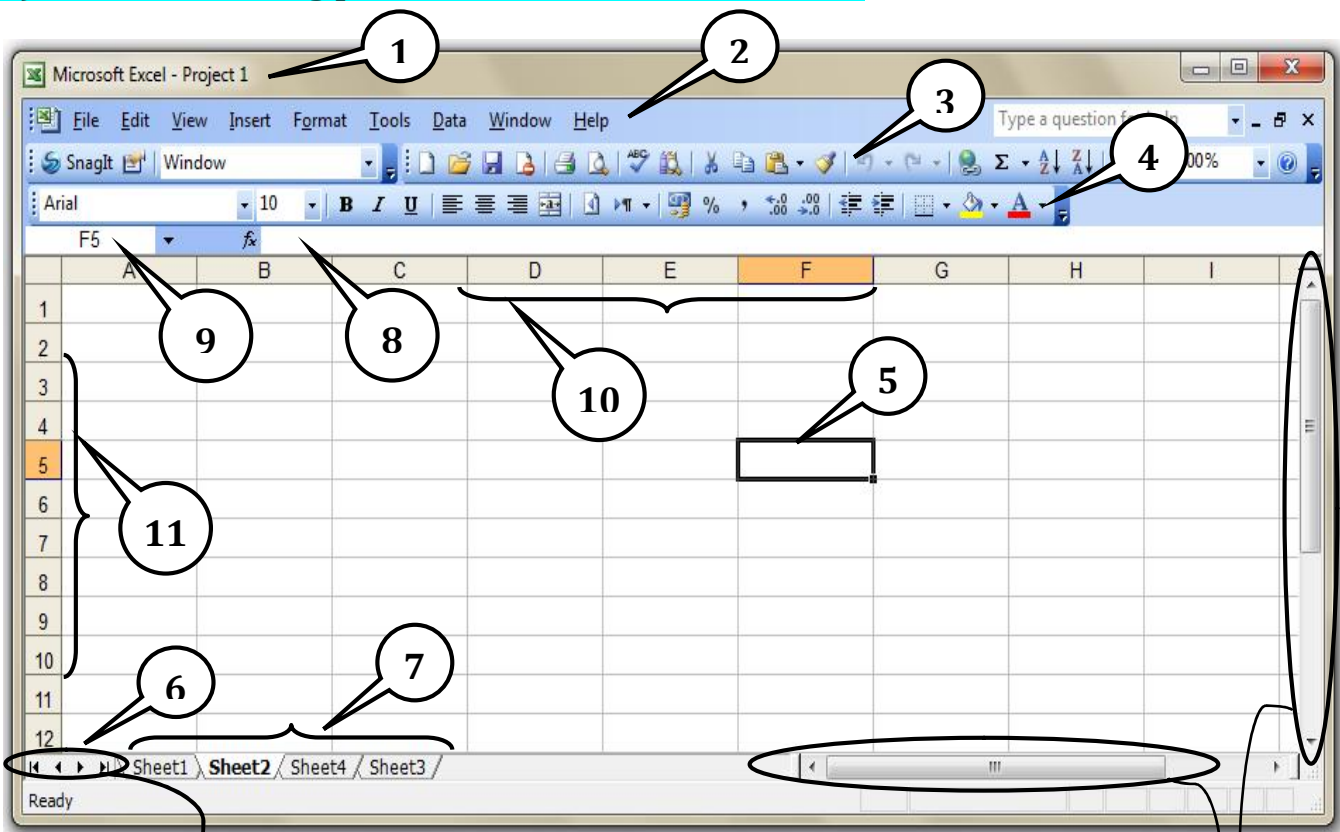
14. One of the steps for setting up the page before printing ispage orientation

15. To get the lowest degree in a subject, we use function

2) Put a (√) in front of the right sentence and a (X) in front of the wrong one:

1. You can insert cells above the active cell in the worksheet. (.....)
2. We can insert rows above the active cell in the worksheet. (.....)
3. Word is a spreadsheet program. (.....)
4. "AA, , bk" are the letters used as addresses for rows. (.....)
5. The alphabet is used in the titles of the rows. (.....)
6. We use spreadsheets to perform calculations only one time. (.....)
7. The Workbook spreadsheet can be printed. (.....)
8. You can move the cell pointer using either the mouse or the keyboard. (.....)
9. Sheet1, Sheet2 are names for workbooks. (.....)
10. Column names are: "1, 2, 3 ...". (.....)
11. To select nonadjacent cells, we use the "Shift" button. (.....)
12. To select a worksheet click on the sheet tab on the Worksheets tabs in bottom of the screen. (.....)

