

Data Management: Introduction to software

数据管理：软件简介



Microsoft Excel
(Mac and PC)



Numbers
(Mac and iPad)



Open Office
(Mac and PC)

Data management is an important skill for school, business and life. There are many programs that allow you to manage data easily for all major operating systems and mobile devices. Microsoft Excel is one of the most commonly used programs on Windows, where Numbers is more common on the Mac operating system. Both Excel and Numbers are programs that you are required to purchase. Open Office is a free alternative available for Mac and Windows operating systems, as well as other operating systems such as Linux and Unix.

数据管理在学校、商业和生活中是非常重要的技能。有许多程序可以用来为大型操作系统和移动装置进行数据管理。Microsoft Excel是Windows系统中最常用的系统之一，而在Mac系统中Numbers在Mac系统中用的却比较多。Excel和Numbers软件都是需要花钱购买的。Open Office是一种免费软件，可在Mac和Windows系统中使用，也可以在Linux中Unix系统中使用。

Open Office is called “shareware”, which is a program that is developed by a community of developers and is made available to anyone for free. Shareware is made available through the generosity of a community of programmers and developers who feel that everyone should have access to software with out limitations. The “shareware” is developed and improved solely based on the community of its users.

Open Office被称为“共享软件”，是有一组开发者研制出来并且可供免费使用。共享软件的开发者和编程者非常慷慨，认为每个人都有权限使用软件。使用者可以不断地改进“共享软件”。

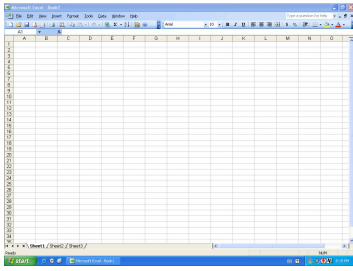
Regardless of the program that you use, the concepts behind data management are the same. When learning new skills, it is important to learn the skills which are transferrable, and not the specific techniques specific to any one software program.

不论你现在使用的是什么程序，但是其背后的数据管理的概念都是一样一样。当学习新的技巧时,学习那些可以转换变通的技巧是非常重要的，而不要仅仅局限于那些只为特定程序而设计的软件。

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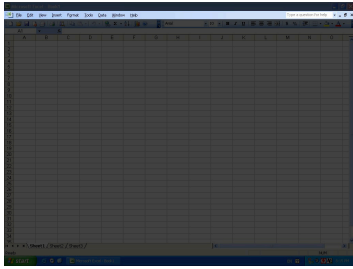
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Microsoft Excel:



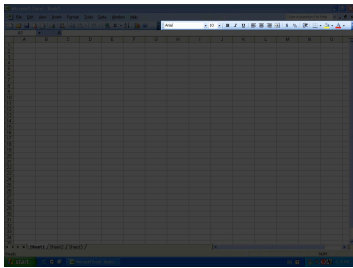
The basic layout of Microsoft Excel.

Microsoft Excel 文档的基本布局。



The main menu bar is located at the top. Menus may have sub menus, referred to as a Secondary Menu set.

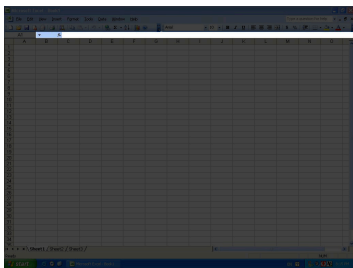
顶部是主菜单栏，每个菜单项都有下属菜单，也就是子菜单。



The Formatting Tool Bar includes the following.
“Font”
“Font Size”
“Font Styling”
“Alignment”

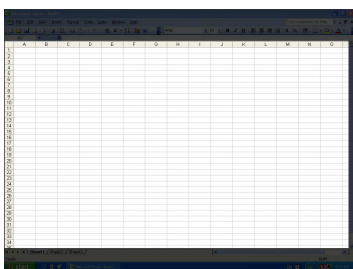
格式工具栏包括。

“字体”
“字体大小”
“字体形式”
“对齐方式”



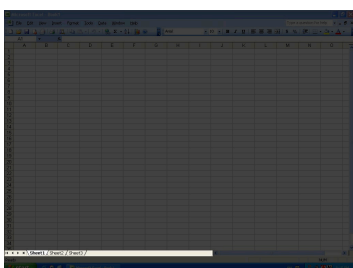
The Formula bar allows the user to create mathematical equations that reference “cells” in a “sheet”. If a referenced “cell” is changed, the final value being calculated will automatically update.

