

LEARNING MICROSOFT

EXCEL

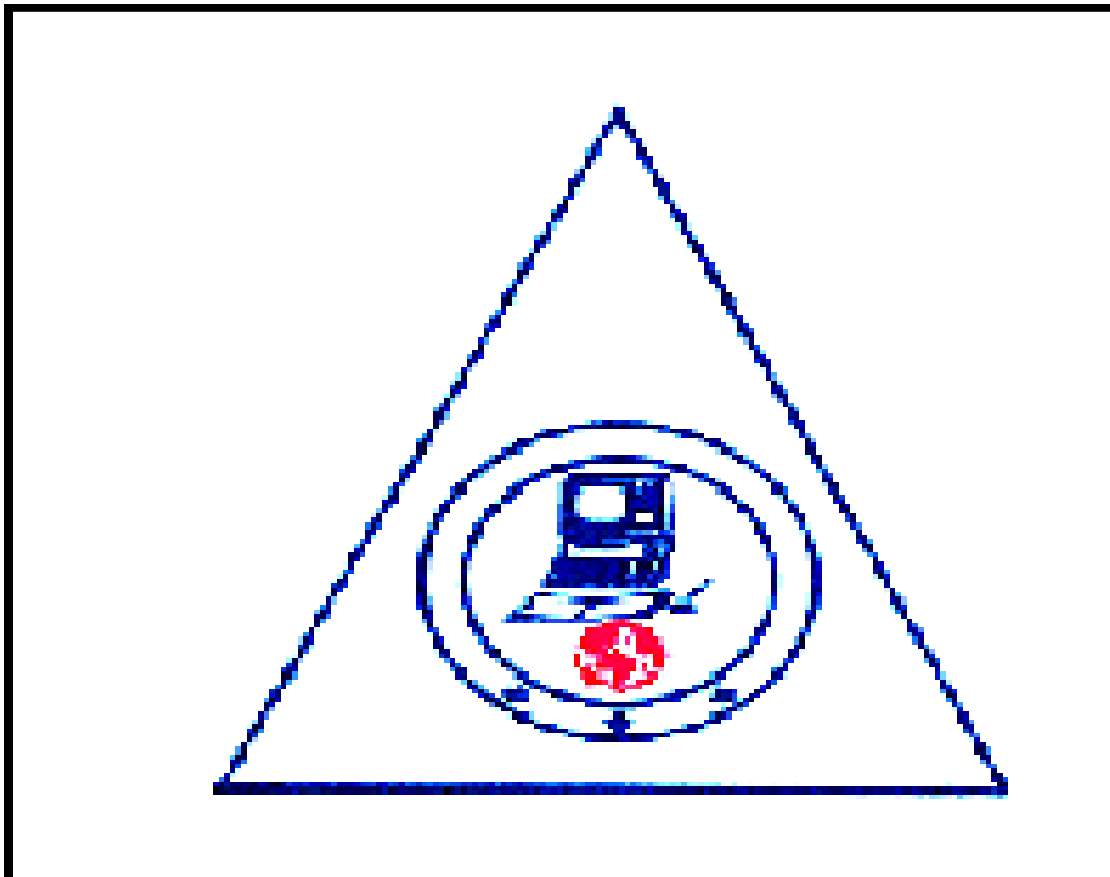
(Spreadsheet)

Of

Microsoft Office Suite

Classroom & Distant Self Learning Series

Self-Learning updated Computer and Basic Job Skills Text **series** researched, developed and tested, supported by testimonial, using innovative methodology 'Coach-As-Teacher', which simulate 'On-The-Job' training techniques and can be learning guaranteed.



By
M. Noia

DEDICATION

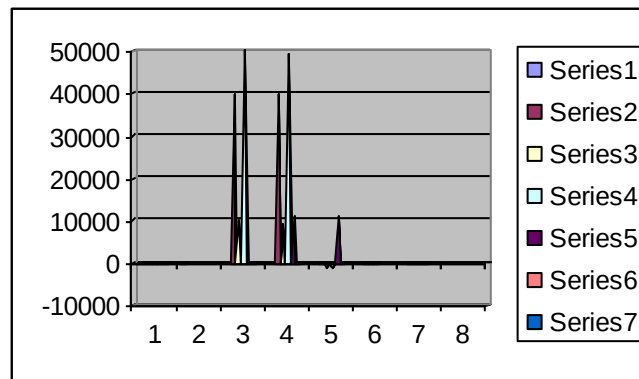
This book and all the author's practical textbooks, manuals and how-to books are dedicated to the young generations through the ages, in particular those who have completed their education, but have a hard time lining up a job because the prospective employers tell them "you have no practical on-the-job experience."

Most of all, it's dedicated to all students who take the practical courses in class, by correspondence or by self-study. Hopefully, the author's books will help all students who take the courses to get a job faster, since the author's idea is to offer practical courses using the innovative methodology, which simulates "on-the-job" training techniques.

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Many Noia

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FORWORD

Microsoft Office components "Word, Excel, PowerPoint and Access, etc." released in 1997 reveal great improvements over similar past programs.

May be one of the best features of Microsoft Office is the standardization of most of the menus and the top menu choices in Word, Excel and PowerPoint are arranged in a similar manner and some components of Microsoft Office share common features like self-checking and special text effects. Office link makes it easy to share data between components and windows applications. Some Microsoft Office special advantages are worth mentioning here.

[1] The toolbar lets you switch quickly from one program to another.

[2] Tips Wizards watch your work and offer time saving suggestions for the current context.

[3] Cue Cards - on-screen guides- offer useful tasks like charting, creating form letters and presentations.

All the author component texts of Microsoft Office Suite are practical and uses the innovative lifelong learning methodology 'Coach-As-Teacher' developed by Practical Publishing Co. (PPC). Excel and other PPC, which is the second course of the suite series, can be learning guaranteed, if you follow the innovative methodology.

In part I you will learn how to access and exit Microsoft Office, Windows, Network, and Windows?? and learn from help.

In part II you will learn several Excel processing job related tasks.

In Part III you will learn real world cases and solutions.

Please remember that Excel has additional seldom-used features, which are not included. You will learn any additional functions by yourself using the innovative methodology and help assistance.

Many Noia
Revised in October 2007

PART I

GET ACQUAINTED WITH

MICROSOFT OFFICE EXCEL

Chapter 1

Getting Around Excel for Windows and Learning from Help

Introduction to Getting around Excel

This chapter will show how to start Excel for Windows using a multi-user (Network) and Single-User (A single PC) system; in addition, you will learn step by step how to access different menus, access HELP to learn from it and EXIT. Do not try to learn and apply any steps of help, just concentrate on reading and you will be amazed of how much you have learned when solving real cases step by step in Part II.

Work with CD Drive D

- ❑ Click on Word + My Computer V Arrow + CD Drive D.

Move From Drive D to Drive Hard Drive C

- ❑ Click on Word + My Computer V Arrow + Hard Drive C.

Starting Excel for Windows

Before starting Excel for Windows??, Microsoft Suite should be installed properly in your single-user or multi-user system. The manuals and installation procedures received with your windows software will enable you to easily install windows in your own single computer; however, installation in a multi-user system, should be accomplished by a network professional. If you are using a multi-user System, follow the sections below including multi-user System; otherwise, skip them and go to the sections including Single User System steps.

USING MULTI-USER SYSTEMS

Accessing Microsoft Windows?? (Windows95, 97...)

- Boot the computer by turning the power switch on. Turn the computer screen light on.
-

Keep Hard Drive Files Intact

In a school students should always use drive **A** to store any created data instead of using the hard drive; therefore, a floppy disk should be labeled and formatted to be ready for use in drive **A**. You will learn how to prepare directories in Chapter 2. In this and next section you do not need a floppy disk because you will not save or change any files.

Please do not change any file, which are stored in the hard drive. Just read helps and move around and observe. You will be amazed with the knowledge you acquired from help when you start job applications step by step next part.

Starting Microsoft Word for Windows?? (95+97...)

- At Microsoft Windows?? place the Mouse Cursor (Pointer) over **Start** and click, then move the cursor using the arrow key to **Programs**. You will see a list of applications.
- Move the cursor to **Programs** menu and to **MS Office 97 Pro + Excel** next submenu, then click. The installer may have created a folder or installed all Microsoft Suite or Microsoft Office in Programs menu.

(If a folder or directory is created, then click on MO button of the Folder window and on Excel)

Exiting Windows and the Computer using multi-user Systems.

-
- At the Open Windows click on **Start + Shut Turn on Computer + Turn Button** and exit.
- .
- Turn the monitor light OFF. (Please, repeat access and exit to Excel four times.)

Starting Microsoft Word for Windows?? (95+97...)

Refer to prior page, if necessary

Windows Operation

Windows options are accessed either using the mouse or the keyboard; however, the mouse is preferred.

Mouse Operation Steps

There are eight types of pointers, which help windows if you are waiting for a task to be finished.

Accessing Options: As you slide (move) your mouse around your desk you will notice the standard pointer, a single arrow, moving in a single direction on the screen. To select an option or object, just place the Mouse Cursor (Pointer) on the top of the chosen option, then press the left Mouse Button (Click) while the mouse cursor is over the option.

Moving Objects with the Mouse Around

To move an object, position the mouse cursor on the object you want to move and press the left mouse button (click). Hold the mouse button down while moving the mouse to the place you want to drop the object (drag an object), then lift your finger from the mouse button. The object will move to the new location.

- ◆ Double Clicking the Mouse: You can also place the mouse pointer over an icon and press the left mouse twice (Click) in quick succession. (if you do not see the option press the Enter key.)
- ◆ Move one Word at a time: Press Ctrl and Right or Left Arrow key simultaneously.
- ◆ Move to top of document: Ctrl-Home simultaneously.
- ◆ Move to end of Document: Press Ctrl-End simultaneously.
- ◆ Delete one Character per keystroke: Place the cursor behind the character to delete and press Del, then place the cursor after the character and press the Backspace Margin Release: Press the key.

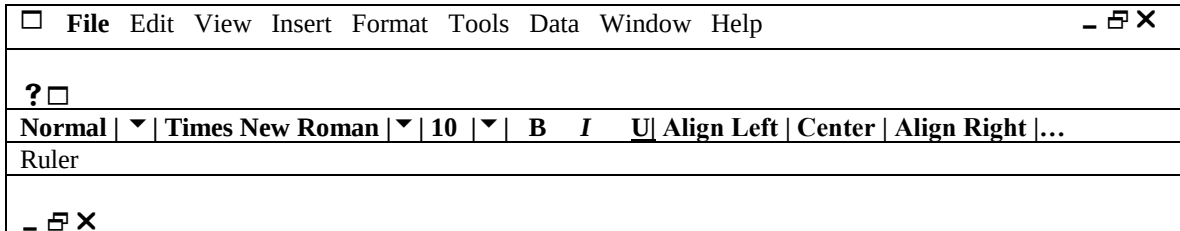
Show Start if Not on Microsoft Manager

The start may not appear when you boot windows??. Other programs may appear.

- If Start do not appear, place the cursor on the bottom bar and when you see the cursor turn into **hand** click the **right mouse button**, then click on **Exit** of menu and Start should appear.

Accessing Word Windows

Refer to prior example.



Accessing File/Help Menu

New... (Select and press the Mouse Left Button (Click))

Open....

Close

Save

Save as...

Save Workshop...

Print Area>

Set Print Area

Clear Print Area

Print Preview

Print...

Sent To

Properties

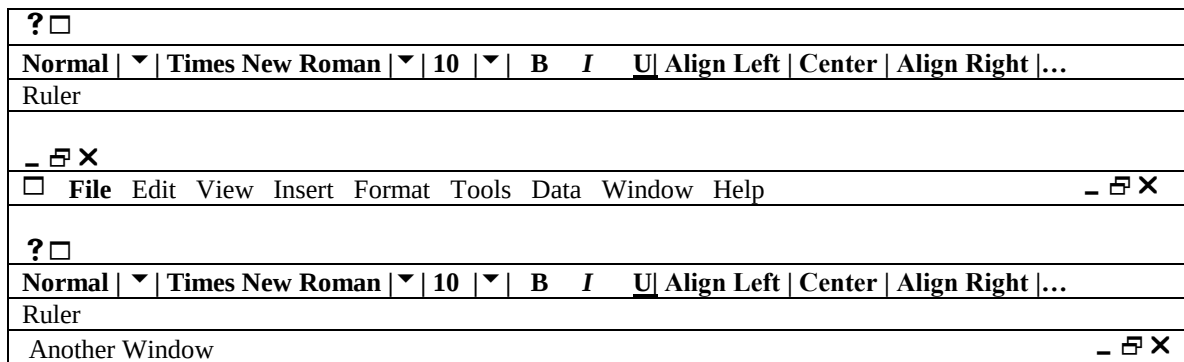
Exit

- Click on **Help** menu + **Contents and Index** + **Index** of the Dialogue box.
- At the Dialogue box type: Open and **double-click** on **Opening File** and read related help. When you see yellow text click on it and read related additional help.
- Read Topic help and click on **X** (– □ X) to exit help.
- At Excel window click on **File** + **Open**.
- At the Open Dialogue box press **F1**, then in answer to what would you like to do? Type: **Explain the Open menu?** and click on the **Troubleshooting finding and open file** button, then learn from help.
- At the help text read, then click on **Help Topics** + **Line buttons** and read more.
- Exit help by clicking on **X** at the top right of the help screen. To exit any Window always click on the **X**.
- Repeat appropriate steps for each menu and sub menu line item.

Note: When you see a question mark at the top right of a window click on **?** and when you see the cursor modified drag the cursor over a topic and release the mouse button, then read the option help.

Start Microsoft Word – wi... Microsoft Excel Etc.
--

➤ **Note:** Clicking on a name after Start will access prior location of open application promptly.



Accessing Edit/Help Menu

Undo (or can't undo (Select press the Mouse Left Button (Click).

Repeat (or can't repeat)

Cut

Copy

Paste

Paste Special...

Paste as Hyperlink

Fill > > > > > Right

Clear > > > All Up

Delete Formats Left

Delete Sheet Contents Across Worksheet

Move or Copy Sheet... Comments Series

Find... Justify

Replace...

Go To...

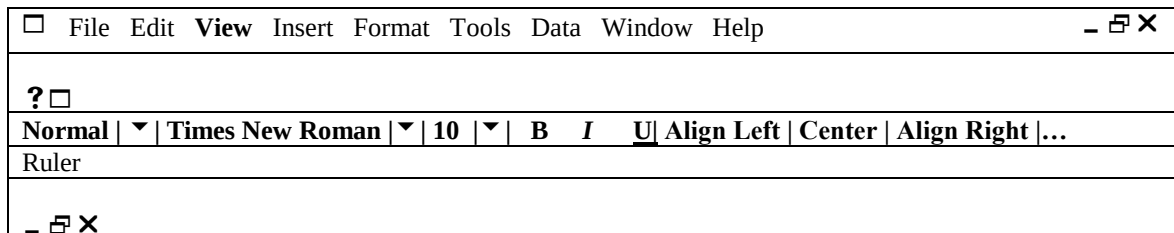
Links...

Object

- Click on **Help** menu + **Contents and Index** + **Index** of the Dialogue box.
- At the Dialogue box type: **Edit** and **double-click** on **Editing Data** and red related help. When you see yellow text click on it and read related additional help.
- Read Topic help and click on **X** (– □ X) to exit help.
- At Excel Window click on **Edit + Replace**.
- Press **F1**, then in answer to what would you like to do? Type **Explain replace** and click on **research**, then click on an **appropriate button** and read text.
- At the help text read and click on **Help Topics + a Line button**, then read more.
- Exit help by clicking on **X** at the top right of and window. To exit any Window always click on the **X**.
- Repeat steps for each line item.

Note: When you see a question mark at the top right of a window click on **?** and when you see the cursor modified drag the cursor over a topic and release the mouse button, then read the option help.

Start	Microsoft Word – wi...	Microsoft Excel	Etc.
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Accessing View/Help Menu

Normal (Select and press the Mouse Left Button (Click))

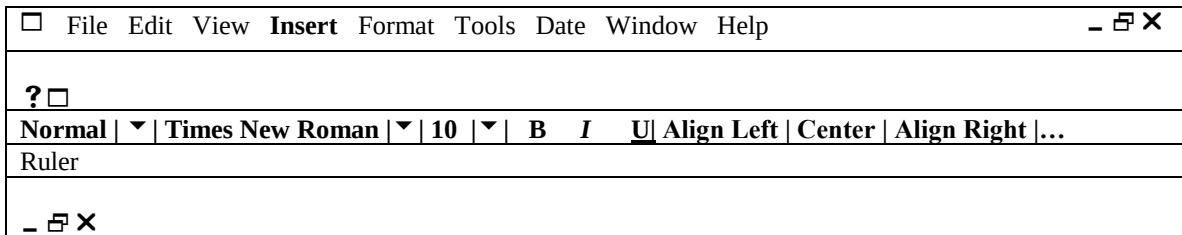
Page Break Preview

Toolbars>	>	>	Standard
Formula Bar			Formats
Status Bar			Chart
Header and Footer...			Control Toolbox
Comments			Drawing
			External Box
Custom Views...			Forms
Report Manager...			Picture
Full Screen			Pivot Table
Zoom...			Reviewing
			Visual Basic
			Web
			WordArt
			Customize

- Click on **Help** menu + **Contents and Index + Index** of the Dialogue box.
- At the Dialogue box type: **View** and **double-click** on **Formulas** and read related help. When you see yellow text click on it and read related additional help.
- Read Topic help and click on **X** (– □ X) to exit help.
- At Excel Window click on **View** and place the cursors over Toolbars, read the sub menu and click on **WordArt** and observe.
- Press **F1**, then in answer to what would you like to do? Type **Explain picture toolbar**, then click on the desired button and read text.
- At the help text read, then click on **Help Topics + Line buttons** and read more.
- Exit help by clicking on **X** at the top right of the help screen. To exit window always click on the **X**.

Note: When you see a question mark at the top right of a window click on **?** and when you see the cursor modified drag the cursor over a topic and release the mouse button, then read the option help.

Start Microsoft Word – wi... Microsoft Excel Etc.
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Accessing Insert/Help Menu

Cells...(Select and press the Mouse Left Button (Click))

Rows

Columns

Worksheet

Chart...

Page Break

Function

Name

Comments

Picture

Map...

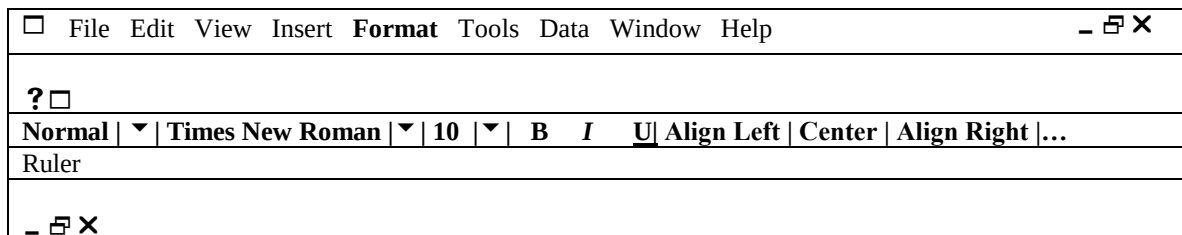
Object...

Hyperlink...

- Click on **Help** menu + **Contents and Index** + **Index** of the Dialogue box.
- At the Dialogue box type: **Insert** and **double-click** on **Cells** and read related help. When you see yellow text click on it and read related additional help.
- Read Topic help and click on **X** (– □ X) to exit help.
- At Excel Window click on **Insert** and place the cursor on **Picture** and learn from help. At the Excel Window click on **Insert** + **Page Break**.
- Repeat appropriate steps for each line item and learn from help.

Note: When you see a question mark at the top right of a window click on **?** and when you see the cursor modified drag the cursor over a topic and release the mouse button, then read the option help.

Start Microsoft Word – wi... Microsoft Excel Etc.
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Accessing Format/Help Menu

Cells... (Select and press the Mouse Left Button (Click))

Row

Column...

