

# Chapter 14: Fill-in-the-blank Computing: The Basics of Spreadsheets

Fluency with Information Technology  
Third Edition

by  
Lawrence Snyder



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## Unnumbered Art from Chapter 14

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	A	B	C	D	E	F	G	H
1								
2								
3		The Departed	4	5	Martin Scorsese	2006		
4		Crash	3	6	Paul Haggis	2005		
5		Million Dollar Baby	4	7	Clint Eastwood	2004		
6		Lord of the Rings: Return of the King	11	11	Peter Jackson	2003		
7		Chicago	6	13	Rob Marshall	2002		
8		A Beautiful Mind	4	8	Ron Howard	2001		

Figure 14.8 The movie list imported into a spreadsheet.

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(a) Constructing the phrase: The spreadsheet shows the movie list with columns for title, year, director, and number of Oscars. The text is being formatted into a single column.

(b) Reordering the main columns: The columns are rearranged to match the desired output format.

(c) The completed table: The final spreadsheet shows the movie list with the text formatted as a single column of phrases.

Figure 14.9 Revising the movie list. (a) Constructing the phrase, (b) reordering the main columns, (c) the completed table.

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F10	A	B	C	D
1				
2		Short-tailed shearwater		
3		Swainson's hawk		
4		Wheatear		
5		Arctic tern		
6		Willow warbler		
7		Long-tailed skua		
8				

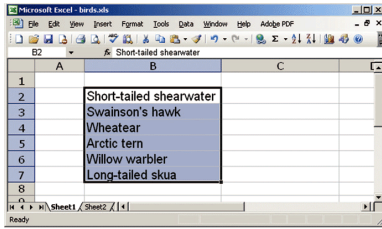
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F10	A	B	C	D
1				
2		Short-tailed <i>Test data</i>		
3		Swainson's <i>to see</i>		
4		Wheatear <i>what happens</i>		
5		Arctic tern <i>when long</i>		
6		Willow warbler <i>entries can't</i>		
7		Long-tailed <i>spill</i>		
8				

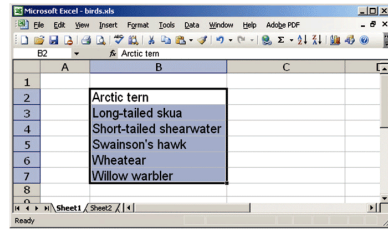
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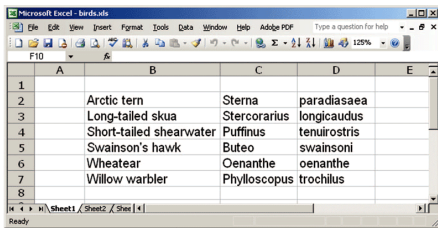
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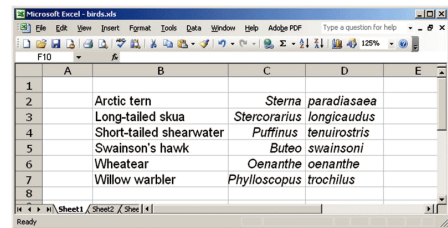
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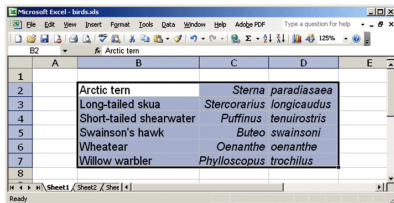
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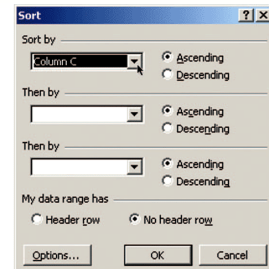
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	A	B	C	D	E
1		Swainson's hawk	<i>Buteo swainsoni</i>		
2		Wheatear	<i>Oenanthe oenanthe</i>		
3		Willow warbler	<i>Phylloscopus trochilus</i>		
4		Short-tailed shearwater	<i>Puffinus tenuirostris</i>		
5		Long-tailed skua	<i>Stercorarius longicaudus</i>		
6		Arctic tern	<i>Sterna paradisaea</i>		
7					
8					

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	A	B	C	D	E
1		<b>Common Name</b>	<b>Genus</b>	<b>Species</b>	
2		Swainson's hawk	<i>Buteo swainsoni</i>		
3		Wheatear	<i>Oenanthe oenanthe</i>		
4		Willow warbler	<i>Phylloscopus trochilus</i>		
5		Short-tailed shearwater	<i>Puffinus tenuirostris</i>		
6		Long-tailed skua	<i>Stercorarius longicaudus</i>		
7		Arctic tern	<i>Sterna paradisaea</i>		
8					

