

UNIT-4

Autosum: Autosum is used for adding the values given in cells automatically without writing the formula to perform the operation. Autosum automatically selects the values around the cells either horizontally or vertically. Automatic calculation of formulas is one of the most powerful features of electronic spreadsheets.

Home Tab → Editing Group → Autosum

Conditional formatting: Conditional formatting allows you to change the formatting (font color, border, shading) of the cells based on the values in it. You can specify a condition for the values in the cell, and if the condition is satisfied then automatically the formatting of the cell changes. This feature would be very useful if you were working on a profit and loss spreadsheet, or a temperature variance spreadsheet, or a marksheet. You can select one or more cells, and create rules (conditions) for when and how those cells are formatted.

You can control the following formats:

- Number format
- Font, font style, and font colour (but not font size)
- Fill colour and fill pattern
- Border colour and border style (but not border thickness)

Home Tab → Styles Group → Conditional formatting

Hide and unhide rows & columns: When you have data in rows and columns which are needed for formulas or charts, but you do not want the data to be visible. A very handy feature of a spreadsheet is the ability to hide a row/column that is not to be shown to the end user. The data in hidden row/column is available for calculations though not visible.

Home Tab → Cells Group → Format

Freeze data: Freezing rows and columns is another helpful feature in a spreadsheet. When you are dealing with a huge amount of data that spans several rows or columns, you may want the headers to remain constant (frozen) while you scroll through the data so that you can see the identifying names of the rows/columns.

View Tab → Window Group → Freeze Pane

Page Break in Spreadsheet: To print a worksheet with the exact number of pages that you want, you can adjust the page breaks in the worksheet before printing it. This feature is very useful especially when printing huge sheets.

Page Layout tab → Page Setup Group → Breaks

Page Layout: Spread sheet software provides various page layout options for organizing pages using the Page Layout option. **Parts that can be set:**

- Margins
- Orientation
- Page headers and footers
- Hide or display grid lines
- Size of the page
- Define the print area
- Specify the background

View Tab → Workbook Views → Page Layout

Workbook Views: Spread sheet offers the users with variable views for the purpose of viewing the outcome of the sheet while printing.

There are five types of views available in the spreadsheet.

- Normal
- Page Layout
- Page Break Preview
- Custom Views
- Full Screen

Normal View: The default view of the spreadsheet application is the Normal. It's a collection of cells arranged in the work area.

Page Layout: You can select the Page Layout view in order to quickly fine tune a worksheet that contains many charts or huge amounts of data and achieve professional looking results.

Page Break Preview: This option is similar to the Page Layout option except you can set the area that is to be set as a page after inserting page break.

Custom Views: If you would like to view selected areas of a document , you can use the custom view option.

Full Screen: Selecting this option makes the workbook cover the entire screen. All tabs are hidden from view

View Tab —————> Workbook View —————> Type of view

Use of applying cell and range names: You can assign names to cells in a worksheet and use it for quickly locating specific cells by entering the names. This could be useful when working with large spread sheets.

Charts in Spreadsheets: A chart is a graphical representation of data, in which the data is represented by symbols, such as bars in a bar chart, lines in a line chart, or slices in a pie chart. A chart can represent tabular numeric data, functions or some kinds of qualitative structures. A Spread sheet enables you to create, modify and format charts based on the data given in the spread sheet.

Elements of charts:

1. Chart Area of the Chart
2. Plot Area of the Chart
3. Data Points that are plotted in the chart
4. Horizontal and Vertical Axis in the chart
5. Legend of the chart
6. Chart and Axis Title used in the chart
7. Data Label for identifying details of data point in the chart

Types of charts:

Bar charts: A bar chart (horizontal bars) emphasizes the comparison between items at a fixed period of time. This chart type also includes cylinder, cone, and pyramid subtypes.

Column charts: A column chart, unlike a bar chart to which it is often compared, emphasizes variation over a period of time. This chart type also includes cylinder, cone, and pyramid subtypes

Line charts: A line chart shows the relationship of the changes in the data over a period of time.

Pie charts: Pie charts contain just one chart data series. A pie chart shows the relationship of the parts to the whole.

Area charts: An area chart shows the relative importance of values over time.

XY (Scatter) charts: Scatter charts are useful for showing a correlation among the data points that may not be easy to see from data alone.

Sorting Data: Sort is a feature that helps you arrange the selected data either in an ascending or descending order.

Data Tab → Sort & Filter group → Sort Option

Filtering Data: Filter is a feature used for extracting particular data using some conditions.

Data Tab → Sort & Filter group → Filter Option

Linking cells: Spreadsheet also allows you to link the cells from various worksheets and from various spread sheets to summarize data from several sources. In this manner, you can create formulas that span different sources and make calculations using a combination of local and linked information. You can link data from other spreadsheets and keep the information up to date without editing multiple locations every time the data changes.

View Tab → Window Group → Switch Windows

Sharing Worksheet Data:

In most office settings, there is a shared drive where teams can store common files for everyone to use. Sometimes, it is necessary to have multiple people working on a file at the same time. This can be to either speed up data entry or simply make things easier for collaboration purposes. Spreadsheet software allows the user to share the workbook and place it in the network location where several users can access it simultaneously.

Steps to share the worksheet:

Click on **Share workbook** option under **Changes group** in the **Review tab**.

Most spreadsheet software automatically turn off some features in shared workbooks. This is to simplify the workbook since multiple people can be working on the file at the same time. For example, shared workbooks don't allow merging cells, conditional formatting, or inserting pictures/graphs/etc.