Sheet

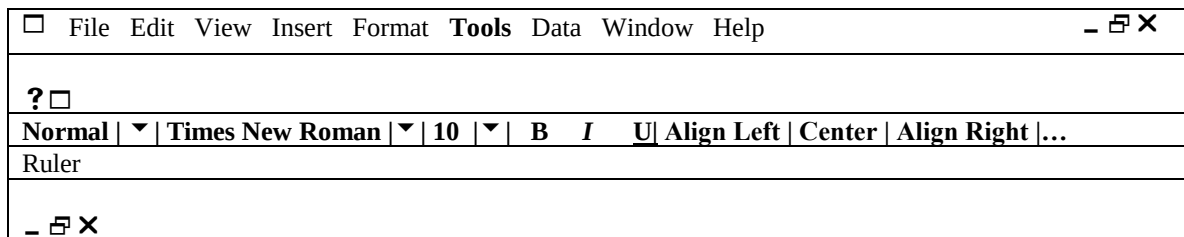
AutoFormat...

Conditional Formatting...

Style...

- Click on **Help** menu + **Contents and Index** + **Index** of the Dialogue box.
- At the Dialogue box type: **Format** and **double-click** on **Built-in** and read related help. When you see yellow text click on it and read related additional help.
- Read Topic help and click on **X** (– □ **X**) to exit help.
- At Excel window click on **Format** + **Style**.
- At the Style Dialogue box click on ? (At the top right) and release the mouse button and you will a modified cursor, drag the cursor over an object and **double** click on it, then read topic help and click to exit topic.
- Repeat appropriate steps for each line item and learn form help.

Start Microsoft Word – wi... Microsoft Excel Etc.
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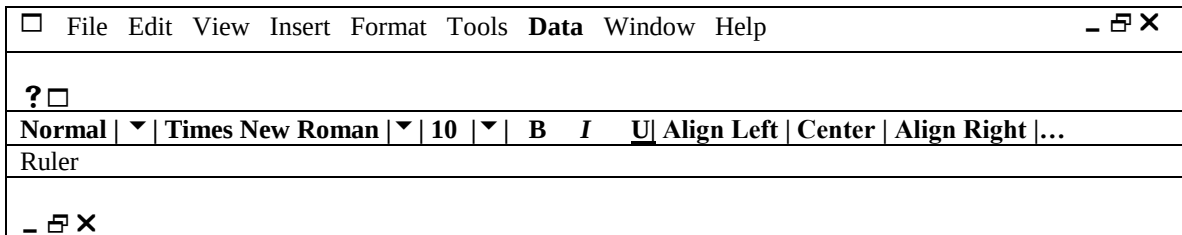


Accessing Tools/Help Menu

Spelling...
 Auto Correct...
 Look Up Reference
 Share Workbook...
 Track Changes
 Merge Workbooks
 Protection
 Goal Seek...
 Scenarios...
 Auditing
 Macro...
 Add-Ins...
 Customize
 Options
 Wizard

- Click on **Help** menu + **Contents and Index** + **Index** of the Dialogue box.
- At the Dialogue box type: **Auto** and **double-click** on **AutoCorrect** and read related help. When you see yellow text click on it and read related additional help.
- Read Topic help and click on **X** (– □ X) to exit help.
- At Excel Window click on **Tools** and place the cursor over **Spelling** and click.
- Press **F1** and learn.
- Then ask questions and learn.
- Repeat appropriate steps for each line item and learn form help.
-

Start | Microsoft word – D... | Microsoft Excel... | Microsoft Access...



Accessing Data/Help Menu

Sort...
Filter
Form...
Subtotals...
Validation...
Table...
Text to Columns...
Consolidate...
Group and Outline...
Pivot Table Report...
Get External Data
Refresh Data

- Click on **Help** menu + **Contents and Index** + **Index** of the Dialogue box.
- At the Dialogue box type: **Data** and **double-click** on **Correlation** and read related help. When you see yellow text click on it and read related additional help.

Read Topic help and click on **X** (– □ X) to exit help. Repeat steps for sub topics.

Start | Microsoft word – D... | Microsoft Excel... | Microsoft Access...

Exiting Windows and the Computer using multi-user Systems.

- At the Excel window click on X at the right side top. All windows have the icon at top of the right side.
[2] At the Open Windows click on **Start** + **Shut Down** and exit.
- At the multi-user or Network menu press ESC to exit to main menu, then move the cursor to the logout line and press Enter.
- Turn the computer light OFF.
- Turn the monitor light OFF.

DISTANT LIFELONG LEARNING ASSIGNMENT #1

Explain in 500 words what you have learned from help.

PART I

GET ACQUAINTED WITH

MICROSOFT OFFICE EXCEL

Chapter 2

Learning Excel Using Icons and Help

Introduction to Learning Excel icons

In prior chapter, 3-4 hours section, you have learned to get in and out and around Excel using Menus and Help. In this chapter you will review the same Excel options using Icons.

Observation by the author, lifelong learning methodology 'Coach-As-Teacher' (See text introduction) revealed that students including workers displaced from the work force, senior citizens and immigrants amazingly learned a great deal from prior and this chapter without effort. You will also be surprised how much you have learned at the end of this section. Remember you don't have to memorize anything; however, it is recommend that you follow steps and concentrate on reading without interruption. Start Office Excel for Windows

Note: You will note repeated steps in each session of this text but research reveals that repetition is part of the lifelong methodology efficient learning. Please repeat steps where shown.

Starting Steps

Please review Part I, Chapter1, if necessary.

Accessing Excel Options Using Icons

You can use icons available instead of using menus line options to obtain the same option results. However, at the beginning, you may find you will learn better using menus because of their other options preview. Please start-accessing icons at the left of the Standard Toolbar located under menu headings.

Starting Microsoft Excel for Windows?? (95+97...)

Refer to Part I, Chapter1, if necessary.

Activating Toolbars

Please activate the bars to display them on the screen.

- At the Microsoft Excel window click on **View** and place the cursor over **Toolbars** (Do not click).
- Move the Cursor to **Toolbars** sub menu and click on All Toolbar and observe.
- Repeat steps for all sub menu line items.
(If a bar is not activated click on it to activate by showing a check mark, click again and it will be enabled)

Find Icon Names

To find icons names **place the cursor over an icon** and keep it there until the icon name appears.

Learning Icons from Help

Start at the left icons of the middle standard bar.

- Click on **Help** menu + **Contents and Index + Index** of the Dialogue box.
- At the Dialogue box type: **Open** and **double-click** on **Opening Files** and read related help. When you see yellow text click on it and read related additional help.
- Read Topic help and click on **X** (– □ **X**) to exit help. Repeat steps above for each icon related topic.
- Place the cursor over **open icon** and **double** click.
- At the Open Dialogue click on ‘?’ located at the top right, then release the mouse button. You will see a modified mouse button.
- Drag the mouse to **File name** (any place) and double click it. Help text about that location will appear.
- Learn from location help and click on a blank spot to erase the help text.
- At the Dialogue box press **F1** and at the ‘**What would you like to do?**’ Type **Explain Open** and click on **Research**.
- Click on line items buttons of the help screen and read help, then exit help.
- Exit help or any window by clicking on **X** at the top right.

Note: Please, repeat above steps for all icons and you will be amazed and how much you will learn from help automatically. You will notice the improvement when you perform job tasks next part.

											_  X	
☐	File	Edit	View	Insert	Format	Tools	Table	Window	Help	_  X		
? ☐												
Normal	▼	Times New Roman	▼	10	▼	B	I	<u>U</u>	Align Left	Center	Align Right	...

Windows Special Features

Microsoft windows has many features and a few ways of accomplishing the same task. One way is the menus reflected on the second bar from the top (File, Edit, Etc.). The second way is the use of icons or buttons. Displayed in the bars are the most used window's features, which functions may be explained as follows:

First Top Bar:

- The first top bar of each window is to move the window around. Click on it and hold down the mouse button, then drag the cursor to a desired location and you will see the window move, release the mouse button and the window will be re-located .
- The second important function of button – located at the top of any window or Dialogue box is to minimize the current contents of the screen and move the name to the bottom table. The current window clears its contents or exits to Microsoft windows??. You can restore the specific window by clicking at the appropriate name at the bottom table.
- The third special feature of the top table is icon □ is used to increase or decrease the window size.
- The fourth **common** features of all windows is icon ×, which closes each specific window by clicking on it.

Second Bar from the Top:

The second bar contains comprehensive menus. Click on one menu and you will see the related line items. Some line items have sub menus and you will note them as you place the cursor over certain line items.

Third Bar from the Top:

- The function of the third bar is usually a short cut when using the different icons to accomplish the same functions as by using menus.

Fourth Bar from the Top:

- Click on the down arrow key after Normal and observe. You could click on another style and it would replace Normal.
- Click on the second down arrow from the left and you will see different font types. You could click on any type and it will show in the box prior to the arrow key.
- Click on the font size number down arrow key and observe the different sizes for that specific type font. To chose or select any size font you must highlight or block the text or picture you want to change font.
 - Highlighting or blocking is accomplished by placing the cursor at the beginning of the text to be highlighted, then press the **Shift** key and hold it down while dragging one arrow key to the end of the text to be blocked. Then you can select any font size or activate the functions of the next other special options shown in the bar.
- With the text highlighted click on the rest of the features shown one at a time and observe.

Fifth Bar from the Top:

The fifth bar, which offers you a normal default is the ruler bar, which you should not touch until you gain experience. Click o the program name of the bar below to access window promptly.

Search Microsoft Word | Document Microsoft Word | Microsoft Word

Exiting Window?? and the Computer using multi-user Systems.

- At the Excel window click on X at the right side top. All windows have the icon at top of the right side. At the Open Windows click on **Start + Shut Down** and exit.
- At the multi-user or Network menu press ESC to exit to main menu, then move the cursor to the logout line and press Enter.
- Turn the computer light OFF.
- Turn the monitor light.

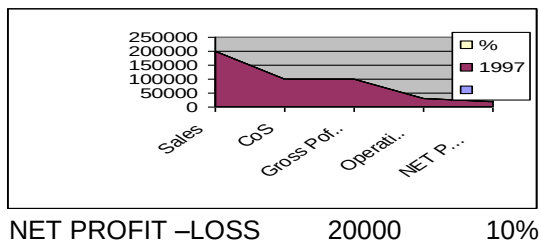
DISTANT LIFELONG LEARNING ASSIGNMENT #2

In 500 words using Microsoft Word count, explain Excel purpose and the difference between menus and respective icons, give examples.

Preparing (Formatting) a Floppy Disk to Receive Files

Refer to prior chapter, if necessary.

MGS Income & Exp.	1997	%
Sales	200000	
CoS	100000	50%
Gross Profit F.Sales	100000	50%
Operating Expenses	30000	15%



PART II

LEARNING EXCEL BASICS

AND

TASKS STEP BY STEP

Chapter 1

Learning Excel First Task and Basic Steps

Introduction to Learning Excel Basic Steps

This 3 to 4 hours session is dedicated to learning Excel basics. Please repeat this exercise if you have time left from this session.

Users of earlier versions of Excel as well as people who took lotus courses or other spreadsheet programs will be able to learn excel features quickly.

Spreadsheets are composed of cells arranged in columns. Rows are displayed across the screen while columns run down; rows are identified with numbers and columns with letters. When you address a cell you refer to the row and column labels; example cell A4 would be the fourth cell down in the first column from the left of the screen. Characters are entered into cells.

Wizards quickly convert your worksheet numbers and cell labels into various charts of the same designation such as pie charts, line graphs, bar charts, three dimensions charts, etc.

Start Office Excel for Windows

Please review Part I, Chapter1, if necessary.

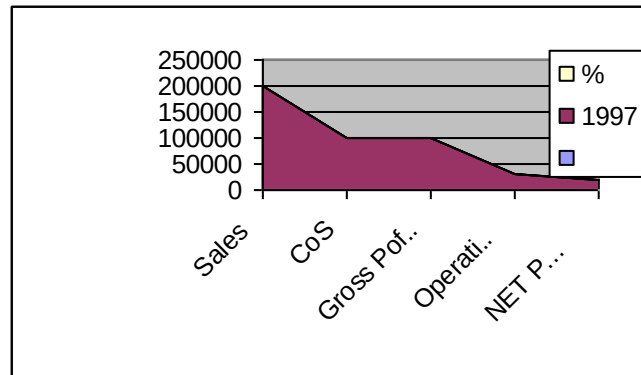
Mouse Operation Steps

Please review Part I, Chapter1, if necessary.

Preparing (Formatting) a Floppy to Receive Files

If you haven't prepared a disk to receive data please refer to Part I.

Usually, Excel offers two or three different ways of performing the same tasks; however, this text will cover only the most efficient way of performing tasks while you are learning. You will learn by yourself the short cuts.



SPECIAL REMINDER

Please read these special steps, but do not apply them until later.

Creating a Directory and Sub Directory to Store Files

- At the Microsoft Windows?? click on **Start** and place the cursor on Programs (Do not click), then click on MS DOS.
- At the C:\ or other disk drive (D,E, F...) prompt place a formatted disk in drive A and type ' A:' and press enter.
- At drive A:\ prompt type MD MYFILES and press enter. A directory to store data is made.
- To access directory at drive A prompt type: CD\MYFILES and press enter.
- Type MD EXCEL1 and press enter. A sub directory to store data is made.
- To access the sub directory at drive A:\MYFILES prompt type: CD EXCEL1 and press enter. Note that no back slash is used.
- Type Exit and press enter to return to Windows??.

Saving a File in a Created Directory & Sub Directory

Assume you just created a file that you want to save as INCOME.

- At Microsoft application with the Income file on the screen click on **File + Save As**.
- At the Saving Dialogue box place the floppy disk with the directory in drive A, then type:

A:\MYFILES\EXCEL1\INCOME and press enter. You will see drive A light flashing. You have saved the file 'INCOME' on sub directory EXCEL1. To save in the directory you would type:
A:\MYFILES\INCOME.

Opening a File from a Sub Directory

- At Microsoft application with the INCOME file on the screen click on **File + Open**.
- At the Open Dialogue box place the floppy disk with the directory in drive A, then type A:\MYFILES\EXCEL1\INCOME and press enter. You will see drive A light flashing. You have opened the file 'INCOME' on sub directory EXCEL1. To open a file in the directory you would type A:\MYFILES\INCOME.

Please, **learn** spreadsheet formula next page.

Spreadsheets Formula Operators List

Arithmetic Operators:

Addition = (Example =a1+a2+a3 or =sum(a1:a3) means "summary of cell a1 to a3")

Subtraction = (Example =a1-a3)

Multiplication = (Example =a1*a3)

Division = (Example =a1/a3)

Percentage = (Example =10%)

Exponential =(Example =G16^2, computer the square of the number in cell G15)

Comparison Operators

Equal = (Example =a1=a3, answer true or false)

Greater than =>> (Example =IF ((B3>>B2), "bad OD", B3-B2)

(Compares the contents of cell B2 with B3. If B3 is less than B2 the Text Bad OD appears instead of wrong)

Greater then or equal to >>=

Less than or equal to <<=

Not equal to = <>

Text Operator

Ampersand = (Example =a1&a3)

Errors

DIV/O! = Result of division by 0

#N/A = Not available

#NAME? name error

#NULL = Result of two areas that don't intersect, Example =sum(A:A3 A4:D4), instead of =sum(A:A3, A4:D4) which includes a comma (,) between the two summaries.

#NUM! = Result of several type of errors, example trying to find a square root of negative numbers.

#REF! = Result of deleting some data that other formula is connected.

#VALUE! = Result of wrong type of argument formula.

= Error by typing too large a number to fit in a cell. Excel may switch to scientific annotations.

Using Stand Alone Formulas

=SQRT(9) = 3

=SQRT(9)*9 = 27

Special Functions the Function Wizard

=ROUND (SQRT(A1), 2) =

Compares the square root of the contents of A1, then rounds the answer two decimal point.

Wizard Function. At the Excel window click on **Insert + Function**. At the function Wizard Step1 Window appears, then press, learn and exit by clicking on Help File + Exit

Using Order Formula Sequence List

Range **Specified** =:

Intersection = Space

Union = , (comma)

Percentage =%

Exponential = ^^ (Raising to a power)

Multiplication or Division = * /

Addition or Subtraction = + or -

Join text = &

Note: Operations follow a certain sequence, example =5+2*10=25 and would be written as =2*10+5=25. However, you can manipulate with parentheses, example =10*(5+2)=70.

Using AutoFill Option

It is time consuming to type large worksheet values over and over again. Excel can provide assistance with the AutoFill option to reduce time. AutoFill is a tool that selects cells of interest and make relative copies of them in adjacent cells. It is often used to create tables and forecasts, it can also be used to copy formula.

Highlight the cells of interest, then drag the fill outline using the square handle at the bottom corner of the active cell outline named "Fill Handle. The pointer turns into a large plus sign when ready to drag the fill handle. Experiment drag and note moving the automatic change of formula dragged to other cells. Try to move cells from a retrieved worksheet.

Retrieve Any Excel Worksheet File and Close it

- At the Excel Open Window click on **File + Open**.
- At the Open Dialogue box click on Desired File list under File name and observe.
- Click on the **File + Close**. Repeat steps for other files and observe.

Note: Do not save any retrieved file in drive C, If you want you may save retrieved files in drive A by typing **A:\& file name**.

Typing your Own Template

An automatic spreadsheet template is a prepared worksheet completed with text and formula to enter data to be executed automatically.

Group of Education and Software							
Profit and Loss Comparison Budget							
A	B	C	D	E	F	G	H
1	Proposal Increase	20%					
2							
3	Description	1996	1997	Difference	Per Cent	Better	
4	Sales	=C4*120%	=D4-C5	=E4/C4	=If E4=+	Better	

5 Cost of Sales			=D5-C5	=E5/C5	=If E5=- Better
6 Gross Margin	=C4-C5	=D4-D5	=D6-C6	=E6/C6	=If E6=+ Better
7 Gross Margin PC	=C6/C4	=D6/D4	=E6/E4		
8 Operating Exp.					
9 Salaries & Wages			=D9-C9		=If E9=+ Worse
10 All Other Expenses			=D10-C10	=E10/C10	=If E10=+Worse
11 Total OE	=C9+C10	=D9+D10	=D11-C11	=E11/C11	=If E11=- Better
12 Profit or -Loss	=C6-C11	=D9+D11	=D12-C12	=E12/C12	=If E12=+ Better
13 P or L to Sales	=C12/C4	=D12/D4	=E12/E4	=E13/C13	

Typing and Editing

Please enter information of above Template. As you move to another cell you will notice a zero in the cell when you have entered the formula. To review the formula just click and it will appear in Formula box.

Entering Text

- Place the mouse pointer on **cell A1** and click, then start typing.
- As you start typing you will see the text or numbers or formula in the active cell and in the **Formula Bar** box, then use the cursor to move to the next cell or press **Tab** to place the text in the activated cell.
- If you spot an error when entering text press the backspace to correct it.
- To correct cell contents after activating it, click on the cell and correct it, then press enter or the Arrow key.

Saving the Template

Save the Template as Tmpl1.XLS after typing a few lines.

- Click on **File + Save As**. Type A:\TMPL1.XLS and press enter.

Note: You can save any file in any directory you have created in any disk drive, example D:\Excel\TMPLT1.XLS)

Save the Template Occasionally

- Click on **File + Save** and press enter (Also save after completion).

Working with the Template

Retrieving the Template

Click on **File + Open**.

Type A:\TMPL1.XLS and press enter.

Copying the Spreadsheet Template

- Highlight the Spreadsheet entered by you last page by placing the mouse pointer on cell A and press the **Shift** key while holding it down, then press the **down arrow** key and drag it to after the end of spreadsheet columns and cells.
- Click on **Edit + Copy** and move the cursor to a blank spot after this section.
- Click on **File + Paste**. You will See the table and data copied.

Group of Education and Software

Profit and Loss Comparison Budget

	A	B	C	D	E	F	G	H
1 Proposal Increase			20%					
2								
3 Description			1996	1997	Difference	Per Cent	Better	
4 Sales			100000	=C4*120%	=D4-C5	=E4/C4	=If E4=+ Better	
5 Cost of Sales			50,000	60,000	=D5-C5	=E5/C5	=If E5=- Better	
6 Gross Margin			=C4-C5	=D4-D5	=D6-C6	=E6/C6	=If E6=+ Better	
7 Gross Margin PC			=C6/C4	=D6/D4	=E6/E4			
8 Operating Exp.								
9 Salaries & Wages			40000	40,000	=D9-C9		=If E9=+ Worse	
10 All Other Expenses			10000	9000	=D10-C10	=E10/C10	=If E10=+Worse	
11 Total OE			=C9+C10	=D9+D10	=D11-C11	=E11/C11	=If E11=- Better	
12 Profit or -Loss			=C6-C11	=D9+D11	=D12-C12	=E12/C12	=If E12=+ Better	
13 P or L to Sales			=C12/C4	=D12/D4	=E12/E4	=E13/c13		

Type the Information in the Template cells

Note: The formula, which was replaced by zeros, is shown for better learning and observation. The amounts were inserted in each cell. This template file was created in **Excel** and copied using **Copy + Paste** here.

