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This manual is designed by a qualified professional computer applications trainer with over 15 years training experience in Educational Institutes, Corporations and Private Businesses. Every consideration has been given to ensure your success with this modern self-paced style of learning.

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HOW TO USE OUR LESSONS

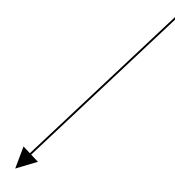
Step 1. Read the **Step** guides which explain what to do.

Example: **Step 1.** Activate the Underline function.

Step 2. Follow the **step-by-step** instructions to perform each function. Step-by-step instructions are shown in *Italics* underneath each step guide.

Example: **Step 1.** Activate the Underline function.

UNDERLINE



a. Click on the ***Underline icon*** located on the *Formatting toolbar*

Step 3. **Complete the lessons in a logical order** to ensure that all the functions have been learnt. Repetitive functions will be supported by abbreviated step-by-step instructions that are also shown in *Italics* after the step instruction. They are designed to ensure successful operational skills are enhanced.

Step 4. **Practice** your operational skills by completing the **assignments** attached to the end of this group of lessons.

Step 5. **Advance your skills** by moving on to a higher level of training.



Welcome to course 3 of our MS Excel training program. This training manual does assume that you have the basic skills taught in the previous courses, however we do provide abbreviated step-by-step guides to ensure that you are successful with your new lessons. We understand that you do not want to spend your time reading, so let's go straight to work.

LESSON 1.

Revision of functions taught in the previous course.
New Functions: Fill/Series, Workbook Settings, AutoFilter, Filter Data, Pictures, Page View, Normal View

Step 1. Switch On your computer and run the Excel program. Enter the following data to your sheet.

	A	B	C	D	E	F
1	Jan	January	Product 1	10	720	Mon
2	Feb	February	Product 2	20	1440	Tue

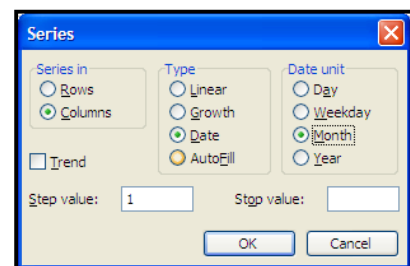
The Fill function is designed to save you time on having to enter data that follows a specific pattern.

Step 2. Select cells A1 to A12, then apply the Fill/Series function to enter the rest of the abbreviated months.

The Fill function relies on data in a few cells that follow a pattern, based on this information and what you select from the Series window the Fill function will automatically enter data that relates to the pattern.

FILL/SERIES - DATES

- Click on **Edit** from the main menu
- Click on **Fill** from the next menu
- Click on **Series** from the next menu
- * The Series window appears
- Click on **Date** in the **Type** area which activates the Date Unit area
- Click on **Month** in the **Date Unit** area (as we wish to increase by months in this situation)
- Click on **AutoFill** in the **Type** area (informing the system to automatically fill the information based on the selections)
- Click on the **Ok** button
- * Notice the rest of the cells now have the continuing abbreviated months entered



Step 3. Select cells B1 to B12, then apply the Fill function. Set the Type to Date to activate the Date Unit area, set the Date Unit to Month, set the Type again to AutoFill so it will enter the rest of the data required. (Repeat the above steps)



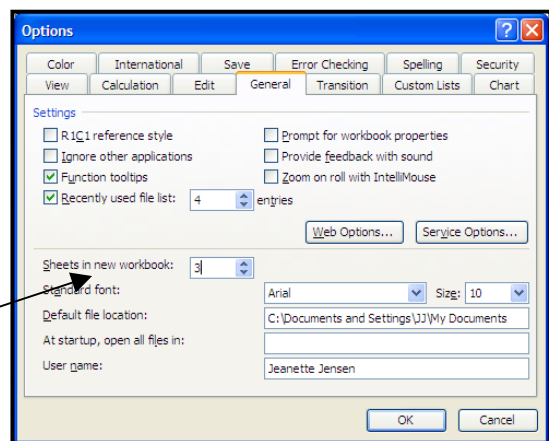
- Step 4.** Select cells C1 to C12, then apply the Fill function. (*Click on Edit, click on Fill, click on Series, click on AutoFill, click on Ok*) You will not need to activate the Date Unit area as this data is not based on a Date format.
- Step 5.** Select cells D1 to D12, then apply the Fill function. In this case it is increasing by 10. (*Click on Edit, click on Fill, click on Series. Notice the 'Step Value' area has 10 entered, click on the AutoFill area, click on the Ok button*)
- Step 6.** Select cells E1 to E12, then apply the Fill function. In this case it is increasing by 720. (*Click on Edit, click on Fill, click on Series, notice the 'Step Value' area has 720 entered, click on the AutoFill area, click on the Ok button*)
- Step 7.** Select cells F1 to F12, then apply the Fill function. In this case it is increasing by 1 day. (*Click on Edit, click on Fill, click on Series, click on Date to open the Date Unit area, click on Day, click on AutoFill, click on Ok*)
- Step 8.** Save the file into your folder and call it FILL, keep the file opened.

The number of sheets currently presented to each workbook is determined by the setting in the Tools\Options\General area.

- Step 9.** View the number of sheets for the 'Sheets in new Workbook:' area.

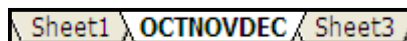
WORKBOOK SETTINGS

- Click on **Tools** from the main menu
 - Click on **Options** from the next menu
 - Click on the **General** tag
- * Notice the number of sheets displayed in the **Sheets in new workbook** area
- Enter **3** to the **Sheets in New Workbook** area
 - Click on the **Ok** button



Next time you call upon a new workbook there will be three sheets attached to the workbook.

- Step 10.** Go to Sheet 2 if it is available, (*Click on the Sheet 2 tag*) otherwise insert a new sheet. (*Click on Insert, click on Worksheet*)
- Step 11.** Edit the Sheet tag label and enter OCTNOVDEC. (*Double-click on the Sheet2 tag, it becomes highlighted in black, enter OCTNOVDEC, press the Enter key*)





Step 12. Set up the following spreadsheet as shown below.

- * In cell F5 enter the Sum formulas as shown in the diagram, after entering the formula perform the Copy function to take a copy of the formula, select cells G5 to J5 and perform the Paste function.
- * In cell K5 enter a formula that will subtract the GST Purchase amount from the GST Income amount.
- * Enter the data shown to cells A6, D6 and E6
- * In cell G6 enter a formula that calculates the GST Purchase amount being the Purchase amount (F6) divided by 11
- * In cell J6 enter a formula that calculates the GST Income amount being the Income amount (I6) divided by 11

1	A	B	C	D	E	F	G	H	I	J	K
2											
3				Payment	GST	Total	GST	NON GST	Total	GST	GST TO
4	Month	Item	Account	Method	CODE	Purchase	Purchase		Income	Income	PAY
5						=SUM(F6:F100)	=SUM(G6:G100)	=SUM(H6:H100)	=SUM(I6:I100)	=SUM(J6:J100)	=J5-G5
6	OCT			DD	GST		=F6/11			=I6/11	

Step 13. Select row 6 and perform the Copy function, then select cells A7 to A50 and perform the Paste function. Now the repetitive data is entered we can enter the rest of the data needed for this sheet.

Step 14. Enter the following data as shown in the diagram below to rows 7 to 33. You will need to delete the formula in some GST cells (Column G) where the amount does not apply and edit the GST Code in some cells as shown below.

1	A	B	C	D	E	F	G	H	I	J	K
2											
3				Payment	GST	Total	GST	NON GST	Total	GST	GST TO
4	Month	Item	Account	Method	CODE	Purchase	Purchase		Income	Income	PAY
5						\$ 1,994.40	\$ 68.40	\$ 1,242.00	\$ 5,310.00	\$ 482.73	\$ 414.33
6	OCT	Sales	Income	Chqs	GST		\$ -		\$ 790.00	\$ 71.82	
7	OCT	Sales	Income	Chqs	GST		\$ -		\$ 800.00	\$ 72.73	
8	OCT	Sales	Income	Chqs	GST		\$ -		\$ 1,230.00	\$ 111.82	
9	OCT	Telstra	Phone	DD	GST	\$ 123.40	\$ 11.22			\$ -	
10	OCT	Ampol	Car - Fuel	MC	GST	\$ 35.40	\$ 3.22			\$ -	
11	OCT	ABS Office Supplies	Stationary	MC	GST	\$ 13.50	\$ 1.23			\$ -	
12	OCT	Coffee - Milk	Staff Amen	MC	GST	\$ 11.80	\$ 1.07			\$ -	
13	OCT	itXpress	Internet Serv.	DD	GST	\$ 29.95	\$ 2.72			\$ -	
14	OCT	Ampol	Car - Fuel	MC	GST	\$ 35.00	\$ 3.18			\$ -	
15	OCT	Virgin Blue	Travel	MC	GST	\$ 108.00	\$ 9.82			\$ -	
16	OCT	Taxi - Airport	Travel	MC	GST	\$ 35.00	\$ 3.18			\$ -	
17	OCT	L S Holdings	Rent	Chqs	N/A	\$ 400.00		\$ 400.00		\$ -	
18	OCT	Account Fees	Bank	DD	N/A	\$ 14.00		\$ 14.00		\$ -	
19	NOV	Sales	Income	Chqs	GST		\$ -		\$ 480.00	\$ 43.64	
20	NOV	Sales	Income	Chqs	GST		\$ -		\$ 290.00	\$ 26.36	
21	NOV	Sales	Income	Chqs	GST		\$ -		\$ 160.00	\$ 14.55	
22	NOV	Telstra	Phone	DD	GST	\$ 109.50	\$ 9.95			\$ -	
23	NOV	Account Fees	Bank	DD	N/A	\$ 14.00		\$ 14.00		\$ -	
24	NOV	itXpress	Internet Serv.	DD	GST	\$ 29.95	\$ 2.72			\$ -	
25	NOV	BP	Car - Fuel	MC	GST	\$ 15.60	\$ 1.42			\$ -	
26	NOV	L S Holdings	Rent	Chqs	N/A	\$ 400.00		\$ 400.00		\$ -	
27	DEC	Sales	Income	Chqs	GST		\$ -		\$ 890.00	\$ 80.91	
28	DEC	Sales	Income	Chqs	GST		\$ -		\$ 670.00	\$ 60.91	
29	DEC	Account Fees	Bank	DD	N/A	\$ 14.00		\$ 14.00		\$ -	
30	DEC	Ampol	Car - Fuel	MC	GST	\$ 35.00	\$ 3.18			\$ -	
31	DEC	Telstra	Phone	DD	GST	\$ 156.80	\$ 14.25			\$ -	
32	DEC	L S Holdings	Rent	Chqs	N/A	\$ 400.00		\$ 400.00		\$ -	
33	DEC	ABS Office Supplies	Stationary	MC	GST	\$ 13.50	\$ 1.23			\$ -	



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.

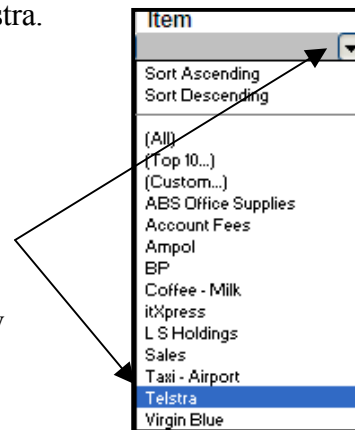
Step 16. Remove the selection placed on the cells. (Click on any cell or press the Escape key)

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)

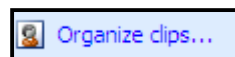
Step 23. Go to Sheet 1 and insert 5 blank rows at the top of the sheet. (Select cells A1 to A5, click on Insert, click on Rows)

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 Organizer 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 Organizer 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





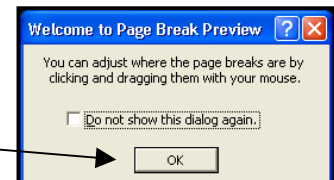
Step 25. Select cell A1 (*Click in it*) then perform the Paste function and the image will be inserted.

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

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

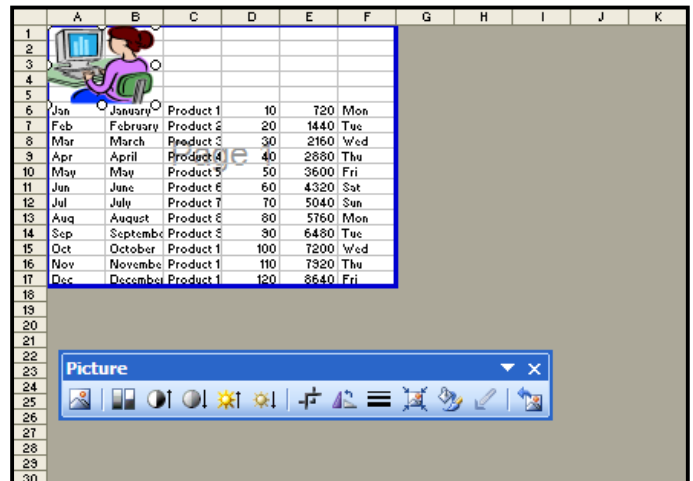


Step 27. Decrease the size picture so it fits neatly between cells A1 to B5.

RESIZE A PICTURE

- Click on the **picture to select it** (Notice the **selection markers** appear around the picture)
- Position the mouse pointer on the **bottom right selection marker** it switches to the re-size symbol
- 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

- Click on **View** from the main menu
- 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.



LESSON 2.

Revision of functions taught in the previous lessons.
New Functions: Custom Filters

- Step 1.** Run the Excel program and open the Fill worksheet.
- Step 2.** Go to the OCTNOVDEC sheet. *(Click on the OCTNOVDEC tag)*
- Step 3.** Select the entire sheet and perform the Copy function. *(Click on the Select Sheet area (top left corner) then click on the Copy icon)*
- Step 4.** Go to Sheet 3 (or insert a new worksheet if you don't have a Sheet 3). Select cell A1 and perform the Paste function.
- Step 5.** Select cells A6 to K33 and perform the Delete function.
- Step 6.** Edit the Sheet tag label and enter JANFEBMAR. *(Double-click on the Sheet2 tag, it becomes highlighted in black, enter JANFEBMAR, press the Enter key)*
- Step 7.** Set up the following sheet as shown on the next page.

	A	
1		
2		
3		
4	Month	Item
5		
6	OCT	Sales

- * Enter GST to cell E6
- * In cell G6 enter a formula that calculates the GST Purchase amount being the Purchase amount (F6) divided by 11
- * In cell J6 enter a formula that calculates the GST Income amount being the Income amount (I6) divided by 11

- Step 8.** Select row 6 and perform the Copy function, then select cells A7 to A50 and perform the Paste function. Now the repetitive data is entered we can enter the rest of the data needed for this sheet.

Before we begin to enter the date to this sheet we will duplicate the sheet for the APRMAYJUN sheet.

