

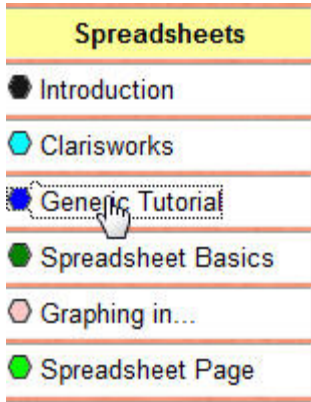
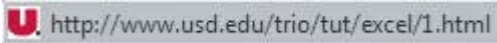
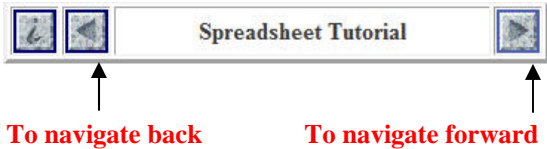


Student Name:

INSTRUCTIONS

1. Follow your grade level door into the **Computing** section of Student Link. 
2. Under the **Spreadsheets** header click on **Generic Tutorial**
You will navigate away from  to a tutorial created by Brad James. This tutorial is hosted on the University of South Dakota server. *Note the structure of the uniform resource locator (url) as it is indexed in your browser.*


Protocol Identifier Domain Name File Directory Type of File
3. In order to complete this worksheet you will need to demonstrate your understanding of the first **six** pages of this tutorial. You will read the first **six** pages and complete comprehension questions for each of the categories listed below:

1. Why use a computer?	4. What is a Row?
2. Basics of a Spreadsheet	5. What is a Cell?
3. What is a Column?	6. Types of Data
4. The **navigation bar** at the top of each tutorial page identifies the **title** of the tutorial section and includes **forward** and **rear** facing arrows in order to scroll through the pages.

5. It is recommended that you read through all six pages of the tutorial before answering worksheet questions. Use the **navigation bar to** refer back to specific sections of the tutorial in order to answer worksheet questions .
6. When preparing your responses to the worksheet questions remember:
 - Sentences always begin with a capital!
 - Sentences always end with a period!
 - Sentences need to rephrase the question and refer to the reading using your own words !
 - All sentences need to be proof-read for clarity, spelling, and grammatical precision!
 - Graphic organizers and multiple choice problems do not require a full sentence.

1. **Identify** three features that make a spreadsheet preferable to paper and pencil calculation.

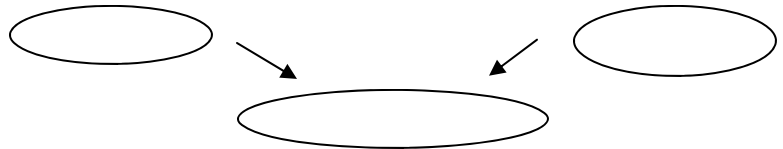
paper ledger		A	B	C
car loan	\$12,000	1	computer ledger	
interest	9.6%	2		
# of payments	60	3	car loan	\$12,000.00
		4	interest	9.60%
		5	# of payments	60
monthly payment	\$252.61	6		
		7	Monthly Pmt.	\$252.61



2. Provide a **definition** of a cell. Include an explanation of how a cell is assigned a name.

	A
1	

3. Using this **graphic organizer** identify the three components of a spreadsheet grid:



4. Use the accompanying image from the tutorial to answer the following questions:

A. An individual spreadsheet is called a _____

B. The **rows** listed in this image include ____ through ____

C. The **columns** listed in this image include ____ through ____

D. In this image column _____ is highlighted in blue.

E. **Construct** a table on the sample workbook that includes both constant and label data.



Workbook1				
	A	B	C	D
1				
2				
3				
4				
5				
6				
7				
8				

5. **Demonstrate** your understanding of a “what-if” scenario. How could spreadsheet functions be applied to such a variable?