Click on the appropriate cell with amounts entered by the author and type the amounts in each template's cell, then observe the effects as you type. After entering amounts and observing copy the template to enter data next page. After typing each amount in appropriate cells press **Tab** to move to next cell and arrow keys to move to other cell.

Saving the Profit and Loss Statement

- Click on **File + Save As**. Type **A:\P&LSA.XLS** and press enter.

Saving the Profit and Loss Statement as a Backup

[1] Click on **File + Save As**.

[2] Type **A:\P&LSA1a.XLS** and press enter.

You can save any file in any existing directory you have created or in any disk drive, example **A:\MYFILES\EXCEL1\P&LSA1.XLS**.

Move Around Excel Screen

To move on the screen press the first key and hold it down while pressing the second key.

- To Move down one screen length at a time press **Shift + PgDn**.
- To Move Up one screen length at a time press **Shift + PgUp**.
- To Move Right one length at a time press the **Shift + Right Arrow key**.
- To Move **Left** one cell length at a time press the **Shift + Left Arrow key**.
- To Move **Right** many cells at a time press the **Ctrl + Right Arrow key**.
- To Move **Left** many cells at a time press the **Ctrl + Left Arrow key**.
- To Move to a specific cell and row click on **Edit + Go To**, then type the column and row to move to, example =G12 and press enter. Try and other locations and confirm.

Page Setup

When you start your worksheet it is a good idea to setup the page dimension in accordance with the worksheet planned. Page size, orientation and headers and footers are a few of the things you want to take into consideration before setting up the worksheet size.

- At the Excel Open Window and menu bring the pointer to **File** and press the left mouse button (Click).
- Using the Down Arrow key move the cursor to **Page Setup** and click.
- At the Dialogue box click on for the default and observe. Use help (F1), if necessary,
- Click on each line, read dialogue boxes (if any) and exit by clicking on Cancel or on the upper Left **Button** (Before File) () +Close. Alternatively click on **X** at the top right of any window.

Selecting/Highlighting or Blocking Cells

Click on the cell before the cell you want to start highlighting. Press the **Shift** key and hold it down, then using the **down arrow key**, move it after the place to stop the selection and release the Shift key.

Selecting Cells with the Mouse

- Click on the row number to select the whole row.
- Select an entire column of cells by pointing to the column's heading, then click on the starting, hold the left mouse button down, then drag the mouse to the place after the ending point cell and release the mouse button. The technique is called "Click-and-Drag".
- To **select** the entire worksheet click on the button at the top-left corner of the workbook.
- If you want to select alternative cells for example row 4 and 6 but not 5, Click on, then press Ctrl + Click on row.

Transferring Word Text to Excel Worksheet

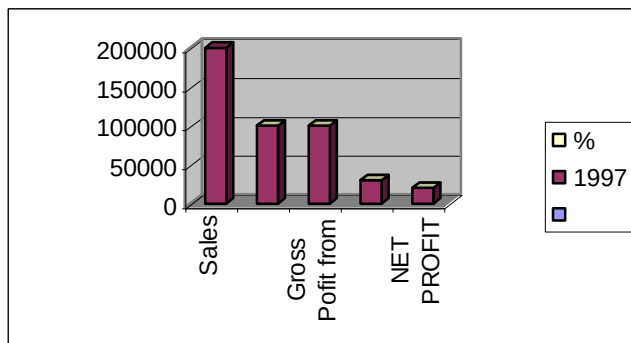
You can transfer files from another program such as **Word** by selecting part or a full document either by copying and pasting or dragging-and-dropping.

Transferring Portion of a Document by Copying and Pasting

- At the Word Open window click on **File + Open** and at the Dialogue box click on any file.
- With the document on the screen select/highlight a portion of the document and transfer as follows:
 - Press **Ctrl + Shift** and hold the keys down, then place the down arrow key at the beginning of the first line to highlight and move it to the end of the document **portion** to select.
 - Click on **Edit + Copy** and on the upper right down arrow button.
 - At the Excel window point the mouse button to the place you want to copy the selected text of Word, then click on **Edit + Paste** and observe. You can select the full document and copy using these steps.

Saving Retrieved or Open Document or File in Drive D

- With retrieved document on the screen click on **File + Save As**.
- Type **A: (Your OWN named file)** and press enter.
- **Caution:** In school, when you retrieve or open a document from the hard drive save it immediately in drive A. The school needs the hard drive files intact for other students exercises.



Transferring a Full Document by Copying and Pasting

- At the Word Open window click on **File + Open** and at the Dialogue box click on any file.
- With the document on the screen select/highlight a portion of the document and transfer as follows:
 - Press **Ctrl + Shift** and hold the keys down, then place the down arrow key at the beginning of the first line to highlight and move it to the end of the document to select.
 - Click on **Edit + Copy** and on the upper right down arrow button.
 - At the Excel window point the mouse button to the place you want to copy the selected text of Word, then click on **Edit + Paste** and observe.

Transferring the Document Using the Drag-and Drop

- At the Excel document select/highlight the text to be transferred.
- Arrange the two windows one after the other and if there is room click on the selected text, drag it to an empty space of **Excel** worksheet and release the mouse button.

Moving Around Using the Go To Command

Find an Area you have named, if any:

- At the Excel Open window click on **Edit + Go To**. Press **F1** key to learn and exit.
- At the Go to Dialogue box click on any area reflected under Go to box, type the reference and press enter.

Go To a Special Dialogue Box

- At the Excel Open window click on **Edit + Go To**.
- At the Go to Dialogue box click on **Special**.
- At the Go to Special box click on the desired button and on **OK**, then observe effect. Repeat the exercise by clicking on the same button of the Special box to undo it.

Save the Working File and Close

- Click on **File + Save As**.
- Click on **Save** at the Dialogue box to save current file.
- Click on **X** at the top right of each window to close window.

Retrieving Worksheet P&LSA1a.XLS

Retrieve the worksheet backup copy "**P&LSA1a.XLS**" to create a note.

- Click on **File + Open**.
- Type **A:\P&LSA1a.XLS** and press enter.

Group of Education and Software						
Profit and Loss Comparison Budget						
Proposal Increase		20%				
Description		1996	1997	Difference	Per Cent	Better or Worse
Sales		\$100,000	\$120,000	\$20,000	\$0.20	If E4=+ Better
Cost of Sales		50,000	60,000	10,000	0.2	If E5=- Better
Gross Margin		\$50,000	\$60,000	\$10,000	0.2	If E6=+ Better
Gross Margin PC		0.5	0.5	0.5		
Operating Exp.						
Exp.						
Salaries & Wages		40,000	40,000	0	0	If E9=+ Worse
All Other Expenses		10,000	9,000	-1,000	-0.1	If E10=+Worse
Total OE		50,000	49,000	-1,000	-0.02	If E11=- Better
Profit or -Loss		\$0	11,000	11,000		If E12=+ Better
P or L to Sales		0	\$0.09	\$0.55		
Move spreadsheet one row down:						
[1] Highlight Proposal Increase 20% .						
[2] Click on Inert + Rows . The row moved down and all cells formula was adjusted automatically.						
[3] Practice and use help, if necessary.						
Merge and Center Text:						
Group of Education and Software						
Profit and Loss Comparison Budget						
[1] Select or highlight lines to be centered.						
[2] Click on Format + Cells .						
[3] At the Cells Dialogue box click on the down arrow key of the Horizontal box.						
[4] At the Horizontal box click on Center Across Selection + Ok .						
Please change 1996 amount to 120000 and observe. Make other changes and practice.						
Copy this spreadsheet and notes to a new file:						
[1] Highlight the whole spreadsheet and notes by placing the cursor on row A1.						
[2] Press the Shift + Down Arrow keys , then drag the arrow key to H39 and observe.						
[3] Click on Edit + Copy . At the Word Open window click on File + New + OK .						
[4] At the Word window click On Edit + Paste and save file as Word file from Excel .						

Creating and Printing Comments

- Select/highlight the desired Cell, example, E12.
- Click on **Insert + Comment** or press Shift + F2.

- At the Comments box type the **note**. Example:
We had an improved profit of \$11,000 in the current year compared with break even in prior year.
(To learn about comments press **F1** at the Dialogue box, read help and exit)

Typing and Displaying Header or Footer

Click on **View +Header and Footer**.

At the Dialogue box **select or highlight** and type the header. Click on **?** and when the cursor changes move the cursor over a topic and click. Learn from tips and try different options.

Displaying and Printing Comments

- Click on **File + Page Setup**.
- At the Page Dialogue box click on Header and Footer and at the next box click on **?** and move the changed cursor over topics to learn tips.

Using the Spelling Dictionary

In order to spell check a certain spreadsheet or cells **Select or highlight** the desired area to spell check first.

- At the Excel Open text select or highlight the cells text you want to check spelling.
- At the Excel Open window click on **Tools + Spelling**.
- At the Spelling Dialogue box, accept, reject or retype the correction. (Use help, if necessary)

Correcting Accidental Deleted Data

- At the Excel Open window click on **Edit + Undo** or press Ctrl + Z.

Centering Text in the Worksheet

[1] Select or highlight lines to be centered.
[2] Click on Format + Cells .
[3] At the Cells Dialogue box click on the down arrow key of the Horizontal box.
[4] At the Horizontal box click on Center Across Selection + Ok .

Centering Text in a Cell

- Place the cursor on the **Toolbar** icons and find one that reads at the bottom **Centers text** across selected columns by clicking on the **icon** and holding the left button down.
(Find any icon name by placing the mouse cursor over a button and by reading text.)
- Find the icon reading “Centers Text in Cells” and click on It.

Treating Numbers as Text

- Write numbers to be treated like text by pressing the **Apostrophe** key before the number.

Auto Filling Days and Months

- Type: Jan in cell A2, Feb in cell B2, March in cell C2, Q1 in cell D2 and the other months and quarters will be filled in consecutive cells.
- Type January 1995 in cell A1, February 1995 in cell B1 and observe.
- Type 10:00AM in cell A3, 10:30AM in cell A4, 11:00AM in cell A5 and observe.

Creating Custom Fill Lists

You may want to create some custom fill lists that you can use when Excel recognizes a request.

- Click on **Tools + Options** and the **Custom List tab** (Arrow key) to bring it foremost.
- At the Dialogue box click on **New List**, then press **F1**, learn more and exit help by clicking on **File + Exit**.
- Type:

A
19

20 Accounting

21 Personnel

22 Warehouse

23 Production

- Click on **OK**. Next time, type the first two, then Excel will automatically fills the others in respective cells.

Copy Values or Formula to Other Cells

You can use the Fill from the Edit drop down menu to copy values or formula to other cells and save time.

- At the Excel Open Window click on **Edit + Fill** and a sub menu appears:

Fill Sub Menu:

Down

Right

Up

Left

Across Worksheets

Series

Justify

- At the sub menu move the cursor with the arrow key to **Right**, then press **F1**, learn more and exit help.

Protecting Documents

- Click on **File + Save As**.
-
- At the Dialogue box click on the **Options** button.
- At the Save Option box press **F1**, learn more and exit.
- Type a **password** that you can remember later. Don't create any password by yourself.

Exit Excel

Please refer to Part I, Chapter1.

DISTANT LEARNING ASSIGNMENT #3

1. Perform the following steps learned from the help option and explain each option steps:
 - a. Write the access and exit window steps using your own words to perform the exact functions.
 - b. Write the Access and Exit steps of Excel.
 - c. Explain the use of Help step by step and the expected benefits from reading help.

PART II

LEARNING EXCEL BASICS

AND

TASKS STEP BY STEP

Chapter 2

Learning Excel Formatting and Rearranging Worksheets

Introduction to Learning Excel Overview

This 3 to 4 hours session is dedicated to learning Excel Formatting and Rearranging Sheets.

Next Page you will find most important new features of **Excel**. It formats numbers automatically, example if you type a \$ or % sign when entering numbers the cells and numbers will be formatted automatically. Also you may determine where to place some totals, example, enter five numbers in a row, then click on **Excel Summation** icon from the standard toolbar and note an offer to create an equation.

The AutoFormat feature from the Format drop down menu offers different formats for your choice; you can select type styles, 3D shadings, etc. Spell checking, fonts and wizards will together with transferable data from the word processor creates professional documents for presentations.

The short cuts found by clicking on the right mouse button will speed up your work (Try it and learn from Help).

Just as you do on the word processor, **Excel's** drag-and-drop features lets you copy selected portion of your spreadsheet cells to save time by simply dragging them with your mouse. It even includes intelligent fills and create of fills by clicking on Edit + Fill

The Scenario Manager generates tables of values, another spreadsheet compatibility and other features shows great improvements when you compare with current spreadsheet programs.

Accessing Microsoft Excel and Menus

Refer to Part I appropriate access system, if necessary.

Retrieving your Excel Worksheet File

- At the Excel Open Window click on **File + Open**.
- At the Open file Dialogue box click on a:\ **P&LSA1.XLS** and observe.

Group of Education and Software						
Profit and Loss Comparison Budget						
Proposal Increase	20%					
Description	1996	1997	Difference	Per Cent	Better or Worse	
Sales	\$100,000	\$120,000	\$20,000	\$0.20	If E4=+ Better	
Cost of Sales	50,000	60,000	10,000	0.2	If E5=- Better	
Gross Margin	\$50,000	\$60,000	\$10,000	0.2	If E6=+ Better	
Gross Margin PC	0.5	0.5	0.5			
Operating Exp.						
Exp.						
Salaries & Wages	40,000	40,000	0	0	If E9=+ Worse	
All Other Expenses	10,000	9,000	-1,000	-0.1	If E10=+Worse	
Total OE	50,000	49,000	-1,000	-0.02	If E11=- Better	
Profit or -Loss	\$0	11,000	11,000		If E12=+ Better	
P or L to Sales	0	\$0.09	\$0.55			

14

15 BETTER LEARNING METHODOLOGY

16

17 Many years of Adult/Senior students training, researching,
 18 developing (R&D) and testing using a school revealed that
 19 teachers can use the traditional method of teaching computer
 20 technology with better results when using practical and
 21 tested job skill's texts, which simulate "On-The-Job"
 22 training techniques; however, adjustments to the
 23 Learning/Teaching process are suggested for easier teaching
 24 and optimum train benefits...

25

Learning Spelling

Please type the text. Text was used in the word processor to demonstrate spelling techniques. Spelling errors were made on purpose and corrected. The errors show in bold letters to be promptly identified by you

and for learning purpose; steps are not illustrated for correction manually. Your computer can be set up to show errors as you type and you may correct them on the spot.

Using the Spell Checker

- Place the cursor at the beginning of the file.
- At the Open menu Click on **Tools + Spelling**.
- At the Spelling box suggests (Change To) the correct word spelling for training, Click on **Change** to accept, otherwise select another word from the suggestion list or reject and correct with the keyboard.

Centering Text in the Worksheet

- At the worksheet highlight BETTER LEARNING METHODOLOGY as follows:
 - Bring the cursor to row 15, press the **Shift** and the right arrow key to highlight the text line.
- Place the cursor on the Toolbar icons and find one that reads at the bottom **Centers text across selected columns**, then click on it.
(To find any icon names place the mouse cursor over icons and read text)

Changing Fonts and Font Sizes Using Excel Formatting Toolbar

- Select/Highlight whole document to change fonts.
- At the Format toolbar click on the down arrow located after the font size number.
- Click on the font Size number desired and observe. Repeat steps for different fonts and observe.
- At the Toolbar click on Font Name **arrow key** and on the **font name desired** (observe), then repeat steps for the different type of fonts and observe.
- **Click on Edit + Undo** and observe, click again on **Edit + Undo** and observe.

Centering Corrected Excel Text Using Font 12

BETTER LEARNING METHODOLOGY

Many years of Adult/Senior students training, researching, developing (R&D) and testing using a school revealed that teachers can use the traditional method of teaching computer technology with better results when using practical and tested job skill's texts, which simulate "On-The-Job" training techniques; however, some adjustments to the Learning/Teaching process are suggested for easier teaching and optimum training benefits...

Italicizing Selected Text

- Select 'BETTER LEARNING METHODOLOGY' to change.

- At the Format toolbar click on **I button** to see the Italics style of selected text.

Underline Selected Text

- With the text selected click on the **U** button of the toolbar and observe.
- Click on **Edit + Undo** and observe, Click again on **Edit + Undo** and observe.

Change to Bold Selected Text

- With the text selected click on the **B button** of the toolbar and observe.

Save the a New Worksheet with Text

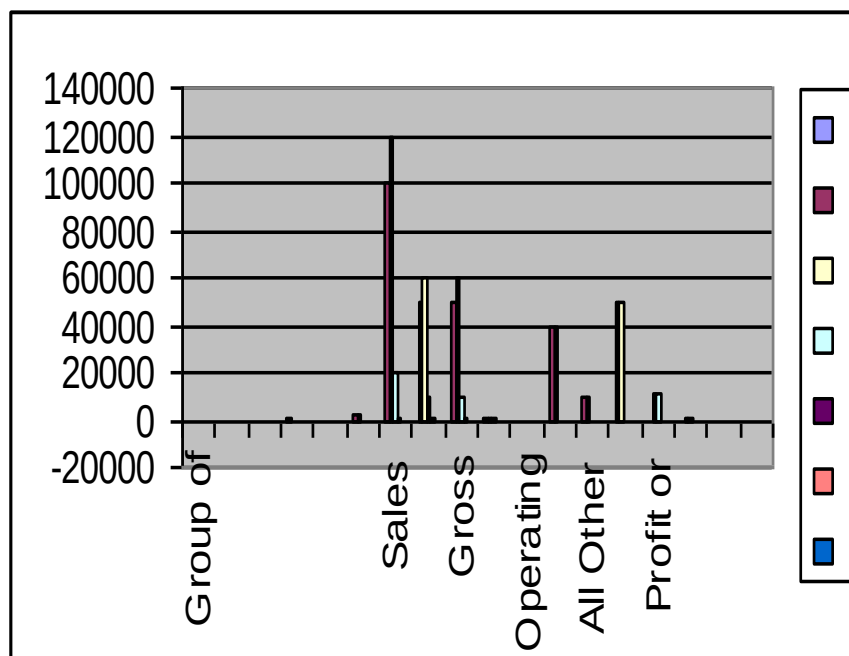
- Click on **File + Save As**.
- Type: **A:\P&LSA1&T.XLS** and press enter.
(You can save any file in any directory you have created in any disk drive, example F:\Report\P&LSA1.XLS)

Move Around Excel Screen

- Refer to prior Chapter, if necessary.

Retrieving A Chart from Excel

- With the Spreadsheet selected or **highlighted** on the screen click on **Insert + Chart**. Click on **F1** and learn.
- At the Dialogue Box click on OK for default chart. (Compare chart with spreadsheet completed by you..)



Selecting Cells

Click on the cell before the cell you want to start highlighting. Press the **Shift** key and hold it down, then using the **down arrow key**, move it after the place to stop the selection and release the Shift key.

Selecting Cells with the Mouse

- Click on the row number to select the whole row.
- Select an entire column of cells by pointing to the column's heading, then click on the starting, hold the left mouse button down, drag the mouse to the place after the ending point cell and release the mouse button. The technique is called "Click-and-Drag".
- To **select** the entire worksheet click on the button at the top-left corner of the workbook.
- If you want to select alternative cells for example row 4 and 6 but not 5, click on, then press **Ctrl** + and click on **row**.

Selecting Cells with the Keyboard

- Press **Shift** + **Spacebar** to highlight the entire **rows** in which the cells are located.
- Press **Ctrl** + **Spacebar** to highlight the entire column in which the cells are located.
- Press **Ctrl** + **Shift** + **Spacebar** to highlight the entire column.
- Press and hold it down and press the arrow key to move it in the desired direction.
- Press the **Shift** + **Ctrl** + **End** to extend the selection to the end of Worksheet.
(Practice with the different steps)

Transferring Word Text to Excel Worksheet

You can transfer files from another program such as a word processor by selecting part or full document, then either by copying and pasting or dragging-and-dropping.

Transferring a Document by Copying and Pasting

- At the Word Open window click on **File** + **Open** and at the Dialogue box click on any file.
- With the document on the screen select/highlight a portion of the document and transfer as follows:
 - Press **Ctrl** + **Shift** and hold the keys down, then place the down arrow key on the beginning of the first line to highlight and move it to the end of the document portion to select.
 - Click on **Edit** + **Copy** and on the upper right down arrow button.
 - At the **Excel** window point the mouse button to the place you want to copy the selected text of the word processor, then click on **Edit** + **Paste** and observe. You can select the full document and copy using these steps.

