Defining Spreadsheets

A *spreadsheet* is the electronic equivalent of a pencil and traditional ledger paper. It is a powerful platform used to enter, analyze, calculate, and manipulate data. You can use a spreadsheet for basic calculations such as addition and subtraction, as well as more complicated applications such as statistics, audits, or mortgage tables. Moreover, spreadsheets allow you to quickly format your data into a professional-looking report.

A spreadsheet consists of a grid of *rows* and *columns*, and in QuattroPro it is simply referred to as a *sheet*. In Quattro Pro, a sheet is identified by a letter that appears on the sheet *tab*. The rows are labeled with numbers (1, 2, 3, and so forth) and the columns are labeled with letters (A, B, C, and so forth). The intersection of a row and column is called a *cell*. The *cell address*, or name, is a combination of its sheet letter followed by a colon and the column and row coordinates. For example, the intersection of column B and row 2 in sheet A is cell A:B2. These elements are illustrated in Figure 1-1.
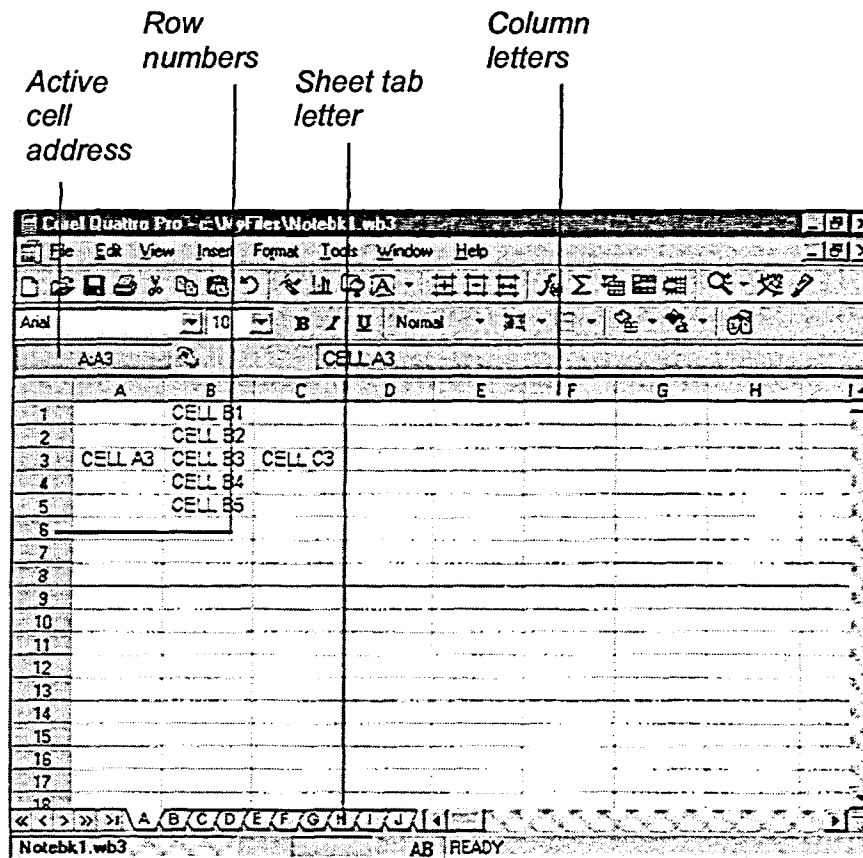

Figure 1-1: *Sheets, Rows, Columns, and Cells*