3) On the following picture, one of the Workbooks:



These scrolling arrows are used to

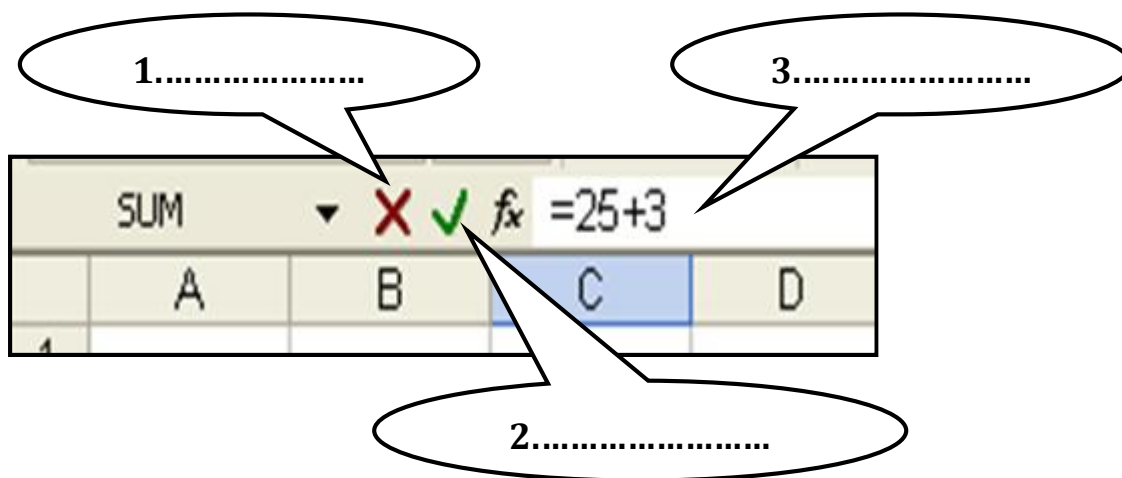
These scroll bars are used to

- (.....) continue to press the key "Ctrl"
- (.....) Select the other cells or ranges.
- (.....) press "Ctrl" key
- (.....) select the first cell or range

6) Arrange the following steps to hide the column "C":

- (.....) Select "Hide" command from the shortcut menu.
- (.....) Select the column "C".
- (.....) Click the right mouse button

7) Complete the following image data:



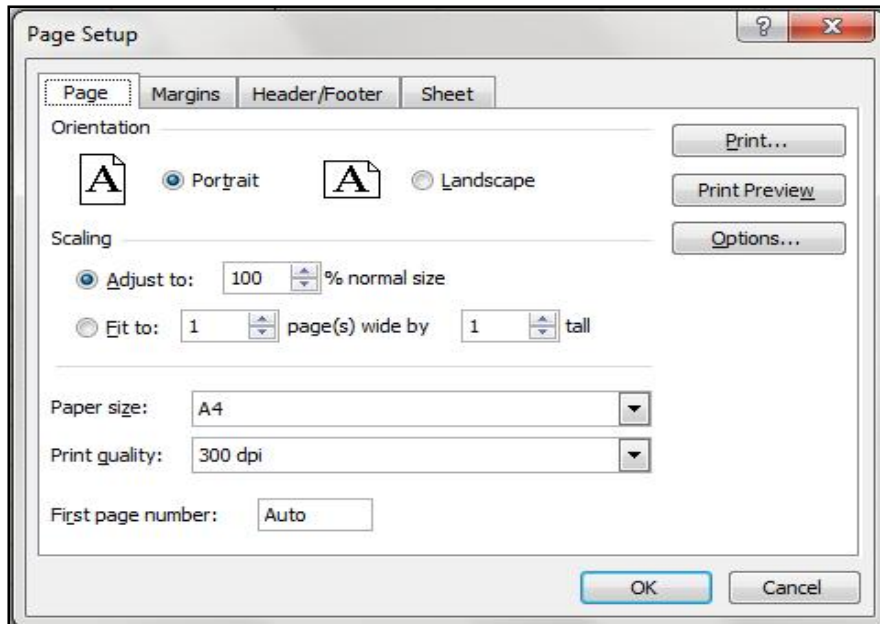
8) In The following table average temperatures (High/Low) through months of year:

Arrange the following steps to create a chart using the "Chart Wizard" to represent the (high) temperatures only in the months of the year:

	A	B	C	D
1	Avg. Temperature through months of year			
2	Months	High	Low	
3	Jan	20	10	
4	Feb	22	12	
5	Mar	21	11	
6	Apr	26	14	
7	May	33	18	
8	Jun	34	21	
9	Jul	36	24	
10	Aug	35	24	
11	Sep	33	22	
12	Oct	28	18	
13	Nov	25	14	
14	Dec	20	10	
15				

- (.....) Select the chart type and the chart subtype
- (.....) determine the range (A2: B14).
- (.....) determine the source data of the chart
- (.....) from the menu bar click **"Insert"** command then Select **"Chart"**
- (.....) determine the chart location (as a new sheet or as an object in the worksheet)

9) Arrange the following steps to Page Setup:



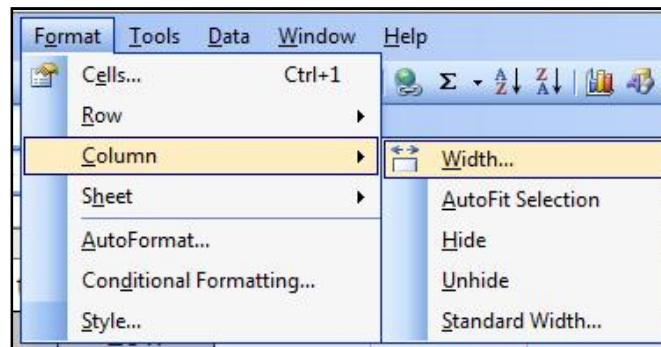
- (.....)Scale the size of the document to be printed in the form of percentage.(Scaling)
- (.....) Choose the "Page" tab
- (.....) Change the page orientation "Orientation" either vertical "Portrait" or horizontal "Landscape".
- (.....) select "Page Setup" command from the File menu.

