



Step 15. Select cells A5 (being the row above the data area) to K33 then apply the AutoFilter function.

AUTOFILTER

- * Have the cells selected that are to be filtered
- a. Click on **Data** from the main menu
- b. Click on **Filters** from the next menu
- c. Click on **AutoFilters** from the next menu
- * Notice the Filter scroll bars appear on a cell of each column

	A	B	C	D	E	F	G	H	I	J	K
1											
2											
3				Payment	GST	Total	GST	NON GST	Total	GST	GST TO
4	Month	Item	Account	Method	CODE	Purchase	Purchase		Income	Income	PAY
5	▼	▼	▼	▼	▼	\$ 1,994.4	\$ 68.4	\$ 1,242.0	\$ 5,310.0	\$ 482.7	\$ 414.3
6	OCT	Sales	Income	Chqs	GST		\$ -		\$ 790.00	\$ 71.82	
7	OCT	Sales	Income	Chqs	GST		\$ -		\$ 800.00	\$ 72.73	

Now we can filter our data for specific information.

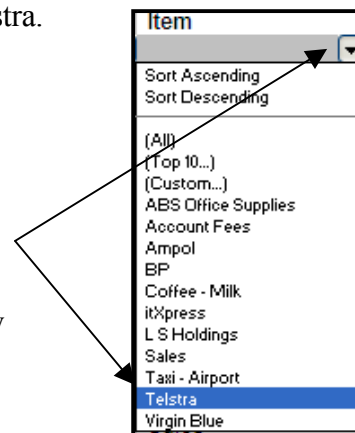
Step 16. Remove the selection placed on the cells. (Click on any cell or press the Escape key)

Step 17. Use the Filter to display all the Items equal to Telstra.

FILTER - DATA

- a. Click on the **Filter scroll bar** for the **Item** column
- b. Click on **Telstra** from the menu provided
- * Only the Telstra entries will be displayed

Notice the Filter scroll bar icon is now blue, thus informing you that this data is filtered for this field. Notice also the row labels are blue.



Step 18. Display/return all the entries/records.

FILTER = ALL

- a. Click on the **Filter scroll bar** for the **Item** column
- b. Click on **All** from the menu provided
- * All the entries are now displayed

Step 19. Display all the Payments made by Master Card. (Click on the Filter scroll bar for the Payments field, click on MC from the menu provided)

Step 20. Display all the Accounts equal to Car Fuel. (Click on the Account scroll bar, click on Car Fuel from the menu provided)



Step 21. Display all the Items equal to Ampol.

As you can see it is easy to narrow down what you are looking for.

3				Payment	GST	Total	GST	NON GST	Total	GST	GST TO
4	Month	Item	Account	Method	CODE	Purchase	Purchase		Income	Income	PAY
5											
10	OCT	Ampol	Car - Fuel	MC	GST	\$ 1,994.4	\$ 68.4	\$ 1,242.0	\$ 5,310.0	\$ 482.7	\$ 414.3
14	OCT	Ampol	Car - Fuel	MC	GST	\$ 35.00	\$ 3.22			\$ -	
30	DEC	Ampol	Car - Fuel	MC	GST	\$ 35.00	\$ 3.18			\$ -	

Step 22. Return all the data. (Click on each of the three Filter scroll bars that are blue and click on All from the menu provided)

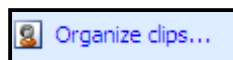
Step 23. Go to Sheet 1 and insert 5 blank rows at the top of the sheet. (Select cells A1 to A5, click on Insert, click on Rows)

In the Clip Art - Office Collections Gallery are some pictures available to Excel. The pictures will differ depending upon which version of MS Windows and MS Office you have installed. If the pictures are different from our selection, just select another picture.

Step 24. Insert a picture to cell A1.

INSERTING PICTURES

- a. Click on **Insert** from the main menu
- b. Click on **Picture** from the next menu
- c. Click on **Clip Art** from the next menu
- * The ClipArt panel appears on the right
- d. Click on **Organised Clips** from the bottom of the Clip Art panel
- * The Microsoft Clip Organiser window appears
- e. Click on the **Office Collections** open level icon located in the **Collections List** area
- * A list of folders with images is displayed
- f. Click on the **Business** folder
- g. Click on one of the **images**
- * A scroll bar appears
- h. Click on the **scroll bar for the image** and click on the **Copy** option from the menu
- * Now we have a copy of the clip so we can close the MS Clip Organiser window
- i. Click on the **Close Window** icon located top right of the window
- j. A Copy message will appear, click on the **Yes** button
- * The window closes and your image is stored in the Copy buffer





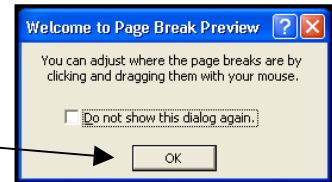
Step 25. Select cell A1 (*Click in it*) then perform the Paste function and the image will be inserted.

The image may be rather large so we will need to view more of the sheet so we can resize the image.

Step 26. Switch to the Page Break view so we can see the total picture on the sheet.

PAGE BREAK VIEW

- a. Click on **View** from the main menu
- b. Click on **Page Break View** from the next menu
- c. Read the message then click on **Ok** button for the window

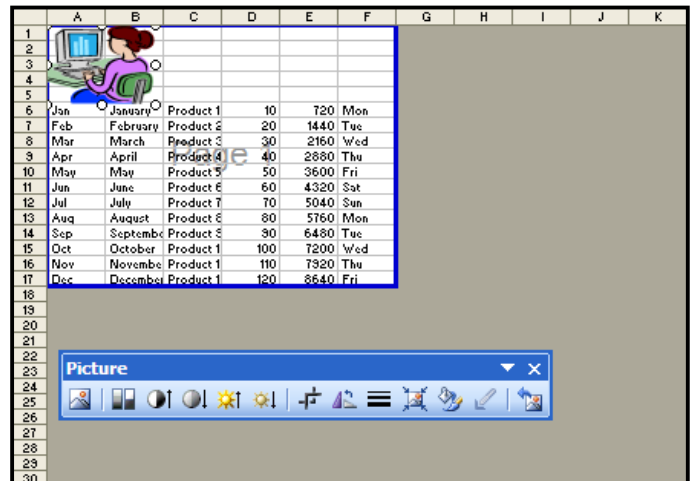


Step 27. Decrease the size picture so it fits neatly between cells A1 to B5.

RESIZE A PICTURE

- a. Click on the **picture to select it** (Notice the **selection markers** appear around the picture)
- b. Position the mouse pointer on the **bottom right selection marker** it switches to the re-size symbol
- c. **Click-drag up and in** to decrease the picture size so it is placed between cells A1 to B5

Notice the Picture toolbar is displayed as the Pictures is the selected item



Step 28. Switch back to the Normal view.

NORMAL VIEW

- a. Click on **View** from the main menu
- b. Click on **Normal** from the next menu

Step 29. Edit the Sheet tag label and enter FILL. (*Double-click on the Sheet1 tag, it becomes highlighted in black, enter FILL, press the Enter key*)

Step 30. Switch to the OCTNOVDEC sheet. (*Click on the tag*)

Step 31. Perform the Save function.

At this stage you can finalise your training and exit the program or continue onto the next lesson.