- Step 9.** Insert another worksheet (Sheet 4) if you don't have one. *(Click on Insert, click on Worksheet)*
- Step 10.** Go to the JANFEBMAR sheet.
- Step 11.** Select the entire sheet and perform the Copy function. *(Click on the Select Sheet area (top left corner) then click on the Copy icon)*
- Step 12.** Go to Sheet 4, select cell A1 and perform the Paste function.
- Step 13.** Edit the Sheet tag label and enter APRMAYJUN.



Step 14. Go to Sheet JANFEBMAR and enter the following data as shown below.

	A	B	C	D	E	F	G	H	I	J	K
3				Payment	GST	Total	GST	NON GST	Total	GST	GST TO
4	Month	Item	Account	Method	CODE	Purchase	Purchase		Income	Income	PAY
5						\$ 1,842.00	\$ 54.55	\$ 1,242.00	\$ 3,918.00	\$ 356.18	\$ 301.64
6	JAN	Sales	Income	Chqs	GST		\$ -		\$ 1,190.00	\$ 108.18	
7	JAN	Sales	Income	Chqs	GST		\$ -		\$ 789.00	\$ 71.73	
8	JAN	Telstra	Phone	DD	GST	\$ 89.00	\$ 8.09			\$ -	
9	JAN	Ampol	Car - Fuel	MC	GST	\$ 23.60	\$ 2.15			\$ -	
10	JAN	itXpress	Internet Serv.	DD	GST	\$ 29.95	\$ 2.72			\$ -	
11	JAN	Ampol	Car - Fuel	MC	GST	\$ 31.60	\$ 2.87			\$ -	
12	JAN	Virgin Blue	Travel	MC	GST	\$ 99.00	\$ 9.00			\$ -	
13	JAN	L S Holdings	Rent	Chqs	N/A	\$ 400.00		\$ 400.00		\$ -	
14	JAN	Account Fees	Bank	DD	N/A	\$ 14.00		\$ 14.00		\$ -	
15	FEB	Sales	Income	Chqs	GST		\$ -		\$ 780.00	\$ 70.91	
16	FEB	Sales	Income	Chqs	GST		\$ -		\$ 230.00	\$ 20.91	
17	FEB	Telstra	Phone	DD	GST	\$ 66.50	\$ 6.05			\$ -	
18	FEB	Account Fees	Bank	DD	N/A	\$ 14.00		\$ 14.00		\$ -	
19	FEB	itXpress	Internet Serv.	DD	GST	\$ 29.95	\$ 2.72			\$ -	
20	FEB	BP	Car - Fuel	MC	GST	\$ 11.90	\$ 1.08			\$ -	
21	FEB	L S Holdings	Rent	Chqs	N/A	\$ 400.00		\$ 400.00		\$ -	
22	MAR	Sales	Income	Chqs	GST		\$ -		\$ 389.00	\$ 35.36	
23	MAR	Sales	Income	Chqs	GST		\$ -		\$ 540.00	\$ 49.09	
24	MAR	Account Fees	Bank	DD	N/A	\$ 14.00		\$ 14.00		\$ -	
25	MAR	Ampol	Car - Fuel	MC	GST	\$ 35.00	\$ 3.18			\$ -	
26	MAR	Telstra	Phone	DD	GST	\$ 156.80	\$ 14.25			\$ -	
27	MAR	L S Holdings	Rent	Chqs	N/A	\$ 400.00		\$ 400.00		\$ -	
28	MAR	ABS Office Supplies	Stationary	MC	GST	\$ 26.70	\$ 2.43			\$ -	

Step 15. Select cells A5 to K38 then apply the AutoFilter function. (Click on Data from the main menu, click on Filters, click on AutoFilters)

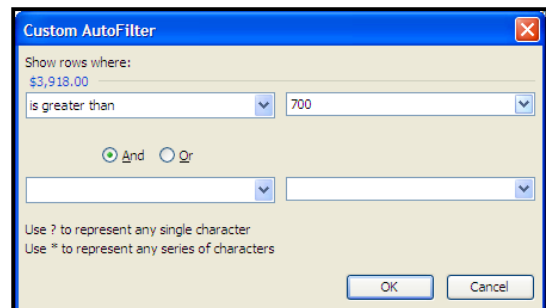
Step 16. Remove the selection placed on the cells. (Click on any cell)

Step 17. Display all the Items equal to Sales. (Click on the Item scroll bar, click on the Sales option from the menu provided)

Step 18. Apply the Custom Filter and display all the Income Amounts that are greater than 700.

CUSTOM FILTERS

- Click on the **Filter scroll bar** for the Income field
- Click on **Custom** from the menu provided
- The Custom window appears
- Click on the **Show rows where first scroll bar** and select **is greater than** from the menu provided
- Click in the **second area** and enter **700**
- Click on the **Ok** button
- Now you can view all sales where the amounts are greater than 700



Step 19. Return all the data. (Click on each of the Filter scroll bars that are blue and click on All from the menu provided)



Generally we refer the rows as being the records and the columns containing the fields. You can also use the Filter function to find records where the field/cell is blank.

Step 20. Display the records where the GST Purchase field is blank.

FILTER = BLANK

- a. Click on the **Filter scroll bar** for the GST field
- b. Click on the **Blank** option from the menu

Step 21. Apply the Custom Filter to the Non GST field and filter for all amount less than 200 and greater than 10.

CUSTOM FILTER

- a. Click on the **Filter scroll bar** for the Income field
- b. Click on **Custom** from the menu provided
- * The Custom window appears
- c. Click on the **Show rows where first scroll bar** and select **is less than** from the menu provided
- d. Click in the **second area** and enter **200**
- e. Click on the **Show rows where second scroll bar** and select **is greater than** from the menu provided
- f. Click in the **second area** and enter **10**
- g. Click on the **Ok** button
- * Now you can view all **NON GST** amounts that are greater than 10 and less than 200



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

Step 23. Display the records in Ascending order by the Payment Method field.

FILTER = SORT ASCENDING

- a. Click on the **Filter scroll bar** for the Payment Method field
- b. Click on the **Sort Ascending** option from the menu

Notice the filter scroll icon is not highlighted in blue, to return all the records to normal you will need to apply the Undo function.

Step 24. Apply the Undo function to undo the Sort.

Step 25. Perform the Save function.

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



LESSON 3.

Revision of functions taught in the previous lessons.

New Functions: Formula View, AutoFormat, Column Charts, Headers and Footers, Clearing Formats, Moving a Chart, Chart Type, Bars, Objects

Step 1. Run the Excel program and set up the following sheet shown below. Do not enter the amounts to cells that contain grey shading as these amounts are the results of a formula.

- * Select cells A1 to E1 and apply the Merge and Center function
- * Select cells B3 to E3 and apply the Center and Bold functions
- * For Column E and Row 9 calculate the Totals using the Sum formula = Sum()
- * For row 10 calculate the Averages using the Average formula. =Average()

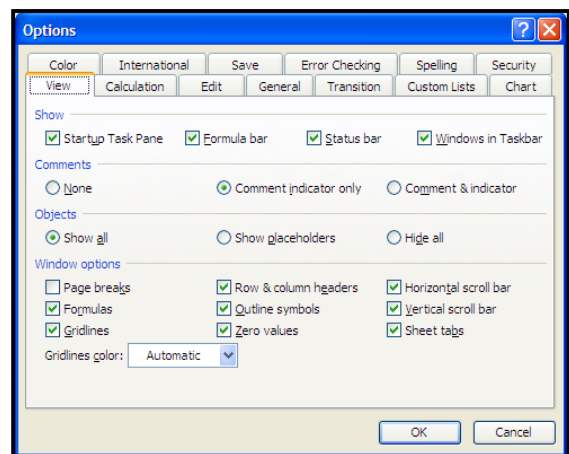
	A	B	C	D	E
1	NSW SALES - FIRST QTR				
2					
3		JAN	FEB	MARCH	TOTAL
4	JOHN SMITH	76	33	47	156
5	HARRY MATHEWS	54	87	85	226
6	FRED SIMONS	34	65	34	133
7	WAYNE WILLS	56	56	87	199
8					
9	TOTAL	220	241	253	714
10	AVERAGE	55	60.25	63.25	178.5

Currently the result of the formula is displayed, often you may wish to study the formulas that are applied to as sheet.

Step 2. Set the Window Options setting to display the formulas applied to the sheet.

FORMULA VIEW

- a. Click on **Tools** from the main menu
 - b. Click on **Options** from the next menu
 - c. Click on the **View** tag
 - d. Click on the **Formulas** option in the **Window options** area to place a tick
 - e. Click on the **Ok** button
- * The cells that contain a formula will display the formula as entered



	A	B	C	D	E
1	NSW SALES - FIRST QTR				
2					
3		JAN	FEB	MARCH	TOTAL
4	JOHN SMITH	76	33	47	=SUM(B4:D4)
5	HARRY MATHEWS	54	87	85	=SUM(B5:D5)
6	FRED SIMONS	34	65	34	=SUM(B6:D6)
7	WAYNE WILLS	56	56	87	=SUM(B7:D7)
8					
9	TOTAL	=SUM(B4:B7)	=SUM(C4:C7)	=SUM(D4:D7)	=SUM(B9:D9)
10	AVERAGE	=AVERAGE(B4:B7)	=AVERAGE(C4:C7)	=AVERAGE(D4:D7)	=AVERAGE(E4:E7)

Step 3. Deactivate the Formulas option so the results of the formulas are displayed. (Click on Tools, click on Options, click on View, click on Formulas to remove the tick, click on the Ok button)

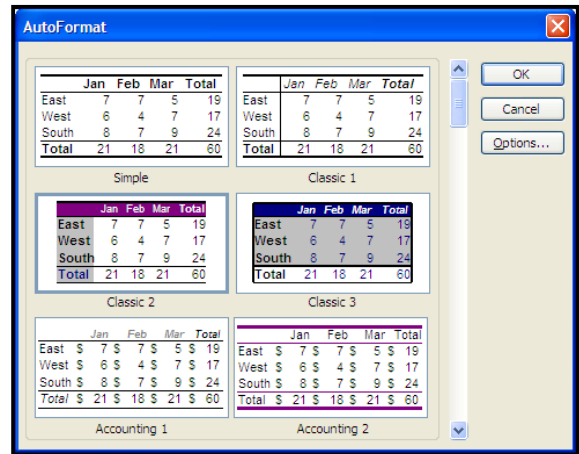


Step 4. Select cells A3 to E10 and apply the AutoFormat function.

AUTOFORMAT

- a. Select cells **A3 to E10**
- b. Click on **Format** from the main menu
- c. Click on **AutoFormat** for the next menu
- * The AutoFormat window appears
- d. Scroll down the **Table Format area** and click on **Classic 2**
- e. Click on the **Ok** button or press the **Enter** key

The AutoFormat function is handy for a quick design layout. You can change the design using the skills you already have by editing the: colours; borders; number formats; column widths, etc.

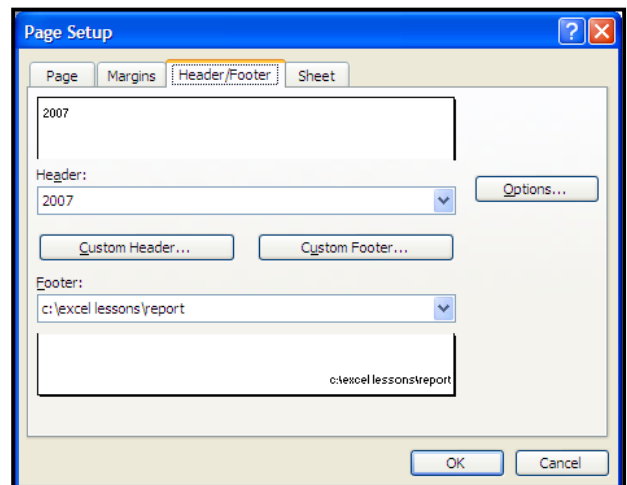


Step 5. Remove the selection placed (*Press Escape key*) then activate the Print Preview function. Add gridlines, row and column headings to the print. (*Click on the Setup button, click on the Sheet tag, click on the Gridlines area, click on the Rows and Column headings area, click on the Ok button*)

Step 6. Add the text '2007' to the Header area and 'c:\excel lessons\report' to the Footer area.

HEADERS AND FOOTERS

- * From the Preview page
- a. Click on the **Setup** button
- b. Click on the **Headers\Footers** tag
- c. Click on the **Customise Header** button
- d. Enter **2007** to the **Left** area
- e. Click on the **Ok** button
- f. Click on the **Customise Footer** button
- g. Enter **c:\Excel Lessons\report** to the **Right** area
- h. Click on the **Ok** button



Step 7. Change the Page Orientation to Landscape. (*Click on the Setup button, click on the Page tag, click on Landscape in the Orientation area, click on the Ok button*)

Step 8. Close the Print Preview. (*Click on the Close button*)



Step 9. Select cells A3 to E10 and clear all the formatting applied.

CLEAR FORMATTING

- Click on **Edit** from the main menu
- Click on **Clear** from the next menu
- Click on **Formats** from the next menu

Step 10. Apply the Undo function to return the Autoformatting.

We will be creating a Chart that will compare each persons result for the month. In this Chart we are comparing the individual people and the individual monthly amounts so we will not need to include the total or average amounts.

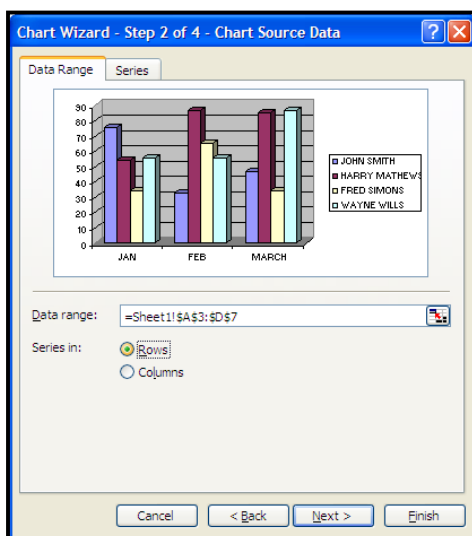
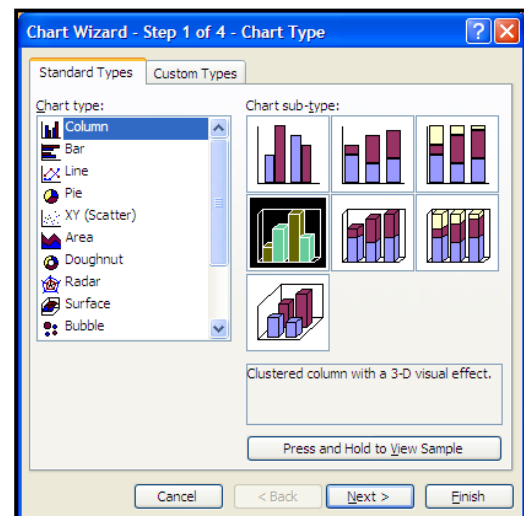
Step 11. Create a Column Chart comparing each person's monthly amounts.