Transferring the Document Using the Drag-and Drop

- At the Word document select/highlight the text to be transferred.
- Arrange the two windows one after the other and if there is room, click on the selected text at to an empty space of the worksheet and release the mouse button.

Moving Around Using the Go To Command

Find an Area you have named, if any:

- At the Word Open window click on **Edit + Go To**. Press **F1** key to learn and exit.
- At the Go to Dialogue box click on any area reflected under Go to box.

Go To a Special Dialogue Box

- At the Word Open window click on **Edit + Go To**.
- At the Go to Dialogue box click on **Special**.
- At the Go to Special box click on the desired button and on **OK**, then observe effect. Repeat the exercise by clicking on the same button of the Special box to undo it.

Sorting Cells Data with Excel

Excel sorts up to three keys at once in ascending or descending order. Suppose you have a spreadsheet with first name, last names and text scores, you can simultaneously sort on scores (descending) so that scores are first, then last names, then first names. This would sort students with the same score and last name to appear alphabetically by first name within their score group. Please type and sort the following Students List:

Last Name	First Name	Score
Noia	Many	50
Smith	Joe	50
Doe	Joe	30
Doe	Many	40
Johnson	A. J.	20
Johnson	B. J.	21
Johnson	A. J.	22
Doe	A. J.	30
Doe	S. J.	23

Sorting Steps

- Highlight/Select the cells to sort.
- Click on **Data + Sort**.
- At the Sort Dialogue box learn from help, then click on the **Options** box.
- At the Sort Options Dialogue box learn from help, then select normal First Key Sort Order and if the default Sort to Bottom is selected click on **OK**.
- Repeat sorting for different options and observe.

Note: You must select data you want to sort but be careful not to select anything else so you will not destroy big files.

Inserting Additional Rows in a Worksheet

Retrieve Your New Worksheet with Text,

- Click on **File + Open.**
- Type A:\P&LSA1&T.XLS and press enter.

Group of Education and Software						
Profit and Loss Comparison Budget						
Proposal Increase	20%					
Description	1996	1997	Difference	Per Cent	Better or Worse	
Sales	\$100,000	\$120,000	\$20,000	\$0.20	If E4=+ Better	
Cost of Sales	50,000	60,000	10,000	0.2	If E5=- Better	
Gross Margin	\$50,000	\$60,000	\$10,000	0.2	If E6=+ Better	
Gross Margin PC	0.5	0.5	0.5			
Operating Exp. Exp.						
Salaries & Wages	40,000	40,000	0	0	If E9=+ Worse	
All Other Expenses	10,000	9,000	-1,000	-0.1	If E10=+Worse	
Total OE	50,000	49,000	-1,000	-0.02	If E11=- Better	
Profit or -Loss	\$0	11,000	11,000		If E12=+ Better	
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Inserting Rows, Columns and Cells

Assume we want to insert cells from C1 to G13 into cells H1 to J13.

Inserting a Blank Row 12

- Select or highlight Row 12.

- Click on **Insert + Row** and you will see row No. 12 blank and its contents moved to the row No. 13 and contents of row 13 moved to 14.
 - (To insert multiple rows select/highlight rows and click on Insert + Rows.)

Deleting a Row

- Select or highlight Row 12.
- Click on **Edit + Delete** and you will see row 12 is deleted.
 - (To delete multiple rows select/highlight them and click on Edit + Delete)

Inserting a Blank Column D

- Select or highlight Column D.
- Click on **Insert + Columns** and you will see Column D blank and its contents moved to the next column, etc.
 - (To insert multiple columns select/highlight columns and click on Insert + Columns)

Deleting a Column

- Select or highlight Columns D.
- Click on **Edit + Delete** and you will see column D filled with the next column contents, etc.
 - (To delete multiple columns select/highlight them and click on Edit + Delete)

Inserting an Empty Cell D13

- Select or highlight Cell D13.
- Click on **Insert + Cells** and you will see cell D13 blank and its contents moved to the next cell as well as other cells contents moved to the right. Click on **Edit + Undo**.
 - (To insert multiple cells select/highlight cells and click on Insert + Cells)

Deleting a Cell

- :Select or highlight D13.
- Click on Edit + Delete and you will see cell D13 filled with the next cell contents, etc.
 - (To Delete multiple cell select/highlight them and click on Edit + Delete)

Clearing Parts of Worksheets

Clear do not move contents of other cells to fill space it just clears contents.

- Select or Highlight the cell or cells to clear.
- Click on **Edit + Clear**.

Warning About Insertion and Deletions

Before inserting and/or deleting data you should plan carefully.

The major problems with deletion is the obvious one, if you delete data from a spreadsheet that are referenced in formulas, the formulas may not work and if the formula use different data the problem is worse.

You may use Tools + Audit + trace the dependents and observe other cells that may be involved in the process. You should practice with short templates or worksheets first before changing large data base worksheets.

Excel Formatting and Techniques

The appearance of the worksheet can be enhanced with the formatting Features and some of them are similar to word processors' formatting features.

Page Setup

It is a good idea to use the Print preview and modify the page setup, if necessary.

- With your spreadsheet on the screen choose your printer for the project.
- Click on **File + Print Preview** and observe if changes are needed, then click on **File + Page Setup** and make desired changes.

Changing Rows Heights and Column Widths

When the results of a calculation are too big for a cell width, a series of pound signs (#####) appears. If any entry is too big to fit a cell you can switch to a smaller font or change the cell's contents and format.

Automatic Adjustment of Columns and Rows

- Place the mouse pointer on or near the right edge of the column label or between the current cell and the next one, you will note that the pointer changes into a thick black bar and shows arrows pointing right and left.
- Double-click and **Excel** best fit feature and it will automatically make the left column wider or narrower as necessary to accommodate the longest entry in that column.
(When you select multiple columns before double clicking, each selected column will switch to best fit)
- You can also use the **Format + AutoFill** and reach the Row and Column at the sub menu to obtain the best fit.

Exiting and Retrieving Your New Worksheet with Text

Retrieve your spreadsheet if you don't have it on the screen.

- Click on **⌘(- □ ⌘)**
- Click on **File + Open.**

- Type **A:\P&LSA1&T.XLS** and press enter.

Autoformat Feature

- Click on **Format +Autoformat**, press (help), learn, exit and choose.
- At the AutoFormat Dialogue box click on a **format** line under **Table Format** and observe the spreadsheet.

Using and Picking up Styles

- Select the Cell or cells you want to format.
- Click on **Format + Style**, press (help), learn, exit and choose.
- At the Dialogue box click on a desired **Style** name button, click on **Modify** and on OK, and then observe the spreadsheet. Pick up other style and observe.
(You can create styles through the **Format + Style** menu/box feature.)

Picking Up Fonts From the Dialogue Box

- At the Dialogue box click on box and select the desired font at the next Dialogue box. Learn Other Format Cell Features.
- At the Dialogue box click on **Patterns box**, press F1, then help and learn.

Applying Format Codes

- At the Open window click on **Format + Cells**, learn from help.
- At the Format Cells Dialogue box double-click on a **format code** and observe and/or Adjusting Alignments
- At the Format Cells Dialogue box double-click on **Alignment**, press F1, read and Exit.

Creating Borders

- Click on **Format + Cells** and on the **Border** at the Format Cells Dialogue box, then observe the Border box and learn more from help. Click on to confirm choice and observe.

Inserting and Removing Page Breaks

- Activate the cell beneath the desired page break location.
- Click on **Insert + Page**.

Deleting the Page Break

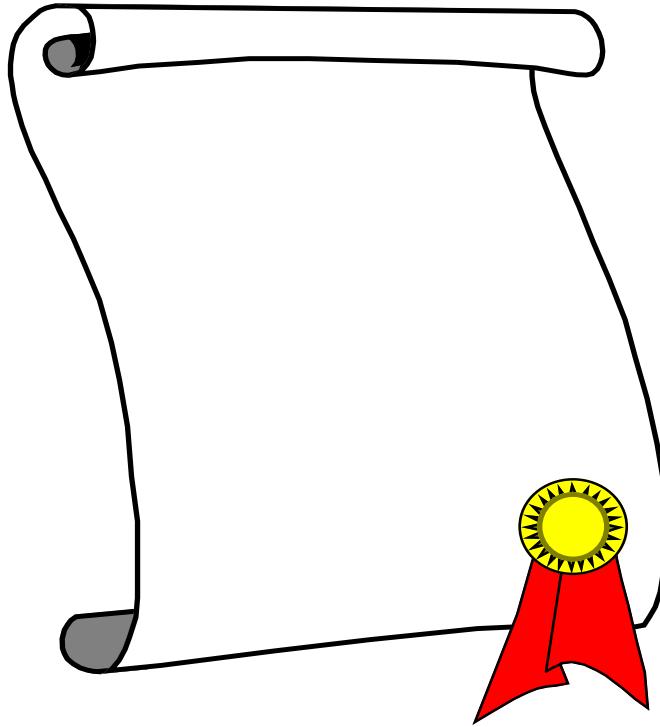
- Activate the cell beneath the desired page break to the right.
- Click on **Insert + Remove Page Break**.

Hiding Rows and Columns

- Select the row(s) or column(s) you want to hide.
- Click on **Format + Hide** to hide and on **Format +Unhide** to undo.

Retrieve an Object or Picture

- ◆ First make sure the chart on the screen is **not** surrounded by little squares. To clear squares click outside the chart on a blank space.
- ◆ Click on **Insert + Picture + Clip Art**.
- ◆ Click on Microsoft Office **Diploma**.



DISTANT LEARNING ASSIGNMENT #4

Perform the following steps: (1) Write the access and exit window steps using alternative phrases to perform the exact functions and (2) Explain the use of **Excel** formatting features.

PART II

LEARNING EXCEL BASICS

AND TASKS STEP BY STEP

Chapter 3

Working with Large Worksheets, Functions Wizard

Introduction to Large worksheets, Functions and Wizards

This 3 to 4 hours session is dedicated to learning to work with large worksheets, functions and charts wizards.

In large organizations you may have to work with worksheets. Excel offers a number of features to help you navigate, consolidate, view and edit big projects. Excel shows you how to split windows, make it easier to view and rearrange documents. You will see how those tabs at the bottom of workbook windows can help you keep excel information together.

You can use names to be used to find information quicker, refer to ranges outlining work sheets, promoting and demoting techniques .

Accessing Microsoft Excel and Menus

Refer to Part I appropriate access system, if necessary.

Creating Reference Names

Excel may create names for you if you tell excel to do so or you may define them yourself.

- Select or Highlight cells you wish to name.
- At the Open Window click on **Insert + Name** and observe.
- At the Name sub menu click on **Create**. (Press F1 to learn more, if necessary)
- At the Create Names Dialogue box, choose the label locations you wish to use as names by clicking on respective Button.
- Repeat the steps to learn and name different areas.

Defining Names

You can define the names by yourself if desired.

- Select/Highlight cells you wish to name.
- At the Open window click on **Insert + Name** and observe.
- At the Name sub menu click on **DEFINE**.
- Press **F1** and type **Define Names** and press enter, then learn and exit help.

Viewing a Created or Defined Name

- At the Open file Dialogue box click on **Insert + Name + Create** and observe.
- At the Name sub menu press F1 and type create names, then learn and exit help.

Retrieving your Excel Worksheet File

- At the Excel Open Window click on **File + Open**.
- At the Open Dialogue box type A:\P&LSA1.XLS, press enter and observe.

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Proposal Increase	20%					
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Gross Margin PC	0.5	0.5	0.5			
Operating Exp. Exp.						
Salaries & Wages	40,000	40,000	0	0	If E9=+ Worse	
All Other Expenses	10,000	9,000	-1,000	-0.1	If E10=+Worse	
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Splitting Windows

Splitting a worksheet into panes enables you to see parts of the spreadsheet simultaneously.

- At the Open Window click on **Window + Split**, press F1, learn more of splitting your Worksheet. Drag the Split double arrow indication to panes and double-click to remove.

Creating Automatic Outlines

All references in your formulas must point to the same direction, that is rows' sum ranges should be either left to right or right to left.

- At the Excel Open Window click on **Data + Group and Outline**, press F1, learn more and exit by clicking on the **Group Outline** a sub menu appears:

Group and Outline:

Hide Details
Show Details
Ungroup
Auto Outline
Clear Outline
Settings

- At the Group and Outline sub menu click on Auto Outline

After outlining tools appear along the edges, you can hide them. Choose the **View tab of Tools + Options Dialogue** box. Learn more using references and help. You can clear the outline structures by pressing Ctrl+8 short cut.

Working With Several Worksheets

At work you may need to combine departmental budgets or you might have separated detailed sales, payroll and other worksheets located in different places containing data that must be included in certain cells or summary worksheet. Other times you may receive budgets from branches or departments on disk or transmitted over a network, which you may have to combine. Options will accomplish these tasks easily. You can link the contents of one worksheet with another with these steps:

- Open both workbooks.
- Select the in the workbook containing the cells to be transferred.
- Click on **File + Copy**. Then switch to the worksheet where you want to receive the data.
- Click on **Edit + Paste Special** (Use help) and on **Paste Link** option and observe.

After linking the cells, if the data of any cell changes the summary cell pointing to that cell will changes automatically.

Opening the Workbook

- You may have many worksheets available. press **Ctrl + N** to see worksheets.
(You can change the number of worksheets in the Option Dialogue box's General Tag)

Naming a Worksheet

Double-click on the Worksheet Tab (box) to access the Rename Sheet Dialogue Box. Type the desired name (A:\Second Worksheet) up to 31 characters including spaces and the Tab will display the new name.

Changing the Order of Sheets in the Workbook

- Click on the **Tab** you wish to move, note that the mouse pointer will change shape.
- Drag the tab with the mouse while watching the little black triangle.
- Release the mouse button when pointing to the new tab location.

Copying a Worksheet Within a Workbook

- Create the First Worksheet. (You have created one)
- Click on the **Worksheet tab** to copy.
- Press the **Ctrl** key and hold it down and note that the mouse pointer is changed.
- Release the mouse button when pointing to the insertion tab location. **Excel** will combine the worksheets and rename it.
- Double Click on the new name and observe.

Copying/Moving a Worksheet to another Workbook

- Open the Workbook containing the sheets to copy or move.
- At the Move or Copy Dialogue Box Press **Ctrl** and click on the **Sheets to be copied**. Then, if you wish to copy instead of moving sheets, click on the **Create** a copy.
- Click on **Edit + Copy or Edit + Move**.
- At the Move or Copy Dialogue Box click on the **(Move to end)** and press enter, then observe.

Note: To copy or move sheets to a new (Unopened) workbook choose new book by clicking on the down arrow key and on new book

Showing More than One Sheet and Workbook

- At the Open window click on **Window + New Window**.
- At the Arrange Windows box click on the **Desired Button**, then, drag the window borders or corners and adjust sheet location, if desired.

Summarizing Information from Worksheets

In large companies work place you may have a workbook containing many offices/branches worksheets, which you may want to summarize. In part III we will illustrate cells or totals of worksheets automatically connected to summaries or other worksheets.

You can consolidate information by creating additional worksheets with equations that sum up data from others. Example you may have five branches and you want to create a worksheet for each branch for management control purpose. You may want to create a sheet that will summarize the data for the five branches. Before typing the new worksheet template please click on **File + New + OK**.

2 Combined	Planned	Actual
3		
4 Sales	=C12+C21+C30+C39+C48	D12+D21+D30+D39+D48
4 Cost	=C13+C22+C31+C40+C49	D13+D22+D31+D40+D49
5 PROFIT	=C14+C23+C32+C41+C50	D14+D23+D32+D41+D50

Summary Information From Worksheet Steps

- Create the new sheet with the same structure as the five worksheets or you may want the summary to include only totals.
- Activate the cell needing an equation to copy data from the other worksheets and type the equations. (Refer to Part II, Chapter 1 and read the Equations List and compare it with the worksheet)
- Combined amounts of the designated cells should be transposed to the branch summary cells automatically.
- Add the amounts by adding machine and compare results for accuracy.

Note: After correcting the formula functions the amounts entered in the branches worksheets will be added and copied to the branch summary sheet automatically without the need for any manual entries. **Excel** includes other creation options of this type, you could even use names. Remember repeating is part of the learning methodology.

Printing Spreadsheets

Excel offers printing choices such as printing only selected cells, specific worksheets or the entire workbook sheets.

- With the Worksheets retrieved click on **File + Print +Print**.
- At the Print Dialogue box, press F1, learn options, exit help and print different options. (Note that the Dialogue box includes, Page Setup, Print Preview and Printer Setup)

Displaying Formulas

- Click on **Options + Display**.
- At the Display Option box click on the **Formula button**, then press enter and observe.
- Click on **Options + Display** again.
- At the Display Option box click on the **Formula button** again, then press enter and observe.

Copying Cells A1 to G13 After the Worksheet

- Highlight cell A1 to Cell G13 by clicking on cell A1 holding the mouse button down, then dragging the it to row 13 and to the right to cell G13.
Note: By clicking on, holding the mouse button down and dragging it down to will highlight all columns and rows up to row 13..
- Click on **Edit + Copy** and on cell A15.
- Click on **Edit + Paste** and observe.

Moving Cells A1 to G13 to Start at Cell H1

- Highlight cell A1 to Cell G13 by clicking on cell A1, while holding the mouse button down drag it to row 13 and to the right to cell G13.
- Click on **Edit** and on cell **H1**.
- Click on **Edit + Paste** and observe.

Move the worksheet around as an exercise and after different trials and errors click on File + **Close** and in answer to save press N to leave your worksheet intact.

Centering Text in the Worksheet

Note: Please review repeated features.

- At the worksheet highlight BETTER LEARNING METHODOLOGY
- as follows:
 - Bring the cursor to row 15, press the and the right arrow keys to highlight the text line.
 - Click on Toolbar icons, hold the mouse button down and find one that reads at the bottom Centers
 - text across selected columns, then click on it.
 (To find any icon function Click on the, hold the mouse cursor there and read related text)

Changing Fonts and Font Sizes Using Excel Formatting Toolbar

- Select/Highlight the whole document to change fonts.
- At the Format toolbar click on the font number using the down arrow key.
- Click on the font Size 10 and observe. Repeat steps for different fonts and observe.
- Click on **Edit + Undo** and observe, Click again on **Edit + Undo** a few times and observe

Using the Dictionary

- Place the cursor at the beginning of the file.
- At the Open menu click on **Tools + Spelling**. If the Spelling suggestion is right accept it by clicking on Change To, correct or reject.

Underline Selected Text

- With the text selected click on the **U** button of the toolbar and observe.
- Click on **Edit + Undo...** and observe, click again on **Edit + Undo...** and observe

Change to Bold Selected Text

With the text selected click on **B** button of the toolbar and observe.

Changing Bold Text to Normal

Select or highlight bold text and click on **B**.

Moving Around Excel Screen

- To Move down one screen length at a time press **Shift + PgDn**
- To Move Up one screen length at a time press **Shift + PgUp**.
- To Move Right one cell length at a time press **Shift + Right Arrow** key.
- To Move Left one cell length at a time press the **Shift + Left Arrow** key.
- To Move Right many cells at a time press the **Ctrl + Right Arrow** key.
- To Move Left many cells at a time press the **Ctrl + Left Arrow** key.
- To Move to a specific cell and row Click on **Edit + Go To**, then type the column and row to move to, example and press Enter. Try and other locations and confirm.

Transferring Word Processing Text to Excel

You can also copy word processing files to Excel before starting a work sheet.

Transferring Text Steps

- Click on **File + Open**.
- Type your file prepared with Word A:\aeducl1.doc and press enter.

Close Your Worksheet

- Click on **✕** at the right upper corner and in answer o save press **Y**.

Retrieve Your Worksheet

- At the Open Window click on **File + Open**.
- At the Open Dialogue box type **A:\P&LSA1.XLS** and press enter and observe.

