

Spreadsheet, Database, and Chart

Spreadsheet:

	A	B	C	D	E	F	G
1	Monthly Expenses						
2	First Quarter						
3		Expenses	January	February	March	April	Total
4		Rent	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00	\$2,600.00
5		WE Energies	\$ 125.00	\$ 90.00	\$ 119.00	\$ 109.00	\$ 443.00
6		Phone	\$ 45.00	\$ 52.00	\$ 55.00	\$ 39.00	\$ 191.00
7		Groceries	\$ 173.00	\$ 209.00	\$ 88.00	\$ 32.00	\$ 502.00
8		Total	\$ 993.00	\$ 1,001.00	\$ 912.00	\$ 830.00	\$3,736.00

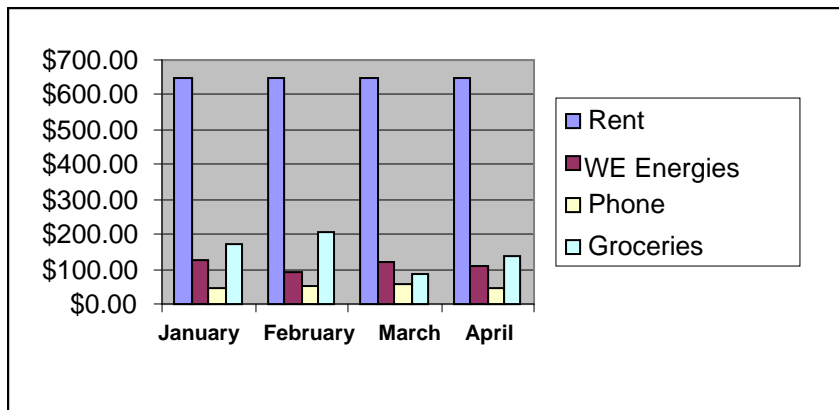
A *spreadsheet* organizes information into columns and rows. A *spreadsheet* may be used to calculate the earnings of a business or it simply may be used to keep track of monthly bills.

Database:

	A	B	C	D	E	F	G
1	First	Last	Address	City	State	Zip	Phone
2	Wes	Anderson	220 S Delaware	Milwaukee	WI	53207	555-1234
3	Judd	Apatow	520 S Rhode Island	Milwaukee	WI	53207	555-4561
4	Steven	Harper	810 W Wisconsin Ave	Milwaukee	WI	53233	222-2222
5	Danny	Hanson	4600 N 27th St	Milwaukee	WI	53212	333-3333
6	Peter	Kim	2700 S Superior	Milwaukee	WI	53207	313-3131
7	Alexander	Payne	875 N. Oakland Ave.	Milwaukee	WI	53211	456-4561
8	Jason	Schwartzman	900 E. Lake St.	Milwaukee	WI	53212	444-4444
9	Harry	Senate	678 N Bay Ave.	Milwaukee	WI	53222	222-3456
10	Owen	Wilson	760 N. Wood Ln.	Milwaukee	WI	53225	621-6214

A *database* is used to create and manage large amounts of information in one place. *Fields* are established representing single pieces of information (for example, *first name*, *last name*, *address*). A complete set of fields represents one *record*. You can create a *database* to organize contact information for family, friends, and business associates or to organize a collection of recipes, books, or CDs.

Sample Chart:



A *chart* provides a graphic display of values. Often times, a *chart* is a user-friendly visual depiction of trends for a financial quarter, profits for a business, or the allocation of personal expenses.