公示栏是用来创建在“工作表”中的“单元格”参数的数学方程式。如果改变一个“单元格”参数，那么最终计算结果也会自动更新。



The document work area is where the user creates their “spreadsheets”.

文档工作区域指创建“电子数据表”的地方。



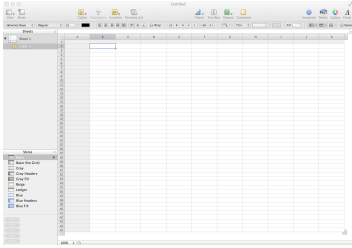
The “sheet tabs” are located in the bottom left corner of Excel. Tabs allow you to have Multiple “sheets” in a single document, allowing for the creation of complex reports.

“工作表标签”位于Excel左下角，可以利用标签在一个文档中创建几个“工作表”，对于制作复杂的报告单时很有用。

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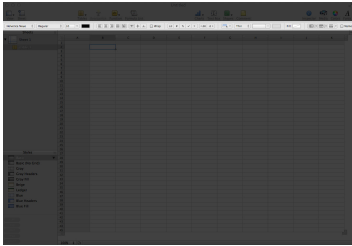
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Numbers:



The basic layout of Numbers.

Numbers 文档的基本布局。

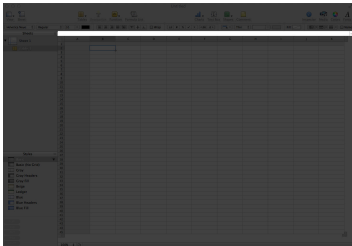


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格式工具栏包括。

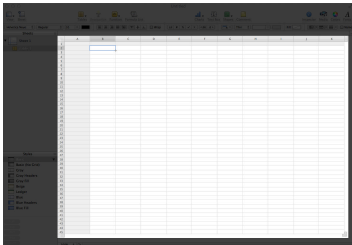
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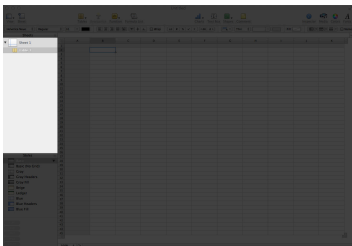
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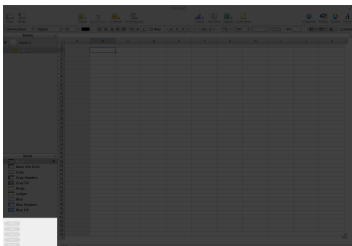
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The “sheet tabs” are located on the left side of Numbers. Tabs allow you to have Multiple “sheets” in a single document, allowing for the creation of complex reports.

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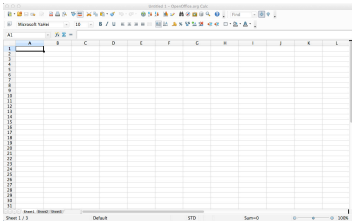
The summary provided in the bottom left corner shows information on a selection data, such as SUM, AVERAGE, MINIMUM, MAXIMUM, and COUNT.

在左下角是总结，用来显示选中的数据计算结果比如总和、平均数、最小值、最大值和数。

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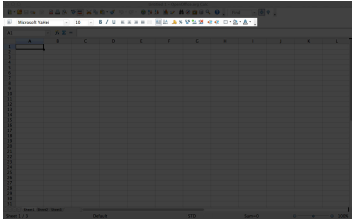
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Open Office:



The basic layout of Open Office.

Open Office 文档的基本布局。

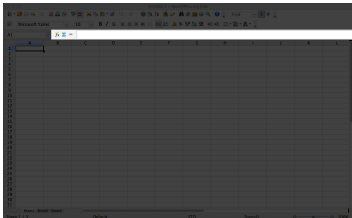


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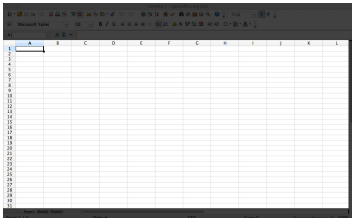
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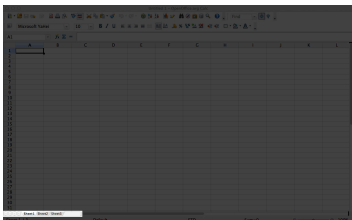
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