

Information Literacy

04

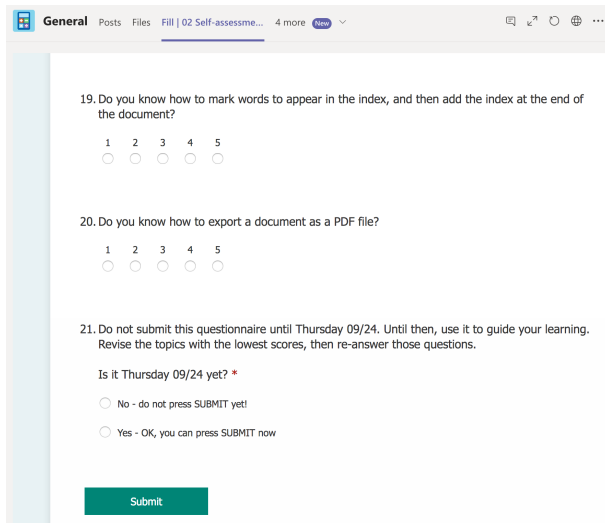
spreadsheets

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if you haven't already, submit your self-assessment quiz

be sure to complete
the questions first 😊



The screenshot shows a Moodle quiz interface. At the top, there is a navigation bar with a 'General' tab selected, and other tabs for 'Posts', 'Files', and 'Fill | 02 Self-assesse...'. To the right of the navigation bar, there are icons for search, help, and other functions. The main content area contains three questions:

19. Do you know how to mark words to appear in the index, and then add the index at the end of the document?

1 2 3 4 5

20. Do you know how to export a document as a PDF file?

1 2 3 4 5

21. Do not submit this questionnaire until Thursday 09/24. Until then, use it to guide your learning. Revise the topics with the lowest scores, then re-answer those questions.

Is it Thursday 09/24 yet? *

No - do not press SUBMIT yet!

Yes - OK, you can press SUBMIT now

At the bottom of the form, there is a green 'Submit' button.

today's in-class assignment is worth 10 points

you can start working on it now, if you like

or you can listen to me if you

- have questions about the self-preparation topics, or
- are interested in some more advanced topics

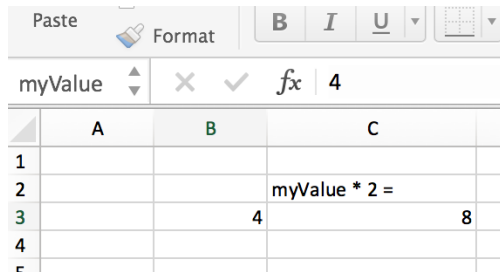
rearrange your seating now, if you want

any questions about the self-preparation assignment?

- basic editing, autofill, formulas
- absolute and relative cell references
- conditional functions/formatting
- visualisation, charts
- plotting functions

named cells

top-left of cells is 'name' field



The screenshot shows an Excel interface. The formula bar at the top displays 'myValue' in the name field, followed by a delete icon (X), a checkmark icon, and the formula 'myValue * 2 ='. The value '4' is shown to the right of the formula bar. Below the formula bar is a grid of cells. Column headers are A, B, and C. Row headers are 1, 2, 3, 4, and 5. Cell B3 contains the value '4'. Cell C3 contains the formula result '8'. The formula bar indicates that the formula in C3 is 'myValue * 2 =', which evaluates to 8.

| | A | B | C |
|---|---|---|---------------|
| 1 | | | |
| 2 | | | myValue * 2 = |
| 3 | | 4 | 8 |
| 4 | | | |
| 5 | | | |

you can type into it to give a cell a name

names are unique within the workbook

conditional functions

general case: IF (*condition, value-if-true, value-if-false*)

```
IF(M3<60, "F",  
IF(M3<70, "C",  
IF(M3<80, "B",  
IF(M3<90, "A", "A+"))))
```

| | M | N | |
|--|-------|-------|--|
| | | | |
| | | | |
| | Score | Grade | |
| | 75 | B | |
| | | | |
| | | | |

indirect value lookup

lookup a value in table:

VLOOKUP (*value, range, column-number-in-range*)

0 F
60 C
70 B
80 A
90 A+
100

| | M | N | O | P | Q |
|--|-------|-------|---|---|-------|
| | | | | | |
| | | | | | |
| | Score | Grade | | | 0 F |
| | | 75 B | | | 60 C |
| | | | | | 70 B |
| | | | | | 80 A |
| | | | | | 90 A+ |
| | | | | | 100 |
| | | | | | |
| | | | | | |

is anyone interested in how to plot functions?

