

8 – Spreadsheet, databases

(Unit 15, task 1)

A spreadsheet is like a large piece of paper divided into **columns** and **rows**. Each column is labelled with a **letter** and each row is labelled with a **number**. The intersection of a column and a row is called a **cell**.

A cell can hold three types of information: **text**, **numbers** and **formulae**. **Formulae** are functions or operations that add, **subtract**, multiply or **divide** existing values to produce results.

When you change the value of one cell, the values in other cells are automatically **recalculated**. You can also update the information in different worksheets by **linking** cells.

The format menu enables the user to choose the **font**, alignment, **borders**, column width, etc.

Most spreadsheets can generate graphic representations, such as **line graphs**, bar or pie **charts**.

Some spreadsheets are able to transform the values of the cells into a database – each column is a **field** and each row is a **record**.