**Spreadsheet/Excel review**

Cell - an individual rectangle on the sheet

Column - a vertical stack of cells identified by a letter

Row - a horizontal group of cells identified by a number

Cell address - the location of a specific cell - the column letter, followed by the row number - A2, G12, Z300

Move the cursor on the sheet - use tab to move right, use enter to move down, use the arrow keys to move up, left, down, right. The mouse can be used to click on a cell.

Highlight cells to select them

Highlight - click on the first cell, hold the left mouse button down and move the mouse. Release the button when you have highlighted the cells you need.

Chart maker is located in the Insert tab. Remember you need to highlight to make a chart.

**Try this assignment:**

We have the results of a survey (fake) of favorite pets. We had the following replies:

Aardvark 1

Bird 11

Cat 21

Dog 25

Guinea Pig 9

Snake 3

Turtle 6

On your spreadsheet in Cell A1, write the word Pet. In B1, write the word Number.

Enter the names of the animals in the A column (no spaces between them.

Enter the numbers in column B (no spaces between them)

Very Important: Do not mix numbers and letters in a cell.

Highlight the info, then go to Insert>Charts and create a simple column chart or a bar chart.

There are no specific colors for an animal. You may change the colors as you like.

To change colors, click on one bar or column. All will have circles in the corner. Click again in the bar or column you want to change.

There are two ways to get to the colors: double click on the selected bar, choose fill and then solid fill. or column or look at the top of the screen and find a green tab and go to format. Click on shape fill for the colors.

Have fun. Try it. If you can't do it, don't worry.