Group of Education and Software						
Profit and Loss Comparison Budget						
Proposal Increase	20%					
Description	1996	1997	Difference	Per Cent	Better or Worse	
Sales	\$100,000	\$120,000	\$20,000	\$0.20	If E4=+ Better	
Cost of Sales	50,000	60,000	10,000	0.2	If E5=- Better	
Gross Margin	\$50,000	\$60,000	\$10,000	0.2	If E6=+ Better	
Gross Margin PC	0.5	0.5	0.5			
Operating Exp. Exp.						
Salaries & Wages	40,000	40,000	0	0	If E9=+ Worse	
All Other Expenses	10,000	9,000	-1,000	-0.1	If E10=+Worse	
Total OE	50,000	49,000	-1,000	-0.02	If E11=- Better	
Profit or -Loss	\$0	11,000	11,000		If E12=+ Better	
P or L to Sales	0	\$0.09	\$0.55			

14

15 BETTER LEARNING METHODOLOGY

16

17 Many years of Adult/Senior students training, researching,
 18 developing (R&D) and testing in a school revealed that
 19 teachers can use the traditional method of teaching computer
 20 technology with better results when using practical and
 21 tested job skill's texts, which simulate "On-The-Job"
 22 training techniques; however, adjustments to the
 23 Learning/Teaching process are suggested for easier teaching
 24 and optimum train benefits...

25

Transferring the Document Using the Drag-and Drop

- At the document select/highlight the text to be transferred.
- Arrange the two windows one after (Try several times) and if there is room click on the selected text it to an empty space and release the mouse button.

Note: You may use the **Edit + Copy** at the transmitting program and the **Edit + Paste** options at the recipient program.

Deleting a Column

- Select/highlight Columns D.
- Click on **Edit + Delete** and you will see column D filled with the next column contents, etc.

Insert a Empty Cell D13

- Select/highlight Cell D13.
- Click on **Insert + Cells** and you will see cell D13 blank and its contents moved to the next cell as well as other cells contents moved to the right. Click on **Edit +Undo**, if not happy with results.
(To insert multiple cells select/highlight cells and click on **Insert + Cells**)

Deleting a Cell

- Select/highlight D13.
- Click on **Edit + Delete** and you will see cell D13 filled with the next cell contents, etc.
(To Delete multiple cell select/highlight them and click on **Edit + Delete**.)

Clearing Parts of Worksheet

Clear do not move contents of other cells to fill space, it just clears contents.

- Select/Highlight the cell or cells to clear.
- Click on **Edit + Clear**.

Functions Wizard

- At the Open window click on **Help + Search**, then type **SUM** function and at the scrollable list, click on related topic **Show Topics + Go To** boxes, read and return. You can search and read a great number of topics related to Excel this way.

Note: If you prefer to browse, click on any topic line and press the own arrow key to scroll to desired topic lines. Note the great number of lines in alphabetical order and, of course it would take long time to read about every thing but you have concise basic steps of needed options in this text for fast learning.

Using the Function wizard

The use of functions are assisted with the use of Wizard functions.

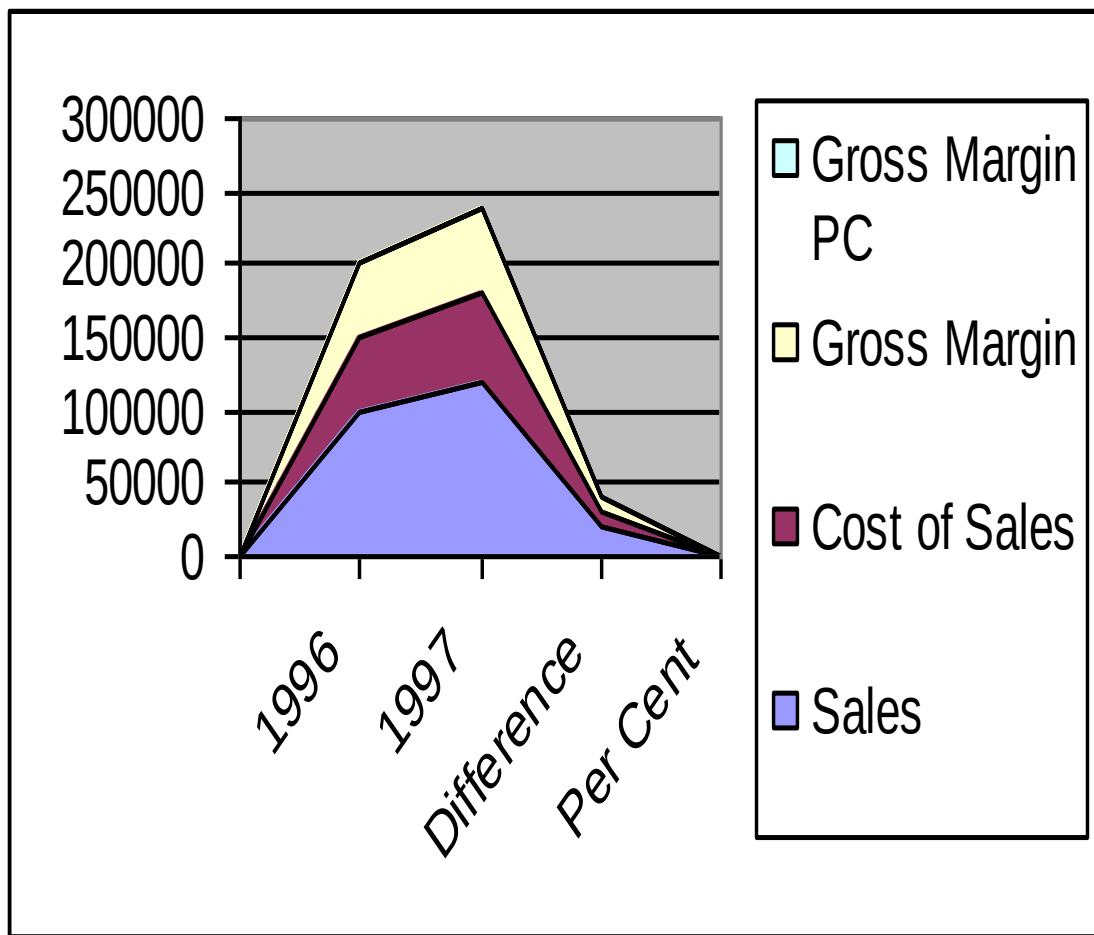
- Click on where you want the function inserted.
- Begin the formula with an equal, then place the mouse point at the place you want to insert the function.
- Click on **Insert + Function** to access the function wizard step 1 window. The Wizard window lists eleven category functions under Function Category and specific function name under Function Name.
- Click on all **category lines** on the right window and on the **desired function** on the left and read the argument at the bottom.
- Click on the Button to access the next wizard Dialogue box and observe the number box, then read the argument and click on **Help** and learn from the examples.
- After observing, correcting and reading, point to the desired cells and you will see the results in the box.
- When you finish click on **Finish** and repeat the steps for every cell. Please practice to use the technique and read help functions such as date time, engineering, financial, information, logical, lookup and reference, math & statistics, text and error messages from functions.

DISTANT LEARNING ASSIGNMENT #5

Explain Working with Large Worksheets, Functions Wizard and write some practical steps examples.

Saving Retrieved or Open Document or File in Drive A

- With retrieved document on the screen click on **File + Save As**.
- Type **A: (Your OWN named file)** and press enter.
- **Caution:** In school, when you retrieve or open a document from the hard drive save it immediately in drive A. The school needs the hard drive files intact for other students exercises.



Increase or decrease a chart by clicking on it. Then place the cursor on a created press the mouse left button and hold it down while dragging it.

PART II

LEARNING EXCEL BASICS

AND

TASKS STEP BY STEP

Chapter 4

Learning Charts/Graphics/Macros and Revision

Introduction to Graphics, Automating What If Project and Revision

This 3 to 4 hours session is dedicated to learning to work with graphics, macros and revision.

Microsoft Excel Chart Wizard has been redesigned to allow easier creation of charts. Tips and windows and question marks provide immediate information about a specific chart or topic element. New pyramid charts, conical, cylindrical and a new bubble chart clarifies data presentation and makes it more practical.

A Chart is a collection of related data values plotted on it. A Chart is composed of:

Data Markers are the marker such as bars, pie wedges, dots, pictures of lines to represent data points.

Axes. An Axis is a different line showing the dimensions of a chart and Excel plots up to three axes. Chart

Terminology and axes are as follows:

- ◆ Category Names: Usually correspond to the worksheet labels such as years, headings shown along the X-axis; however, some charts like bar charts show category names along the Y-axis
- ◆ Chart Data Series Markers: Are bars, pie wedges, dots, pictures representing a particular data point.
- ◆ Legend: Lists the description of the data lines and it is listed on the right side of the chart.

X - Axis runs from left to right (horizontally) and usually represent the data (Report) headings called “Category Names” such as years, quarters, etc.

Y - Axis run vertically (bottom to top) and shows the range of figures to compare the report-plotted indicators.

Z - Axis runs parallel to the X - axis indicating what Z - Axis means for example “Year”.

It is possible to add text automatically by wizard, like text boxes containing notes but this option would be learned by you using help. Initial preparation of charts needs patience and self trial and error practice, but once you master the step by step technique given and working with your mouse you will find creation of charts easy. Page fourth of this chapter will guide you step by step through Wizard dialogue boxes and will illustrate the chart result.

Accessing Excel from the Microsoft Office Window

Refer to Part I, Chapter 1.

Starting Chart Wizard

To create a chart, first select or highlight the entire spreadsheet options you want, then use the Chart Wizard to select options looks at the selected data to plot and at the ChartWizard displaying many categories of chart series, highlights the chart category series as the suggested chart to use.

Before starting charts type the template and enter the Income and Expense Statement Summary illustrated.

Retail Inc.

Income and Expense Statement Summary

Description	Last Yr 96	This Yr 97	Diff.	Better or Worse
Sales	310000	340000	=D5-C5	If E5=+ Better, if E5=- Worse (Note)
Cost of Sales	164500	194500	=D6-C6	If E6=+ Worse, If E6=-Better
Gross Margin	=C5-C6	=D5-D6	=D7-C7	If E7=+ Better, If E7=- Worse
Total OE	106900	109947	=D8-C8	If E8=-Better, If E8=+ Worse
Net Inc. from Op	=C7-C8	=D7-D8	=D9-C9	If E9=+ Better, If E9=- Worse
Profit or -Loss	=C9	=D9	=D10-C10	If E9=+ Better, If E9=- Worse

Save the Template As a:\Template #2

[1] Click on **File + Save As.**

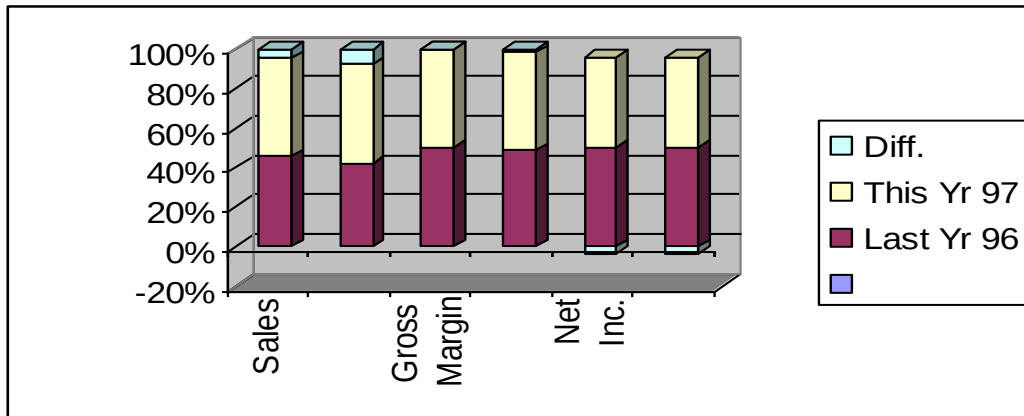
[2] Type A:\Template #2.

After entering the formula your chart will look like the following with the automatic computation of the remainder cells. Compare your results with the spreadsheet below.

Retail Inc.

Income and Expense Statement Summary

Description	Last Yr 96	This Yr 97	Diff.	Better or Worse
Sales	310000	340000	30000	If E5=+ Better, if E5=- Worse (Note)
Cost of Sales	164500	194500	30000	If E6=+ Worse, If E6=-Better
Gross Margin	145500	145500	0	If E7=+ Better, If E7=- Worse
Total OE	106900	109947	3047	If E8=-Better, If E8=+ Worse
Net Inc. from Op	38600	35553	-3047	If E9=+ Better, If E9=- Worse
Profit or -Loss	38600	35553	-3047	If E9=+ Better, If E9=- Worse



Select or Highlight Data and Choose a Spreadsheet Chart:

You can select the Data + PivotTable and access Wizard Help. Follow guidance.

Try to highlight different portions of the spreadsheet, then select charts and observe the effects.

You will learn more spreadsheet templates and creation in Part III.

[1] Select/highlight A4 to E10. (Selection is made with the Shift and Arrow key.)

[2] Click on the **Chart Wizard** icon.

[3] At the Chart Wizard Dialogue box click on **lines** under **Chart Type** and observe.

[4] After selecting the type of charts you like, click on **one chart** you like best.

[5] Click on **Finish** to retrieve the chart selected.

Certain combinations of a spreadsheet portion display more comprehensive picture of the business status.
Note: Better or worse of the spreadsheet do not convey exactly the business status, for example, you may have an increase of expenses but also an increase on sales to offset the expense favorably.

Professionals usually create spreadsheets and Database.

Clerks usual enter data into the created templates.

Save Completed Worksheet Job with Chart as RetailerI&E

Click on **File + Save As**, then type **a:\RetailerI&E** and press enter.

Printing the Retailer Job

Select or highlight the whole job.

Click **on File + Print** and press enter.

At the Print dialogue box press enter to confirm default option.

Working with the Chart Menus

Changing to Different Charts:

With the spreadsheet highlighted click on the **Chart Wizard** icon.

At the Wizard Dialogue box click on any chart and observe.

Repeat steps above but this time click on a different chart. You will notice the old chart changing to the new chart.

Changing to Custom Charts:

With the spreadsheet highlighted click on the **Insert + Chart** menu.

At the Wizard Dialogue box click on **Custom Type** and experiment with the multi versions.

Increasing or Decreasing Charts

When you click on a Chart it becomes surrounded by ■ squares.

Click on the down square and when you see the cursor change a two arrows drag the cursor and you will see the chart or picture increase or decrease.

Restyling and Resizing Text Boxes

To change the outline or fill pattern used for the box or to add a drop-shadow effect from the Format Object Dialogue box click on the edge of the text box, then press to learn more about it and choose the desired tab and options. Click on the Box edge to activate the eight size handles, then drag and resize as any other object.

Deleting a Chart

Click on the chart to delete, then click on the and on **Edit + Clear + Formats** of the sub menu.

Spelling, Editing and General Chart Format Techniques

Retrieve a:\ **RetailerI&E**, if not on screen.

With the Worksheet and chart on the screen double-click quickly on inside the chart.

Click on **Tools + Spelling** and use the speller in the regular manner.

Click on and analyze edit options.

Rotating 3-D Charts

Select a 3-D Chart. Click on **Format + View** (Learn from help).

Use the arrows above elevation to tilt the chart and the rotation arrows to rotate it.

Setting the Default Chart Type

Select a chart from the current worksheet to use as default. Click on **Tools + Options + Chart Tab**.
Click on the Use the Current Chart button in the default chart area.
At the Dialogue box type the chart name

Note: You have realized by now that the huge number of charts and related options would take another text of the size of this concise one. However, since you have the concise steps you can create any chart easy but time consuming in your own time using the text self-learning methodology.

Creating and/or Importing Pictures or Objects

You can add graphics to **Excel** and vice versa as you have done for word processor; however, some pictures or objects may not be **Excel** convertible. Add graphics from any applicable window programs such as Word, WordPerfect, Word Pro, just by highlighting and clicking on the standard **Edit + Copy** at the transmitting screen and by clicking on **Edit + Paste** at the **Excel** screen. You can add pictures or objects directly at the Excel worksheet screen by using the regular insert menu options. Try by yourself.

Importing/Exporting Documents

Retrieve an Worksheet and Prepare to Copy:

At the Open window Click on **File + Open**.

At the Dialogue box type **a:*. *** And press enter.

Click on **RetailerI&E** file. This file should have a worksheet plus a graphic.

Highlight the worksheet and click on **Edit + Copy**.

Copying/Pasting

Worksheet to Word Processor:

Switch to the word processor.

At the word processor Open window Click on **File + New + OK**, then click on **Edit + Paste**.

Introduction to Macros

Macros have the ability of doing the same thing much faster and saving considerable time. For example, if you continuously need bold columns heading, you may prepare macros so that the spreadsheet will do that automatically. You can create Macros at the worksheet by clicking on **Tools + Macro + Macros** of the sub menu. Learn from help by yourself..

Introducing Microsoft Excel

Please read about **Excel** by clicking on Help menu and options.

After completing above job related tasks including typing of the text designated cells refer to chapter 1 and review the Template functions list to learn and think how different templates can be accomplished.

PART III

"ON-THE-JOB" TRAINING TASKS

Chapter 1

Retail Case - Create Templates and Enter Data

Introduction to the Retailer Database Case

The Board of directors of Retails Inc. meets quarterly to analyze the company's operations. They want the following reports and analysis at each meeting:

- Written analysis of the operation trends.
- Prepare a Bar and Pie charts.
- comparison of prior quarter Income and Expenses Statement (IES) as the base year with current quarter.
- Comparison of prior quarter Balance Sheet (BS) as the base year with current quarter.
- A cash flow budget based on the last quarters of IES projected for the next two quarters.

This Chapter will cover all essentials of the retailer case portion in order to complete the tasks of entering data, maintaining Template/Module by quarter and transferring schedules automatically to a statement. Next Chapter will show you all the essentials of completing the Board of Directors requirements including creating charts, transferring graphs, and using fonts and all essentials to complete required tasks. In the third Chapter you will learn how to modify current files, save time and how to prepare the package for next Board of Directors meeting.

What Will You Learn in this Chapter

You will learn step by step in this training section how to create the Retailer Template/Module for Income and Expense Statement (IES) and to complete your own Balance Sheet (BS) template using concise steps of the lifelong learning innovative methodology. Specifically you will learn how to:

- [1] Create three Templates (Modules) for the Retailer Inc.
- [2] Save the File as you create the Templates and learn how to enter data and test it.
- [3] Retrieve the Templates file.
- [4] Correct text errors using keyboard keys.
- [5] Correct errors using the dictionary.
- [6] Insert and delete Rows.
- [7] Copy Field Formula to other field of the remaining quarters.
- [8] Create the total field formula.
- [9] Save and Print the Templates.
- [10] Save the completed/corrected Templates.
- [11] Save the completed Template in the protected and unprotected mode.
- [12] Print the Preview and the Hard Copy.
- [13] Create the Balance Sheet Template using the learned IES steps.

- [14] Create the Cash Flow Template. **Entering data and observing automatic entries.**

Note: The remainder of this text will use conventional short text, such as: Select, place the Pointer on ??? And click, move the Pointer to and Click, which means: place the Mouse Cursor (Pointer) on ???, press the Left Mouse Button (Click), select and Click on ???.

Creating the Income and Expense Statement (IES) Template

Spreadsheets use templates or modules to execute job functions automatically. To control certain operations, templates are created by professionals and may be easily prepared and maintained by you. Controls are maintained by analyzing actual data with prior periods and or, with budgets and by observation. Spreadsheets are excellent to keep many types of controls, limits depend on the professional creative ideas and on the traditional management requirements. Some control cases that serve as management control tools will be illustrated in this text. However, spreadsheets do not replace accounting packages such as MAP6 or MAGIC2.

Accessing the Working Screen (Worksheet)

Refer to Part I, Chapter 1.

Typing the IES Template

Starting next page templates are prepared for you to type and test. Formula for automatic execution follows:

- Addition Example, =E5+E6+E7+E8 or =sum (E5:E8).
 - Adds numbers under Column E Rows to a total Column.
 - Total Subtraction: Example =E9-E20.
 - Multiplication: Example =E9*E20.
 - Division or Percentage :=E9/E20.
 - Exponential (^).
 - Combinations of numerical sheets formulas: Example, =E1+E2*E3-E4/E5.
- (Sum of row 1+2 under column E, multiplied by the difference between E3 & E4 divided by the total of E5)

Entering Formula into the Template

To obtain the totals of the IES or the totals of schedules, the formula is entered in the total rows under the designated numerical data entry column. Please enter the formula into the template as per next page.

Example of Templates Typing Steps

(Columns) A	B	C	D	E	F
-------------	---	---	---	---	---

- 1 Select row 1 and move the Pointer to COLUMN C and click, then type line text)
- 2 Income and Expense Statement (Select ROW 2 and click on COLUMN C, then type line text)
- 3 December 31, 1993 (Select ROW 3 and click on COLUMN C, then type line text)
- 4
- 5 Sales:(Type text in Row 9/Column A)
- 6 Etc.

