



1 Or How to do Maths (and more) on your computer...

2 Also known as EXCEL, CALC, Google Sheets, iWork Numbers...

3 It's all about the CELL:

- 4 • Every cell has an ADDRESS, the one below address is **G5**
Column G and Row 5
- 5 • It's address can also contain the sheet name: **Sheet1***
- 6 and even the name of the file, so that it can be correctly referenced

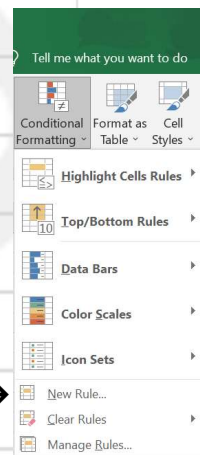
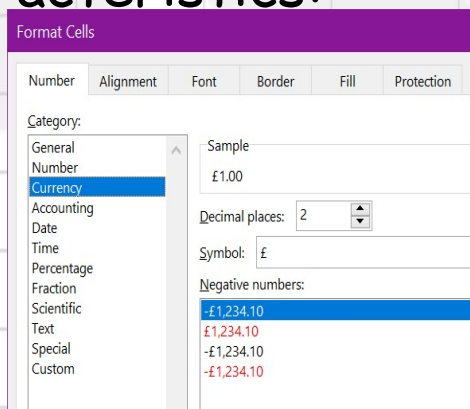
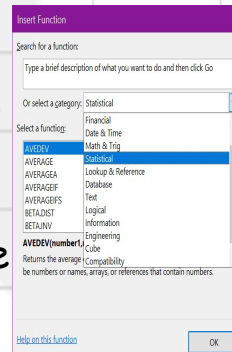
7 CELLS can contain the following:

- 8 • A number 98.4
- 9 • An item of text Hello
- 10 • A reference to another cell (even on another machine) = G5
- 11 • A formula =1+E8 and more! =TRANSPOSE()

12 (Note that Cell E11, the one above would display 99.4)
13 The formula can also be one of the many inbuilt into the
14 Spreadsheet program, such as *Average(E8,E11), Max, Min, Sin, Cos, Tan, Match, Row, Lookup...* many more

15 CELLS can also have characteristics:

- 16 • Colour
- 17 • Size
- 17 • Font Data =£1250
- 18 • Border
- 18 • Format of it's contents →
- 19 • Conditional characteristics
20 such as colour coding the
21 cells value (ie: +ve are green
-ve are red and zero is yellow) →



Sheet1





So what do you do with it...

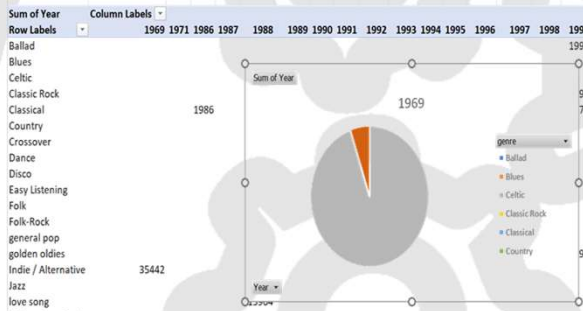
➤ **Absolutely great for making a table:**

eg: A Client Topic list →

| TOPIC | Please Initial - AM CLIENTS | Please Initial - PM CLIENTS |
|--|-----------------------------|-----------------------------|
| One click logon to your ComputerPal's website (there's lots of useful help and information there!) | | |
| Browse our list of the basic skills and knowledge you ALL ought to possess - we will take you through it <i>individually</i> | | |
| Setting your laptop/pc to do automatic updates - you MUST know how to do this! | | |
| How to get the best out of your mobile phone - setup to suit YOUR needs, Apps, photos, music, alarm, WiFi etc | | |
| Basic Introduction to using Windows 10 laptops | | |
| Basic Introduction to using Android or Google Tablets | | |
| Computer Security, including choosing and setting up (Free) AntiVirus apps | | |
| How to ensure your laptop stays in good working order eg Cleaner, Malwarebytes etc | | |
| Creating an external backup for important data eg photos & docs, emails, phone contacts ... | | |