10) Arrange the following steps to insert the range of the identified cells as shown in the following screen:

	A	B	C	D
1				
2				
3				
4			Sun	Mon
5		17:00	Arabic	Science
6		18:00	Arabic	Science
7		19:00	Arabic	
8		20:00	English	
9		21:00	Math	Science
10		22:00	Math	English
11				English
12				Math

- (.....) Select "Shift cells down" command
- (.....) Open shortcut menu.
- (.....) Select range (D7: D8).
- (.....) Select "Insert" command

11) Arrange the following steps to change the column "D" width to be equal to 20:



- (.....) from the "Format" menu select the "Column" command.
- (.....) type 20 then press "OK".
- (.....) and then choose the submenu "Width".
- (.....) Select "D" column.

12) Arrange the following steps to calculate the total score of the student, "Ahmed" in the cell "E2" in the following worksheet:

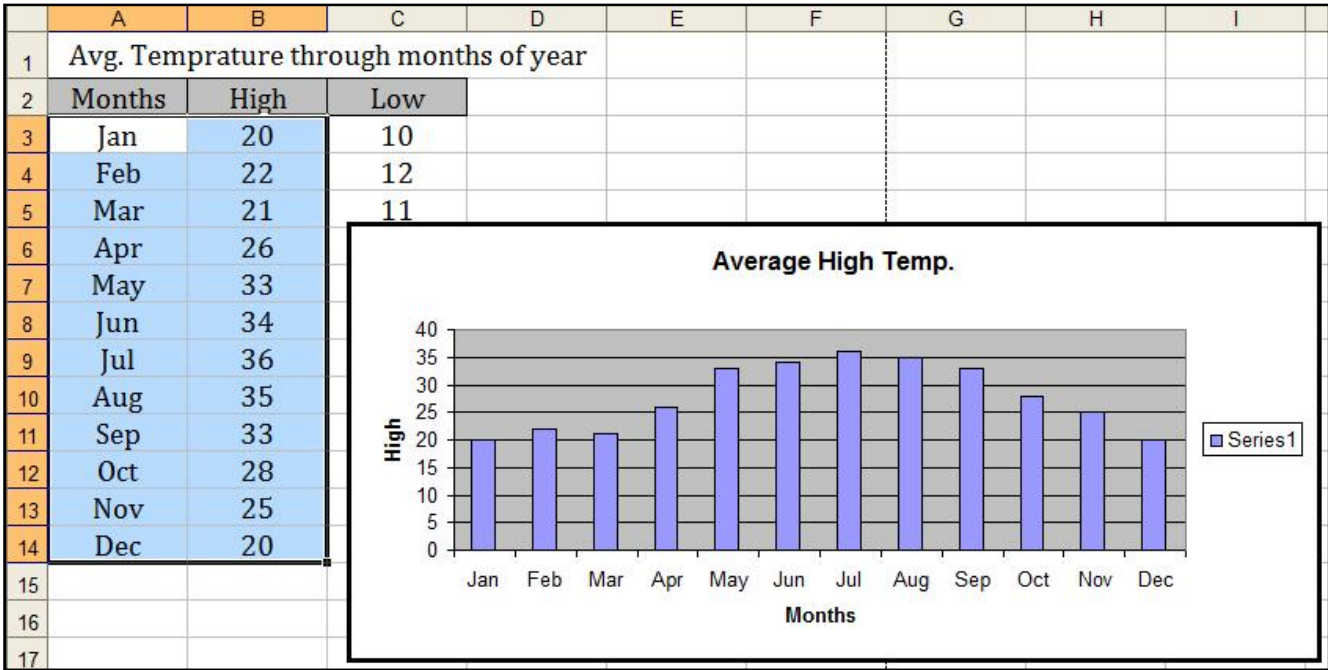
	A	B	C	D	E	F
1	الاسم	درجة انجليزي	درجة الرياضيات	درجة العلوم	المجموع	
2	احمد	25	30	37	=sum(B2:D2)	
3	زيد	21	17	25	SUM(number1,	
4	محمد	27	32	20		
5	مصطفى	30	24	27		
6	سيد	27	28	35		
7						

	A	B	C	D	E	F
1	الاسم	درجة انجليزي	درجة الرياضيات	درجة العلوم	المجموع	
2	احمد	25	30	37	92	
3	زيد	21	17	25		
4	محمد	27	32	20		
5	مصطفى	30	24	27		
6	سيد	27	28	35		
7						

	A	B	C	D	E	F
1	الاسم	درجة انجليزي	درجة الرياضيات	درجة العلوم	المجموع	
2	احمد	25	30	37	=sum(
3	زيد	21	17	25	SUM(num	
4	محمد	27	32	20		
5	مصطفى	30	24	27		
6	سيد	27	28	35		
7						

	A	B	C	D	E	F
1	الاسم	درجة انجليزي	درجة الرياضيات	درجة العلوم	المجموع	
2	احمد	25	30	37		
3	زيد	21	17	25		
4	محمد	27	32	20		
5	مصطفى	30	24	27		
6	سيد	27	28	35		
7						

13) In front of you the chart for months and maximum temperatures that were recorded: Choose the correct answer to each statement in parentheses:



1. The chart type is set with a (two-dimensional - three-dimensional) perspective.
2. Chart that used is (columns - rows)
3. The location of the chart is as (separated worksheet - an object in the worksheet).

