

Creating a new Spreadsheet 3

What is a Spreadsheet?

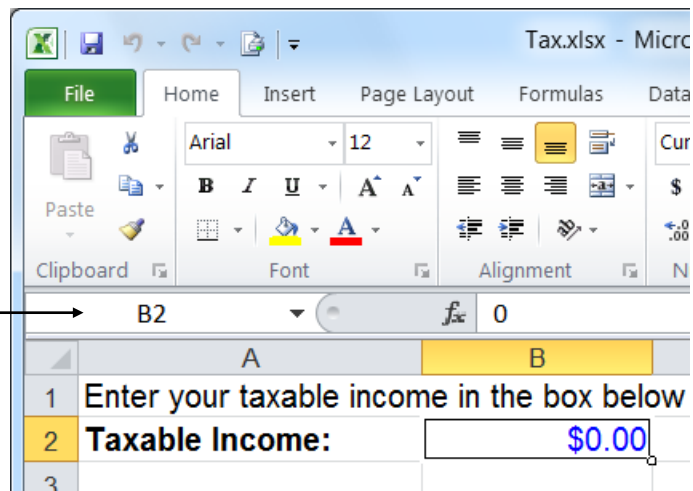
Computer spreadsheets are workspaces that let you manipulate **numbers**. Bookkeeping and accountancy are by far the most popular uses for these sorts of programs.

Spreadsheets are basically large grids divided up into **Cells**. Each cell is referenced by its **Column** and **Row** co-ordinates. **Rows** are referenced with **Numbers**, **Columns** with **Letters**. Look at the spreadsheet on your screen. You will see the workspace is divided into a grid of **cells**, which are referenced with numbers down the left-edge of the screen and letters across the top, similar to the co-ordinates in a road atlas.

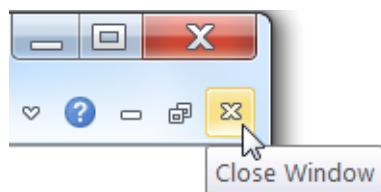
You can focus attention on individual cells by using the **arrow** keys on your keyboard.

- Move around the Excel workspace using the **arrow** keys on your keyboard

Watch how the co-ordinates of the currently selected cell appear in the **Name Box** on the top-left of the spreadsheet window.



Also watch how the **Formula Bar** changes. The Formula Bar displays the contents of the currently selected cell.



- **Close** the **Tax.xlsx** spreadsheet using its Close button
- You should not be prompted to save any changes but if you are, click the **Don't Save** button.