

Overview

What types of mathematics problems do you solve in your everyday life? How do you find answers to the problems? In the same way that word processing software can help you with writing projects, spreadsheet software can help you solve mathematics problems—especially complicated problems involving money and other quantities. One benefit of spreadsheet software is that it can automatically calculate new answers when you change any numbers used in your formulas. Spreadsheet software can also be used to make charts and graphs.

Exploration

Several spreadsheet software programs are available, including Microsoft Excel* and OpenOffice.org Calc*. Work with your partner to start the spreadsheet software. Notice that spreadsheets have boxes that are organized in tables with columns and rows. The columns are named with letters, and the rows are named with numbers. The box where a column and a row cross, or intersect, is called a cell. Each cell is named with its column letter name and its row number name. Spend 10 minutes completing the following challenges:

- **Challenge 1:** Type three different words in cells A1, A2, and A3.
- **Challenge 2:** Type three different numbers in cells B1, B2, and B3.
- **Challenge 3:** Click cell B4. Then, click the **AutoSum** or **Sum** button, and press **Enter**.
- **Challenge 4:** Change the width of the columns and the height of the rows.

Use the remaining time to discover what else you can do with spreadsheet software.

Discussion

Spend five minutes discussing with your partner your answers to the following questions:

- **Question 1:** What happened in cell B4 when you clicked the **AutoSum** or **Sum** button?
- **Question 2:** What is your favorite feature of the spreadsheet software?
- **Question 3:** When might you use spreadsheet software? What other types of calculations do you think you could do in a spreadsheet?

Now you will share your answers with the class as directed.

Unit 1: Technology and Community

Spreadsheets Resources

To learn more about spreadsheet skills, check the Intel® Education *Help Guide* as you complete the activities and project. The Spreadsheets section includes nine skill groups:

- **Spreadsheets Group 1:** Getting to Know the Spreadsheet Software (**NOTE:** This group name will change depending on the *Help Guide* version being used.)
- **Spreadsheets Group 2:** Selecting Cells, Rows, and Columns
- **Spreadsheets Group 3:** Using Worksheets
- **Spreadsheets Group 4:** Adding and Working with Information
- **Spreadsheets Group 5:** Changing the Look of Information and Worksheets
- **Spreadsheets Group 6:** Organizing Information
- **Spreadsheets Group 7:** Doing Math
- **Spreadsheets Group 8:** Making Charts
- **Spreadsheets Group 9:** Printing Worksheets

What is one spreadsheets skill that you would like to learn how to do? In which skill group might you begin looking to learn how to do the skill?

Spreadsheets Activities

You will have an opportunity to learn and use spreadsheet skills as you complete some of the featured spreadsheets activities:

- **Spreadsheets Activity:** Address Book
- **Spreadsheets Activity:** Survey
- **Spreadsheets Activity:** Transportation
- **Spreadsheets Activity:** Statistics
- **Spreadsheets Activity:** Budget