Hello, spreadsheet

Spreadsheet Basics

- Rows, Columns and Cells
- Ideally, each row describes one "thing"
  - An election result for one candidate
  - An inspection record for a single restaurant
  - A wedding announcement
- Headers
  - You have them.
- Text Left, Numbers (and Dates) Right

Entering Data

- Decide on columns first, then type a few rows to be sure
- Decide on abbrev., or when you need to make things very clear.
- Try to type as little as possible

Trump Expenditures

You're gonna love it.

Sorting

- The goal is to put things in some order
- Can be used to find things, but you should not rely on it for that
- Sort order: blanks, spaces, numbers, letters
  - If sort result looks otherwise, you probably have leading spaces
- Preserve original order with an ID columns
  - Add a sequential number column before you start sorting. Enables you to get back to the original order.

Filtering

- The goal is to find things
- How you do that is up to you
  - Exact matches
  - Fuzzy matches
  - Ranges for numbers/dates
- You can "save" filter results, but don't.
  - Too easy to turn off
  - Make a copy of results instead

Basic Functions

- The goal is to create new information from existing data
- Two basic kinds of functions
  - Mathematical
  - String
  - (But both are mathematical)
- Two very basic roles of operators:
  - Operations on numbers
  - Operations on text