

## Introduction of Kingsoft Spreadsheets

Apart from MS Excel, there are plenty of programs that can assist in creating spreadsheet templates.

Kingsoft Spreadsheet is a flexible and efficient commercial application that can do just that.

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Prepared by Information Security and IT Governance Division of ICT.  
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# Kingsoft Spreadsheets

## 1. Introduction.

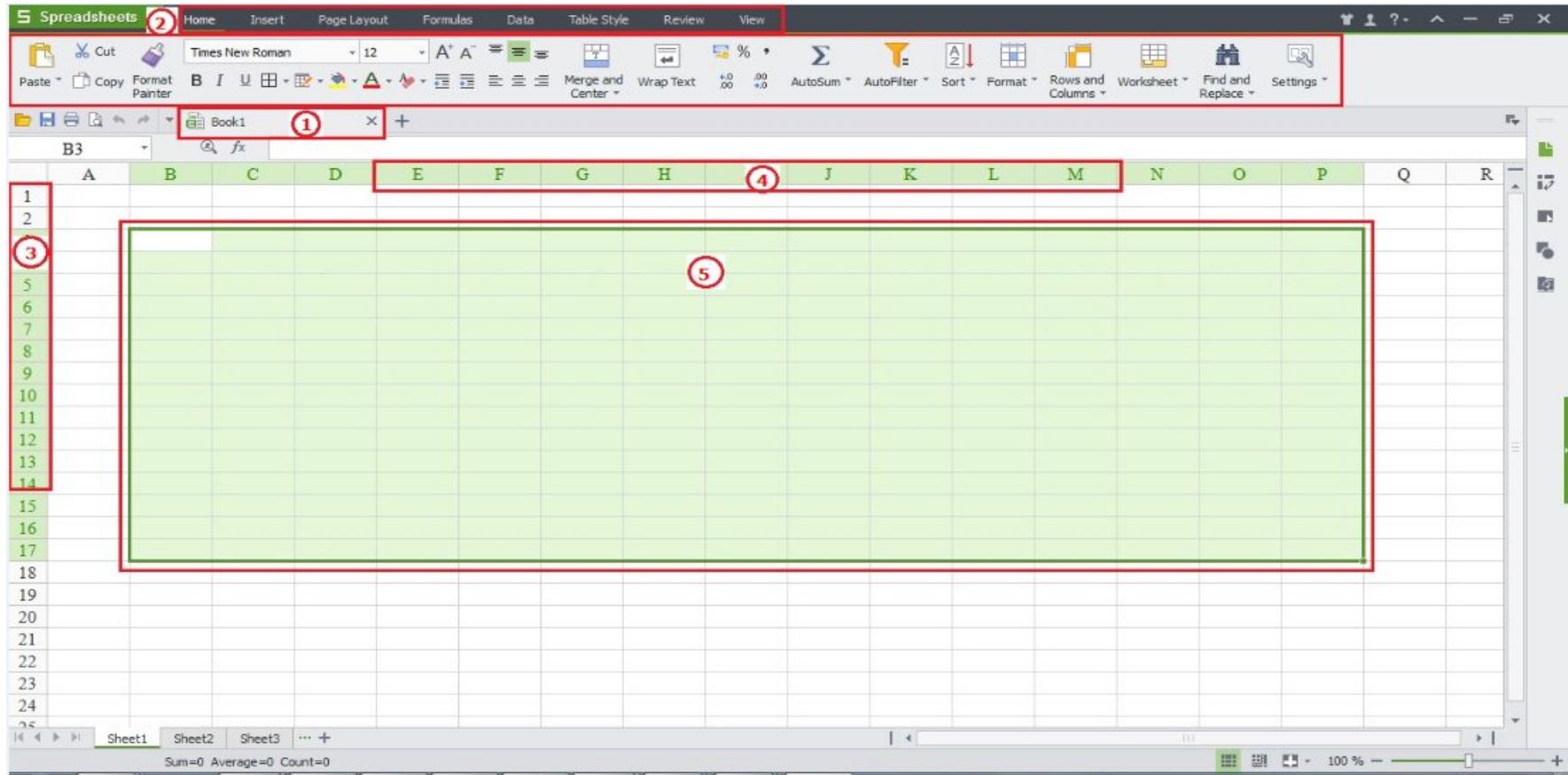


Kingsoft Spreadsheet is an independent and powerful spreadsheet application that is a component of Kingsoft Office. Kingsoft Spreadsheet does not only fulfill your daily needs of analyzing data, but can also help you to perform more professional data processing tasks.

Kingsoft Spreadsheet has a variety of spreadsheet templates that make creating all kinds of spreadsheets quick and easy. Kingsoft Spreadsheet is completely compatible with all Microsoft Excel files and is also capable of outputting other file formats such as .txt, .csv, .dbf and more.

## II. Kingsoft Spreadsheet Interface

If you have worked with any Windows programs or Microsoft Excel before, you are already familiar with the Kingsoft Spreadsheet user interface. It has all of the standard window components, such as the title bar, menu bar, status bar and so on.



1. **Title Bar:** The title bar displays the name of the workbook. When you create new workbooks, the system will automatically name your workbooks as Book1, Book2 and so on.
2. **Menu Bar:** The menu bar contains different commands that you can use to edit the worksheet.
3. **Rows:** The rows are labeled with the numbers 1 to 65536.
4. **Columns:** The columns are labeled with letters in the following pattern: A, B, C, ... Z, AA, AB, AC, ... AZ, BA, BB, BC, ... BZ, CA, ... IA, IB, ... IV, which is the last possible column.
5. **Active Cell:** The active cell has a dark border around it and the row and column headers are either raised or like buttons. This is the cell that receives your keystrokes and commands.

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