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	B	C	D	E	F	G	H	I	J	K	L
1	Common Name	Distance (km)	Body Len (m)	Distance(M)							
2	Swainson's hawk	13500	0.52								
3	Wheatear	15500	0.16								
4	Willow warbler	15500	0.11								
5	Short-tailed shearwater	12500	0.43								
6	Long-tailed skua	16000	0.51								
7	Arctic tern	19000	0.35								
8											

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	B	C	D	E	F	G	H	I	J	K	L
1	Common Name	Distance (km)	Body Len (m)	Distance(M)							
2	Swainson's hawk	13500	0.52	$=F2*G2$							
3	Wheatear	15500	0.16								
4	Willow warbler	15500	0.11								
5	Short-tailed shearwater	12500	0.43								
6	Long-tailed skua	16000	0.51								
7	Arctic tern	19000	0.35								
8											

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	B	C	D	E	F	G	H	I	J	K	L
1	Common Name	Distance (km)	Body Len (m)	Distance(M)							
2	Swainson's hawk	13500	0.52	$=F2*G2$							
3	Wheatear	15500	0.16								
4	Willow warbler	15500	0.11								
5	Short-tailed shearwater	12500	0.43								
6	Long-tailed skua	16000	0.51								
7	Arctic tern	19000	0.35								
8											

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	B	C	D	E	F	G	H	I	J	K	L
1	Common Name	Distance (km)	Body Len (m)	Distance(M)							
2	Swainson's hawk	13500	0.52	$=F2*G2$							
3	Wheatear	15500	0.16								
4	Willow warbler	15500	0.11								
5	Short-tailed shearwater	12500	0.43								
6	Long-tailed skua	16000	0.51								
7	Arctic tern	19000	0.35								
8											

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Common Name	Distance (km)	Body Len (m)	Distance (MI)
Swainson's hawk	13500	0.52	8383.5
Wheatear	13500	0.16	8682.5
Willow warbler	15500	0.11	9625.5
Short-tailed shearwater	12500	0.43	7762.5
Long-tailed skua	16000	0.51	9936
Arctic tern	19000	0.35	11799

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Common Name	Distance (km)	Body Len (m)	Distance (MI)
Swainson's hawk	13500	0.52	8383.5
Wheatear	13500	0.16	8682.5
Willow warbler	15500	0.11	9625.5
Short-tailed shearwater	12500	0.43	7762.5
Long-tailed skua	16000	0.51	9936
Arctic tern	19000	0.35	11799

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Common Name	Distance (km)	Body Len (m)	Distance (MI)	Length (in)
Swainson's hawk	13500	0.52	8383.5	20.4724
Wheatear	13500	0.16	8682.5	4.2992
Willow warbler	15500	0.11	9625.5	4.3307
Short-tailed shearwater	12500	0.43	7762.5	16.9291
Long-tailed skua	16000	0.51	9936	20.0769
Arctic tern	19000	0.35	11799	13.7262

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Common Name	Distance (km)	Body Len (m)	Distance (MI)	Length (cm)
Swainson's hawk	13500	0.52	8383.5	519.86
Wheatear	13500	0.16	8682.5	108.61
Willow warbler	15500	0.11	9625.5	110.19
Short-tailed shearwater	12500	0.43	7762.5	424.93
Long-tailed skua	16000	0.51	9936	509.62
Arctic tern	19000	0.35	11799	349.36

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Common Name	Distance (km)	Body Len (m)	Distance (MI)
Swainson's Hawk	13500	0.52	8383.5
Wheatear	13500	0.16	8682.5
Willow Warbler	15500	0.11	9625.5
Short-tailed Shearwater	12500	0.43	7762.5
Long-tailed Skua	16000	0.51	9936
Arctic Tern	19000	0.35	11799

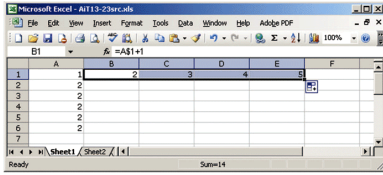
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Common Name	Distance (km)	Body Len (m)	Distance (MI)
Swainson's Hawk	13500	0.52	8383.5
Wheatear	13500	0.16	8682.5
Willow Warbler	15500	0.11	9625.5
Short-tailed Shearwater	12500	0.43	7762.5
Long-tailed Skua	16000	0.51	9936
Arctic Tern	19000	0.35	11799