14) Complete the points referred to in the following dialogue box:

1.....

2.....
.....

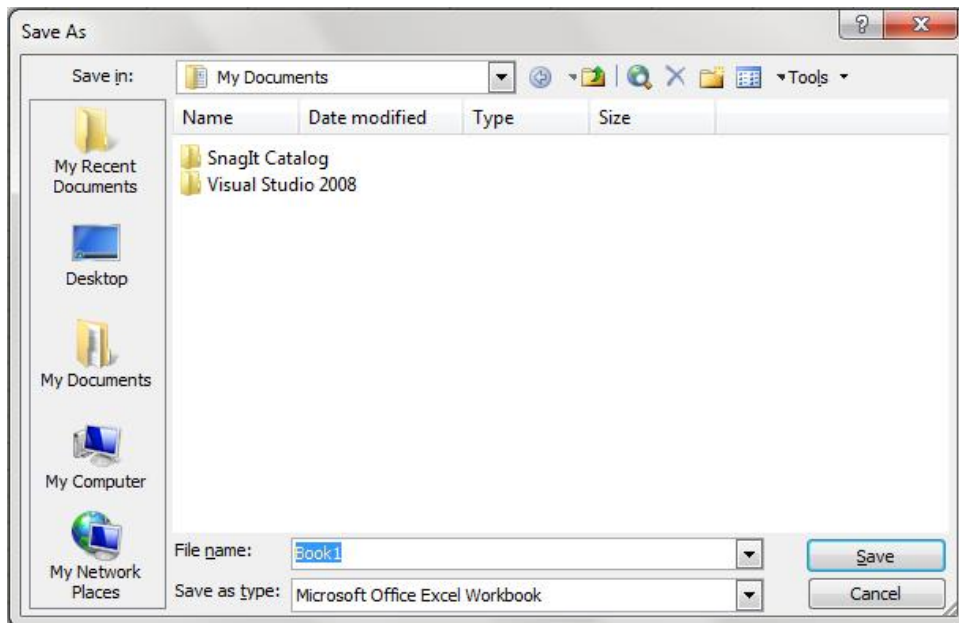
15) Arrange the following steps to move the cell pointer using the mouse:


- a. (.....) Press the left mouse button on the cell that you want to select.
- b. (.....) Until it reaches the cell that you want.
- c. (.....) Move the mouse (you can use the Scroll wheel mouse)

16) Arrange the following steps to modify the cell:

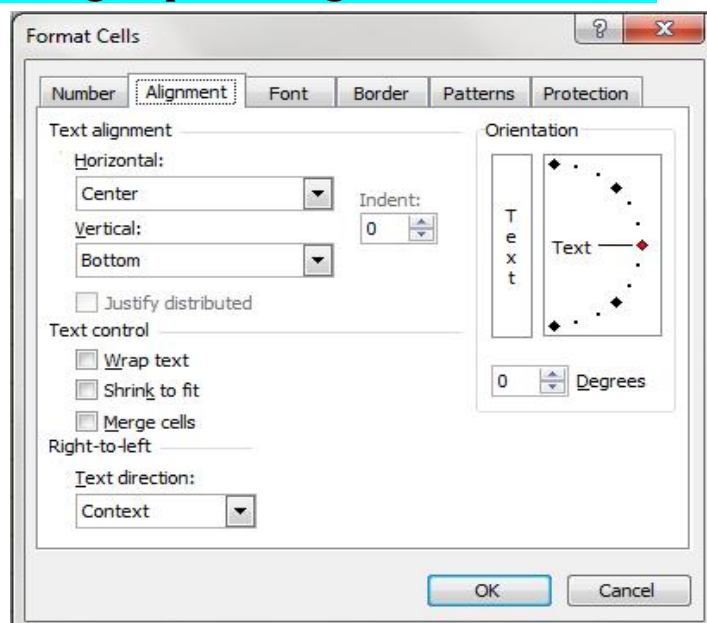
- a. (.....) go to the place you want to edit its data by moving the cell pointer using a mouse or function keys.
- b. (.....) Press the left mouse button on the cell you want to modify the content (or press the key (F2) noted the emergence of writing cursor in the index of the cell.)
- c. (.....) Press the Enter key to accept the amendment or the Esc key to reject it.
- d. (.....) Write the correction.

17) Arrange the following steps to save the book:



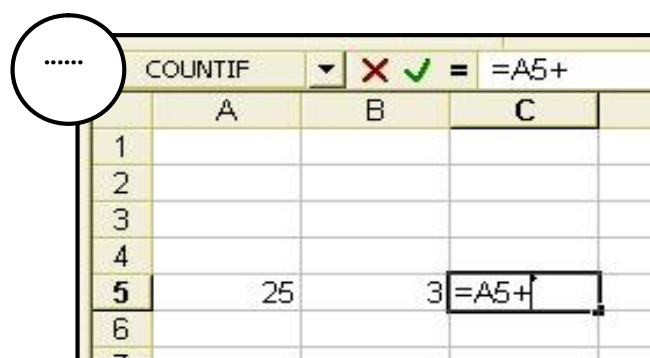
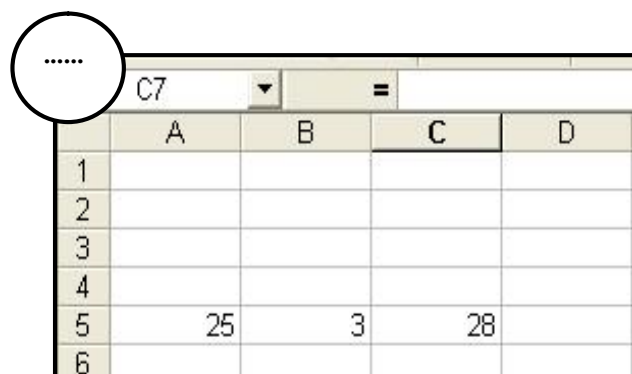
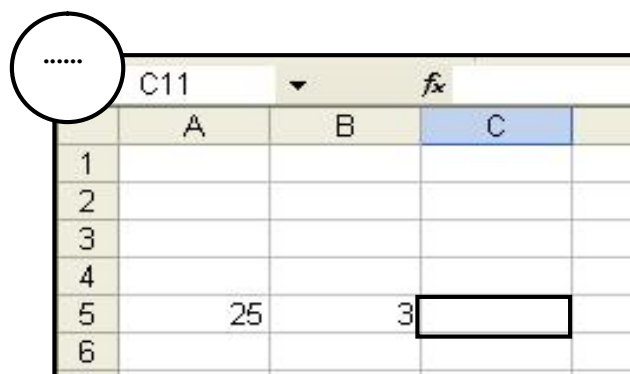
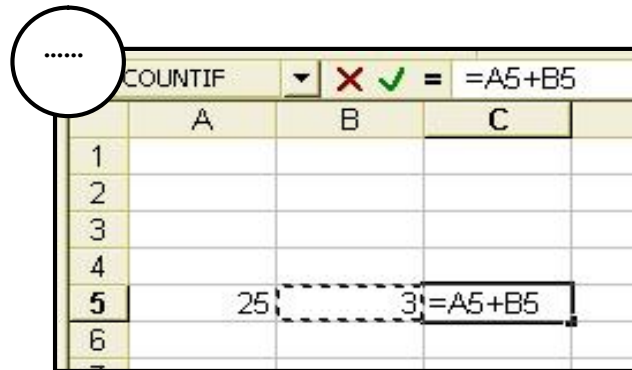
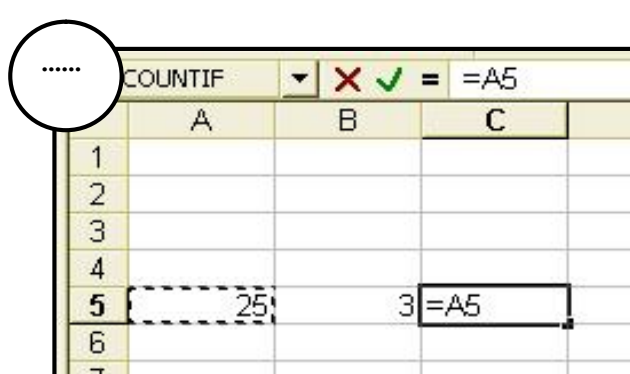
- a. (.....) Click on the icon of "Save"  in the standard toolbar.
- b. (.....) press the button "Save" in the Dialogue box to save the book
- c. (.....) type the file name in the text box next to "File Name".
- d. (.....) the file name will be shown in the title bar of the screen excel program.
- e. (.....) locate the place that you want to save your file in it.

18) Arrange the following steps to merge and Center cells:



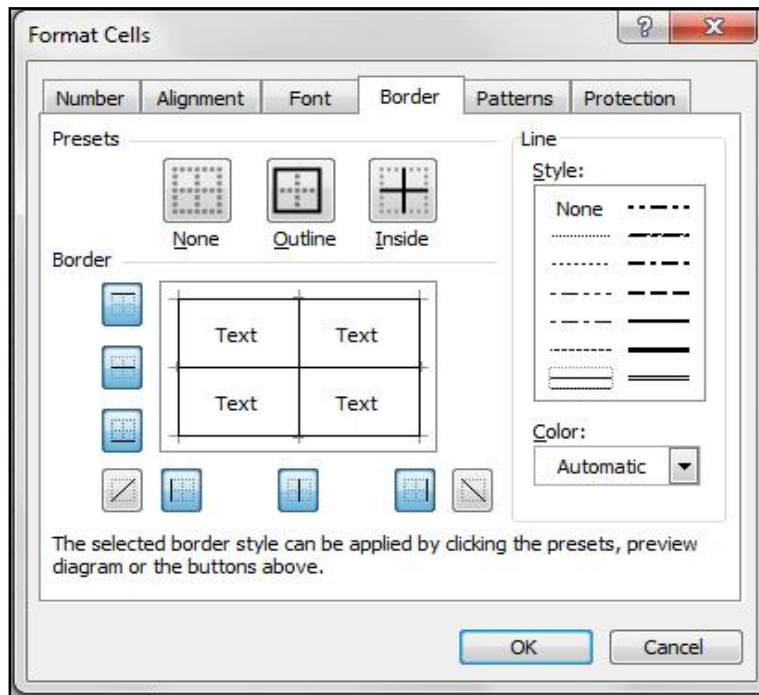
- (.....) Select "Format cells" command from the shortcut menu.
- (.....) Select the check box "Merge cells".
- (.....) Select the "Alignment" tab.
- (.....) Select the cells.

