

What is a spreadsheet?



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A spreadsheet is a computer application or program that enables the user to tabulate and collate data. This data can then be used to make calculations, show graphical representations or analysis.

- A spreadsheet comprises of a grid of 'cells' arranged in rows and columns and information can be inserted into each cell.
- Each cell can contain text, numbers and formulas.
- A formula is a calculation based from the contents of cells or a total of a combination of cells. The total in that formula can change if the content of the combination cells used is also amended.
- Spreadsheets can be useful for home budgeting or accounting and they make it easy to display information.
- Spreadsheets can consist of a number of different worksheets that can include different data as well as enabling cells on one worksheet to be used and referenced on other different worksheets.
- Information can also be sorted and filtered by a spreadsheet.
- The Microsoft Office spreadsheet is called Excel but there are open office spreadsheets available, including internet based web apps such as Google spreadsheets.
- Spreadsheets have a number of tools included to support many different types of calculations and can include graphical presentations such as graphs, pie charts etc.

Excel is the Microsoft Office spreadsheet application, key terms to help you understand Excel can be found here: [Windows Central key Excel terms](#)

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