



# E Conference World

**International Conference on Interdisciplinary Studies and Scientific Research**

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## **PEDAGOGICAL CONDITIONS OF TEACHING ELECTRONIC TABLES, DIAGRAMS AND GRAPHS IN SECONDARY SCHOOLS**

Abdumannonov Asilbek Akhrorjon ugli

KSPI "Mathematics and Informatics" course 4th grade student

### **ABSTRACT:**

One of the main tools in the MICROSOFT OFFICE package, which is part of the software of modern computers, is the EXCEL program, which is called a table processor. EXCEL is intended for the preparation and processing of spreadsheets under the control of the WINDOWS operating system.

**Keywords:** Spreadsheets,. MICROSOFT EXCEL program, table cells, formulas.

Although electronic spreadsheets are mainly intended for solving economic problems, the tools included in it help to solve problems related to other fields, for example, to carry out calculations according to formulas, to view graphs and diagrams. Therefore, learning EXCEL is very important, and every user is required to have the ability to work with EXCEL.

In the course of his work, a person often has to do the same, boring, and sometimes complicated work to get the necessary information. MICROSOFT EXCEL is designed to make these tasks easier and more interesting.

MICROSOFT EXCEL electronic spreadsheet is considered as a calculation tool and is a ready-made program that not only helps in solving economic and financial issues, but also helps in calculating daily purchases of food, household items, and bank account numbers.



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All data in MICROSOFT EXCEL is displayed in the form of a table, in which primary and primary data are entered in a certain part of the cells (rooms) of the table. Other parts are information consisting of various arithmetic operations and the results of various operations performed on the initial data.

Three types of data can be entered into spreadsheet cells:

- with text;
- numerical expressions;
- formulas.

Textual information includes headings, symbols, footnotes.

Numeric expressions are numbers that are entered directly into a table.

Formulas are expressions that calculate new values based on inputted numerical values.

Formulas always start with a "q" sign. After the formula is entered in the cell, the results calculated based on this formula will be generated in this cell. If one of the numbers or symbols used in this formula is changed, EXCEL will automatically perform calculations on the new data and produce new results.

The main processing object of EXCEL is documents. EXCEL documents are files with arbitrary names and XLS extension. In EXCEL, such files are called "Workbook". Each Workbook can contain any number of spreadsheets. Each of them is called a "worksheet". Each worksheet will have a name. MICROSOFT EXCEL must be launched to create a workbook. One of the content elements of the workbook is a worksheet, that is, an electronic table.

The basic elements of a spreadsheet are cells and ranges.

A cell is an element whose address is displayed in a table and is located between the intersection of one row and one column. It is identified by its address, which



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is represented by the name of column and row formed at cell intersections. For example, the cell located at the intersection of column A and row 4 is called A4.

Numeric values, textual information and formulas can be placed in the cell.

A group consisting of several cells is called a range. To indicate the address of the range, the addresses of the upper left and right cells of the cells that make up the range are taken, and they are written separated by colons. For example: A1:A4

You don't need to know the address of the range you're working with when creating spreadsheets or formatting cells, but it's important when working with formulas.

## **Summary**

During the pedagogical practice in the 19th school of Baghdad district, we directly participated in the Informatics classes and got acquainted with the state of teaching computer graphics to students in educational activities. In particular, we were convinced that the innovative methods used in the teaching of various relevant departments of computer graphics in the course of training in this school can be developed based on the above recommendations and suggestions.

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