CREATING A COLUMN CHART



- Select cells **A3 to D7** to specify what data is to be charted
- Click on the **Chart icon** located top right of the Standard toolbar
- * The Chart Wizard window appears being step 1 of 4
- Click on the **Column option** in the **Chart Type area**
- Click on **3D** in the **Chart Sub-Type area**
- Click on the **Next** button to move to the next window
- * The Step 2 of 4 window is displayed

Here you can choose, what we want to compare, which can be either, each person and their amounts for the month or visa versa. See the difference by clicking on Row in the 'Series in:' area and view the display, then click on Columns in the 'Series in' area and view the display.

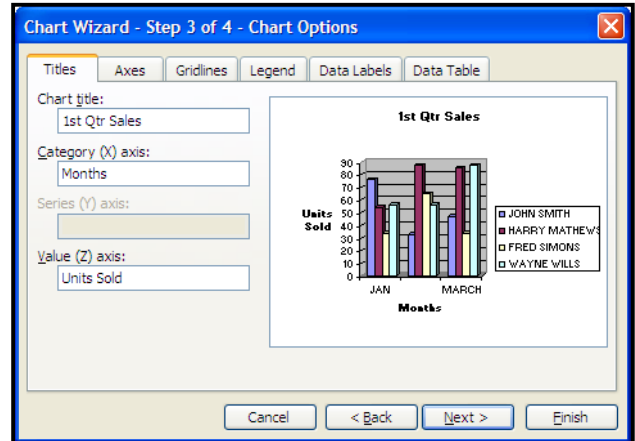


- * The Data Range is already specified as we selected it prior to commencing (=Sheet 1!\$A\$3:\$D\$7)
- Click on the **Row option** for the **Series in** area
- Click on the **Next** button to move to the next window
- * The Step 3 of 4 window is displayed
- * The instructions continue on the next page

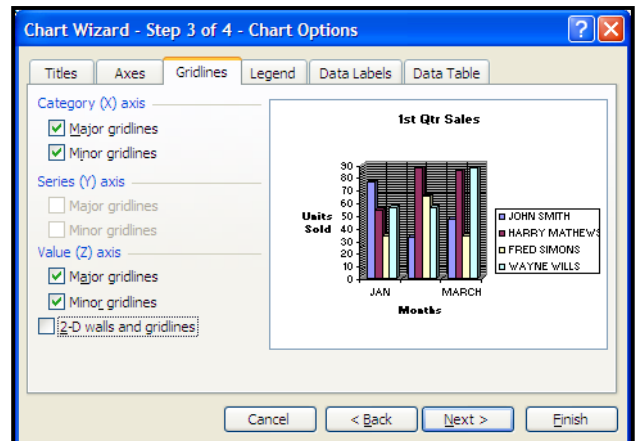


- h. Click on the **Titles** tag located at the top left of this window
- i. Click in the **Chart title: area** and enter **1st Qtr Sales**
- j. Click in the **Category (X) Axis: area** and enter **Months**
- k. Click in the **Value (Z) Axis** area and enter **Units sold**

This window has the settings for a variety of objects on our Chart. The Gridlines, Legend, Data Labels, Data Table and the Titles.



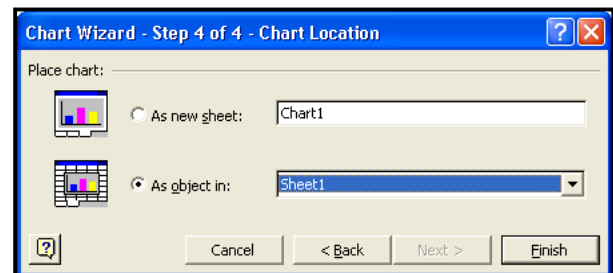
- l. Click on the **Gridlines** tag so we can set up more appropriate gridlines
- m. Click on the **Major gridlines and Minor gridlines areas** for **Category X Axis** to place a tick
- n. Click on the **Major gridlines and Minor gridlines areas** for **Value Z Axis** to place a tick
- o. Click on the **Legend** tag so we can edit the Legend Placement
- p. Click on **Bottom** in the **Placement area**
- q. Click on the **Next** button to move to the next window



This window will ask us if we want the Chart as a new sheet or as an object in the current sheet. We want it on the current sheet which is currently selected.

- r. Click on the **Finish** button

Based on your selections the Chart is now compiled and placed on the current sheet as an object. The Chart will need resizing and moving.



Step 12. Move the Chart down under the spreadsheet so the top left corner starts at cell A12. View the diagram on the next page.

MOVING A CHART

- a. Position the mouse pointer anywhere on the Chart area (the white area)
 - * The mouse pointer will display two crossed double-headed arrows symbolising the move symbol
- b. **Click-drag** the Chart into position



Step 13. Increase the size of the Chart so it is placed between A12 to H27.

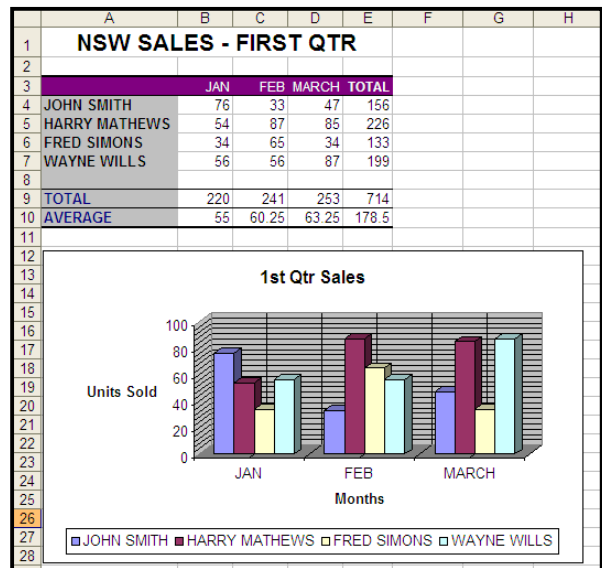
SIZING A CHART

- a. Click on the **Chart border** to call upon the selection markers
- b. Position the mouse pointer on the **bottom right selection marker**
- * The mouse pointer will change into the re-size symbol
- c. **Click-drag** the selection marker **down and out** to cell **H27**

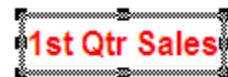
Each part of the Chart can be edited.

Currently you can work with the Spreadsheet itself or the Chart itself.

If your Chart is currently selected the Chart toolbar is displayed on the screen.



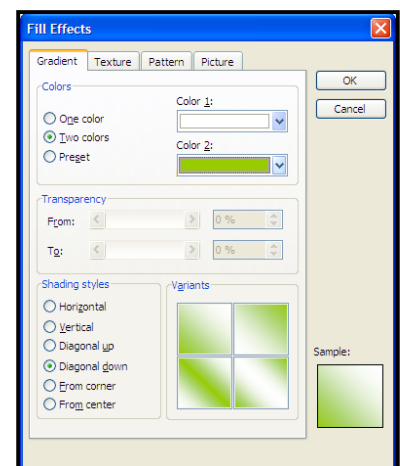
Step 14. Select the Chart title and set the Font Color to Red. (Click on the Chart title to select it, click on the Font Color scroll bar and click on the Red pallet)



Step 15. Select the Chart area itself (Click on a Blank area of the Chart), set the Fill Color to : Fill Effect, Effect = Gradient, Colors = Two Colors, Color 1 = White, Color 2 = Green, Shading Styles = Diagonal Down.

The Chart Toolbar should be displayed if it is not you will need to display it.

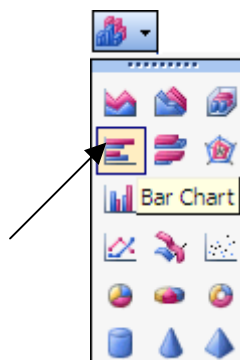
Step 16. Display the Chart Toolbar. (Click on View, click on Toolbars, click on Chart)



Step 17. Set the Chart Type to Bar Chart.

CHART TYPE

- * Have the Chart area selected
- a. Click on the **Chart Type icon** located on the Chart toolbar
- b. Click on the **Bar Chart icon** from the menu provided





The Chart Objects function enables you to identify and select certain areas of the Chart.

Step 18. Select the Category Axis area using the Chart Objects function.

CHART OBJECTS

- a. Click on the **Chart Objects scroll bar** from the Chart toolbar
- b. Click on the **Category Axis** from the menu provided

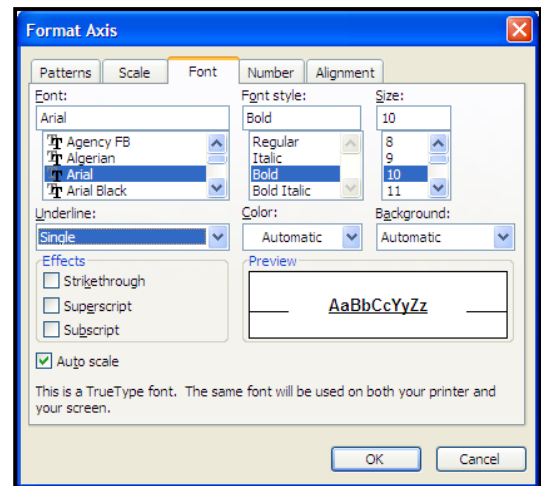


The Format function will relate to the selected Chart object currently being the Category Axis.

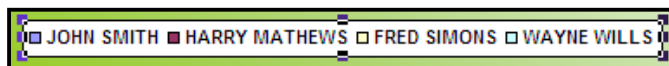
Step 19. Activate the Format function, set the Font to Arial, Font Style to Bold, Size to 10 and the Underline to Single.

FORMAT - FONT

- a. Click on the **Format Axis icon** from the Chart toolbar
- * The **Format Axis window** appears
- b. Click on the **Font tag**
- c. Click on **Arial** in the **Font area**
- d. Click on **Bold** in the **Font Style area**
- e. Click on **10** in the **Size area**
- f. Click on the **Underline scroll bar** and click on **Single**
- g. Click on the **Ok** button



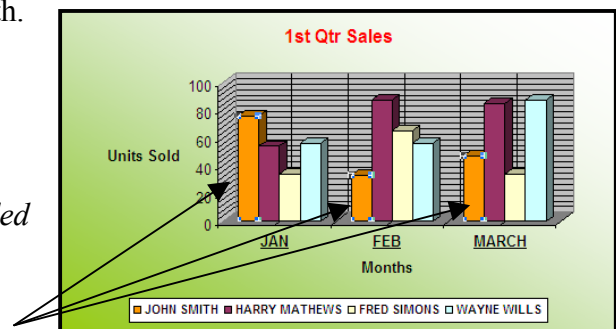
Step 20. Select the Legend and set the Font Size to 8. (Click on the Legend to select it, click on the Font Size icon and select 8)



Step 21. Select all the bars that represent John Smith.

SELECTING BARS

- a. Click on the **Chart Objects scroll bar** from the Chart toolbar
- b. Click on **Series John Smith** from the menu provided
- * Notice all the bars relating to John Smith are selected



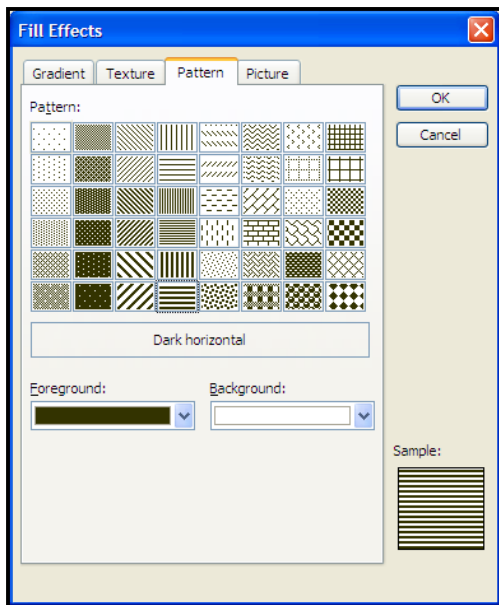
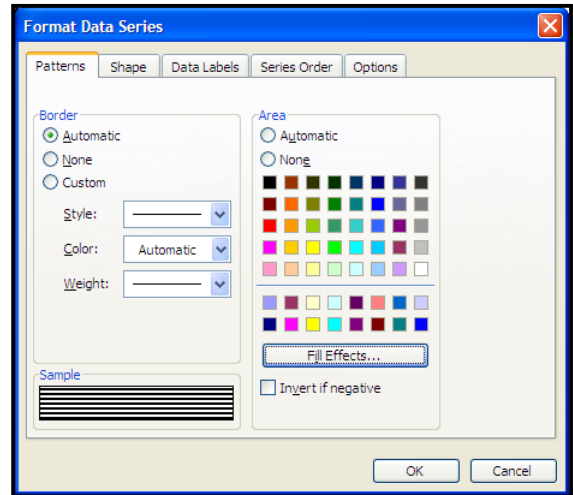


Step 22. Apply the Format function and set the Pattern to : Fill Effect = Patterns, Pattern = Striped Black and White.

FORMAT – PATTERN



- a. Click on the **Format** icon located on the Chart toolbar
- * The **Format Data Series** window appears
- b. Click on the **Patterns** tag at the top
- c. Click on the **Fill Effects...** button
- * The **Fill Effects** window appears
- d. Click on the **Pattern** tag



- e. Click on the **Stripped** pallet in the **Pattern** area
- f. Click on the **Foreground: scroll bar** and click on the **Black** pallet
- g. Click on the **Background: scroll bar** and click on the **White** pallet
- h. Click on the **Ok** button
- * You have returned to the **Format Data Series** window
- i. Click on the **Ok** button

Step 23. Select the bars for Harry Mathews (Click on one of the bars to select all the bars), add a Green Marble Fill Effect. (Follow the steps above, Green Marble is available from the Texture window)

Step 24. Select the sheet. (Click on any cell in the sheet) Perform the Print Preview function. Remove the Gridlines and the Row and Column Headers. (Click on the Set Up button, click on the Sheet tag, click on the Gridlines area to remove the tick, click on the Row and Column Headings area to remove the tick, click on the Ok button)

Step 25. Close the Print Preview.

Step 26. Perform the Save function and call the sheet Chart1, ensure to store it into your folder.

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



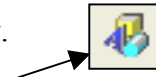
LESSON 4.

Revision of functions taught in the previous lessons.
New Functions: Drawing Arrows, Row & Column Labels

Step 1. Have your computer switched On and run the Excel program. Open the Column Chart 1 sheet.

Step 2. Enter 85 to cell C7 and 65 to cell D7 and notice the Chart bars adjust automatically.

Step 3. Have the Drawing toolbar displayed at the bottom of the window.
(Click on the Drawing icon if it is not displayed)



Step 4. Draw three Arrows leading from Fred Simons name in the Legend to each of his bars as shown in the diagram below.