19) Arrange the steps of calculation of $25 + 3$ during a calculation formula in the cell "C5" using the following pictures:



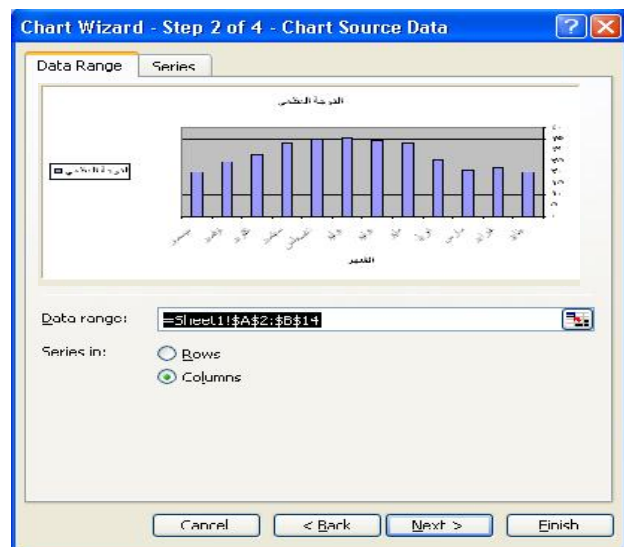
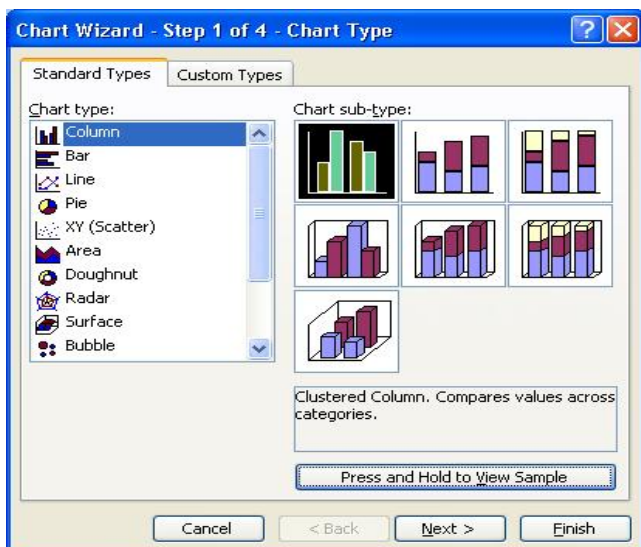
- (.....) Enter value 25 in cell A5, enter value 3 in cell B5 then activate cell C5.
- (.....) Type "+"
- (.....) Confirm your entry by clicking on the green checkmark to the left of the Formula bar, or click "Enter" button on the keyboard
- (.....) In cell C5 type "=" then click in the cell A5
- (.....) Click in the cell B5

20) Arrange the following steps to set border on the range "C4: I4":



- a. (.....) from the shortcut menu select the "Format Cells" command
- b. (.....) and then select the color and style and presets of the border
- c. (.....) Select the range "C4: I4"
- d. (.....) Select the tab "Border"

21) The following images represent the steps to create and modify a chart; type at the bottom of each dialogue box one sentence expresses the main objective of each one:



1)

.....

.....

.....

2)

.....

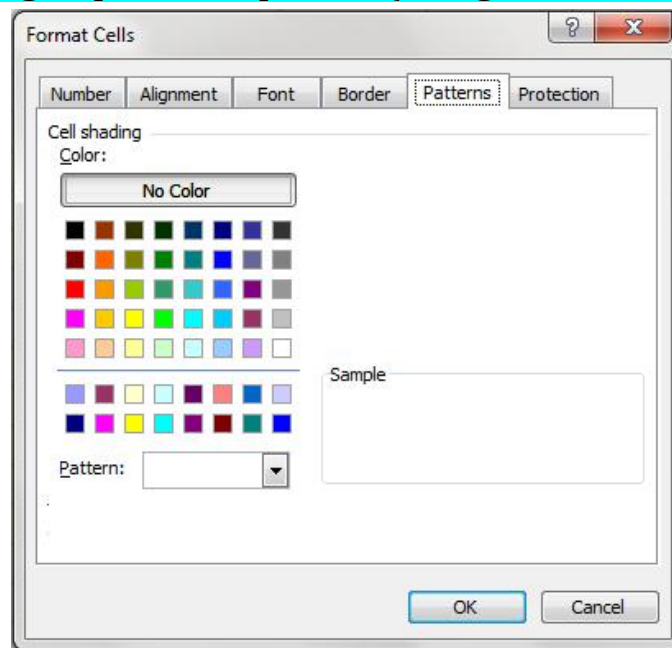
.....

.....