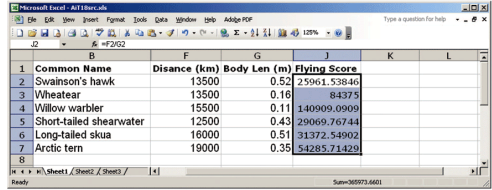
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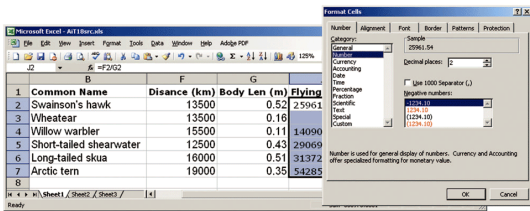
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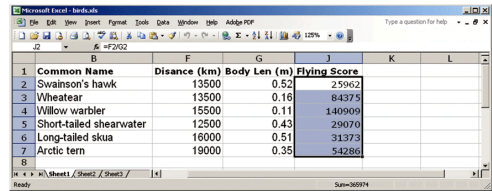
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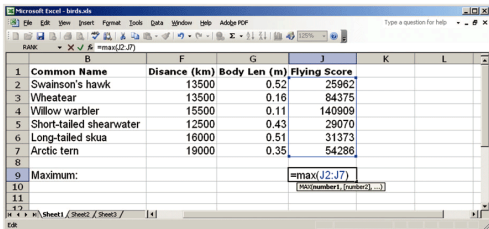
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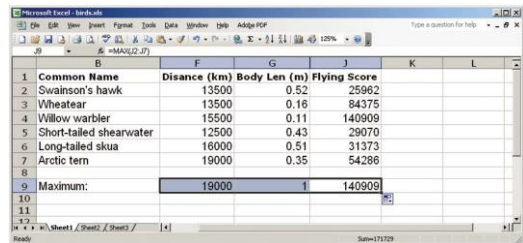
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1	Common Name	Distance (km)	Body Len (m)	Flying Score
2	Swainson's hawk	13500	0.52	25962
3	Wheatear	13500	0.16	84375
4	Willow warbler	15500	0.11	140909
5	Short-tailed shearwater	12500	0.43	29070
6	Long-tailed skua	16000	0.51	31373
7	Arctic tern	19000	0.35	54286
8				
9	Maximum:	19000	0.52	140909
10	Average:	15000	0.36	60996
11				

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1	Common Name	Distance (km)	Body Len (m)	Distance (MI)	Length (In)	Flying Score
2	Swainson's hawk	13500	0.52	8383.5	20.28	25962
3	Wheatear	13500	0.16	8383.5	6.24	84375
4	Willow warbler	15500	0.11	9625.5	4.29	140909
5	Short-tailed shearwater	12500	0.43	7762.5	16.77	29070
6	Long-tailed skua	16000	0.51	9936	19.89	31373
7	Arctic tern	19000	0.35	11799	13.65	54286
8						
9	Maximum:	19000	0.52	11799	20.28	140909
10	Average:	15000	0.35	9315	13.52	60996
11						

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1	A	B	C	D	E	F	G	H	I
2									
3		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
4									
5									
6									
7									
8									

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1	A	B	C	D	E	F	G	H	I
2									
3		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
4		2-Jan	3-Jan	4-Jan	5-Jan	6-Jan	7-Jan	8-Jan	
5									
6									
7									
8									

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1	A	B	C	D	E	F	G	H	I
2									
3		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
4									
5		8:00 AM	2-Jan	3-Jan	4-Jan	5-Jan	6-Jan	7-Jan	8-Jan
6		8:30 AM							
7									
8									

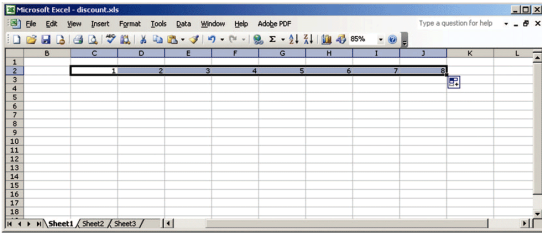
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1	A	B	C	D	E	F	G	H	I
2									
3		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
4									
5		8:00 AM	2-Jan	3-Jan	4-Jan	5-Jan	6-Jan	7-Jan	8-Jan
6		8:30 AM							
7		9:00 AM							
8		9:30 AM							
9		10:00 AM							
10		10:30 AM							
11		11:00 AM							
12		11:30 AM							
13		12:00 PM							
14		12:30 PM							
15		1:00 PM							
16		1:30 PM							
17		2:00 PM							
18		2:30 PM							
19		3:00 PM							
20		3:30 PM							
21		4:00 PM							
22		4:30 PM							
23		5:00 PM							
24		5:30 PM							
25		6:00 PM							
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27		7:00 PM							
28		7:30 PM							
29		8:00 PM							
30									