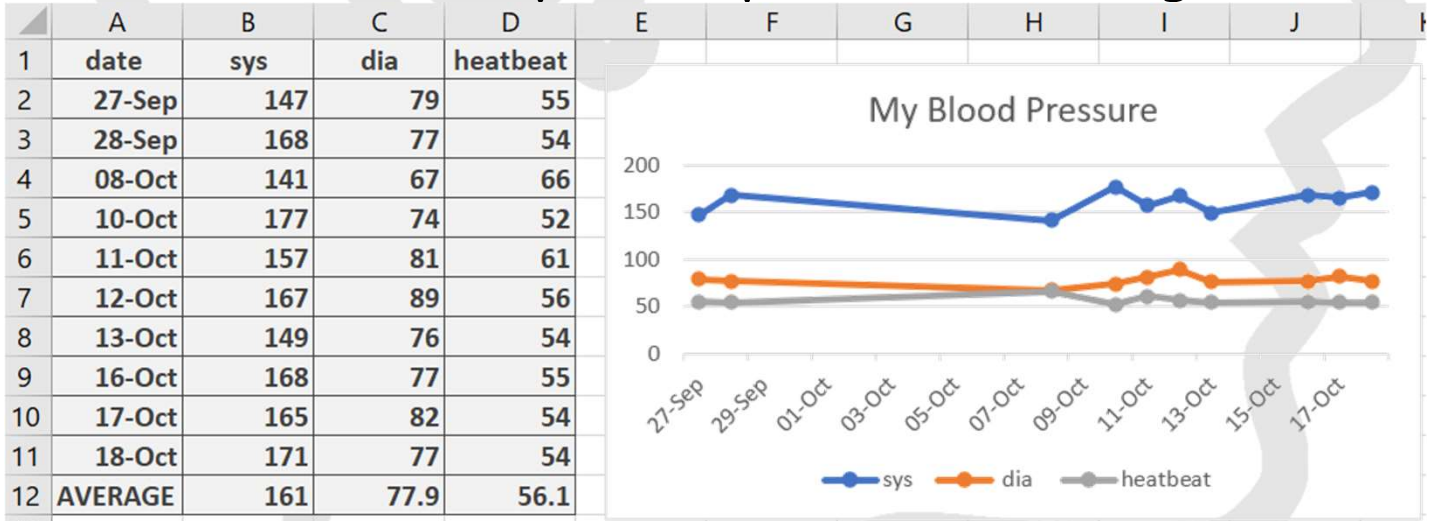
or my Music Collection

- I can now SORT it by Genre
- Or even draw a graph/Pie



| genre | Album | Year | title | Authors |
|-------------------|---|------|--------------------------------------|---------------------------------|
| 926 Ballad | Power Ballads | 2003 | Eyes Without a Face | Billy Idol |
| 927 Blues | The Best Christmas Album in the World... Ever! | | Fairytale of New York | The Pogues feat. Kirsty MacColl |
| 928 Pop | Now That's What I Call Movies | 2013 | Fame (Fame) | Irene Cara |
| 929 Disco | Disco Greats | 2003 | Family Affair | Sly & The Family Stone |
| 930 Classical | The Classic Experience | 1988 | Fanfare for the Common Man | Copland |
| 931 Classical | Classic FM: Relax | 1999 | Fantasia on a Theme of Thomas Tallis | Ralph Vaughan Williams |
| 932 unknown | 25 Years of Great Original Hits: The Motown Legends | 1996 | Farewell is a Lonely Sound | Jimmy Ruffin |
| 933 Pop | The Ksan Collection, San Francisco 1966-68 | 2000 | Faster Than the Speed of Night | Bonnie Tyler |
| 934 Classic Rock | 100 Hits: Dad | | Fat Angel (Live) | Jefferson Airplane |
| 935 Unknown Genre | Bigger Better Power Ballads, Vol. 2 Disc 2 | 2004 | Feel Like Makin' Love | Bad Company |
| 936 Rock | Seventies Power Ballads | 2008 | Feel Like Makin' Love | Bad Company |
| 941 Rock | Baby Boomer Classics | | Feelin' Alright | Joe Cocker |
| 942 Rock | Baby Boomer Classics: Sixties, Volume 1 | 1988 | Feelin' Alright | Joe Cocker |
| 943 Rock | Woodstock: 40 Years On: Back to Yasgur's Farm | | Feelin' Alright | Joe Cocker |
| 944 Rock | Woodstock: 40 Years On: Back to Yasgur's F | 2009 | Feelin' Alright | Joe Cocker |
| 945 Rock | Baby Boomer Classics: Sixties, Volume 1 | 1988 | Feelin' Alright | Joe Cocker |
| 947 oldies | Misty Blue: The Love Songs of the 70's | | Feelings | Morris Albert |
| 951 Pop | A Series - 25 Years Of Rock 'N' Roll - 1964 | 1988 | Ferry 'Cross the Mersey | Gerry & The Pacemakers |
| 952 Pop | | | | |

or even better - my blood pressure readings



- This table uses (in cell B12) =AVERAGE(B2:B11)

Also good for:

- A password list (you can password protect the spreadsheet)
- Medications list
- Household / Car Expenses (great for budgeting)
- Running Barclaycard's Credit Card Computer System sizing (really! ☺)

