



Useful One Page Handouts



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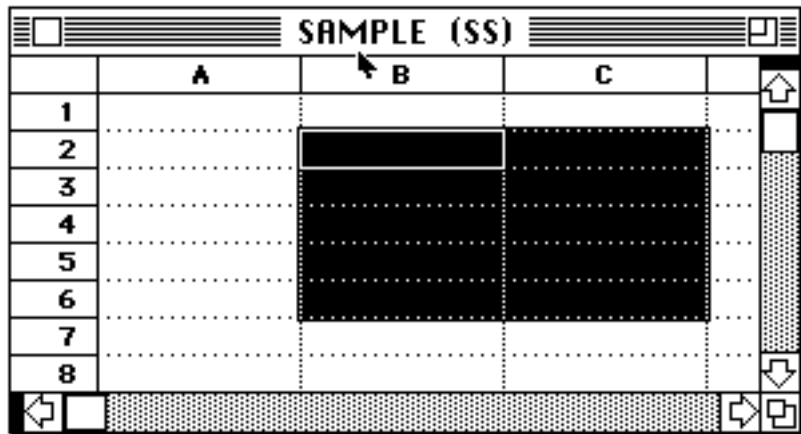
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A fill in the blank SS Intro

1) Rows are _____ while columns are _____ .

2) A cell is the _____, e.g. _____ .

3) When doing data entry the \checkmark symbol means _____ while the X symbol means _____ .



4) To correct a cell, you can either retype it as if it had never been there or click on it and then edit in the top of the screen where it shows.

5) There are many rows and columns in a spreadsheet, so if you are in cell A1 and you accidentally push UP ARROW or LEFT ARROW, then to fix the problem you should _____ .

6) The word VALUE refers to a _____ while LABEL refers to a _____ .

7) To widen a column, you _____ . If a column has repeated ##### signs, that means you must _____ that column.

8) Any formula must begin with ____ . A typical formula for ADDING UP is _____ . A typical formula for AVERAGING is _____ .

9) To alphabetize data, you first blacken (highlight) the section, then choose _____ .

10) Once you have a formula in one cell and you want it repeated below or to the right, you first _____ and then choose _____ .

11) To insert a row after you have built a spreadsheet, you first click on the row number on the left and then choose _____ . Or to delete the row, you _____ . To insert a column after you have built a spreadsheet, you first click on the row number on the left and then choose _____ . Or to delete the column, you _____ .

Here are some more examples of formulas:

F1)	=C5-B4	Computes difference of two cells
F2)	=B3+(B3*.12)	Computes 12 per cent increase from B3
F3)	=B3*1.12	Another way to calculate 12 % increase
F4)	=(B3*12/100)	And still another way
F5)	=(C3*.1)+(D3*.5)+(E3*.4)	Computes weighted average of C3,D3 & E3
F6)	=(C3+(D3*5)+(E3*4))/10	Computer weighted average another way
F7)	=B3*1.07	Finding 7% population increase
F8)	=C3-B3	Finding \$ salary increase from B3 to C3
F9)	=100*(C3-B3)/B3	Finding % salary increase from B3 to C3
F10)	=B3+1	Adds 1 to B3; useful for generating integers or years quickly

Foreign (&other)symbols: Mac

HOW TO	EXPLANATION
Type the Acute Accent ´	Push OPTION-e, then release and type the e or other letter you want to accent, for example— école.
Type the Circumflex Accent ^	Push OPTION-i, then release and type the i or other letter you want to accent, for example— maître.
Type the Grave Accent `	Push OPTION-`, then release and type the e or other letter you want to accent, for example— lèvre.
Type the Spanish symbol ¡	Push OPTION down and then type 1 whenever you want to get the upside-down exclamation mark ¡ symbol.
Type the Spanish symbol ¿	Push OPTION-SHIFT down and then type ? whenever you want to get the upside-down question mark ¿ symbol.
Type the Symbol ç (cedilla)	Push OPTION-c whenever you want to get the cedilla, for example— façade.
Type the Tilde Accent ~	Push OPTION-n, then release and type the n or other letter you want to accent, for example— mañana.
Type the Umlaut Accent ö	Push OPTION-u, then release and type the o or other letter you want to accent, for example— Böblingen.

Foreign (&other)symbols: HTML

HOW TO	EXPLANATION
Type the < SYMBOL	Use &lt;
Type the > SYMBOL	Use &gt;
Type the word 	Use &lt;FONT&gt;
Type the é character	Use &#233 or use &eacute;
Type the è character	Use &#232 or use &egrave;
Type the ñ character	Use &#241 or use &ntilde;
Type the ç character	Use &#231 or use &ccedil;
Type the ö character	Use &#246 or use &ouml;
Type the ¿ character	Use &#191 or use &iquest;
Type the ÷ character	Use &#247 or use &divide;