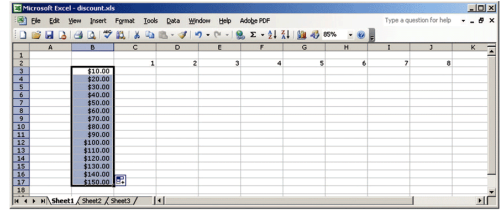
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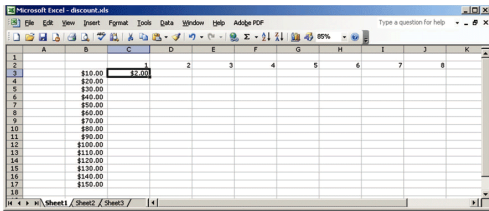
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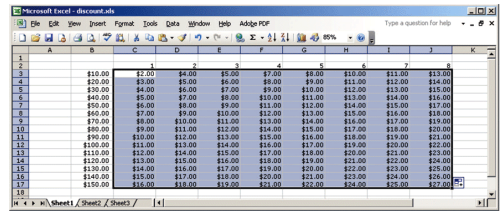
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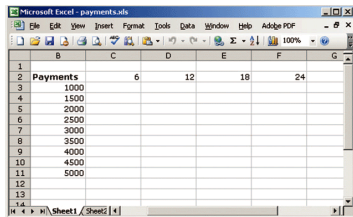
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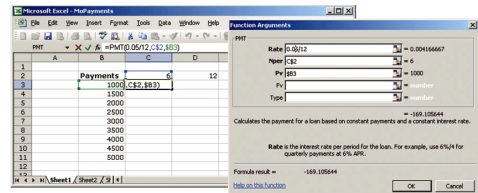
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Microsoft Excel - payments.xls  
 C3 =PMT(0.05/12,C32,B3)

	B	C	D	E	F	G
1						
2	Payments	6	12	18	24	
3	1000	(\$109.11)	(\$205.61)	(\$297.79)	(\$384.87)	
4	1500	(\$253.66)	(\$428.41)	(\$636.67)	(\$835.01)	
5	2000	(\$338.21)	(\$571.21)	(\$845.56)	(\$1027.74)	
6	2500	(\$422.76)	(\$714.02)	(\$1044.45)	(\$1209.68)	
7	3000	(\$507.32)	(\$856.82)	(\$1179.39)	(\$1381.61)	
8	3500	(\$591.87)	(\$999.63)	(\$202.23)	(\$153.55)	
9	4000	(\$676.42)	(\$342.43)	(\$231.12)	(\$175.49)	
10	4500	(\$760.98)	(\$385.23)	(\$260.01)	(\$197.42)	
11	5000	(\$845.53)	(\$428.04)	(\$288.90)	(\$219.36)	

Conditional Formatting

Condition 1

Cell Value Is **greater than or equal to** **-250**

Preview of format to use when condition is true: **AaBbCcYyZz**

Buttons: Add >>, Delete..., OK, Cancel

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	B	C	D	E	F	G
1						
2	Payments	6	12	18	24	
3	1000	(\$109.11)	(\$205.61)	(\$297.79)	(\$384.87)	
4	1500	(\$253.66)	(\$428.41)	(\$636.67)	(\$835.01)	
5	2000	(\$338.21)	(\$571.21)	(\$845.56)	(\$1027.74)	
6	2500	(\$422.76)	(\$714.02)	(\$1044.45)	(\$1209.68)	
7	3000	(\$507.32)	(\$856.82)	(\$1179.39)	(\$1381.61)	
8	3500	(\$591.87)	(\$999.63)	(\$202.23)	(\$153.55)	
9	4000	(\$676.42)	(\$342.43)	(\$231.12)	(\$175.49)	
10	4500	(\$760.98)	(\$385.23)	(\$260.01)	(\$197.42)	
11	5000	(\$845.53)	(\$428.04)	(\$288.90)	(\$219.36)	

Microsoft Excel - movies.xls  
 =CONCATENATE(C3, " of ", D3, " Oscars")

	B	C	D	E	F	G
2						
3	The Departed	4	5	Martin Scorsese	2006	=CONCATENATE(C3," of ",D3," Oscars")
4	Crash	3	6	Paul Haggis	2005	
5	Million Dollar Baby	4	7	Clint Eastwood	2004	
6	Lord of the Rings: Return of the King	11	11	Peter Jackson	2003	
7	Chicago	6	13	Rob Marshall	2002	
8	A Beautiful Mind	4	8	Ron Howard	2001	

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