22) Arranged the following steps in order to print a worksheet:

- a. (.....) Change the page orientation and determine the size of the document "Scale" to be printed.
- b. (.....) Choose Print Preview
- c. (.....) Press OK to order to Print
- d. (.....) Select "Page Setup" command
- e. (.....) Identify the number of copies to be printed
- f. (.....) Choose the "Print" command

23) Arrange the following steps to set a pattern (background color) on the range "C4: I4":

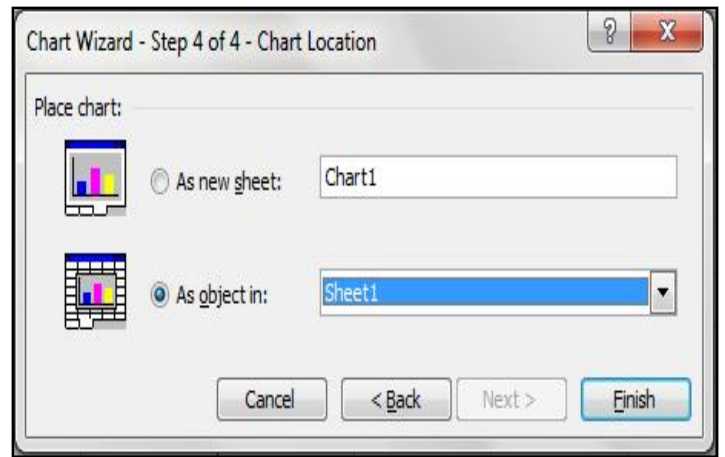
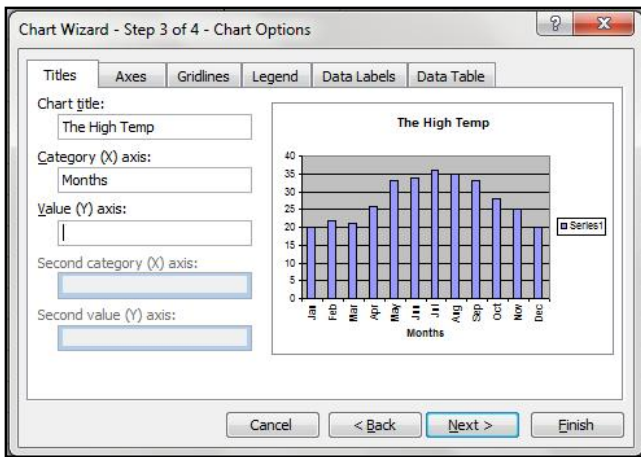


- a. (.....) from the shortcut menu select the "Format Cells" command
- b. (.....) Select the range "C4: I4"
- c. (.....) Choose the color you want to be the background of the cell
- d. (.....) Select the "Pattern" tab

24) Arrange the following steps to calculate a formula taking into account the order of calculations:

- a. Perform multiplication or division, whichever is first. (.....)
- b. Perform the operation which inside the brackets. (.....)
- c. Perform addition or subtraction, whichever is first. (.....)
- d. Perform the Exponentiation operation (Power). (.....)
- e. Start solving the formula from left to right. (.....)

25) The following images represent the steps to create and modify a chart; type at the bottom of each dialogue box one sentence expresses the main objective of each one:



1)

.....

.....

.....

2)

.....

.....

.....

26) Match the following:

A

1. For the implementation of the various processes of Formatting •
2. For the implementation of the various processes of Formatting on (worksheet - row – column – cells) •
3. Format cells has many choices, such as formatting the •
4. Use the formula in the spreadsheet program •
5. When writing the formula •

B

- a. We use the shortcut menu or through "Format" in menu bar.
- b. Numbers, alignment, font, border, pattern and the protection of cells.
- c. Helps to calculate results of the data stored on the worksheet.
- d. Delete blank cells.
- e. The item must be selected at first.
- f. Start with "=" followed by numbers and transactions.
- g. Start with any letter followed by numbers and transactions.

27) Choose the correct answer for each of the following sentences:

1. Worksheet, each of which is composed of.....
 - a. Columns
 - b. Rows
 - c. Columns, Rows and Cells
2. The workbook is used to enter.....

- a. Data
 - b. Information
 - c. Data and Information
3. A cell can contain on.....
- a. Text or numbers or equations
 - b. Texts
 - c. Numbers
4. We use spreadsheets in.....
- a. Arithmetic operations
 - b. Charts
 - c. Arithmetic operations and Charts
5. The interface of the spreadsheet programs is different from the other programs' interface because of the existence of.....
- a. The formula bar
 - b. Work paper
 - c. The formula bar and work paper
6. The following cells' addresses in the spreadsheet programs are true except.....
- a. A1
 - b. Q37
 - c. 5B

28) Complete the following statements:

	A	B	C	D	E	F	G
1	Name	Arabic(50)	English(50)	Math(50)	Science(50)		Total (200)
2							
3	Ahmad	45	45	42	42		174
4	Ali	43	40	45	40		168
5	Mahmoud	45	43	40	44		172
6	Islam	40	42	43	45		170
7	Yusuf	41	43	45	44		173
8							
9	Average	42.8	42.6	43	43		171.4
10							
11	Maximum	45	45	45	45		174
12							
13	Minimum	40	40	40	40		168
14							

1. Write the Formula that get the **total** degree of the student "**Ahmad**" in G3:

2. Write the Formula that get the **maximum** degree of the "**English**" subject in C11:

- (.....) and when it changes its shape to the "+" sign
- (.....) Place mouse cursor right on the corner of the lower-left cell "C4"
- (.....) Press the left key and drag until the last cell you want to stop then.
- (.....) Type the word "Sunday" in cell "C4"

31) Select the first column (A) what suits it from the second column (B):

A	B
1. A chart is •	a. on the same worksheet, or as object in a new sheet.
2. A chart may be created •	b. to view how your work will look like when it's printed
3. charts are linked to the source worksheet •	c. is very important to the layout and printing of your worksheet.
4. Excel's Chart Wizard •	d. a graphic representation of worksheet data that can offer visual analysis of information.
5. Print Preview means •	e. and are updated when the source data is edited.
6. Page Setup •	f. leads you through the steps for creating a chart.

