What is a Spreadsheet?

A **spreadsheet** is software that helps to organize, calculate and display data. Spreadsheets are especially useful for keeping track of *numeric data*—data in the form of numbers. You could use spreadsheets to record how much money goes into and out of bank accounts (accounting), to display statistics for games and sports, to do scientific research, and much more!

Important skills

Sorting data	Displaying data in a certain order, i.e. from the largest number to the smallest.
Filtering data	Deciding which data is displayed based on some criteria.
Creating charts	Making visual aids that explain data, e.g. pie charts, bar charts, line charts...
Writing formulas	Using math and special functions to combine the contents of cells in different ways.

Example: Sorting and filtering data in Excel
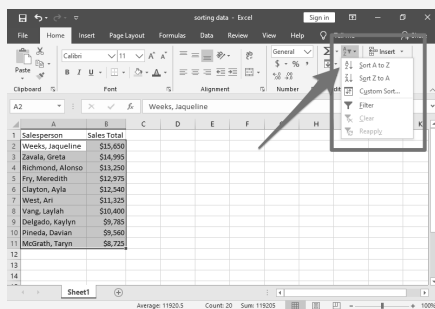
Once you have selected the data that you want to sort or filter, you may click on the **Sort & Filter** button in Excel's **Home** ribbon.

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Sort orders

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Smallest to Largest	Sorts *numbers* (including *currency*, etc) from the smallest to the largest. Ex: 1, 4, 8, 16.
Largest to smallest	Sorts *numbers* (including *currency*, etc) from the largest to the smallest. Ex: 16, 8, 4, 1.
A to Z	Sorts *letters* from A to Z, or sorts *characters* in increasing order by their ASCII codes. Ex: A, Ba, Bb, C.
Z to A	Sorts *letters* from Z to A, or sorts *characters* in decreasing order by their ASCII codes. Ex: C, Bb, Ba, A.
Oldest to Newest	Sorts *dates* and *times* starting from the oldest. Ex: 1906-01-01, 1976-05-05, 2013-08-08.
Newest to Oldest	Sorts *dates* and *times* starting from the most recent. Ex: 2013-08-08, 1976-05-05, 1906-01-01.

Example: Choosing what to filter
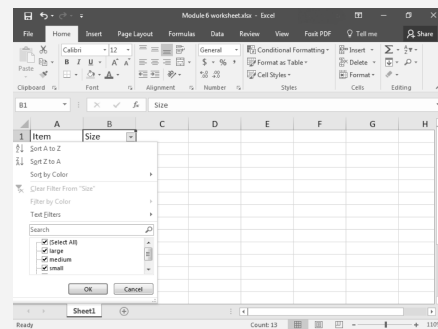
After you turn on filtering for your data, you can click on the triangle button (to choose what data to show and hide. When you're done, simply click "OK", and Excel will activate your filter.

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