

TC “Digital Power”, 2021

August 19 - 24, Kaunas,

Lithuania



Spreadsheets

How to use it on daily basis



Excel

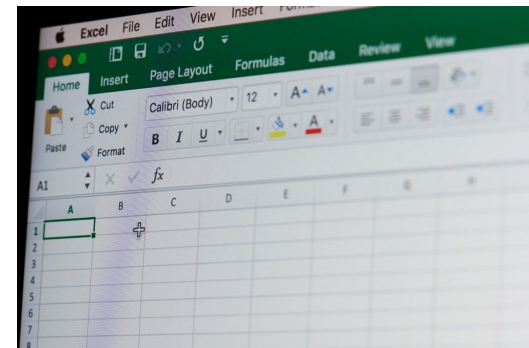


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Spreadsheets-

A **spreadsheet** is a computer application for organization, analysis, and storage of data tabular form. Spreadsheets were developed as computerized analogs of paper accounting worksheets. The program operates on data entered in cells of a table. Each cell may contain either numeric or text data, or the results of formulas that automatically calculate and display a value based on the contents of other cells. A spreadsheet may also refer to one such electronic document.





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Different programs:

Excel - most common, possible online version.

Google Sheets - online and free.

Libre office Calculator - free

Collabora Online Calc

iWork Numbers- Apple Office Suite

Lotus Symphony

OpenOffice - free.



OpenOffice.org





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What is it used for?



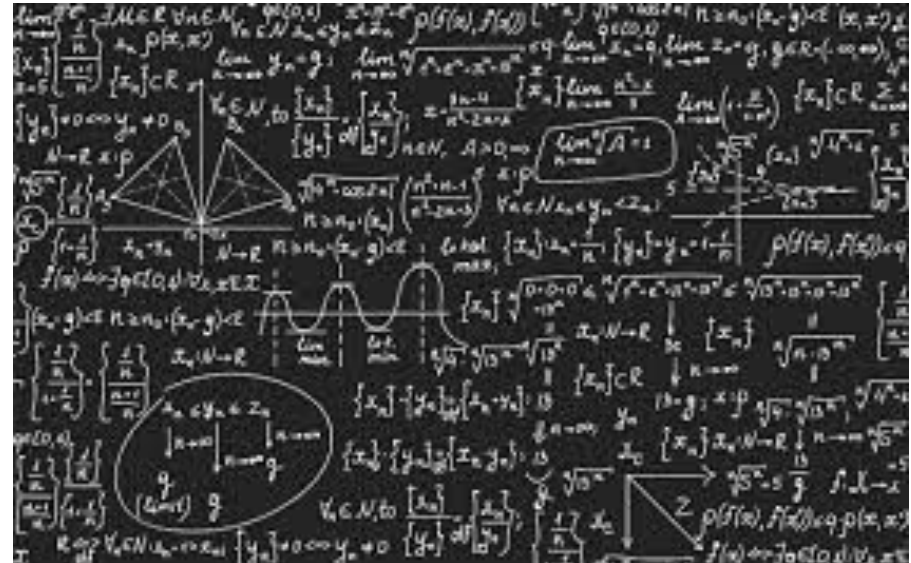


1. Calculations;

- Simple maths
- Advanced maths (absolute deviation, IF, IFS, INDEX, MATCH, SUMPRODUCT, XLOOKUP, OFFSET, CHOOSE)
- Simple forecasting

The screenshot shows the Microsoft Excel interface. The formula bar at the top displays the formula $=12.99+16.99$. A green callout box points to the formula bar with the text "The formula appears in the Formula Bar." Below the formula bar, a table is visible with columns for "January" and "February". The table contains data for "Entertainment", "Cable TV", "Movies", "CDs", and "Total". A green callout box points to the "Total" cell with the text "Excel displays the formula result in the cell."

	January	February
Entertainment		
Cable TV	52.98	63.25
Movies	7.98	11.97
CDs	16	29.98
Total		





2. Simple data storage and management

3. Data upload (e.g. subscribers list for newsletter)

4. Budgeting (e.g. salaries, expenses)



	A	B	C	D	E	G	H	I
1	Activity	IndicatorCode	Indicator	Year	Location	Result	Comment	DQA Finished?
2	Community Initiative	D-01	# Things Planned	2012	Chivuna	40		TRUE
3	Community Initiative	D-02	# Things Approved	2012	Chivuna	0		TRUE
4	Community Initiative	D-03	# Things Done	2012	Chivuna	0		TRUE
5	Community Initiative	D-01	# Things Planned	2012	Habulile	50		TRUE
6	Community Initiative	D-02	# Things Approved	2012	Habulile	26		TRUE
7	Community Initiative	D-03	# Things Done	2012	Habulile	10		TRUE
8	Community Initiative	D-01	# Things Planned	2012	Bbilibi	25		FALSE
9	Community Initiative	D-02	# Things Approved	2012	Bbilibi	33		FALSE
10	Community Initiative	D-03	# Things Done	2012	Bbilibi	15		FALSE
11	Community Initiative	D-01	# Things Planned	2013	Chivuna	46		FALSE
12	Community Initiative	D-02	# Things Approved	2013	Chivuna	20		FALSE
13	Community Initiative	D-03	# Things Done	2013	Chivuna	10		FALSE
14	Community Initiative	D-01	# Things Planned	2013	Habulile	55		FALSE
15	Community Initiative	D-02	# Things Approved	2013	Habulile	25	started on 2 already	FALSE
16	Community Initiative	D-03	# Things Done	2013	Habulile	15		FALSE
17	Community Initiative	D-01	# Things Planned	2013	Bbilibi	28	one is only halfway done	FALSE



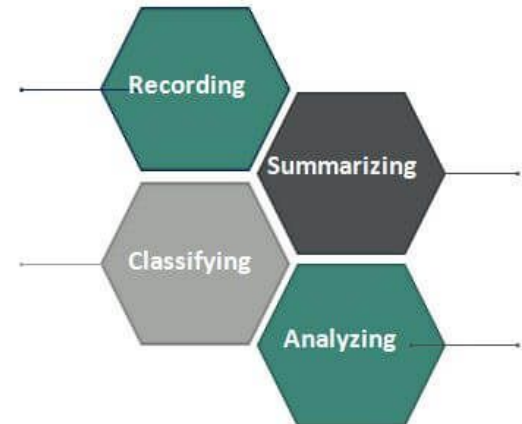
5. Simple logistics / order system (e.g. data evaluation, calculations, inventory tracking, demand planning, scheduling);

6. Financial accounting

7. Data visualisation



Financial Accounting





8. Data analysis:

- **Data analysis** is a process of inspecting, cleansing, transforming, and modelling data with the goal of discovering useful information, informing conclusions, and supporting decision-making.
- In today's business world, data analysis plays a role in making decisions more scientific and helping businesses operate more effectively.
- Spreadsheets could be a very good tool to collect, storage and especially analyse data because it has different formulas and functions that helps to get important statistical numbers. Analysing those numbers business, architectural and other decisions are made.





- **Business breakout point-** shows the point, when the **business revenue overcomes the investment and business pays off.**
 - **Pareto analysis - helps to identify the most profitable spheres / products of a business**
 - **Research surveys**
 - **Correlations - shows statistical association or relation**
 - **Ranking**
 - **Time-series**
 - **Part-to-whole**
- and more...



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