32) Put a (√) in front of the right sentence and a (X) in front of the wrong one:

- You can modify the chart after its creation in spreadsheets. (.....)
- It is easy to change the "data source" of the Chart that is represented by. (.....)
- Chart in the worksheets consists of more than one object. (.....)
- To delete a chart just select it and press the "Insert" key from the keyboard. (.....)
- You can print more than one copy of the worksheet. (.....)

Model Answer

Question (1):

- | | | |
|---------------------------|--------------|--------------|
| 1. "Book1" | 6. number | 12. MAX |
| 2. worksheets | 7. Worksheet | 13. COUNTA |
| 3. click | 8. AVERAGE | 14. changing |
| 4. SUM | 9. File | 15. MIN |
| 5. three dimensional (3D) | 10. Cell | |
| | 11. letter | |

Question (2):

- | | | | | | |
|------|------|------|------|-------|-------|
| 1. √ | 3. X | 5. X | 7. √ | 9. X | 11. X |
| 2. √ | 4. X | 6. X | 8. √ | 10. X | 12. √ |

Question (3):

- These scrolling arrows are used to move between worksheets.

→ (Use the four tab scrolling buttons in the lower left corner only when you have more worksheets in a workbook than can be displayed at once.)

- These Scroll bars are used to Scroll the window **up** and **down** (the Vertical Scroll bar) & **right** and **left** (the Horizontal Scroll bar) to reveal rows and columns that are not initially visible.

- | | | |
|------------------------|---------------------------------|---------------------|
| 1. Title bar. | 5. Active Cell. | 8. Formula bar. |
| 2. Menu bar. | 6. Sheet tab Scrolling buttons. | 9. Name box. |
| 3. Standard toolbar. | 7. Worksheets tabs. | 10. Column Headers. |
| 4. Formatting toolbar. | | 11. Row Headers. |

Question (4):

- | | | | |
|------|------|------|------|
| a. 3 | b. 1 | c. 4 | d. 2 |
|------|------|------|------|

Question (5):

- | | | | |
|------|------|------|------|
| a. 3 | b. 4 | c. 2 | d. 1 |
|------|------|------|------|

Question (6):

- | | | |
|------|------|------|
| a. 3 | b. 1 | c. 2 |
|------|------|------|

Question (7):

- | | | |
|------------------|---------------------|-----------------|
| 1. Cancel Red X. | 2. Green Checkmark. | 3. Formula bar. |
|------------------|---------------------|-----------------|

Question (8):

- | | | | | |
|------|------|------|------|------|
| a. 2 | b. 4 | c. 3 | d. 1 | e. 5 |
|------|------|------|------|------|

Question (9):

- | | | | |
|------|------|------|------|
| a. 4 | b. 2 | c. 3 | d. 1 |
|------|------|------|------|

Question (10):

- | | | | |
|------|------|------|------|
| a. 4 | b. 2 | c. 1 | d. 3 |
|------|------|------|------|

Question (11):

- | | | | |
|------|------|------|------|
| a. 2 | b. 4 | c. 3 | d. 1 |
|------|------|------|------|

Question (12):

3, 4, 2, 1

Question (13):

- | | |
|--------------------------------|-------------|
| 1. Two-dimensional. | 2. Columns. |
| 3. An object in the worksheet. | |

Question (14):

1. Set your Margins for your document.
2. Center the printing of the data on page vertically & horizontally.

Question (15):

- | | | |
|------|------|------|
| a. 3 | b. 2 | c. 1 |
|------|------|------|

Question (16):

- | | | | |
|------|------|------|------|
| a. 2 | b. 1 | c. 4 | d. 3 |
|------|------|------|------|

Question (17):

a. 1 b. 4 c. 3 d. 5 e. 2

Question (18):

a. 2 b. 4 c. 3 d. 1

Question (19):

2, 4, 1, 5, 3

Question (20):

a. 2 b. 4 c. 1 d. 3

Question (21):

1. Determine the type of the chart.
2. Determine the range of the data if it not selected.

Question (22):

a. 2 b. 3 c. 6 d. 1 e. 4 f. 5

Question (23):

a. 2 b. 1 c. 4 d. 3

Question (24):

a. 4 b. 2 c. 5 d. 3 e. 1

Question (25):

1. Type the chart title and the category of (X) axis and (Y) axis.
2. Determine the location of the chart → as new sheet or as object in the same sheet.

Question (26):

1. a 2. e 3. b 4. c 5. f

Question (27):

1. c 2. a 3. a 4. c 5. c 6. c

Question (28):

- | | | |
|----------------|----------------|----------------------|
| 1. =SUM(B3:E3) | 4. =MIN(B3:B7) | 7. =MAX(G3:G7) , G11 |
| 2. =MAX(C3:C7) | 5. =MAX(E3:E7) | 8. =MIN(G3:G7) , G13 |
| 3. =SUM(B6:E6) | 6. =MIN(D3:D7) | 9. COUNTA , 5 |

Question (29):

1. b 2. d 3. a 4. c 5. f

Question (30):

a. 3 b. 2 c. 4 d. 1

Question (31):

1. d 2. a 3. e 4. f 5. b 6. c

Question (32):

1. √ 2. √ 3. √ 4. X 5. √