49 All Other Operating Expenses (OE) (Schedule #1) (Type text in Row 49/Column A, text will be copied here from the schedule automatically.

Correcting Text Errors Using Keyboard Keys

- Click on the **Column data** you want to correct and retype data.
- Click on the **column data** to be corrected and on box contents, then correct data using word processing techniques.

Correcting the Template Using the Dictionary

- Place the Pointer at the beginning of the template file.
- Move the Pointer to of the Main menu and Click.
- Select Spelling.
- At the Dialogue Box click on Current Worksheet and on **OK**.
- Select the Spelling Dialogue Box appropriate option and correct or replace the word with the proper one.

Saving the Completed Template As “IEST1”

- Move the Pointer to **File** and click.
- Click on **Save As**.
- At the Dialogue Box type **A:IEST1.XLS** and move the Pointer to save and click.
- Click on **X** to exit.
-

Creating the Income and Expense Template

Retrieve the **IEST1**:

- Move the Pointer to **File** and click.
- Select **Open**.
- At the Dialogue box type **A:IEST1.XLS** and click on **Open**.

Please complete and test the Balance Sheet Template next page using **IEST1** retrieved file and applying the same principles as applied to the **IES**.

Template Information

(Column)	A	B	C	D	E...
Retail Inc.					
Income and Expense Statement					
December 31, 19XX					
4 (Row)	(Please type the template quarter under each column.				
5			First	Second	Difference
6			Quarter	Quarter	
7			July Sept.	Oct-Dec/	
8			1993	1993	
9 Sales:					
10 Department 1					=d10-c10
11 Department 2					=d11-d11
12					
13 Total Sales			=c10+c11+c12	=d10+d11+d12	=d13-c13
14					
15 Cost of Sales:					
16 Department 1					=d16-c16
17 Department 2					=d17-c17
18					
19 Total Cost of Sales			=c16+c17+c18	=d16+d17+d18	=d19-c19
20					
21 Gross Profit from Sales			=c13-c19	=d13-d19	=d21-c21
22					
23 Operating Expenses:					
25 Wages & Commission					=d25-c25
26 Salaries – Administration					=d26-c26
27 Rent					=d27-c27
28 Maintenance and Repairs					=d28-c28
29 Advertising					=d29-c29
30 Depreciation					=d30-c30
31 All Other OE (Schedule 1)			=c62	=d62	
=d31-c31					
32					
33 Total Operating Expenses			=sum (c24: c32)	=sum (d24-d32)	=d33-c33
34					
35 Net Operating Income			=c21-c33	=d21-d33	=d35-c35
36					
37 Total Other Income					=d37-c37
38					
39 Other Expenses:					
40 Interest Expense					=d40-c40
41 Provisions for Income Tax					=d41-c41
42					
43 Total Other Expenses			=c40+c41	=d40+d41	=d43-c43
44					
45					
46					
47 Net Income or (-Loss)			=c35+c37-c43	=d35+d37-d43	=e35+e37-e43
48					

(Column)	A	B	C	D	E...
-----------------	----------	----------	----------	----------	-------------

All Other Operating Expenses – Schedule #1

For Quarter Ending July-Sept. & October-Dec.

5		First	Second	Difference
6		Quarter	Quarter	
7		July Sept.	Oct-Dec/	
8		19XX	19XX	
51				
52				
53 Telephone				=d53-c53
54 Utilities				=d54-c54
55 Insurance				=d55-c55
56 Gas & Oil – Car Expense				=d56-c56
57 Travel Expenses				=d57-c57
58 Entertainment				=d58-c58
59 Business Tax				=d59-c59
60 Other Operating Expenses				=d60-c60
61				
62		=sum (c53: c61)	=sum (d53: d61)	sum (E53: E61)

Automatic Template of Data Entry

Please note that entries are made under different columns.

A...H	I	J	K	L	M...
--------------	----------	----------	----------	----------	-------------

**Retailer Inc
Income and Expense Statement Summary**

December 31, 19XX

39		First	Second	
40		Quarter	Quarter	Difference
41		<i>July-Sept.</i>	<i>Oct.-Dec</i>	
42 Total Sales		=c13	=d13	=e13
43 Total Cost of Sales		=c19	=d19	=e19
44 Gross Profit from Sales		=c21	=d21	=e21
45 Total Operating Expenses		=c33	=d33	=e33
46 Net Operating Expenses		=c35	=d35	=e35
47 Net Income or (-Loss)		=c47	=d47	=e47

Correcting the Template Using the Dictionary

- Place the Pointer at the beginning of the template file.
- Move the Pointer to **Tools** of the Main menu and click.
- Select **Spelling**.
- At the Dialogue Box click on **Current Worksheet** and on **OK**.
- Select the Spelling Dialogue Box appropriate option, correct or replace the word with the proper one.

Saving the Completed Template As "A:IEST1.XLS"

- Move the Pointer to **File** and click.
- Select **Save As**.
- At the Dialogue box type **A:IEST1.XLS** and move the Pointer to **Save** and click.

Saving the Completed Template As "A:IEST2.WK1"

- Move the Pointer to **File** and Click.
- Select **Save As**.
- At the Dialogue Box type **A:IEST2.XLS** and move the Pointer to **Save** and click.

Creating the Balance Sheet Template

Retrieve IEST1:

Click on **File + Open**.

Type a:\IEST1.XLS and click on Open.

Please complete the Balance Sheet Template.

A	B	C	D	E...
Retail Inc.				
Balance Sheet				
December 31, 19XX				
		First	Second	Difference
		Quarter	Quarter	
		Jul-Sept.	Oct.-Dec	
75				
76				
77				
78				
79	ASSETS			
80	Current Assets:			
81	Cash in Bank			=d81-c81
82	Change Fund			=d82-c82
83	Petty Cash			=d83-c83
84	Accounts Receivable			=d84-c84
85	Loans Receivable`			=d85-c85
86	Loans Receivable – Other			=d86-c86
87	Inventory - Dept.#1			=d87-c87
88	Inventory – Dept.#2			=d88-c88
89	Prepaid Expenses			
90	Total Current Assets	sum(c81:C88)	=Sum(D81:D88)	=d90-c90
91				
92	Fixed Assets			
93	Land			=d93-c93
94	Furniture and Equipment			=d94-c94
95	Accumulated Depreciation			=d95-c95
96	Building			=d96-c96
97	Accumulated Depreciation			=d97-c97
98	Vehicles			=d98-c98
99	Accumulated Depreciation			=d99-c99
100	(Please enter Total Fixed Assets under columns C and D and difference under E)			
101	Total Fixed Assets	=c93+c94-c95+c96-c97+c98-c99	=d93+d94-d95+d96-d97+d98-d99	=d101-c101
102				
103	Total Assets	=c90+c101	=d90+d101	=d103-c103
104				
105	LIABILITIES AND NET WORTH			
106	Current Liabilities:			
107	Accounts Payable			=d107-c107
108	Notes Payable			=d108-c108
109	Accrued Wages			=d109-c109
110	Owner Wage			=d110-c110
111	Bank Loan			=d111-c111
112				
113	Total Current Liabilities	=sum(c107:c111)	=sum(d107:d111)	=d113-c113
114				
115	Long Term Liabilities			
116	Mortgage Payable			=d116-c116
117	Loans Payable			=d117-c117
119	Total Long Term Liabilities	=sum(c116:C117)	=SUM(D116:D117)	=D119-C119
121	Total Liabilities	=c113+c119	=d113+d119	=d121-c121
123	Owners Equity			
124	Common Shares			=d124-c124
125	Retained Earning			=d125-c125
126	Total Net Worth	=c124+c125	=d124+d125	=d126-c126
127				
128	Total Liabilities & Net Worth	=c126+c121	=d126+d121	=d128-c128

Please note that formula entries are made under different columns. Type the quarter formula under appropriate column.

(Columns) G H I J K M...

113 (Row)

Retailers Inc.
Balance Sheet Summary
December 31, 19XX

118		First	Second	Diff.
119		Quarter	Quarter	
120		Jul-Sept.	Oct-Dec	
121	Total Current Assets	=c90	=d90	=e90
122	Total Fixed Assets	=c101	=d101	=e101
123	Total Assets	=c103	=d103	=e103
124	Total Current Liabilities	=c113	=d113	=e113
125	Total Long Term Liabilities	=c119	=d119	=e119
126	Total Liabilities	=c121	=d121	=e121
127	Total Net Worth	=c126	=d126	=e126
128	Total Liabilities & Network	=c128	=d128	=e128

Creating the Cash Flow Budget

Assume that the projected cash flow for the next two quarters (Jan-March and April-June 19XX) Is based of the actual of quarters ending July-Sept. and Oct-Dec 19XX (Prior year). Further assume that the sales are made for cash and that the expenses are all paid at the end of each quarter. The automatic cash flow budget is executed automatically as data is entered using the IES and BS statement. Please enter formula next page.

A	B	C	D	E	F..
Retailer Inc. Cash Flow Budget For Period January 1 to June 30, 19XX					
136			Quarter	Quarter	Total
137			Jan-Mar	April-June	
138					
139	Cash Balance Open	=sum(c81:c83)			=c139
140	Unused Cash Balance			=c168	
141	Total Sales	=c13		=d13	=c141+d141
142	Total Other Income	=c37		=d37	=c142+d142
143					
144	Total Cash	=sum(c139:c143)		=sum(d139:d143)	
145	=sum(e139:e143)				
146	Payments:				
147					
148	Cost of Goods Sold	=c19		=d19	=c148+d148
149	Total Operating Expenses	=c33		=d33	=c149+d149
150	Total Other Expense	=c43		=d43	=c150+d150
151					
152	Total Payments	=sum(c148:c151)		=sum(d148:d151)	
153	sum(e148:e151)				
154	Collections Difference	=c144-c152		=d144-d152	=e144-e152
155					
156	Loans & Equity Collection:				
157	Equity Collection				=c157+d157
158	Loan Collection				=c158+d158
159					
160	Total Loan & Equity	=c157+c158		=d157+d158	=sum(e157:e159)
161					
162	Property & Loan Payment				
163	Furniture & Equipment				=c163+d163
164	Loan Payment				=c164+d164
165					
166	Total Loan and Equity	=c163+c164		=d163=D164	=sum(e163:e165)
167					
168	Ending Balance	=c154+c160-c166		=d154+d160-d166	=e154+e160-e166

Note: Entries on the cash flow summary (next page) template formula are made under different columns for automatic execution purpose.

A...H	I	J	K	L	M...
Retailer Inc. Cash Flow Budget Totals Summary For Period January 1` to June 30, 19XX					

158		Quarter	Quarter	Total
159		Jan-Mar	April-June	
160				
162	Cash Balance – Open	=c139	=d139	=e139
163	Total Collection	=c144	=d144	=e144
164	Total Payments	=c152	=d152	=e152
165	Collection Difference	=c154	=d154	=e154
166	Total & Equity	=c160	=d160	=e160
167	Total Property and Loan Payments	=c166	=d166	=e16

Correcting the Template Using the Dictionary

- Click on **Tools + Spelling**.
- Use common sense and use help assistance to correct errors.

Save the Completed Template as A:\OEST1.XLS

- Click on **File + Save As**.
- At the Dialogue box type **A:\OEST1** and click on **save**.

Save the Completed Template as A:\OEST2 as Backup

- Click on **File + Save As**.
- At the Dialogue box type **A:\OEST2** and click on **save**.

Enter Data into Your Template and Compare Results

Usually data is entered into the template from balanced reports which are also used to verify the total and/or correct the templates using the IES as source data reflected in the page after the Template. Please complete the data entry and after completion, compare your results with the author's statement. Please enter data into the templates as given on the following pages. Note that data is entered automatically into the Cash Flow Statement and into the line "All Other Operating Expenses" of the IES.

Saving the File Occasionally

- Move the Pointer to **File** and Click.
- Select (Click) **Save**.

Note that the correct source documents are displayed next pages.

Undoing Protected Entry Ranges

- Move the Pointer to **C10** and click, then hold the mouse button and move it to. You will see a shaded rectangle. This is the range you want to unprotect.
- Move the Pointer **Tools** and click.
- Move the Pointer to **Protection** and click, then press enter. Ensure that the box "Keep Data Unprotected Box" is marked.
- Repeat steps [1] to [3] for all cells that data is entered automatically (Using formulas) from schedules.

Transfer Your Excel Income and Expenses Statement to a Word Processor

You can transfer spreadsheets or complete files from **Excel** to the chosen word processor or vice versa.

- At the Spreadsheet select or highlight the portion of spreadsheet to transfer.
- At the Spreadsheet click on **Edit + Copy**.
- Access a word processor file you want to receive the spreadsheet.
- At the word processor Open screen click on **Edit + Paste**. Note the next page spreadsheet was created in **Excel**.

Retail Inc.
Income and Expense Statement
December 31, 19XX

	First Quarter	Second Quarter	Difference
Sales:			
Department #1	240,000	220,000	-20,000
Department #2	100,000	90,000	-10,000
Total Sales	340,000	310,000	-30,000
Cost of Goods Sold:			
Department #1	100,500	90,500	-10,000
Department #2	94,000	74,000	-20,000
Total Cost of Sales	194,500	145,500	-30,000
Gross Profit from Sales	145,500	145,500	0
Operating Expenses:			
Wages and Commissions	38,000	28,000	-10,000
Salaries – Administration	29,500	39,000	9,500
Rent	7,300	7,300	0
Maintenance and Repairs	19,916	19,000	- 916
Advertising	2,300	3,000	700
Depreciation	2,000	2,000	
All Other Expenses (Schedule #1)	10,931	8,600	- 2,331
Total Operating Expenses	109,947	106,900	- 3,047
Total Other Income	35,553	38,600	3,047
Other Expenses:			
Interest Expense	3,300	3,000	- 300
Provision for Income Tax	20,733	7,000	-13,733
Total Other Expenses	24,033	10,000	-14,033
Net Income or (-Loss)	11,520	28,600	17,080

Schedule #1
All Other Operating Expenses
December 31, 19XX

	First Quarter	Second Quarter	Difference
Telephone	1,800	2,000	200
Utilities	1,099	1,000	- 99
Insurance	2,700	3,000	300
Gas and Oil – Car Expense	1,275	1,500	225
Travel Expense	2,000	0	- 2,000
Entertainment	1,000	0	- 1,000
Business Taxes	1,000	1,000	0
Other Operating Expenses	57	100	43
Total Other Operating Expenses	10,931	8,600	-2,331

Note: Total of this schedule is transposed automatically to the Income and Expense.

Retail Inc.
Income and Expense Statement Summary
December 31, 19XX

	First Quarter	Second Quarter	Difference
Total Sales	340,000	310,000	30,000
Total Cost of Goods Sold	194,500	164,500	-30,000
Gross Profit from Sales	145,500	145,500	
Total Operating Expenses	109,947	106,900	- 3,047
Net Operating Income	35,553	38,600	3,047
Net Income or (-Loss)	11,520	28,600	17,080

Note: All data is entered automatically in this template summary when entering data in the Income and Expense Statement.

Retailer Inc.
Balance Sheet Budget
December 31, 19XX

	First	Second	Difference
ASSETS			
Current Assets:			
Cash in Bank	9,000	10,000	1,000
Change Fund	1,000	1,000	
Petty Cash	200	200	
Accounts Receivable	25,778	24,778	- 1,000
Accounts Receivable – Owner			
Inventory – Department #1	14,167	13,167	- 1,000
Inventory – Department #2	10,000	11,000	1,000
Prepaid Expenses	1,000	1,000	
Total Current Assets			
Fixed Assets:			
Land	30,000	30,000	
Furniture and Equipment	10,000	12,000	2,000
Accumulated Depreciation – F & E	2,000	4,000	2,000
Building	270,000	270,000	
Accumulated Depreciation – Building			
Vehicle	12,000	12,000	
Accumulated Depreciation – Vehicle			
Total Fixed Assets	320,000	320,000	
Total Assets	381,145	381,145	
LIABILITIES AND NET WORTH			
Current Liabilities:			
Accounts Payable	12,000	11,000	- 1,000
Notes Payable			
Accrued Wages	10,000	11,000	1,000
Owners Loans	10,000	10,000	
Bank Loans	9,000	8,200	- 800
Total Current Liabilities	41,000	40,200	- 800
Long Term Liabilities			
Mortgage Payable			
Loans Payable	110,000	82,200	- 27,800
Total Long Term Liabilities	110,000	82,200	- 27,800
Total Liabilities	151,000	122,400	- 27,800
Owners Equity:			
Common Shares	100,000	100,000	
Retained Earning	130,145	148,745	28,600
Total Net Worth	230,145	258,745	28,600
Total Liabilities and Net Worth	381,145	381,145	

Retailer Inc.

Balance Sheet Summary

December 31, 19 XX

	First Quarter	Second Quarter	Difference
Total Current Assets	61,145	61,145	
Total Fixed Assets	320,000	320,000	
Total Assets	381,145	381,145	
Total Current Liabilities	41,000	40,200	- 800
Total Long Term Liabilities	110,000	82,200	-27,800
Total Liabilities	151,000	122,400	-28,600
Total Net Worth	230,145	258,745	28,600
Total Liabilities and Net Worth	381,745	381,345	

Note: As you enter data into the Balance Sheet cells with no formula the totals of the Balance Sheet and totals of this schedule are entered automatically.

Retailer Inc.

Cash Flow Budget

December 31, 19 XX

	First Quarter	Second Quarter	Total
Cash Balance – Open	10,200		10,200
Balance End of Period		21,720	
Total Sales	340,000	310,000	650,000
Total Other Income			
Total Cash	350,200	331,720	660,200
Operating Payments:			
Cost of Goods Sold	194,500	164,500	359,000
Total Operating Expenses	109,947	106,900	216,847
Total Other Expenses	24,033	10,000	34,033
Total Operating Payments	328,480	281,400	609,880
Collections Difference	21,720	50,320	50,320
Loans & Equity Collected:			
Equity Collection			
Loan Collection			

Total Equity and Loan Collected
 Capital & Loans Expenditures:
 Furniture & Equipment
 Loan Payment
 Total Capital and Loan Payment

Ending Balance	21,720	50,320	50,320
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Retailer Inc.

Cash Flow Summary

December 31, 19 XX

	First Quarter	Second Quarter	Total
Cash Balance – Open	10,200		10,200
Total Collection	350,200	331,720	660,200
Total Payments	328,438	281,400	609,880
Collections Difference	21,720	50,320	50,320
Total Loans and Equity Collected			
Total Capital and Loans Payment			
Ending Balance	21,720	50,320	50,320

Previewing Printing

- Move the pointer to **File** and click.
- Click on **File + Print Preview**.

Saving the Completed Data/Template & Backup

- Move the pointer to **File** and click.
- Click on **Save As**.
- Type **A:RETAILD1** and press enter. Wait.
- Move the pointer to **File** and click.
- Click on **Save As**.
- Type **A:RETAILD2** and press enter.

Print the Hard Copy

- Select or highlight cells 1A to E47.
 -Place the cursor on 1A, then press the **Shift** and hold it down while you drag the down arrow key to A47, then press the right arrow key while holding the Shift to E47.
- Click on **File + Print**.
- At the Dialogue box click on **Selection** button of Print What.
 (Printing can be made this way for any spreadsheet without mentioning cells)

Please practice by printing specific spreadsheets.

PART III

"ON-THE-JOB" TRAINING

TASKS

Chapter 2

Retail Case - Change and Other Useful Options

Introduction to Changing Files for next Period

This Chapter will cover adjustments and preparation of templates to enter data for next Board of Directors Meetings, to review a few topics and to teach you other Excel most useful options.

Assume that the Board of Directors desire to have the analysis package changed to four quarters and for current year versus prior year.

What Will You Learn in this Chapter

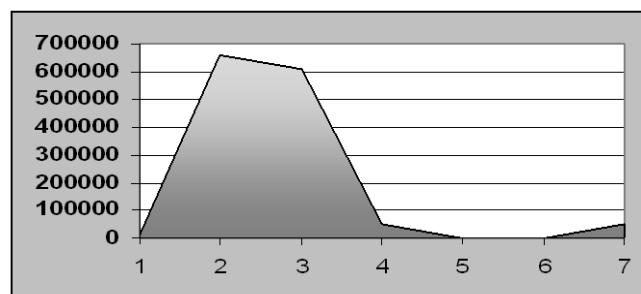
You will learn in this 4 hours session how to prepare the Data/Formula files or templates ready to receive data in the required format for the Board of Directors. Specifically you will learn how to:

- Retrieve the created file RETAILD1 for modification.
- Make space for the new columns.
- Save the completed/corrected Documents and a Backup File.
- Insert Other files into current template.
- Learn other useful options not covered so far.