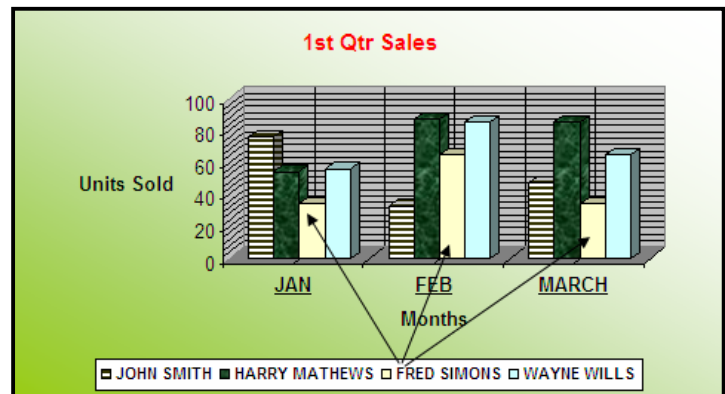
DRAWING AN ARROW



- Click on the **Arrow icon** located on the **Drawing toolbar**
- Click-drag** to draw the arrow from start to finish

Step 5. Select the entire sheet. (Click on the **Select Entire Sheet** area locate top left corner within the label area)

Step 6. Set the Fill Color to Black and the Font Color to White.

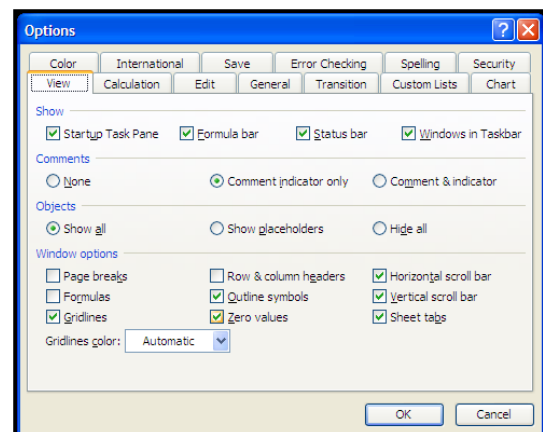


Step 7. Remove the Row and Column labels from the screen.

ROW AND COLUMN LABELS

- Click on **Tools** from the main menu
- Click on **Options** from the next menu
- * The **Options** window appears
- Click on the **View** tag
- Click on **Row and Column Headers** to remove the tick in the **Window Options** area
- Click on the **Ok** button

Step 8. Perform the Save function to re-save your sheet, then close the file.



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



LESSON 5.

Revision of functions taught in the previous lessons.
New Functions: Working with Pie Charts.

Step 1. Switched On the computer and run the Excel program. Open the Column Chart 1 sheet.

Step 2. Return the Row and Column titles to the sheet. (*Click on Tools, click on Options, click on the View tag, click on Row and Column Titles area to insert a tick, click on Ok button*)

Step 3. Go to Sheet 2 and enter the data shown in the diagram to cells A1 to D2.

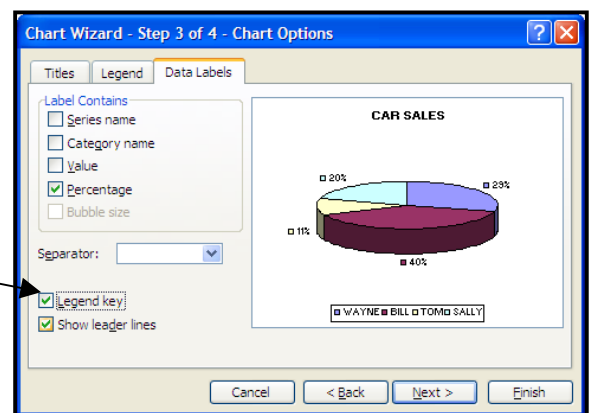
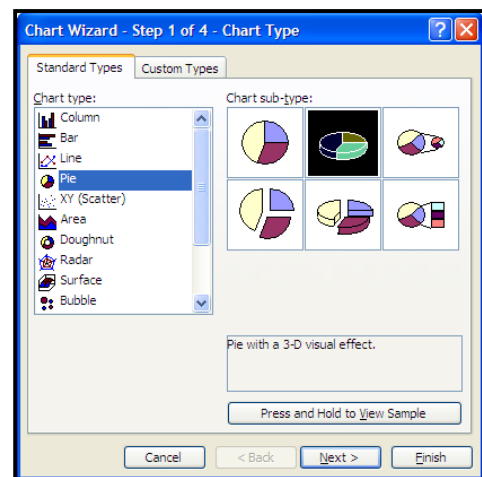
	A	B	C	D
1	WAYNE	BILL	TOM	SALLY
2	89	120	33	62

For this task we wish to compare a small group of totals for each person in a Pie Chart. Each piece of Pie will represent the above amounts for the following people.

Step 4. Select cells A1 to D2 and create a 3D Pie Chart. (View the diagram on the next page)

CREATING A PIE CHART

- Have the data selected that is to be charted
- Click on the **Chart icon** located on the Standard toolbar
- Click on **Pie** in the **Chart Type:** area
- Click on the **Pie 3D** option
- Click on the **Next** button
- The Step 2 of 4 window appears
- Click on **Row** in the **Series in:** area
- Click on the **Next** button
- The Step 3 of 4 window appears
- Click on the **Titles** tag
- Enter '**CAR SALES**' to the **Chart Title** area
- Click on the **Legend** tag
- Click on **Bottom** for the **Placement** area
- Click on the **Data Labels** tag
- Click on **Show Percent** so the percentage is displayed next to each piece
- Click on **Legend key** so each label receives a colour reference
- Click on the **Next** button
- Click on the **As object in sheet** for the Chart location
- Click on the **Finish** button



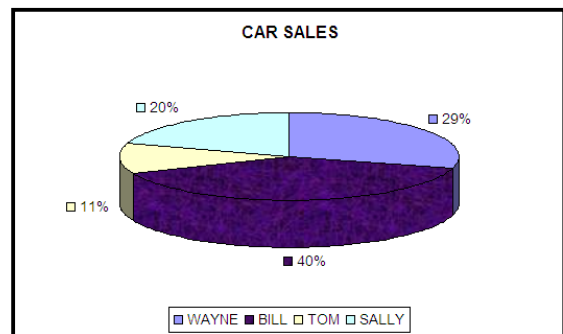


Step 5. Increase the size of the Chart by 2 cm in height and width. (*Position the cursor on any of the selection markers, click-drag out or up*)

Step 6. Select the pie piece belonging to Bill and change the pattern to a purple mesh texture.

EDITING A PIE PIECE

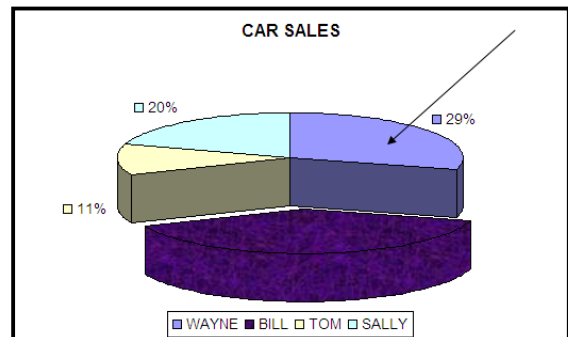
- a. Click on the **Pie piece once** and the total Pie is selected
- b. Click on the **Pie piece again** to select only the piece
 - * The selection markers should surround the piece
- c. **Double-click** on the piece to activate the Format window
 - * The Format Data Point window appears
- d. Click on the **Patterns tag**
- e. Click on the **Fill Effects.....** button
- f. Click on the **Texture tag**
- g. Click on the **Purple mesh** button
- h. Click on the **Ok** button to finalise the texture
- i. Click on the **Ok** button to finalise the format



Step 7. Select the Wayne piece of Pie and explode it from the other pieces.

EXPLODING A PIE PIECE

- a. Click on the **Pie piece once** and the total Pie is selected
- b. Click on the **Pie piece again** to select only the piece (*Notice the selection indicators*)
- c. **Click-drag** the piece out



Step 8. Draw an Arrow pointing to Wayne's piece of Pie. (*Click on the Arrow icon located on the Drawing toolbar, click-drag from start to finish to draw your arrow*)

Step 9. Select the Chart then perform the Print Preview function. Notice only the Chart is displayed. Close the Print Preview.

Step 10. Select the Sheet then perform the Print Preview function. Notice the Sheet with the Chart is displayed.

Step 11. Perform the Save function switch to Sheet 1 and view the Column Chart, then close the sheet.

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



LESSON 6.

Revision of functions taught in the previous lessons.
New Functions: Group & Outline.

Step 1. Run the Excel program.

Step 2. Set up the following sheet as shown.

- * Apply the necessary formatting
- * Calculate the shaded cells using an appropriate Sum Formula and utilise the Copy & Paste function to save time entering the formulas.

Step 3. Save the sheet and call it OUT, ensure to store it in your folder.

Step 4. Select cells A3 to E34.

The Group and Outline function identifies areas depending upon the text, numbers and formulas entered into the sheet. In this situation we have formulas in column E and on rows 12, 23 & 34.

	A	B	C	D	E
1	AUSTRALIA - THIRD QUARTER				
2					
3					
4	NSW	June	July	August	Total
5					
6	Harry Jones	65	67	72	204
7	Simon Patterson	54	54	34	142
8	Milna Evans	38	87	54	179
9	John Davis	65	56	59	180
10	Wayne Elcot	48	65	76	189
11					
12	Total	270	329	295	894
13					
14					
15	QLD	June	July	August	Total
16					
17	Mary Jones	65	45	45	155
18	Sally Evans	54	54	54	162
19	Eddie Uka	54	65	34	153
20	Fred Jones	54	65	43	162
21	Malcom Wilson	54	65	43	162
22					
23	Total	281	294	219	794
24					
25					
26	VIC	June	July	August	Total
27					
28	Joanne Peters	87	65	28	180
29	Robyn Bell	65	66	47	178
30	Select Amery	45	48	65	158
31	Andrew Green	34	92	45	171
32	Bill Little	65	34	76	175
33					
34	Total	296	305	261	862

Step 5. Apply the Group and Outline function.

GROUP AND OUTLINE

- a. Click on **Data** from the main menu
- b. Click on **Group and Outline** from the next menu
- c. Click on **Auto Outline** from the next menu

Notice the Outline market along the top and down the left side of your sheet.

	A	B	C	D	E
1	AUSTRALIA - THIRD QUARTER				
2					
3					
4	NSW	June	July	August	Total
5					
6	Harry Jones	65	67	72	204
7	Simon Patterson	54	54	34	142
8	Milna Evans	38	87	54	179
9	John Davis	65	56	59	180
10	Wayne Elcot	48	65	76	189
11					
12	Total	270	329	295	894



Step 6. Close each of the row outlines.

CLOSE ROW OUTLINES

- a. Click on the **Minus Outline icon** located on the left side of the screen
- * Click on all three of them to close all three outlines



Now you have a summary of each state and their totals for each month.

This is a great function when you only want to view results or working with very large sheets.

	A	B	C	D	E
1	AUSTRALIA - THIRD QUARTER				
2					
3					
4	NSW	June	July	August	Total
5					
12	Total	270	329	295	894
13					
14					
15	QLD	June	July	August	Total
16					
23	Total	281	294	219	794
24					
25					
26	VIC	June	July	August	Total
27					
34	Total	296	305	261	862

Step 7. Close the column outlines.

CLOSE COLUMN OUTLINES

- a. Click on the **Minus Outline icon** located at the top of the screen



Now you have a summary of each state and their totals.

Step 8. Open all the Row outlines.



OPEN OUTLINES

- a. Click on the **Plus Outline icon** for each row outline area

Now you have a summary of each state and their totals for each person.

Step 9. Open the Column outline. Now the total sheet should be displayed.

You are supplied with 2 outline levels for your sheet.

Step 10. Activate Level 1 for the Column outline.

COLUMN OUTLINE - LEVEL 1

- a. Click on the **1 button** located left of the outline area at the top



Step 11. Activate Level 2 for the Column outline.

Step 12. Perform the Save function.

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



LESSON 7.

Revision of functions taught in the previous lessons.
New Functions: Paste Special / Values, Column Chart, Paste Special / Transpose.

Step 1. Switch On the computer and run the MS Excel program. Open the sheet called OUT.

Step 2. Select cells B4 to E4 and perform the Copy function.

Step 3. Go to Sheet 2, select cell B2 and perform the Paste function.

Step 4. Type NSW, QLD and VIC to cells A3 to A5 as shown in the diagram below.

Step 5. Go to Sheet 1, select cells B12 to E12 and perform the Copy function.

Step 6. Go to Sheet 2, select cell B3 and perform the Paste function.

	A	B	C	D	E
1					
2		June	July	August	Total
3	NSW	#REF!	#REF!	#REF!	#REF!
4	QLD				
5	VIC				

Yes, there is a problem as the references for the formulas are not valid.

The copy contains a formula and not a value (entered amount) and as there are no relating cells to produce the result for the formulas a #REF# error occurs.

Step 7. Clear the cells containing the #REF# error message. (*Select cells, click on Edit from the main menu, click on Clear from the next menu, click on All from the next menu*)

Step 8. Go to Sheet 1, select cells B12 to E12 again and perform the Copy function.

Step 9. Go to Sheet 2, select cell B3 and perform the Paste Special \ Values function which will convert the formulas to a value.

PASTE SPECIAL \ VALUES

- Click on **Edit** from the main menu
- Click on **Paste Special** from the next menu
- Click on **Values** in the **Paste area**
- Click on the **Ok** button



Step 10. Go to Sheet 1, select cells B23 to E23 and perform the Copy function.

Step 11. Go to Sheet 2, select cell B4 and perform the Paste Special \ Values function. (*Repeat steps above*)



Step 12. Go to Sheet 1, select cells B34 to E34 and perform the Copy function.

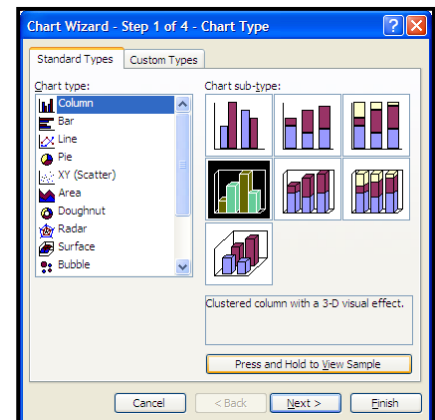
Step 13. Go to Sheet 2, select cell B5 then perform the Paste Special \ Value function.

	A	B	C	D	E
1					
2		June	July	August	Total
3	NSW	270	329	295	894
4	QLD	281	294	219	794
5	VIC	296	305	261	862

Step 14. Select cells A2 to D5 and create a Column Bar Chart.

COLUMN CHART

- Have the data selected that is to be charted
 - Click on the **Chart icon** from the Standard toolbar
 - Click on **Column** in the **Chart type:** area
 - Click on the **3D column** option in the **Chart sub-type:** area
 - Click on the **Next** button
 - Click on the **Columns** option in the **Series in** area
 - Click on the **Next** button
 - Click on the **Title tag** and enter **AUSTRALIA** to the **Title** area and enter **Units Sold** to the **Category (x)** area
 - Click on the **Gridlines tag** and **remove all gridlines**
 - Click on the **Legend tag** and select **bottom** for the **Placement**
 - Click on the **Next** button
 - Click on the **As object in** area to select it
 - Click on the **Finish** button
- * Your chart is compiled



Step 15. Move the Chart to the right of the data so it starts from Column F.

Step 16. Select cells A2 to E5 and perform the Copy function.

Step 17. Select cell A10 and perform the Paste Special/Transpose function which will transpose the column listing into a row listing.

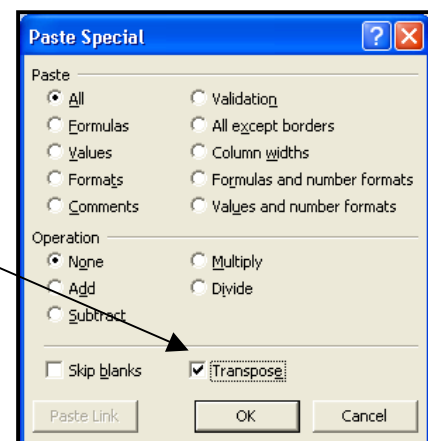
PASTE SPECIAL \ TRANSPOSE

- Click on **Edit** from the main menu
- Click on **Special Paste** from the next menu
- Click on **Transpose** in the **Operation area**
- Click on the **Ok** button

Study your outcome.

Step 18. Perform the Save function.

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





LESSON 8.

Revision of functions taught in the previous lessons.
New Functions: Working with IF Formulas.

Step 1. On a new sheet set up the spreadsheet shown below.

The 'IF' formula referred to as the "if- then-else statement", has the function of returning a result based on the value of the statement: if the statement is true then insert x otherwise if the statement is false then insert y.

if then else
 ↓ ↓ ↓
 =IF(statement, true, false)

Example: If B12 = 100 then 1 else 0 =IF(B12=100,1,0)

	A	B	C	D
1	GROUP	2	3	4
2				
3	2			
4	4			
5	3			
6	3			
7	4			
8	2			
9	4			
10	4			
11	3			
12	4			
13	3			
14				
15	TOTAL			

With this spreadsheet we want to count how many of the numbers on the left are equal to each group.

Step 2. In cell B3 enter a If formula that will check the amount in column A for that row and if the amount is equal to the amount of 2 then the result to be entered is to be 1 as it is true, otherwise it is to be 0 as the result is false.

IF FORMULA

a. In cell B3 type =IF(

=IF(A3=2,1,0)

b. Click on cell A3

c. Type =2,1,0)

* As the statement is true (the amount in cell A3 does equal 2) the result should be 1

Step 3. In cell C3 enter the IF formula =IF(A3=3,1,0) (Type it in as shown)

* As the statement is false (the amount in cell A3 does not equal 3) the result should be 0

Step 4. In Cell D3 enter the formula =IF(A3=4,1,0) (Type it in as shown)

* As the statement is false (the amount in cell A3 does not equal 4) the result should be 0

Step 5. Select cells B3 to D3 and perform the Copy function, then select cells B4 to D13 and perform the Paste function.

Step 6. Apply the Sum formula to each cell of 15 so we know the total for each group.

Notice the results and the amount of time it will save you in filling out this sheet, not to mention the accuracy of the result if the formulas are entered correctly.

Step 7. Save the file and call it 'IF' then close your file.

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



LESSON 9.

Revision of functions taught in the previous lessons.
New Functions: IF Formulas

Step 1. Run the MS Excel program and open the IF sheet.

Step 2. Go to Sheet 2 and set up the following spreadsheet as shown below.

	A	B	C	D
1	OVER 60'S BIG DAY OUT			
2				
3	NAME	AGE	BUS 1	BUS 2
4				
5	MARY FOSTER	75		
6	JOSEPH WILLS	73		
7	MARGARET FLETCHER	72		
8	AMANDA TOWER	83		
9	BILL SIMONS	68		
10	GARY HUMBEL	70		
11	PETER OXFORD	74		
12	MARK LADEL	72		
13	HENRY STARIS	81		
14	WILBA DARLING	67		
15	WILMA BARNES	71		
16	SUSAN BURN	85		
17				
18	TOTAL			
19	BUS TYPE			
20	COST			

Using the If formula we will group all persons 70 years and younger on Bus 1 and all persons over 71 on Bus 2.

Step 3. Move to cell C5 and enter the following formula. **=IF(B5<71,1,0)**
(As it is 70 years and younger we must specify less than 71 to include those who are 70)

Step 4. Take a copy of the formula in cell C5, select cells C6 to C16 and perform the Paste function.

Step 5. In cell C18 enter a Sum formula to calculate the total for that column.

Step 6. Enter the following formula in cell D5. **=IF(B5>70,1,0)**

Step 7. Take a copy of the formula in cell D5, select cells D6 to D16 and perform the Paste function.

Step 8. In cell D18 enter a Sum formula to calculate the total for that column.



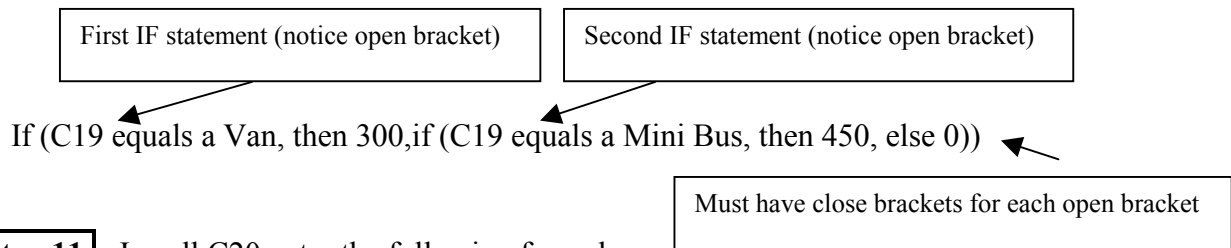
Now that we know how many are in each group, we want the system to identify which type of vehicle Van or Mini Bus should be book for each group. If there are more than 6 we need a mini bus (that means 7 and more) otherwise we need a van for 6 and less.

Note: When **text** is applied to the IF formula inverted commas (“”) at the beginning and ending of the text must be applied.

Step 9. In cell C19 enter the following formula =IF(C18<6,”VAN”, “MINI BUS”)

Step 10. Take a copy of the formula in cell C19, select cell D19 and perform the Paste function.

Often we need to combine two 'If' statements to obtain a result. In this case we need to know what we will be paying. If it is a Van then it is 300 and if it is a Mini Bus then it is 450.



Step 11. In cell C20 enter the following formula.

=IF(C19=“VAN”,300,IF(C19=“MINI BUS”,450,0))

If Statement Then Else If Statement Then Else

Step 12. Take a copy of the formula in cell C20, go to cell D20 and perform the Paste function.

Step 13. Edit the Sheet 2 tag label so it reads 'OVER60'

Step 14. Edit the Sheet 1 tag label so it reads 'GROUP'

Step 15. Perform the Save function.

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

	A	B	C	D
1	OVER 60'S BIG DAY OUT			
2				
3	NAME	AGE	BUS 1	BUS 2
4				
5	MARY FOSTER	75	0	1
6	JOSEPH WILLS	73	0	1
7	MARGARET FLETCHER	72	0	1
8	AMANDA TOWER	83	0	1
9	BILL SIMONS	68	1	0
10	GARY HUMBEL	70	1	0
11	PETER OXFORD	74	0	1
12	MARK LADEL	72	0	1
13	HENRY STARIS	81	0	1
14	WILBA DARLING	67	1	0
15	WILMA BARNES	71	0	1
16	SUSAN BURN	85	0	1
17				
18	TOTAL		3	9
19	BUS TYPE		van	mini bus
20	COST		300	450



LESSON 10.

Revision of functions taught in the previous lessons.
New Functions: Multiple IF Statements within a Formula, Absolute Referencing

Step 1. Run the MS Excel program and set up the following spreadsheet shown on the next page. (Do not enter the data in the shaded cells as the amounts are the result from a formula)

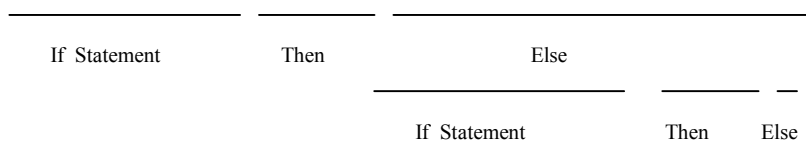
- Center sheet title across cells A1 to E1 using the Merge and Center function
- Apply the Center and Wrap (*Format/Cell/Align/Wrap*) functions to the column titles
- Widen the column widths where necessary
- Apply the Percentage & Currency format where necessary

Step 2. In cell D10 enter an IF formula to calculate the Discount.

If the code equals Red then multiply the price with the discount in cell B4, else if the code equals Green then multiply the price with the discount in cell B5, else (if none of these statements are true) enter a zero.

This IF statement includes another IF statement in the else part of the first IF statement.

=IF(B10="RED",C10*B4,IF(B10="GREEN",C10* B5,0))



As well as entering the formula directly you can also use the mouse to select cells to ensure you include the correct cells.

IF FORMULA

- a. Click in cell **D10** and type **=IF(**
- b. Click on cell **B10** and type **"RED",**
- c. Click on cell **C10** and type ***B4,IF(**
- d. Click on cell **B10** and type **"Green",**
- e. Click on cell **C10** and type ***B5,0))**
- f. Press the **Enter** key

Step 3. Take a copy of the formula in cell D10, select cells D11 to D15 then perform the Paste function. **Yes there is a problem.** Click on cell D11 and to trouble shoot and discover the problem.

An Absolute Reference must be applied to the cell reference of B4 and B5 so that no matter where in the sheet if the result is one or the other it will refer to the correct discount. An Absolute Reference is applied by adding the \$ symbol in front of the row and column reference within the formula.



Step 4. Select cells D11 to D15 and perform the Clear / All function. (*Select cells, click on Edit, click on Clear, click on All*)

Step 5. Edit the formula in cell B10 and apply an Absolute Reference to the B4 and B5 references.

ABSOLUTE REFERENCING

```
=IF(B10="RED",C10*$B$4,IF(B10="GREEN",C10*$B$5,0))
```

- a. Click on cell **B10**
- b. Press the **F2** key to open the cell
- c. Click **in front** of the reference **B4**
- d. Press the **F4** key to add an Absolute Reference
- e. Click **in front** of the **B5**
- f. Press the **F4** key to add an Absolute Reference
- g. Press the **Enter** key

The result should be 1800. If your result is incorrect check the formula for errors. Check each comma, bracket, any unwanted spaces, etc.

Step 6. Take a copy of the formula in cell D10, select cells D11 to D15 and perform the Paste function. Run over the cells and read the formulas and notice the Absolute References applied to each row.

Step 7. Calculate the Totals for Column E and Row 17 using the Sum formula.

	A	B	C	D	E
1	STAFF DISCOUNTS				
2					
3	DISCOUNTS				
4	RED	12%			
5	GREEN	14.50%			
6					
7					
8	COMPANY	CODE	PURCHASE AMOUNT	DISCOUNT	TOTAL
9					
10	AV JENNINGS	RED	\$ 15,000.00	\$ 1,800.00	\$ 13,200.00
11	HINES BUILDING PTY LTD	RED	\$ 34,000.00	\$ 4,080.00	\$ 29,920.00
12	WILKINS BUILDERS	GREEN	\$ 15,000.00	\$ 2,175.00	\$ 12,825.00
13	CLASS HOME DESIGNS	GREEN	\$ 34,000.00	\$ 4,930.00	\$ 29,070.00
14	TT TRADERS	RED	\$ 76,900.00	\$ 9,228.00	\$ 67,672.00
15	MITRE BUILDING CO.	RED	\$ 24,500.00	\$ 2,940.00	\$ 21,560.00
16					
17	TOTAL		\$ 199,400.00	\$ 25,153.00	\$ 174,247.00



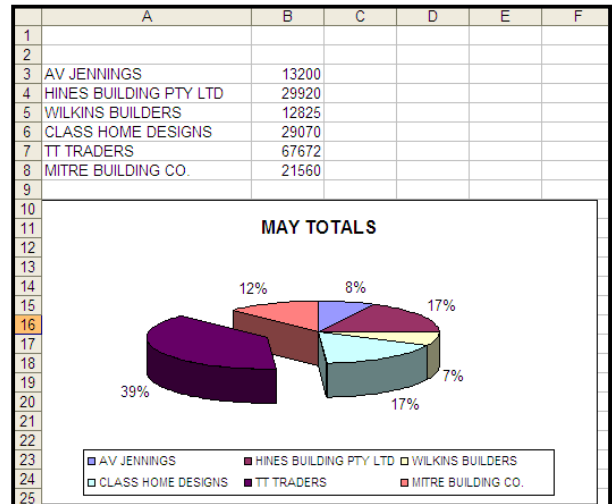
Step 8. Select the Company names in cells A10 to A15 and perform the Copy function. Go to Sheet 2, select cell A3 and perform the Paste function. Widen the column as necessary.

Step 9. Go to Sheet 1, select cells E10 to E15 and perform the Copy function. (Remember these cells contain a formula)

Step 10. Go to Sheet 2, select cell B3 and apply the Paste Special - Value function. (Click on Edit, click on Paste Special, click on Value, click on the Ok button)

Step 11. Create a 3D Pie Chart, Chart Title = May Totals, Legend = Bottom, Labels = Percentages.

Step 12. Move the Chart to the left under the data area, select the Legend and set the Font Size to 8, select the TT Traders Pie piece and explode it.



Step 13. Have the Sheet activated and perform the Print Preview function to view the Sheet with the Chart.

Step 14. Activate the Page Setup function and add the Date, Time and File Name to the Footer Middle area. Add your Name to the Header Left area. Close the Print Preview.

Step 15. Save the spreadsheet and call it 'STAFF DISCOUNTS'.

Step 16. Enter the text Bonus to cell C1. In cell C3 enter an IF formula that will determine whether they receive a bonus of \$200 or not based on the statement.

If the Amount in column B is greater than 19,999 then 200, else zero

Step 17. Perform the Copy function, select cells D4 to D8 and perform the Paste function.

Step 18. Apply the Sum formula to cell C2 to discover the total of the Bonuses.

Step 19. Perform the Save function.

	A	B	C
1			Bonus
2			800
3	AV JENNINGS	13200	0
4	HINES BUILDING PTY LTD	29920	200
5	WILKINS BUILDERS	12825	0
6	CLASS HOME DESIGNS	29070	200
7	TT TRADERS	67672	200
8	MITRE BUILDING CO.	21560	200

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



LESSON 11.

Revision of functions taught in the previous lessons.
New Functions: COUNTIF, COUNT, COUNTBLANK Formula, SUMIF Formula

- Step 1.** Run the Excel program and set up the following sheet shown in the diagram below. Identify and use the necessary functions. (Bold, Center, Merge and Center, Size, etc) Do not enter the amounts to the shaded cells B13 to D16 as they are the result of a formula.

We want to know how many people have Blue eyes using the CountIf formula. In this case we only have 8 entries, imagine having 800 entries and how this formula could save you time and ensure accuracy.

The CountIf formula will count how many cells are equal to the criteria from the specified range of cells.

COUNTIF(range,criteria)

- Step 2.** In cell B13 apply the =CountIf formula where the range of cells is B4 to B11 and the criteria to Blue.

COUNTIF FORMULA

- In cell **B13** type =**COUNTIF**(
- Click-drag over cells **B4 to B11**
- Press the **,** key (comma)
- Type "**Blue**") (include the " markers)
- Press the **Enter** key

=COUNTIF(B4:B11,"BLUE")

Exclamation markers must be applied to text in the criteria area of the formula.

	A	B	C	D
1	DATA RESEARCH			
2				
3		Eyes	Age	Retired
4	Sam Jones	Brown	34	
5	June Long	Green	54	1
6	Evon Yates	Green	65	1
7	Sally Peters	Blue	56	
8	Mary Simons	Grey	78	1
9	Andrew Hope	Brown	14	
10	Julie David	Brown	21	
11	Malcolm Scott	Green	50	
12				
13	Blue Eyes	1	5	3
14	Green Eyes	3	1	5
15	Brown Eyes	3	7	
16	Grey Eyes	1		

- Step 3.** In cell B14 find out how many have Green eyes using the CountIf formula.

- Step 4.** In cell B15 find out how many have Brown eyes using the CountIf formula.

- Step 5.** In cell B16 find out how many have Grey eyes using the CountIF formula.

- Step 6.** In cell B9 change the colour from Brown to Blue and notice the changes to the results of the cells that contain the CountIf formula.

The criteria in the CountIf formula can be an expression as we will now demonstrate.



Step 7. In cell C13 apply the CountIf formula to count how many are at a age of 50 years and over.

COUNTIF

- a. In cell C13 type =COUNTIF(
- b. Click-drag over cells C4 to C11
- c. Press the , key (comma)
- d. Type ">49" (include the " markers)
- e. Press the) key (close bracket)
- f. Press the **Enter** key

```
=COUNTIF(C4:C11,">49")
```

Step 8. In cell C14 find out how many are equal to 34. =COUNTIF(C4:C11,"=34")

Step 9. In cell C15 find out how many are less then 75. =COUNTIF(C4:C11,"<75")

The Count formula will do a straight forward count of how many cells contain a number.

Step 10. In cell D13 apply the Count formula to count how many have retired.

COUNT FORMULA

- a. In cell D13 type =COUNT(
- b. Click-drag over cells D4 to D11
- c. Press the) key (close bracket)
- d. Press the **Enter** key

```
=COUNT(D4:D11)
```

The CountBlank formula will count of how many cells do not contain a number.

Step 11. In cell D14 apply the CountBlank formula to count how many cells contain a blank cell for the range between D4 to D11.

COUNTBLANK

- a. In cell D14 type =COUNTBLANK(
- b. Click-drag over cells D4 to D11
- c. Press the) key (close bracket)
- d. Press the **Enter** key

```
=COUNTBLANK(D4:D11)
```

Step 12. Change the tag title for Sheet 1 to read Data.

Step 13. Change the tag title for Sheet 2 to read Results.

Step 14. Delete Sheet 3. (Go to Sheet 3, click on Edit, click on Delete Sheet, click on the Ok button)



- Step 15.** Go to the Data sheet and select cells A13 to B16 and apply the Copy function. Remember the cells contain a formula.
- Step 16.** Go to the Results sheet, select cell A4 and apply the Paste Special / Value function.
- Step 17.** As the cells are selected apply the Copy function again.
- Step 18.** Select cell A10 and apply the Paste Special / Transpose function, keep the text selected and apply the Column / AutoFit Selection function to adjust the column widths. (*Click on Format, click on Column, click on AutoFit Selection*) Apply the Center and Bold functions.
- Step 19.** Remove the selection. (*Press the Escape key*)
- Step 20.** Insert a new sheet. (*Click on Insert, click on Worksheet*)
- Step 21.** Set up the following into your new sheet. Do not enter the amounts to cells B13 to B15.
- Step 22.** Go to cell B13.

	A	B
1		
2		
3		
4	John	155
5	Paul	190
6	John	60
7	Paul	72
8	Frank	155
9	John	187
10	Paul	56
11		
12	Totals	
13	Paul	318
14	John	402
15	Frank	155

We want to present the total of all Paul's sales from the list shown in the diagram. The SUMIF formula will look up a range of cells, match them to a criteria and sum the amounts from another range where the criteria is a match. SUMIF(range,criteria,sum_range)

- Step 23.** Add up all the totals for Paul's sales using the SUMIF formula.

SUMIF FORMULA

=SUMIF(A4:A10,"PAUL",B4:B10)

- In cell **B13** type **=SUMIF(**
- Click-drag over cells **A4 to A10** to specify the range to look up
- Press the **,** key (comma)
- Type **"Paul"**, to specify the criteria don't forget the comma
- Click-drag over cells **B4 to B10** to specify what amounts to sum
- Press the **)** key (close bracket)
- Press the **Enter** key

- Step 24.** In cell B14 add up all the totals for John's sales using the SUMIF formula.
- Step 25.** In cell B15 add up all the totals for Frank's sales using the SUMIF formula.
- Step 26.** Perform the Save function and call the Workbook Count.

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



LESSON 12.

Revision of functions taught in the previous lessons.
New Functions: Conditional Formatting, Working with Templates.

Step 1. Set up the following sheet as shown in this diagram.

- Enter the spreadsheet title to cell A1, select cells A1 to E1 and apply the Center and Merge function. Set the Font Size to 16.
- In cell B7 enter a formula to calculate the Spending =sum(B12:E28)
- In cell B8 enter a formula to calculate the Wages =sum(B31:E38)
- In cell B9 enter a formula to calculate the Remaining being the Budget minus the Spending and Wages. =B6-B7-B8
- Select cells B7 to B9 and apply the Currency format
- Add a blue colour to all cells that are shaded in the diagram. This will inform us of which areas we can enter data to
- Apply the necessary functions such as borders, bolding, underlining, etc.
- Select cells B12 to E38 and apply the Currency format.

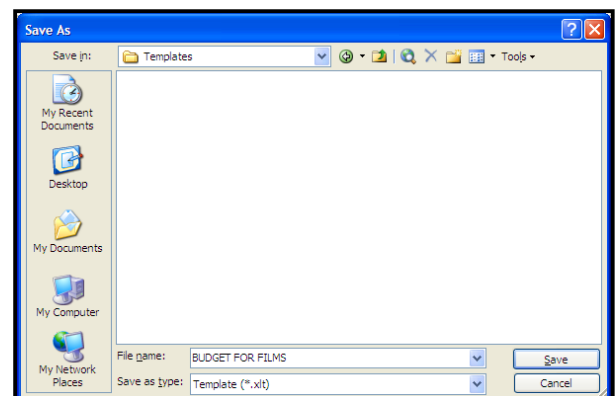
This sheet is now predesigned with formatting and formulas to assist us with accuracy, we want this sheet to be a standard for all members to use for their budget film reports. We will save the sheet as a Template type which will not allow for this sheet to be overwritten thus keeping its original setup.

Step 2. Save the sheet as a Template, call the template BUDGET FOR FILMS.

	A	B	C	D	E
1	BUDGET FOR TV PRODUCTION				
2					
3	PROGRAM:				
4	START DATE:				
5	FINISH DATE:				
6	BUDGET:				
7	SPENDING:	0			
8	WAGES:	0			
9	REMAINING:	0			
10					
11	Expenses:	Show	Extras 1	Extras 2	Other
12	Location				
13	Costume				
14	Wardrobe				
15	Scene				
16	Special Effects				
17	Lighting				
18	Make-up				
19	Props				
20	Accessories				
21	Film				
22	Miscellaneous				
23	Transport				
24	Couriers				
25					
26					
27					
28					
29	WAGES:				
30	NAMES:				
31					
32					
33					
34					
35					
36					
37					
38					

CREATING A TEMPLATE

- a. Click on **File** from the main menu
- b. Click on **Save As** from the next menu
- c. Click on the **Save as type** down scroll bar and select **Template**
- d. Enter **BUDGET FOR FILMS** in the **Filename** area
- * Notice that automatically the **Template** folder has become the selected folder
- e. Click on the **Save** button



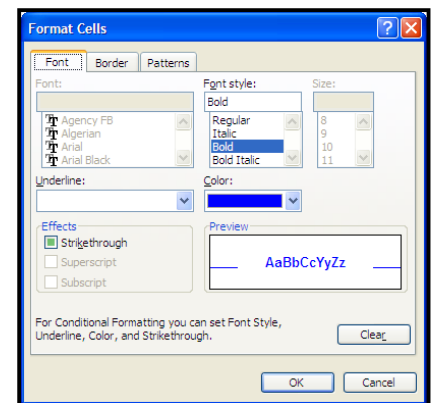
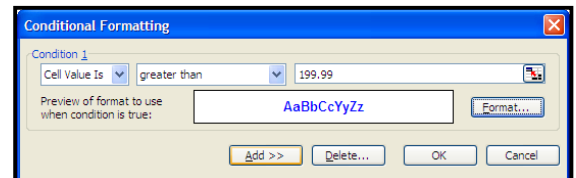


We will apply the Conditional Formatting function to rows 12 to 28. The condition is that if any amounts are greater than \$199.99 we want them to be highlighted in a Bold/Blue colour as they will need to be approved.

Step 3. Select rows 12 to 28 then apply a Conditional Formatting that will format any amounts greater than \$199.99 to have a blue bold colour for easy recognition.

CONDITIONAL FORMATTING

- a. Have the cells selected which the condition is to be applied to
- b. Click on **Format** from the main menu
- c. Click on **Conditional Formatting** from the next menu
- * The Conditional Formatting window appears
- d. Click on the **Condition 1 expression scroll bar** and select **greater than** from the menu provided
- e. Enter **199.99** to the criteria area
- f. Click on the **Format** button
- * The Format Cells window appears
- g. Click on the **Colour scroll bar** and select **Blue**
- h. Click on **Bold** in the **Font Style** area
- i. Click on the **Ok** button to accept the Format Cells
- j. Click on the **Ok** button to finalise the Conditional Formatting



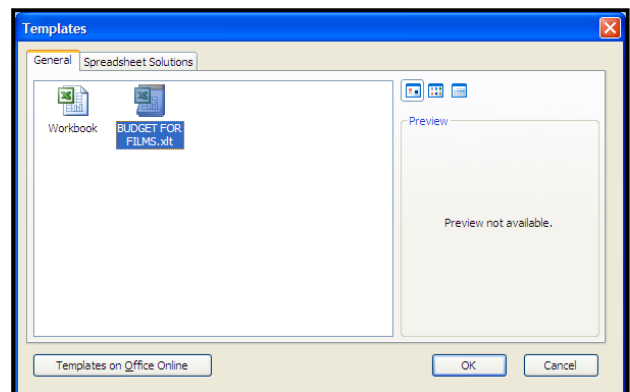
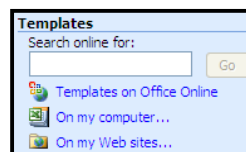
Step 4. Ensure all is 100% correct, then perform the Save function and close the sheet.

Now it is time to create a Budget Report for a production called Play School. We will use the Budget for Film template to do so.

Step 5. Open the Template called BUDGET FOR FILM.

OPENING A TEMPLATE

- a. Click on **File** from the main menu
- b. Click on **New** from the next menu
- * The Task Panel is displayed on the right
- c. Click on the **On my Computer** option from the **Templates** area on the Task Panel on the right
- * The Templates window appears
- d. Click on the **BUDGET FOR FILM** icon
- e. Click on the **Ok** button
- * Your template is now presented on the screen, it is given a new name to not overwrite the original Budget for Film file. Notice it is called Budget for Film1





- Step 6.** Enter the following data shown below to the shaded cells. Do not enter data into cells that contain a formula. Notice all amounts over \$199.99 are displayed in a bold blue colour.

	A	B	C	D	E
1	BUDGET FOR TV PRODUCTION				
2					
3	PROGRAM:	PLAYSCHOOL			
4	START DATE:	1/06/2007			
5	FINISH DATE:	1/06/2008			
6	BUDGET:	\$ 190,000.00			
7	SPENDING:	\$ 1,663.00			
8	WAGES:	\$ 8,730.00			
9	REMAINING:	\$ 179,607.00			
10					
11	Expenses:	Show	Extras 1	Extras 2	Other
12	Location	\$ 230.00			
13	Costume	\$ 134.00	\$ 80.00		
14	Wardrobe	\$ 65.00			
15	Scene	\$ 120.00	\$ 540.00		
16	Special Effects	\$ 80.00			
17	Lighting	\$ 15.00	\$ 15.00	\$ 15.00	
18	Make-up	\$ 30.00			
19	Props	\$ 145.00			
20	Accessories	\$ 44.00	\$ 12.00		
21	Film	\$ 85.00			
22	Miscellaneous				
23	Transport				
24	Couriers	\$ 16.00	\$ 11.00	\$ 14.00	\$ 12.00
25					
26					
27					
28					
29	WAGES:				
30	NAMES:				
31	Joanne Hamilton	\$ 960.00	\$ 570.00		
32	Barry Peers	\$ 1,200.00	\$1,200.00		
33	David Sprout	\$ 2,400.00	\$2,400.00		
34					

- Step 7.** On completion perform the Save function and call the workbook PLAYSCHOOL BUDGET.

- Step 8.** Close the sheet.



Step 9. We need to create another budget report for another film, call upon the BUDGET FOR FILM template, enter the following data to the shaded cells shown below.

	A	B	C	D	E
1	BUDGET FOR TV PRODUCTION				
2					
3	PROGRAM:	4 Corners			
4	START DATE:	1/01/2006			
5	FINISH DATE:	1/01/2008			
6	BUDGET:	\$ 420,000.00			
7	SPENDING:	\$ 83,384.00			
8	WAGES:	\$ 26,640.00			
9	REMAINING:	\$ 309,976.00			
10					
11	Expenses:	Show	Extras 1	Extras 2	Other
12	Location	\$ 230.00	\$ 6,870.00		
13	Costume				
14	Wardrobe	\$ 680.00	\$ 450.00	\$ 1,200.00	
15	Scene				
16	Special Effects	\$ 1,700.00	\$ 2,100.00		
17	Lighting	\$ 200.00	\$ 430.00	\$ 420.00	
18	Make-up	\$ 45.00			
19	Props				
20	Accessories				
21	Film	\$ 600.00			
22	Miscellaneous	\$ 1,300.00			
23	Transport	\$ 24,000.00	\$ 35,700.00		
24	Couriers	\$ 18.00	\$ 29.00	\$ 33.00	
25	Accommodation	\$ 1,500.00	\$ 1,850.00	\$ 1,800.00	
26	Meals/Travel	\$ 940.00	\$ 1,289.00		
27					
28					
29	WAGES:				
30	NAMES:				
31	Mick Durance	\$ 5,200.00	\$ 350.00		
32	Sally Goodman	\$ 3,600.00	\$ 420.00	\$ 420.00	
33	Joanne Hanes	\$ 4,800.00			
34	Fillis Low	\$ 3,290.00			
35	Jeff Ballwyn	\$ 1,600.00			
36	Jennifer White	\$ 880.00			
37	John Parker	\$ 5,200.00	\$ 880.00		

Step 10. Perform the Save function and call the workbook 'FOUR CORNERS BUDGET'.

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



LESSON 13.

Revision of functions taught in the previous lessons.

New Functions: Linking Cells, Saving multiple files into a Workbook, Window / Arrange / Cascade.

Pretend that you are working for a firm which deals with buying and selling shares. Currently 180,000 OPF shares are available at a good price but only if all are purchased in one lump sum. You have three sales representatives in different states who will need to report to you with sale results so you can purchase the 180,000 shares asap. Each sales representative will have a spreadsheet stored in their folder on the network which you have access to. In order to unify the reporting you will set them up with a template they can work with.

Step 1. Create the following template shown below. Enter a formula in cell D5 that will sum all entries made to cells B5 to B25. =SUM(B5:B25) So we are allowing for 20 entries.

	A	B	C	D	E
1	OPF SALES				
2					
3	Company Name	Share Sales			
4					
5			Total	0	
6					

Step 2. Save the sheet as a Template and call it OPF. (Click on File, click on Save, click on the Save as Type scroll bar and select Template, enter OPF into the Filename area, notice the Template Folder is selected, click on the Ok button) Close the sheet.

Pretend that you have emailed a notice to all sales staff that the template is now available for their reporting.

Now pretend that you are the first sales person called John Fisher who needs to fill in a report as he has made some OPF sales.

Step 3. Call upon the OPF template. (Click on File, click on New, click on the On My Computer link from the Template area on the right, click on the OPF Template, click on the Ok button) Edit the title and enter the data as shown below.

	A	B	C	D
1	JOHN FISHER - OPF SALES			
2				
3	Company Name	Share Sales		
4				
5	Northwest Airlines	760	Total	4380
6	Paul Cooper and Sons	900		
7	Willis Pty Ltd	400		
8	Mug Automobil Services	1600		
9	Power & Associates	720		

Step 4. Perform the Save function and call the sheet OPF-John Fisher, ensure to save it into your folder then close the sheet.



Pretend that you are the second sales person called Patrick Ward and you need to report your sales for the OPF shares.

Step 5. Call upon the OPF template. Edit the title and enter the data as shown below.

Step 6. Perform the Save function and call the sheet OPF-Patrick Ward, ensure to store it in your folder then close the sheet.

	A	B	C	D
1	PATRICK WARD - OPF SALES			
2				
3	Company Name	Share Sales		
4				
5	MTE Communicators	150	Total	5290
6	Long Hill & Associates	1200		
7	Woolan Pty Ltd	1540		
8	Computer Source	450		
9	JH & TH Enterprises	900		
10	Parker & Sons Pty Ltd	800		
11	Generators Inc.	250		

Pretend that you are the third sales person called Mary Sinos and you need to report your sales for the OPF shares.

Step 7. Call upon the OPF template. Edit the title and enter the data as shown below.

Step 8. Perform the Save function and call the file OPF-Mary Sinos, ensure to store it in your folder then close the sheet.

	A	B	C	D
1	MARY SINOS - OPF SALES			
2				
3	Company Name	Share Sales		
4				
5	Halker & Associates	585	Total	2915
6	William Piper Constructions	330		
7	Ian Walker Buiders	1200		
8	John Tyler Roofing	800		

Now you want your own sheet that will read the Total amounts in cell D5 from each of these sheets. For this task you must know where each report is located. (they should all be in your folder)

Step 9. Call upon a new sheet (*Click on the New icon*) and set it up as shown below.

	A	B	C	D	E
1	OPF TOTAL SALES				
2					
3	Sales Representatives:	Units Sold			
4					
5	John Fisher				
6	Patrick Ward				
7	Mary Sinos				
8					
9	TOTAL				

Step 10. Save the sheet and call it OPF-Total Shares.

We will gather the totals from each sales rep. into this sheet.

Step 11. Open all the files: OPF-Patrick Ward, OPF-Mary Sinos, OPF-John Fisher and OPF-Total Share. Have the OPF-Total Share sheet displayed on the screen.



We currently have all the sheets in the one folder on our system, normally these files would be in different folders on different systems.

Step 12. Check that all files are opened. (*Click on Window from the main menu and view the List of active files*) Cancel the Window menu. (*Press the Escape key twice*)

Step 13. In cell B5 apply a Link formula that will add the amount of Total Share Sales in cell (D5) from the OPF-John Fisher sheet to cell B5 in the OPF-Total Share file.

LINKING CELLS

- a. Click in cell **B5** (*In the OPF-Total Share sheet*)
- b. Press the = key
- c. Switch to the file **OPF-John Fisher** (*click on Window, click on File*)
- d. Click on cell **D5**
- e. Press **the Enter key**
- * Notice that you have returned to the file *OPF-Total Share file*
- * Read the formula in the cell

Step 14. In cell B6 apply a Link formula that will add the amount from cell D5 in the OPF-Mary Sinos file to cell B6 in the OPF-Total Share file. (*Click on cell B6 (In the OPF-Total Share sheet), press the = key, switch to file OPF-Mary Sinos, click on cell D5, Press the Enter key*)

Step 15. In cell B7 apply a Link formula to cell B7 and link the result from cell D5 in the OPF-Patrick Wards file to cell B7 in the OPF-Total Share file.

Step 16. In cell B9 apply an appropriate Sum formula. Add the data to cells A10, A11 and B10 as shown in the diagram below. In cell B11 enter a formula that will subtract the Total from the Total Required.

Step 17. Perform the Save function to ensure the formulas area saved, take note of the total amount of shares, then close the sheet.

	A	B	C	D	E
1	OPF TOTAL SALES				
2					
3	Sales Representatives:	Units Sold			
4					
5	John Fisher	4380			
6	Patrick Ward	5290			
7	Mary Sinos	2915			
8					
9	TOTAL	12585			
10	Total Required	180000			
11	Remaining to achieve	167415			



Step 18. Close all the other files.

Step 19. Open the OPF-John Fisher file and add the following sales to it, notice the total in cell D5 has changed, perform the Save function and close the sheet.

10	John Littelton & Sons	160
11	MVS Pty Ltd	2500
12	Long Friends Association	1200

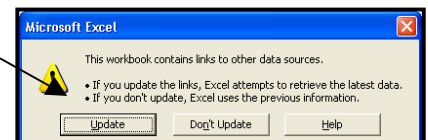
Step 20. Open the OPF-Total Share file and notice that total amounts have been automatically updated for the John Fisher amount. This sheet is now giving you the most up-to-dated details.

Step 21. Open the file OPF-Patrick Ward and add the following sales to it, perform the Save function to re-save the changes to the sheet.

12	Merrylands Lions Club	750
13	Left Hall Pty Ltd	500
14	AQL Inc & Associates	420

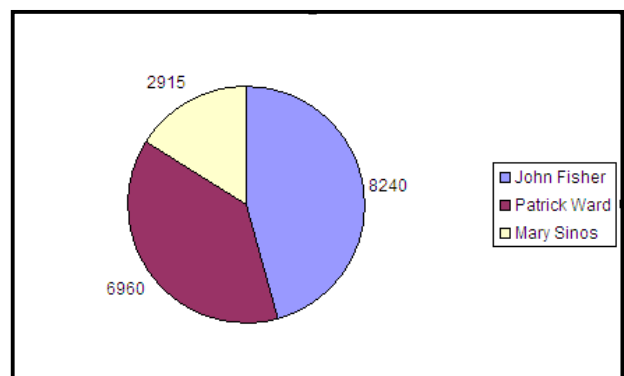
Step 22. Switch to the OPF-Total Share sheet and notice that the total of units sold for Patrick Ward is automatically updated.

* Should the following window appear, click on the Update button



Step 23. Create a Pie Chart that will show each sales person and their sold unit amount.

Step 24. Have the Pie Chart selected (*Double-click in it*), perform a Print Preview and notice that only the Pie Chart is presented on the print. Cancel the Print Preview.



Step 25. Click on any cell in the sheet so the Chart is not selected, perform a Print Preview and notice that both the sheet and Pie Chart is present on the page. Cancel the Print Preview

Step 26. Perform the Save function.



As we often need to work with the files OPF-Patrick Ward, OPF-John Fisher, OPF-Mary Sinos and OPF-Total Share we will create what is called a Workspace file which will open all the above files at the one time. A Workspace file has the extension XLW.

Step 27. Open the above mentioned four sheets. Check that they are all opened. (*Click on Window from the main menu and view the filenames*)

Step 28. Save all the opened files to a Workspace.

SAVING FILES INTO A WORKSPACE

- Click on **File** from the main menu
- Click on **Save to Workspace** from the next menu
- Enter the filename **OPF** into the **Filename area**
- Click on the **Save** button

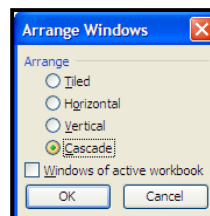
Step 29. Close all files. You will need to do them one at a time. If a message appears click on the Yes button.

Step 30. Open the OPF.XLW file. (*Click on the Open icon, click on OPF file, should the Update files window appear, click on Update*)

Step 31. Set the Window display to Cascade.

WINDOW - ARRANGE CASCADE

- Click on **Window** from the main menu
- Click on **Arrange** from the next menu
- Click on the **Cascade** option
- Click on the **Ok** button



You can add files to the Workspace by opening all the files required to be stored within the Workspace then perform the Save to Workspace function again.

Step 32. Close all files. (They must be closed one at a time). Exit the Excel program.

	A	B	C	D
1	MARY SINOS - OPF SALES			
2				
3	Company Name	Share Sales		
4				
5	Halker & Associates	585	Total	2915
6	William Piper Constructions	330		
7	Ian Walker Builders	1200		
8	John Tyler Roofing	800		
9				

Congratulations! You have finished with your lessons, now it is time to put your new skills to work and build your confidence by completing the following assignments.





CONFIDENCE BUILDING ASSIGNMENTS

This section is designed to put your new skills to work, giving you the opportunity to recognise your spreadsheeting abilities. The assignments will build your confidence in working the program functions and enhance your spreadsheeting application knowledge.

- ✓ Fill/Series
- ✓ WorkBook Settings
- ✓ AutoFilter
- ✓ Filter Data
- ✓ Filter All
- ✓ Inserting Pictures
- ✓ Page Break View
- ✓ Resizing a Picture
- ✓ Normal View
- ✓ Custom Filters
- ✓ Filter Blank
- ✓ Filter Sort
- ✓ Formula View
- ✓ AutoFormat
- ✓ Headers and Footers
- ✓ Clear Formats
- ✓ Creating a Chart
- ✓ Moving & Sizing a Chart
- ✓ Chart Type
- ✓ Chart Objects
- ✓ Chart Fonts
- ✓ Selecting Bars
- ✓ Chart Bar Patterns
- ✓ Drawing Arrows
- ✓ Row & Column Labels
- ✓ Pie Charts
- ✓ Editing a Pie Piece
- ✓ Exploding a Pie Piece
- ✓ Group & Outline
- ✓ Close & Open Outlines
- ✓ Outline Levels
- ✓ Paste Special / Values
- ✓ Column Chart
- ✓ Paste Special / Transpose
- ✓ If Formula
- ✓ Absolute Referencing
- ✓ CountIf formula
- ✓ Count formula
- ✓ CountBlank formula
- ✓ Sumif formula
- ✓ Creating a Template
- ✓ Conditional Formatting
- ✓ Opening a Template
- ✓ Link Formula
- ✓ Saving files into a WorkSpace
- ✓ Arrange Windows Cascade



ASSIGNMENT 1:

Step 1. Open the Fill sheet, go to the APRMAYJUN sheet and enter the following data.

Step 2. Apply the Autofilter function to the data.

	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						\$ 1,691.2	\$ 40.8	\$ 1,242.0	\$ 5,187.0	\$ 471.4	\$ 430.7
6	APRIL	Sales	Income	Chqs	GST		\$ -		\$ 235.00	\$ 21.36	
7	APRIL	Sales	Income	Chqs	GST		\$ -		\$ 1,145.00	\$ 104.09	
8	APRIL	Telstra	Phone	DD	GST	\$ 56.80	\$ 5.16			\$ -	
9	APRIL	Ampol	Car - Fuel	MC	GST	\$ 12.80	\$ 1.16			\$ -	
10	APRIL	itXpress	Internet Serv.	DD	GST	\$ 29.95	\$ 2.72			\$ -	
11	APRIL	Ampol	Car - Fuel	MC	GST	\$ 21.50	\$ 1.95			\$ -	
12	APRIL	L S Holdings	Rent	Chqs	N/A	\$ 400.00		\$ 400.00		\$ -	
13	APRIL	Account Fees	Bank	DD	N/A	\$ 14.00		\$ 14.00		\$ -	
14	MAY	Sales	Income	Chqs	GST		\$ -		\$ 468.00	\$ 42.55	
15	MAY	Sales	Income	Chqs	GST		\$ -		\$ 399.00	\$ 36.27	
16	MAY	Telstra	Phone	DD	GST	\$ 66.50	\$ 6.05			\$ -	
17	MAY	Account Fees	Bank	DD	N/A	\$ 14.00		\$ 14.00		\$ -	
18	MAY	itXpress	Internet Serv.	DD	GST	\$ 29.95	\$ 2.72			\$ -	
19	MAY	BP	Car - Fuel	MC	GST	\$ 11.90	\$ 1.08			\$ -	
20	MAY	L S Holdings	Rent	Chqs	N/A	\$ 400.00		\$ 400.00		\$ -	
21	JUNE	Sales	Income	Chqs	GST		\$ -		\$ 1,600.00	\$ 145.45	
22	JUNE	Sales	Income	Chqs	GST		\$ -		\$ 880.00	\$ 80.00	
23	JUNE	Sales	Income	Chqs	GST		\$ -		\$ 460.00	\$ 41.82	
24	JUNE	Account Fees	Bank	DD	N/A	\$ 14.00		\$ 14.00		\$ -	
25	JUNE	Ampol	Car - Fuel	MC	GST	\$ 23.00	\$ 2.09			\$ -	
26	JUNE	Telstra	Phone	DD	GST	\$ 156.80	\$ 14.25			\$ -	
27	JUNE	L S Holdings	Rent	Chqs	N/A	\$ 400.00		\$ 400.00		\$ -	
28	JUNE	ABS Office Supplies	Stationary	MC	GST	\$ 40.00	\$ 3.64			\$ -	

Step 3. Perform the Save function.