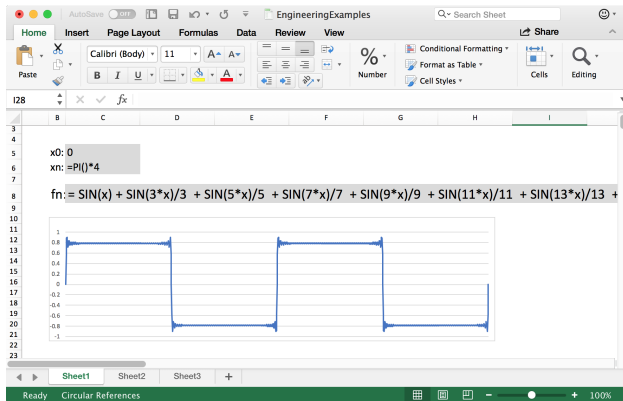
column of values: $\text{min} + (\text{max}-\text{min}) * (\text{COL}()-\text{col0}) / (\text{nrows}-1)$

column of functions

scatter plot

select table

- data
- what-if
- input col = table top-left



is anyone interested in user-defined functions?

Win: RMB on ribbon > Customise Ribbon

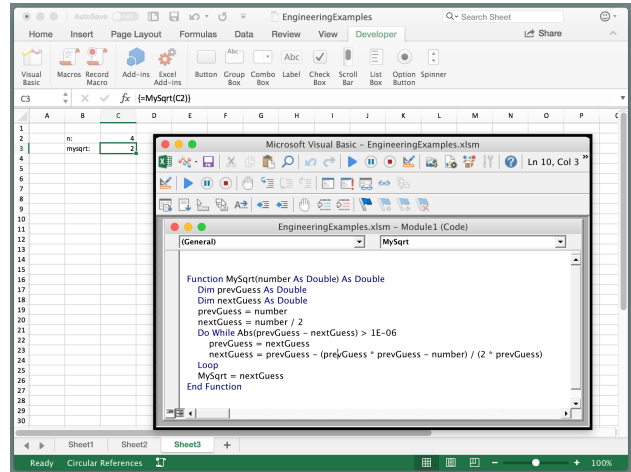
Mac: Preferences > Ribbon & Toolbar

Developer > VB

VBA Proj. > Insert > Module

```
Function Foo(num As Double) As Double
    Foo = num * num * num
End Function
```

Debug > Compile Project



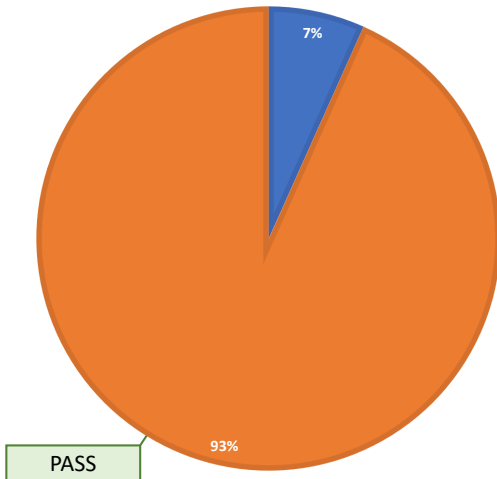
please submit today's assignment before 23:59 tonight

this assignment is worth
1/15 of your final score

- or about 6.7%

1/15 OF FINAL SCORE

■ this week ■ other weeks



the materials for next week will be online soon

on the course web page before the end of the afternoon

<https://kuas.org/~piumarta/il>

read the the notes about filesystems

- use online resources to find more information

complete the self-preparation assignment

- install a command-line environment (if necessary)

check your own learning progress during the week

use the self-assessment questionnaire

1. answer the questions (honestly), do **not** press “submit”
2. pick a question with a low score
3. revise the topic, update your score, repeat from 2.
4. on Thursday evening, press “submit”

ask questions in the Teams “Q&A” channel

share any good resources you discover in the class notebook

ask for help whenever you need it

but most importantly...

have fun!

see you next week