Warning About Insertions and Deletions

Before Inserting/deleting or clearing data you should plan carefully, anticipation of the effects of changes should be made, then testing and auditing of modified worksheets would prevent confusion and problems.

You may use **Tools + Audit + trace the dependents** and observe other cells that may be involved in the process. You should practice with short templates or worksheets first before changing large data base worksheets.



Accessing Cells Easier

- To Move screen length at a time press **Shift + PgDn**.
- To Move screen length at a time press **Shift + PgUp**.
- To Move Right length at a time press the **Shift + Right** arrow key.
- To Move length at a time press the **Shift + Left** arrow key.
- To Move Right cells at a time press the **Ctrl + Right** arrow key.
- To Move cells at a time to the left press the **Ctrl + Left** arrow key.
- To Move to a specific cell and row click on **Edit + Go To**, then type the page number assigned at the. Try other locations and confirm.

Retrieving "RETAILD1" File

- At Excel Main menu place the Pointer on **File** and click.
- Select **Open** from the File menu. (Alternatively select the icon from the smart icons bar).
- At the Dialogue Box type: **A:\RETAILD1** and press enter.

Making Space to Insert Data/Formula

Excel inserts options moves data and/or formula to new columns and/or rows. If data or formulas exist in the inserting location, the old information moves to subsequent columns and/or rows. The old formula columns and rows are changed to fit the new designation without affecting the expected results.

Making Room for New Data/Formula

Insert Columns for Summary Ranges:

- Select or highlight ranges **1 to Z170**.
- At the Excel Main menu place the Pointer on **U1 to Z170**.
- **Insert + Columns** and click.
(To Delete multiple columns select them and click on **Edit + Delete**.)

Note: This section may be a little confused on purpose so that you become flexible to work with spreadsheets and save time. Sometimes it is easier to create spreadsheets from new using 1 column and sequence rows. On the job, I am sure you will use what is easier and this text as reference. Remember that you can learn any options now by yourself using help and the innovative Methodology 'Coach-As-Teacher'.

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Copying Data/Formula to Range U1 to Z170:

Old Location Summary:

H	I	J	K	L	M...
---	---	---	---	---	------

		First	Second	
Description		Quarter	Quarter	Difference

New Location:

T...	U	V	W	X	Y	Z
	Third	Fourth		Year	PY	Diff.
	Quarter	Quarter	Difference	To date	Total	

Old Location Statement:

A	B	C	D	E	F
		Second	First		
Description		Quarter	Quarter	Difference	

Insert Columns for Statements

F...	G	H	I	J	K	L	M...
	Third	Fourth			Year	PY	Diff.
	Quarter	Quarter	Difference	To date	Total		

Inserting Columns For Statement Ranges

- Select/Highlight ranges **F1 to Z170**.
- At the Excel Main menu place the Pointer on **U1 to M170**.
- Click on **Insert +Columns**. (Columns F to M should be free for Data/Formulas)
(Columns U to Z should reflect the Data/Formulas)

Changing Headings

Change the Headings or add new columns as illustrated for the summary and statement ranges.

Typing New Formulas to new Columns

Please refer to next page formula and data, type the new formulas.

Saving the Data/Template As A:RETAILT1

- Move the Pointer to **File** and click.
- Select **Save As**.
- At the Dialogue Box type **A:\RETAILT1** and move the Pointer to **Save** and click.

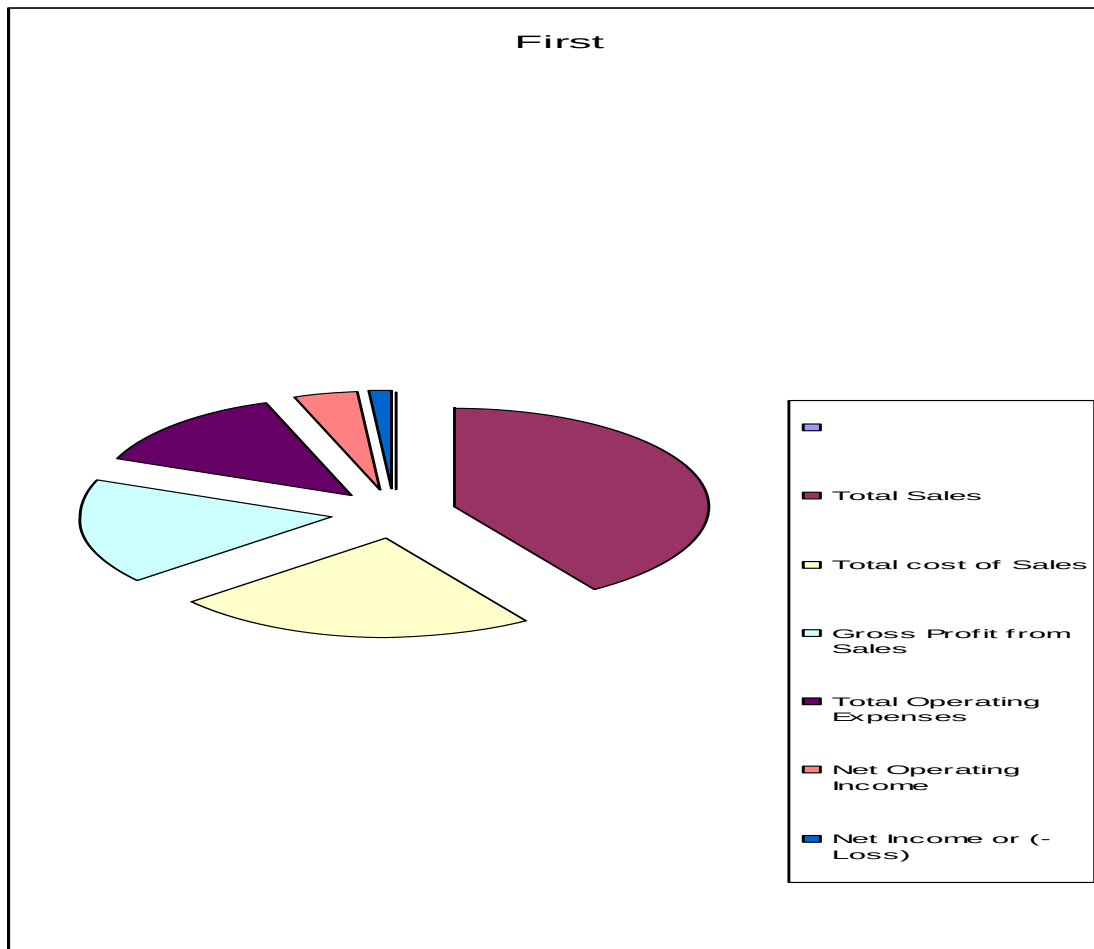
Retrieving the New Data/Template

- Move the Pointer to **File** and click.
- Select **Open**.
- At the Dialogue Box type **A:\RETAILT1** and move the Pointer to **Open** and click.

Verify Accuracy of Formulas

Check the formula by applying the auditing technology and by typing your own figures and verifying the logical total results. Note the new Data and Template includes only the new columns.

Please insert charts of your choice to present to the Board of Directors after completing the templates and moving columns and rows around.



Note: All statements are dated for the quarter ending March 31, 19XY, or third quarter for the Board of Directors meeting of April 18, 19XY. The fourth quarter ending June 30, 19XY, portion of the template will be adjusted in after the meeting.

Retailer Inc.
Income and Expense Statement Summary
QUARTER ENDING MARCH 31, 19XY

T...	U	V	W	X	Y	Z
	Third	Fourth		Year	PY	Difference
	Quarter	Quarter	Difference	To date	Total	
42				=R42+S42+U42+V42 (1)	=+X42-Y42	
43				=R43+S43+U43+V43 (1)	=+X43-Y43	
44				=R44+S44+U44+V44 (1)	=+X44-Y44	
45				=R45+S45+U45+V45 (1)	=+X45-Y45	
46				=R46+S46+U46+V46 (1)	=+X46-Y46	
47				=R47+S47+U47+V47 (1)	=+X47-Y47	

(1) Amount from prior year. Input totals from prior year. Do not type (1).

Prior Quarters: To assist you to create new Formulas above.

	R	S	Difference
	First	Second	
	Quarter	Quarter	
	Jul-Sept	Oct-Dec	
42 Total Sales	340,000	310,000	30,000
43 Total Cost of Sales	194,500	164,500	-30,000
44 Gross Profit From Sales	145,500	145,500	0
45 Total Operating Expenses	109,947	106,900	- 3,047
46 Net Operating Income	35,553	38,600	3,047
47 Net Income or (-Loss)	11,520	28,600	17,080

**Balance Sheet Summary Pie Chart
Retailer Inc.**

Balance Sheet Summary

QUARTER ENDING MARCH 31, 19XY

T...	U	V	W	X	Y	Z
	Third	Fourth		Year	PY	Difference
	Quarter	Quarter	Difference	To date	Total	
121				=R121+S121+U121+V121 (1)	=+X121-Y121	
122				=R122+S122+U122+V122 (1)	=+X122-Y122	
123				=R123+S123+U123+V123 (1)	=+X123-Y123	
124				=R124+S124+U124+V124 (1)	=+X124-Y124	
125				=R125+S125+U125+V125 (1)	=+X125-Y125	
126				=R126+S126+U126+V126 (1)	=+X126-Y126	
127				=R127+S127+U127+V127 (1)	=+X127-Y128	
128				=R128+S128+U128+V128 (1)	=+X128-Y128	

(1) Amount from prior year. Input totals from prior year. Do not type (1).

Prior Quarters: To assist you to create new Formulas above.

	First	Second	Difference
121 Total Current Assets	61,145	61,145	0
122 Total Fixed Assets	320,000	320,000	0
123 Total Assets	381,145	381,145	0
124 Total Current Liabilities	41,000	40,200	- 800
125 Total long-term Liabilities	110,000	82,200	-27,800
126 Total Liabilities	151,000	122,400	-28,600
127 Total Net Worth	230,145	258,745	28,600
128 Total Liabilities and Net worth	381,145	381,145	0

Note: The Cash Flow Statement reflects the actual for the past quarter before the meeting instead of as a Future Cash Flow Budget.

Retailer Inc.
Cash Flow Budget Summary
QUARTER ENDING MARCH 31, 19XY

T...	U	V	W	X	Y	Z
	Third	Fourth		Year	PY	Difference
	Quarter	Quarter	Difference	To date	Total	
162				=R162+S162+U162+V162 (1)	=+X162-Y162	
163				=R163+S163+U163+V163 (1)	=+X163-Y163	
164				=R164+S164+U164+V164 (1)	=+X164-Y164	
165				=R165+S165+U165+V165 (1)	=+X165-Y165	
166				=R166+S166+U166+V166 (1)	=+X166-Y166	
167				=R167+S167+U167+V167 (1)	=+X167-Y167	
168				=R168+S168+U168+V168 (1)	=+X168-Y168	

(1) Amount from prior year. Input totals from prior year. Do not type (1)

Prior Quarters: To assist you to create new Formulas above.

	First	Second	Total
	Quarter	Quarter	
162 Cash Balance – Open	10,200		10,200
163 Total Collections	350,200	331,720	660,200
164 Total Payments	228,480	281,400	609,880
165 Collections Difference	21,720	50,320	50,320
166 Total Loans/Equity Collected			
167 Total Capital/Loans Payment			
168 Ending Balance	21,720	50,320	50,320

Please enter the Formula into the new columns for every row using the same principle as illustrated in the example below: (Refer to the IES for prior quarter illustrated next page.)

Retailer Inc.
Income and Expense Statement
QUARTER ENDING MARCH 31, 19XY

A...F	Third	G Fourth	H Difference	I Year To date	J PY Total	K Difference
10				=C10+D10+F10+G10 (Type under I)		
11				=C11+D11+F11+G11 (Type under I)		
12				=C12+D12+F12+G12 (Type under I)		
13				=C13+D13+F13+G13 (Type under I)		
14						
15						
16				=C16+D16+F16+G16 (Type under I)		
17				=C17+D17+F17+G17 (Type under I)		
18				=C18+D18+F18+G18 (Type under I)		
19				=C19+D19+F19+G19 (Type under I)		

A...F	Third	G Fourth	H Difference	I Year To date	J PY Total	K Difference
10				=C10+D10+F10+G10 (Type under I)		
11				=C11+D11+F11+G11 (Type under I)		
12				=C12+D12+F12+G12 (Type under I)		
13				=C13+D13+F13+G13 (Type under I)		
14						
15						
16				=C16+D16+F16+G16 (Type under I)		
17				=C17+D17+F17+G17 (Type under I)		
18				=C18+D18+F18+G18 (Type under I)		
19				=C19+D19+F19+G19 (Type under I)		
				(Please complete entries of this template)		

Note: The prior quarter statement, next page, will assist you to complete the template since the expanded format is the same.

Retailer Inc.
Income and Expense Statement
December 31, 19xx

	First Quarter	Second Quarter	Difference
5			
6			
7			
8			
9 Sales:			
10 Department #1	240,000	220,000	-20,000
11 Department #2	100,000	90,000	-10,000
12			
13 Total Sales	340,000	310,000	-30,000
14			
15 Cost of Goods Sold:			
16 Department #1	100,500	90,500	-10,000
17 Department #2	94,000	74,000	-20,000
18			
19 Total Cost of Sales	194,501	64,500	-30,000
20			
21 Gross Profit From Sales	145,500	145,500	0
22			
23 Operating Expenses:			
24			
25 Wages & Commissions	38,000	28,000	-10,000
26 Salaries - Administration	29,500	39,000	9,500
27 Rent	7,300	7,300	0
28 Maintenance and Repairs	19,916	19,000	- 916
29 Advertising	2,300	3,000	700
30 Depreciation	2,000	2,000	0
31 All Other OE (Sch. #1)	10,931	8,600	- 2,331
32			
33 Total Operating Expenses	109,947	106,900	- 3,047
34			
35 Net Operating Income	35,553	38,600	3,047
36			
37 Total Other Income	0	0	0
38			
39 Other Expenses:			
40 Interest Expense	3,300	3,000	- 300
41 Provisions for Income Tax	20,733	7,000	-13,733
42			
43 Total Other Expenses	24,033	10,000	-14,033
44			
45			
46			
47 Net Income or (-Loss)	11,520	28,600	17,080
48			

(Columns) A B C D E...

Schedule 1
All Other Operating Expenses

December 31, 19XX

49				
50		First	Second	Difference
51		Quarter	Quarter	Difference
52				
53 Telephone		1,800	2,000	200
54 Utilities		1,099	1,000	- 99
55 Insurance		2,700		3,000 300
56 Gas & Oil - Car Expense		1,275		1,500 225
57 Travel Expense		2,000	0	-2,000
58 Entertainment		1,000		0 -1,000
59 Business Taxes		1,000	1,000	0
60 Other Operating Expenses		57	100	43
61				
62 Total Other Operating Exp.		10,931	8,600	-2,331

Balance Sheet

There is no years total in a Balance Sheet, the balance of the last quarter is the balance of that year; however we may use the last quarter of the year balances to compare the differences between prior year. These differences may be meaningful to the Board of Directors.

Please enter the Formula into the new columns for every row using the same principle as illustrated in the example. Refer to the Balance Sheet for prior quarter illustrated in one of next pages.

F71...

Retailer Inc.
Balance Sheet
QUARTER ENDING MARCH 31, 19XY

75A...F	U	G	H	I	J	K...
Third	Fourth	Difference	Year	Bal. Diff.		Quarter
	Quarter	Difference	Balance			
80				G80		
81				G81		
82				G82		
83				G83		
84				G84		
85				G85		
86				G86		
87				G87		
88				G88		
89				G89		
90				G90		

(Please complete entries of this template)

Note: The prior quarter statement is on next page, which will assist you to complete the template since the of the expanded format are the same.

(Columns)	A	B	C	D	E...
	Retailer Inc. Balance Sheet December 31, 19XX				
74...					
76			First	Second	(S-F)
77			Quarter	Quarter	Diff.
78					
79 ASSETS					
80 Current Assets:					
81 Cash In Bank			9,000	10,000	1,000
82 Change Fund			1,000	1,000	0
83 Petty Cash			200	200	0
84 Accounts Receivable			25,778	24,778	-1,000
85 Loans Receivable - Owners					0
86 Inventory - Dept.#1			14,167	11,167	-1,000
87 Inventory - Dept.#2			10,000	11,000	1,000
88 Prepaid Exp.				1,000	0
89					
90 Total Current Assets			61,145	61,145	0
91					
92 Fixed Assets:					
93 Land			30,000	30,000	0
94 Furniture and Equipment			10,000	12,000	2,000
95 Accumulated Depreciation			2,000	4,000	2,000
96 Building			270,000	270,000	0
97 Accumulated Depreciation					0
98 Vehicles			12,000	12,000	0
99 Accumulated Depreciation					0
101 Total Fixed Assets			320,000	320,000	0
102					
103 Total Assets			381,145	381,145	0
104					
105 LIABILITIES AND NET WORTH					
106 Current Liabilities:					
107 Accounts Payable			12,000	11,000	-1,000
108 Notes Payable					0
109 Accrued Wages			10,000	11,000	1,000
110 Owners Loans			10,000	10,000	0
111 Bank Loans			9,000	8,200	- 800
113 Total Current Liabilities			41,000	40,200	- 800
114					
115 Long Term Liabilities:					
116 Mortgage Payable					0
117 Loans Payable			110,000	82,200	-27,800
118					
119 Total Long Term Liabilities			110,000	82,200	-27,800
120					
121 Total Liabilities			151,000	122,400	-28,600
123 Owners Equity:					
124 Common Shares			100,000	100,000	0
125 Retained Earning			130,145	158,745	28,600
126 Total Net Worth			230,14 5	258,745	28,600
128 Total Liabilities and Net worth			381.145	381,145	0

Retailer Inc.
Cash Flow
QUARTER ENDING MARCH 31, 19XY

A...F	G	H	I	J	K...
	Third Quarter	Fourth Quarter	Third Quarter	Fourth Quarter	Year Balance
139				=F139	
140				=F140+G140+H140+I140	
141				=F141+G141+H141+I141	
142				=F142+G142+H142+I142	

(Please complete entries of this template)

131...

Retailer Inc.
Cash Flow Budget
December 31, 19XX

135	First	Second	
136	Quarter	Quarter	Total
137			
138			
139 Cash Balance - Open	10,200		10,200
140 Balance End of Period		21,720	0
141 Total Sales	340,000	310,000	650,000
142 Total Other Income	0		
143			
144 Total Cash	350,200	331,720	660,200
145			
146 Payments:			
147			
148 Cost of Goods Sold	194,500	164,500	359,000
149 Total Operating Expenses	109,947	106,900	216,847
150 Total Other Expenses	24,033	10,000	34,033
151			
152 Total Payments	328,480	281,400	609,880
153			
154 Collections Difference	21,720	50,320	50,320
155			
156 Loans/Equity Collected:			
157 Equity Collection			
158 Loan Collection			
159			
160 Tot. Loans/Equity Collected			
161			
162 Capital/Loan Expenditures:			
163 Furniture and Equipment			
164 Loans Payment			
165			
166 Total Capital/Loans Payment			
167			
168 Ending Balance	21,720	50,320	50,320

Please prepare the Cover Sheet printed next page using this page steps.

Using the Spell Checker

- Place the cursor at the beginning of the file.
- At the Open menu click on **Tools + Spelling** and follow instructions and clues.

Changing Fonts and Font Sizes Using Excel Formatting Toolbar

- Select or highlight the whole document or range to change fonts.
- At the Format toolbar click on the **down arrow** located after the font size number.
- Click on the font **Size** number desired and observe. Repeat steps for different fonts and observe.
- At the Toolbar click on **Font Name** arrow key and on the fonts name desired (observe), then repeat [3] for the different type of fonts and observe.
- Click on **Edit + Undo** and observe, Click again on **Edit + Undo** and observe.

Change to Bold Selected Text

- With the text selected click on the **B** button of the toolbar and observe.
- Repeat clicking on **B** and observe.

Excel Formatting and Techniques

The appearance of the worksheet can be enhanced with the formatting Features and some of them are similar to Word's formatting features.

