

## *Step-by-Step*

# Working With Spreadsheets in AppleWorks 6

With AppleWorks, you can create spreadsheets to organize, sort, and analyze information. In this Step-by-Step Card, you'll create a spreadsheet, use a formula to make calculations, and then produce a chart.

### **Opening a new spreadsheet document**

- 1** Open the AppleWorks 6 folder on your hard disk.
- 2** Double-click the AppleWorks 6 icon to open the program.
- 3** In the Starting Points window, click Spreadsheet.

A new spreadsheet document appears. Cell A1 is the active cell.

**Note:** A spreadsheet document is a grid of columns and rows. Each column is labeled with a letter at the top and each row is labeled with a number at the left. The intersection of a row and column is called a “cell” and is identified by its row and column number. This spreadsheet will contain temperature data recorded by students over the period of five days. First, you'll type labels in column 1.

### **Setting up the spreadsheet**

- 1** In cell A1, type “Temperatures Spreadsheet.” This will be your title. Press Return. Cell A2 becomes the active cell.
- 2** Type “Date of Observations:” in cell A2 and press Return. Cell A3 becomes the active cell.

**Note:** The key you press to record the text determines the next cell you move to. To move to the cell directly to the right, press Tab. To move to the cell directly below, press Return. To remain in a cell after you record text in that cell, press the Enter key on the keyboard or click the green check mark to the left of the entry bar.

- 3** Type “City” in cell A3 and press Return.  
**Tip:** If you make a mistake typing, make sure the cell is selected and then correct the mistake in the entry bar.
- 4** Type “State” in cell A4 and press Return two times.
- 5** Type “Mon.” in cell A6 and press Return. Continue to add abbreviations for Tues.–Fri. in cells A7–A10.
- 6** Click in cell B5 and type “AM.” Press the Tab key to move to cell C5.

- 7** Type “PM” in cell C5 and press Tab. Your active cell should be D5.  
Next you’ll enter labels for the formulas you will use to calculate your data.
- 8** Type “High Temp.” in cell D5 and press Return two times. Cell D7 becomes the active cell.
- 9** Type “Low Temp.” in cell D7 and press Return two times. Cell D9 becomes the active cell.
- 10** Type “Average Temp.” in cell D9.  
You have now finished setting up the spreadsheet and can begin entering data.

### **Entering data**

Now you’ll enter temperature data that has been recorded over the five-day observation period.

- 1** Click in cell B2 and enter today’s date. Press Return.
- 2** Enter a city for the temperature observation in cell B3 and press Return.
- 3** In cell B4 enter a state for the observation, then press Return.
- 4** Click in cell B6 to make it the active cell. Enter your own data or the following data in cells B6 through B10: 37, 45, 55, 63, 42.
- 5** Click in cell C6 to make it the active cell. Enter your own data or the following data in cells C6 through C10: 55, 61, 70, 47, 53.

Next you’ll enter formulas to calculate the high, low, and average temperature from this data set.

### **Adding formulas**

- 1** Click in cell E5 and type the following formula being careful not to add any spaces: =MAX(B6..C12). Press Return and you should see the calculation for the maximum value within the cell range B6 through C12 appear in the cell. You should see 70 if you used the data listed in this activity.
- 2** Click in cell E7 and type the following formula: =MIN(B6..C12). Press Return and you should see 37 appear in the cell if you used the suggested data.
- 3** Click in cell E9 and type the following formula: =AVERAGE(B6..C12). Press Return. You should see 53 appear in the cell if you used the specified data.

- Choose Save from the File menu to save your changes. Select a location in which to save the file and give it a name.

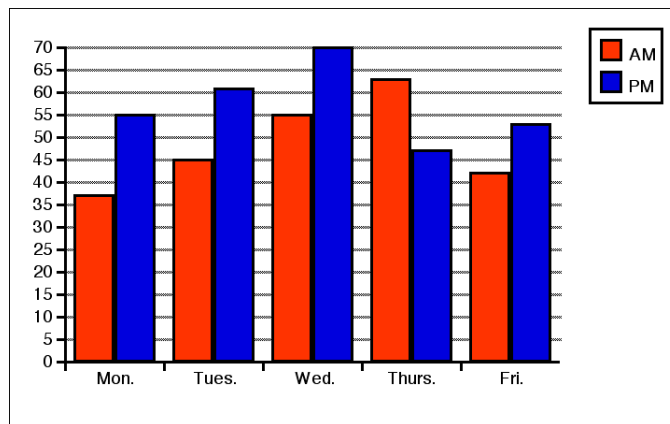
Your spreadsheet should look like the following one:

	A	B	C	D	E
1	Temperatures Spreadsheet				
2	Date of Observations:				
3	City:				
4	State:				
5		AM	PM	High Temp.	70
6	Mon.	37	55		
7	Tues.	45	61	Low Temp.	37
8	Wed.	55	70		
9	Thurs.	63	47	Average Temp.	53
10	Fri.	42	53		
11					

### Graphing your data

You can choose from a variety of chart types to graph data in a spreadsheet. First you need to select the cells that contain the information you want to chart.


- Highlight cells A5 through C10.
- Choose Make Chart from the Options menu. The Chart Options dialog box appears.
- The default setting is for a bar chart. Click OK to accept these settings. A chart similar to the following should appear.



## Customizing the chart

- 1 Double-click the graph. The Chart Options dialog box appears.
- 2 Click the General button and click to select Rows under “Series in.” Click OK. The graph now appears with five different colored bars.

Next you’ll learn how to select specific colors for the bars.

- 3 Click the toolbox  at the bottom of the document. The drawing tools appear on the screen.
- 4 Click the square next to the label Mon. in the legend. A white circle appears in it.
- 5 Select the Fill Color tab on the Accents window. If the Accents window isn’t displayed, choose Show Accents from the Window menu. Select a color. The bar color changes to that color. Repeat this process with the remaining four bars.

Next you’ll experiment with different kinds of graphs.

- 6 Double-click the graph to access the Chart Options dialog box once again. At the bottom of that dialog box, you can select Shadow and 3-Dimensional. Experiment with those options, then investigate the different graph types. This data will work well with some graph formats and not so well with others.
- 7 It’s possible to change the graph background, title, and title background as well as many other options. Use the AppleWorks help system (choose AppleWorks Help from the Help menu) or experiment on your own to figure this out. (**Hint:** Remember how you changed the bar colors? It’s a similar process.)

## Fun facts

You can add graphics to a spreadsheet to make it more interesting.

- 1 Choose Show Clippings from the File menu.
- 2 Select a graphic to add.
- 3 Drag the graphic from the Clippings window onto the spreadsheet. Place it in an appropriate location.
- 4 Save the spreadsheet file if you want to keep it.