

# Introduction to Spreadsheets

## Microsoft Excel

- ◆ A program which allows you to perform complex mathematical operations in an organized manner.

## What is a spreadsheet?

- ◆ A spreadsheet is a grid of rows and columns containing numbers and text.

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## Terms you need to know

- ◆ Rows
- ◆ Columns
- ◆ Range
- ◆ Cells
- ◆ Active Cell
- ◆ Cell Address
- ◆ Workbook
- ◆ Labels
- ◆ Numeric Labels
- ◆ Values
- ◆ Mathematical Operators
- ◆ Orders of Operation
- ◆ Equation Formula

# Spreadsheet Templates Introduction

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