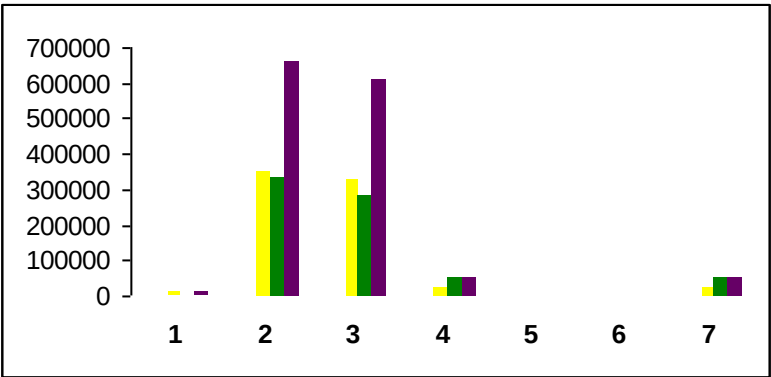
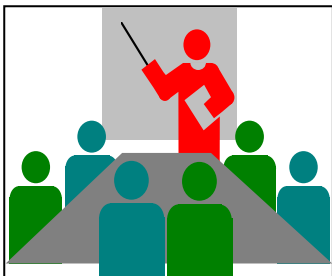
Page Setup

It is a good idea to use the Print preview and modify the page setup, if necessary.

- With your spreadsheet on the screen choose your printer for the project.
- Click on **File + Print Preview** and observe if changes are needed, then click on **File + Page Setup** and make desired changes.

RETAILER INC.

RETAILER INC.



ANALYSIS OF OPERATIONS

QUARTER ENDING DEC. 31, 19XX

BOARD OF DIRECTORS PACKAGE

APRIL 18, 19XY

Saving the Next Quarter Data/Template As RETAILD3

- Move the Pointer to **File** and click.
- Select **Save As**.
- At the Dialogue Box type **A:\RETAILD3** and move the Pointer to Save and click.

Retrieving File RETAILD3

- Move the Pointer to and click.
- Select **Open**.
- At the Dialogue Box type **A:\RETAILD3** and move the Pointer to Open and click.

Saving the Next Quarter File As RETAILD4

- Move the Pointer to and click.
- Select **Save As**.
- **At the Dialogue Box type A:\RETAILD4 and move the Pointer to Save and click.**

Retrieving File "RETAILD3"

- Move the Pointer to **File** and click.
- Select **Open**.
- At the Dialogue Box type **A:\RETAILD3** and move the Pointer to **Open** and lick.

Connecting or Sending Files to a Receiving File

Excel transfers complete or partial information such as columns/rows from one FILE to another. This option is useful to connect information automatically to the receiving file columns/rows without the need of entering the data. Example, assume that at the end of the fiscal year file RETAILD1 is saved as RETAILP1 (P for Past) and that the next year Board of Directors Package includes prior year versus current year as illustrated. You can transfer the year to date row to prior year column of the receiving file by entering Formulas into the Template. For example below, further assume that the prior year RETAILP1 file data (Sender file) is located in the same Columns/Rows . Prepare the template by yourself as follows:

Prior Year RETAILP1 File (Sender): (Example) Retailer Inc. Income and Expense Statement Summary QUARTER ENDING MARCH 31, 19XY

T...U	V	W	X	Y	Z..
	Third Quarter	Fourth Quarter	Difference	Year To date	PY Total Difference
42	100,000	100,000	0	850,000	(Becomes PY of next year)
43					
44					
45					
46					

Please **enter** Formula by yourself into Current Year RETAILD1 File (Receiver). Practice learning more with trial and error using help.

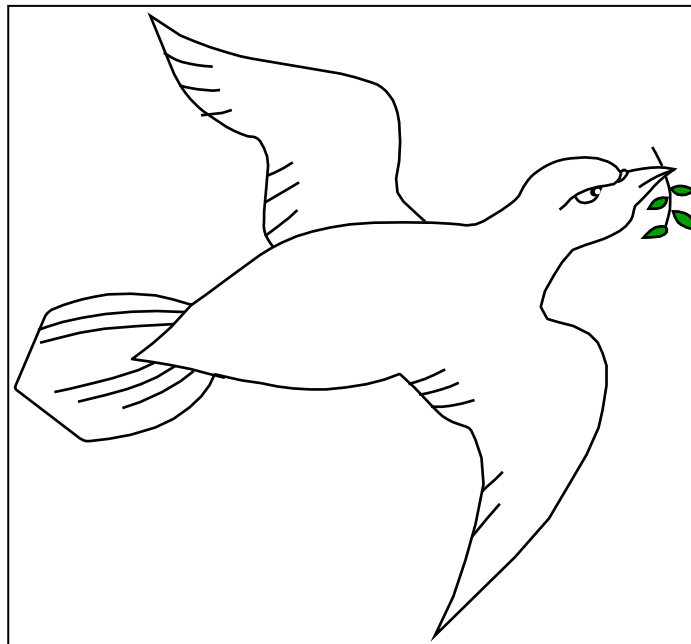
Retailer Inc.
Income and Expense Statement Summary
QUARTER ENDING MARCH 31, 19XY

T...U	V	W	X	Y	Z..
Third	Fourth		Year	PY	
Quarter	Quarter	Difference	To date	Total	Difference

Please try without the help of the teacher to retrieve A: RETAILD1, save file as A: RETAILP1, enter 850,000 in the year to date column and create the formula shown above.

Retrieving the Diploma Peace Carrier

- Click on **Insert + Picture + Clip Art**.
- At the pictures screen click on **(All Categories) + Dove**.



"ON-THE-JOB" TRAINING

TASKS

Chapter 3

Retail Case - Creation of Charts and Fonts

Introduction to Retailer's Creation of Charts and Fonts.

This Chapter will cover creation of Charts, creation of the Board of Directors Package Cover Sheet, application of **Fonts** and other spreadsheet essentials to complete the Board of Directors Analysis documentation. Next Chapter will show you how to modify and adjust templates for next Board of Directors meetings, save time and how to prepare the files formula to complete the Board of Directors Package for next quarter.

What Will You Learn in this Chapter

In this 3-4 hours training section you will learn how to complete the professional documentation to present to the Board of Directors. Specifically you will learn how to:

- Retrieve the created file RETAILD1 to create the Charts and apply Fonts.
- Create Charts and apply Fonts to text.
- Save the File as you create the Chart and apply fonts.
- Correct text errors using keyboard keys.
- Correct errors using the dictionary.
- Insert and delete Rows to set documentation in order.
- Insert Graphics into documents.
- Save the completed/corrected Documents and a Backup File.
- Print the Board of Directors Documents.

Retrieving the Retailer Template "RETAILD1"

- At Excel Main menu place the Pointer on **File** and Click.
- Select **Open** from the File menu. Alternatively select the icon from the smart icons bar.
- At the Dialogue Box type: **A:\ RETAILD1** and press enter.

Creating the Income and Expense Column Area Chart

- Select or **highlight** the report summary (See next page).
- Click on **Insert + Chart**.
- At the Chart Dialogue Box click on **Custom Type**.

- Click on Column Area and on **Finish**.

Creating the Income and Expense B&W Area Chart

- Select or **highlight** the report summary (See next page).
- Click on **Insert + Chart**.
- At the Chart Dialogue Box click on **Custom Type**.
- Click on Column Area and on **Finish**.

Creating the Income and Expense Pie Charts

- Select or **highlight** the report summary (See next page).
- Click on **Insert + Chart**.
- At the Chart Dialogue Box click on **Standard Type**.
- Click on Column Area and on **Finish**.

Note: If the select data range contains more rows than columns the data will be plotted by Columns but if there are more columns than rows of data or the same number, then the data is plotted by rows instead.

Sizing a chart

A box surrounds charts and if you click on the Chart the box will show little black  squares handles, Click on it and when you see **two arrows hold the mouse button down** and drag it to increase or decrease the chart.

Moving the Chart Around

A box surrounds charts and if you click on the Chart the box will show little black  squares handles, click on it and when you see **four arrows hold the mouse button down** and drag it to move the chart to the place you want it.

Saving the Chart and Spreadsheet File

- Move the Pointer to **File** and click.
- Select **Save** and click on **Save**. (A: Retaild1)

Printing the Chart

- Select or highlight the Income and Expense Summary and Chart
- Move the Pointer to **File** and Click.
- Select **Print**.
- At the Dialogue box click on the **Selection** button and press enter.

Erase a Chart

Click on it and press **DEL**.

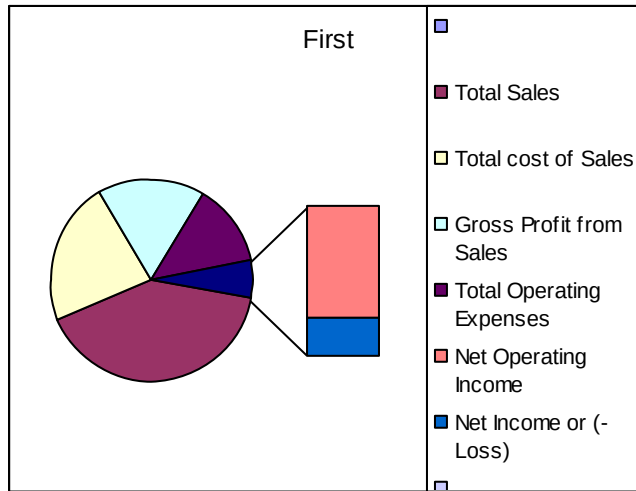
Copying the Chart From Excel to Word

- At spreadsheet click on the chart and on **Edit + Copy**, then access the word processor to transfer or new file and click on **Edit + Paste**. Displayed charts in this chapter were transferred in this manner.

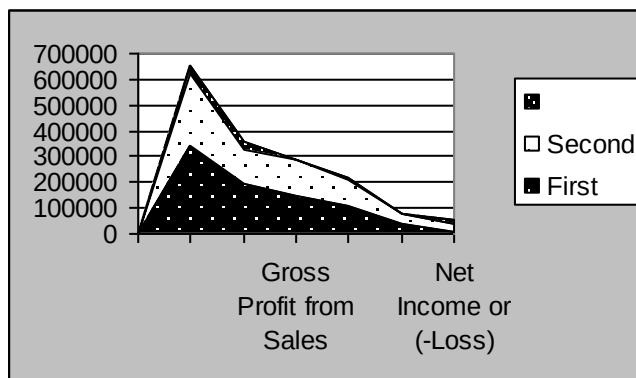
Note: Please retrieve and create charts for the balance sheet and Cash flow summary using the same steps as for the Income and Expense summary and compare charts illustrated with the ones created by you.

Retail Inc.
Income and Expense Statement Summary
December 31, 19XX

	First Quarter	Second Quarter	Difference
Total Sales	340,000	310,000	30,000
Total Cost of Goods Sold	194,500	164,500	-30,000
Gross Profit from Sales	145,500	145,500	
Total Operating Expenses	109,947	106,900	- 3,047
Net Operating Income	35,553	38,600	3,047
Net Income or (-Loss)	11,520	28,600	17,080



B&W Area Chart



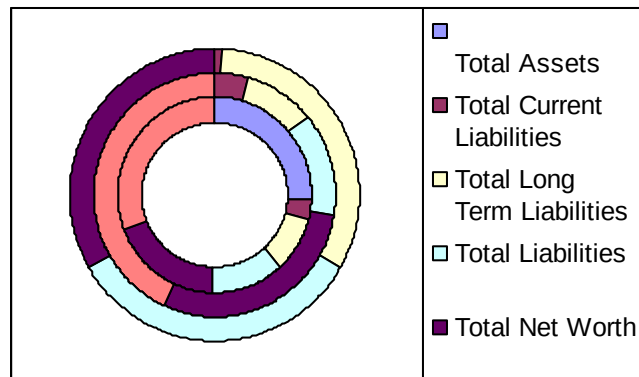
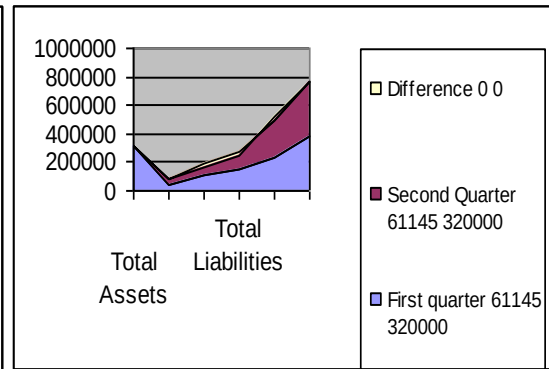
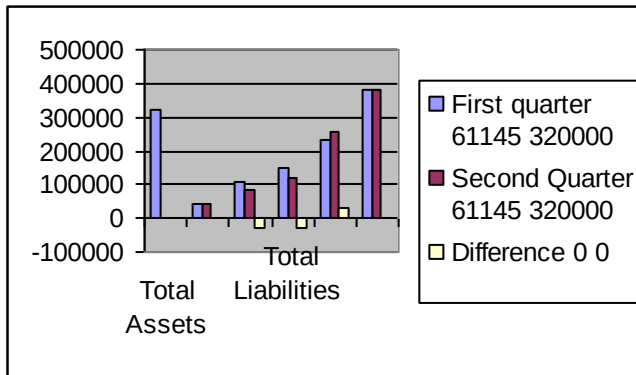
Analyze the difference between each chart. Note that you can highlight and create charts only for portions of the data. Partial display may be more comprehensive and plot a better picture of the operation.

Retailer Inc.

Balance Sheet Summary

December 31, 19 XX

	First Quarter	Second Quarter	Difference
Total Current Assets	61,145	61,145	
Total Fixed Assets	320,000	320,000	
Total Assets	381,145	381,145	
Total Current Liabilities	41,000	40,200	- 800
Total Long Term Liabilities	110,000	82,200	-27,800
Total Liabilities	151,000	122,400	-28,600
Total Net Worth	230,145	258,745	28,600
Total Liabilities and Net Worth	381,745	381,345	

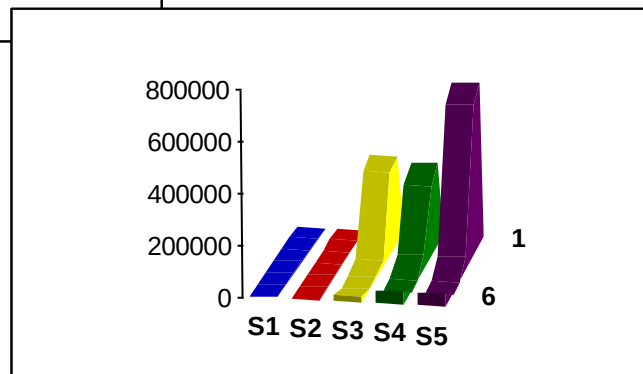
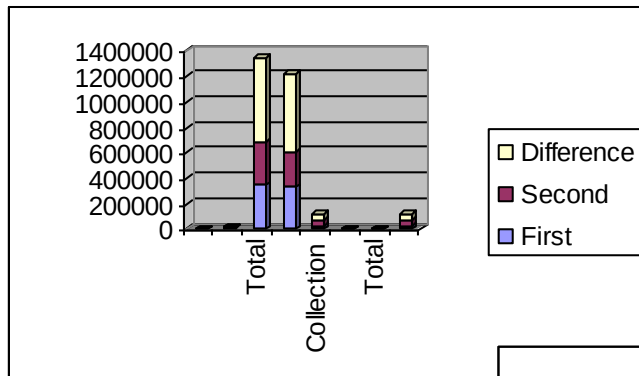


Retailer Inc.

Cash Flow Summary

December 31, 19 XX

	First Quarter	Second Quarter	Total
Cash Balance – Open	10,200		10,200
Total Collection	350,200	331,720	660,200
Total Payments	328,438	281,400	609,880
Collections Difference	21,720	50,320	50,320
Total Loans and Equity Collected			
Total Capital and Loans Payment			
Ending Balance	21,720	50,320	50,320



Retail Inc.**Income and Expense Statement
December 31, 19XX**

	First Quarter	Second Quarter	Difference
Sales:			
Department #1	240,000	220,000	-20,000
Department #2	100,000	90,000	-10,000
Total Sales	340,000	310,000	-30,000
Cost of Goods Sold:			
Department #1	100,500	90,500	-10,000
Department #2	94,000	74,000	-20,000
Total Cost of Sales	194,500	145,500	-30,000
Gross Profit from Sales	145,500	145,500	0
Operating Expenses:			
Wages and Commissions	38,000	28,000	-10,000
Salaries – Administration	29,500	39,000	9,500
Rent	7,300	7,300	0
Maintenance and Repairs	19,916	19,000	- 916
Advertising	2,300	3,000	700
Depreciation	2,000	2,000	
All Other Expenses (Schedule #1)	10,931	8,600	- 2,331
Total Operating Expenses	109,947	106,900	- 3,047
Total Other Income	35,553	38,600	3,047
Other Expenses:			
Interest Expense	3,300	3,000	- 300
Provision for Income Tax	20,733	7,000	-13,733
Total Other Expenses	24,033	10,000	-14,033
Net Income or (-Loss)	11,520	28,600	17,080

Schedule #1
All Other Operating Expenses
December 31, 19XX

	First Quarter	Second Quarter	Difference
Telephone	1,800	2,000	200
Utilities	1,099	1,000	- 99
Insurance	2,700	3,000	300
Gas and Oil – Car Expense	1,275	1,500	225
Travel Expense	2,000	0	- 2,000
Entertainment	1,000	0	- 1,000
Business Taxes	1,000	1,000	0
Other Operating Expenses	57	100	43
Total Other Operating Expenses	10,931	8,600	-2,331

Note: Total of this schedule is transposed automatically to the Income and Expense.

Note: All data is entered automatically in this template summary when entering data in the Income and Expense Statement.

Retailer Inc.
Balance sheet Budget
December 31, 19XX

	First	Second	Difference
ASSETS			
Current Assets:			
Cash in Bank	9,000	10,000	1,000
Change Fund	1,000	1,000	
Petty Cash	200	200	
Accounts Receivable	25,778	24,778	- 1,000
Accounts Receivable – Owner			
Inventory – Department #1	14,167	13,167	- 1,000
Inventory – Department #2	10,000	11,000	1,000
Prepaid Expenses	1,000	1,000	
Total Current Assets			
Fixed Assets:			
Land	30,000	30,000	
Furniture and Equipment	10,000	12,000	2,000
Accumulated Depreciation – F & E	2,000	4,000	2,000
Building	270,000	270,000	
Accumulated Depreciation – Building			
Vehicle	12,000	12,000	
Accumulated Depreciation – Vehicle			
Total Fixed Assets	320,000	320,000	
Total Assets	381,145	381,145	
LIABILITIES AND NET WORTH			
Current Liabilities:			
Accounts Payable	12,000	11,000	- 1,000
Notes Payable			
Accrued Wages	10,000	11,000	1,000
Owners Loans	10,000	10,000	
Bank Loans	9,000	8,200	- 800
Total Current Liabilities	41,000	40,200	- 800
Long Term Liabilities			
Mortgage Payable			
Loans Payable	110,000	82,200	- 27,800
Total Long Term Liabilities	110,000	82,200	- 27,800
Total Liabilities	151,000	122,400	- 27,800
Owners Equity:			
Common Shares	100,000	100,000	
Retained Earning	130,145	148,745	28,600
Total Net Worth	230,145	258,745	28,600
Total Liabilities and Net Worth	381,145	381,145	

Note: As you enter data into the Balance Sheet cells with no formula the totals of the Balance Sheet and totals of this schedule are entered automatically.

Retailer Inc.

Cash Flow Budget

December 31, 19 XX

	First Quarter	Second Quarter	Total
Cash Balance – Open	10,200		10,200
Balance End of Period		21,720	
Total Sales	340,000	310,000	650,000
Total Other Income			
Total Cash	350,200	331,720	660,200
Operating Payments:			
Cost of Goods Sold	194,500	164,500	359,000
Total Operating Expenses	109,947	106,900	216,847
Total Other Expenses	24,033	10,000	34,033
Total Operating Payments	328,480	281,400	609,880
Collections Difference	21,720	50,320	50,320
Loans & Equity Collected:			
Equity Collection			
Loan Collection			
Total Equity and Loan Collected			
Capital & Loans Expenditures:			
Furniture & Equipment			
Loan Payment			
Total Capital and Loan Payment			
Ending Balance	21,720	50,320	50,320

Plot a Chart for Specific Expenses

You may want to inform management on a specific item of a statement or category using charts as follows:

