

BIL103E Data Processing Topic Headings

Note:

If you don't understand what something in these notes means, it is your job to find out.

- Data processing.
 - Why data processing?
 - What is data processing?
 - When is data processing used?
- Spreadsheets.
 - Basic usage:
 - Entering data.
 - Moving data.
 - Types.
 - Value highlighting.
 - Formulae.
 - Entering.
 - Expressions.
 - Functions.
 - SQRT, ABS, RAND, ROUND, IF.
 - Basic arithmetic.
 - Indexing.
 - Relative vs. absolute.
 - Circular reference.
 - Ranges.
 - Basic statistics.
 - COUNT, SUM, AVG, COUNTIF.
 - Styling.
 - Numbers: decimal places, dates, currencies, scientific notation.
 - Font style, family, size.
 - Borders.
 - Alignment.
 - Cell merging.
 - Advanced tools.
 - Filtering.
 - Sorting.
 - Charts.
 - Import CSV.