Step 4. Filter the data to view all records where the Sales are over 500.

Step 5. Return all records.

Step 6. Insert a new sheet, edit the Sheet tag to read TOTAL, this sheet is to include all the records from the three sheets.

Step 7. Go to the OCTNOVDEC sheet, select the entire sheet and perform the copy function.

Step 8. Go to the TOTAL sheet, click in cell A1 and perform the Paste function.



- Step 9. Go to the JANFEBMAR sheet and select all rows that contain a record (row 6 down to the end of the records), perform the Copy function. Go to the TOTAL sheet select the first empty cell in column A and perform the Paste function.
- Step 10. Go to the APRMAYJUNE sheet and select all rows that contain a record (row 6 down to the end of the records), perform the Copy function. Go to the TOTAL sheet select the first empty cell in column A and perform the Paste function.
- Step 11. Apply the AutoFilter to the sheet and display all the Sales records.

Month	Item	Account	Payment Method	GST CODE	Total Purchase	GST Purchase	NON GST	Total Income	GST Income	GST TO PAY
OCT	Sales	Income	Chqgs	GST	\$ 5,527.00	\$ 163.70	\$ 3,726.00	\$ 14,415.00	\$ 1,310.40	\$ 1,146.60
OCT	Sales	Income	Chqgs	GST	\$ -	\$ -	\$ -	\$ 790.00	\$ 71.82	\$ -
OCT	Sales	Income	Chqgs	GST	\$ -	\$ -	\$ -	\$ 800.00	\$ 72.73	\$ -
OCT	Sales	Income	Chqgs	GST	\$ -	\$ -	\$ -	\$ 1,230.00	\$ 111.82	\$ -
NOV	Sales	Income	Chqgs	GST	\$ -	\$ -	\$ -	\$ 480.00	\$ 43.64	\$ -
NOV	Sales	Income	Chqgs	GST	\$ -	\$ -	\$ -	\$ 290.00	\$ 26.36	\$ -
NOV	Sales	Income	Chqgs	GST	\$ -	\$ -	\$ -	\$ 160.00	\$ 14.55	\$ -
DEC	Sales	Income	Chqgs	GST	\$ -	\$ -	\$ -	\$ 890.00	\$ 80.91	\$ -
DEC	Sales	Income	Chqgs	GST	\$ -	\$ -	\$ -	\$ 670.00	\$ 60.91	\$ -
JAN	Sales	Income	Chqgs	GST	\$ -	\$ -	\$ -	\$ 1,190.00	\$ 108.18	\$ -
JAN	Sales	Income	Chqgs	GST	\$ -	\$ -	\$ -	\$ 789.00	\$ 71.73	\$ -
FEB	Sales	Income	Chqgs	GST	\$ -	\$ -	\$ -	\$ 780.00	\$ 70.91	\$ -
FEB	Sales	Income	Chqgs	GST	\$ -	\$ -	\$ -	\$ 230.00	\$ 20.91	\$ -
MAR	Sales	Income	Chqgs	GST	\$ -	\$ -	\$ -	\$ 389.00	\$ 35.36	\$ -
MAR	Sales	Income	Chqgs	GST	\$ -	\$ -	\$ -	\$ 540.00	\$ 49.09	\$ -
APRIL	Sales	Income	Chqgs	GST	\$ -	\$ -	\$ -	\$ 235.00	\$ 21.36	\$ -
APRIL	Sales	Income	Chqgs	GST	\$ -	\$ -	\$ -	\$ 1,145.00	\$ 104.09	\$ -
MAY	Sales	Income	Chqgs	GST	\$ -	\$ -	\$ -	\$ 468.00	\$ 42.55	\$ -
MAY	Sales	Income	Chqgs	GST	\$ -	\$ -	\$ -	\$ 399.00	\$ 36.27	\$ -
JUNE	Sales	Income	Chqgs	GST	\$ -	\$ -	\$ -	\$ 1,600.00	\$ 145.45	\$ -
JUNE	Sales	Income	Chqgs	GST	\$ -	\$ -	\$ -	\$ 880.00	\$ 80.00	\$ -
JUNE	Sales	Income	Chqgs	GST	\$ -	\$ -	\$ -	\$ 460.00	\$ 41.82	\$ -

- Step 12. Perform the Save function.



ASSIGNMENT 2:

- Step 1. Open the spreadsheet named Outline.
- Step 2. Close all the outlines down on the left side.
- Step 3. Go to Sheet 3 and type NSW, QLD and VIC into cells A3 to A5
- Step 4. Go to Sheet 1, select the totals for each state and use the Copy function to transfer the totals to Sheet 3. Do not enter the amounts manually.
- Step 5. Create a Pie Chart based on the data in cells A3 to B5 (The states and the totals.)
Chart title = “AUSTRALIAN THIRD QTR”, Data Labels = Percentage, No Legend.
- Step 6. Perform the Print Preview function, add your name to the Header and the Title of the Chart to the Footer area.

ASSIGNMENT 3:

Wendy is calculating on her income and wanting to know how much she will have paid off on her loans during the years. Her repayments are automatically deducted from her accounts.

Create the following spreadsheet shown on the next page using the Copy & Fill Series functions.



Column Titles

Enter the titles to row 4 as shown in the diagram on the next page

Week In cell A5 enter the number 1, in cell A6 enter the formula =A5+1, perform the Copy function and paste the formula to cells A7 to A56

Pay Date In cell B5 enter the date 12/3/07, in cell B6 enter the formula =B5+7, take a copy of the formula, select cells B7 to B56 and perform the Paste function

House In cell C5 enter 265 as the start amount and increasing it by 265 for each week until week 52 use the Fill Series function

Car In cell D5 enter 48 as the start amount and increase it by 45 until it reaches 1000 which is to be the stop amount. Use the Fill Series function

Holiday In cell E5 enter 25 as the start amount and increase it by 25 until it reaches 700. That is how much she needs for her holiday. Use the fill series functions

Savings In cell F5 enter 12 as the start amount and increase it by 12 until it reaches week 52. Use the Fill Series function

Total In column G, sum the totals of columns C to F

Wage In cell H5 enter 820 as the start amount and increase it by 820 for each week until week 52 using the Fill Series function

- Save the spreadsheet and call it 'WENDY', then close it.

	A	B	C	D	E	F	G	H
1	WENDY SAVINGS							
2								
3	WEEK	PAY DAY	HOUSE	CAR	HOLIDAY	SAVING	TOTAL	WAGE
4								
5	1	12/3/94	265	48	25	12	350	820
6	2	19/3/94	530	93	50	24	697	1640
7	3	26/3/94	795	138	75	36	1044	2460
8	4	2/4/94	1060	183	100	48	1391	3280
9	5	9/4/94	1325	228	125	60	1738	4100
10	6	16/4/94	1590	273	150	72	2085	4920
11	7	23/4/94	1855	318	175	84	2432	5740
12	8	30/4/94	2120	363	200	96	2779	6560
13	9	7/5/94	2385	408	225	108	3126	7380
14	10	14/5/94	2650	453	250	120	3473	8200
15	11	21/5/94	2915	498	275	132	3820	9020
16	12	28/5/94	3180	543	300	144	4167	9840
17	13	4/6/94	3445	588	325	156	4514	10660
18	14	11/6/94	3710	633	350	168	4861	11480
19	15	18/6/94	3975	678	375	180	5208	12300
20	16	25/6/94	4240	723	400	192	5555	13120
21	17	2/7/94	4505	768	425	204	5902	13940
22	18	9/7/94	4770	813	450	216	6249	14760
23	19	16/7/94	5035	858	475	228	6596	15580
24	20	23/7/94	5300	903	500	240	6943	16400
25	21	30/7/94	5565	948	525	252	7290	17220
26	22	6/8/94	5830	993	550	264	7637	18040
27	23	13/8/94	6095		575	276	6946	18860
28	24	20/8/94	6360		600	288	7248	19680
29	25	27/8/94	6625		625	300	7550	20500
30	26	3/9/94	6890		650	312	7852	21320
31	27	10/9/94	7155		675	324	8154	22140
32	28	17/9/94	7420		700	336	8456	22960
33	29	24/9/94	7685			348	8033	23780
34	30	1/10/94	7950			360	8310	24600
35	31	8/10/94	8215			372	8587	25420
36	32	15/10/94	8480			384	8864	26240
37	33	22/10/94	8745			396	9141	27060
38	34	29/10/94	9010			408	9418	27880
39	35	5/11/94	9275			420	9695	28700
40	36	12/11/94	9540			432	9972	29520
41	37	19/11/94	9805			444	10249	30340
42	38	26/11/94	10070			456	10526	31160
43	39	3/12/94	10335			468	10803	31980
44	40	10/12/94	10600			480	11080	32800
45	41	17/12/94	10865			492	11357	33620
46	42	24/12/94	11130			504	11634	34440
47	43	31/12/94	11395			516	11911	35260
48	44	7/1/95	11660			528	12188	36080
49	45	14/1/95	11925			540	12465	36900
50	46	21/1/95	12190			552	12742	37720
51	47	28/1/95	12455			564	13019	38540
52	48	4/2/95	12720			576	13296	39360
53	49	11/2/95	12985			588	13573	40180
54	50	18/2/95	13250			600	13850	41000
55	51	25/2/95	13515			612	14127	41820
56	52	4/3/95	13780			624	14404	42640



ASSIGNMENT 4a:

- Create the following spreadsheet “Australian Airline Specials” shown on the next page.
- Enter all text and numerical entries to the cells that are not shaded.
- Use the copy function where able and format numbers where necessary.
- Calculate cell D12 using the If statement. If the destination in cell C12 = NEW ZEALAND then multiply the numbers booked by the New Zealand price, subtract the discount (which is calculated by the numbers multiplied by the price multiplied by the discount) else zero. $=IF(C12=“NEW ZEALAND”,B12*B4-(B12*B4*C4),0)$
- Calculate cell E12. If the destination in cell C12 = USA, then multiply the numbers booked by the USA price, subtract the discount (which is calculated by the numbers multiplied by the price multiplied by the discount) else zero.
- Calculate Cell F12. If the destination in cell C12 = CANADA then multiply the numbers booked by the Canada price, subtract the discount (which is calculated by the numbers multiplied by the price multiplied by the discount) else zero.
- Calculate cell G12. If the destination in cell C12 = LONDON then multiply the numbers booked by the London price, subtract the discount (which is calculated by the numbers multiplied by the price multiplied by the discount) else zero.
- Now we will copy the formulas in cells D12 to G12 down to D13 to G27. However we need to make the price and discount cells in the formulas absolute reference. $=IF(C12=“NEW ZEALAND”,B12*\$B\$4-(B12*\$B\$4*\$C\$4),0)$
- Repeat the above steps to the formulas in cells E12, F12 and G12.
- Calculate the formula in row 29 using the sum formula.
- Calculate the formula in cell B33 by summing cells D29 to G29.
- Calculate the Commissions by multiplying the total fares with 15%.
- Calculate the Total in cell A35 by subtracting the Commissions from the Total Fares.
- Save the file as ‘AAS’.



ASSIGNMENT 4b:

	A	B	C	D	E	F	G
1	<u>AUSTRALIAN AIRLINE SPECIALS</u>						
2							
3		PRICE	DISCOUNT				
4	NEW ZEALAND	920	15%				
5	USA	1790	13%				
6	CANADA	1980	9%				
7	LONDON	2100	17%				
8							
9							
10							
11	BOOKINGS	NOS:	DESTINATION	N.Z.	USA	CANADA	LONDON
12	Jetzet	14	USA	0.0	21802.2	0.0	0.0
13	Jetzet	5	CANADA	0.0	0.0	9009.0	0.0
14	Hugh Travel	7	NEW ZEALAND	5474.0	0.0	0.0	0.0
15	Hugh Travel	5	USA	0.0	7786.5	0.0	0.0
16	Hugh Travel	3	LONDON	0.0	0.0	0.0	5229.0
17	Holiday Express	12	USA	0.0	18687.6	0.0	0.0
18	Overseas Delight	8	CANADA	0.0	0.0	14414.4	0.0
19	Travel Centre - Kew	5	CANADA	0.0	0.0	9009.0	0.0
20	Travel Centre - Kew	13	NEW ZEALAND	10166.0	0.0	0.0	0.0
21	Travel Centre - Kew	4	USA	0.0	6229.2	0.0	0.0
22	Travel Centre - Knox	18	CANADA	0.0	0.0	32432.4	0.0
23	Travel Centre - Knox	4	LONDON	0.0	0.0	0.0	6972.0
24	Travel Centre - Knox	12	USA	0.0	18687.6	0.0	0.0
25	Get Away	11	NEW ZEALAND	8602.0	0.0	0.0	0.0
26	Holiday Time	4	USA	0.0	6229.2	0.0	0.0
27	Travel Centre - Malvern	9	USA	0.0	14015.7	0.0	0.0
28							
29		134		24242.0	93438.0	64864.8	12201.0
30							
31							
32							
33	TOTAL FARES	194745.80					
34	COMMISSIONS	29211.87					
35	TOTAL	165533.93					
36							



ASSIGNMENT 5a:

- Open the file 'AAS'.
- Insert 10 extra rows after row 28. * Notice the total row has moved down to A39.
- Update the sheet by entering the bookings and destinations for rows 28 to 37.
(See below)
- Copy the formulas in cells D27 to G27 to cells D28 to G38.
- Edit the total formulas for D39.
- Copy the formula across to cells E39 to G39. Edit formulas in cell B39, B43, B44 and B45.
- Re-save the file.

ASSIGNMENT 5b:

	A	B	C	D	E	F	G
26	Holiday Time	4	USA	0.0	6229.2	0.0	0.0
27	Travel Centre - Malvern	9	USA	0.0	14015.7	0.0	0.0
28	Get Away - Frankston	3	USA	0.0	4671.9	0.0	0.0
29	Myers Travel	15	CANADA	0.0	0.0	27027.0	0.0
30	Long John Travel	6	CANADA	0.0	0.0	10810.8	0.0
31	Thomas Cook - City	11	LONDON	0.0	0.0	0.0	19173.0
32	Thomas Cook - Prahran	4	USA	0.0	6229.2	0.0	0.0
33	Thomas Cook - Fitzroy	4	NEW ZEALAND	3128.0	0.0	0.0	0.0
34	Thomas Cook - Burwood	7	CANADA	0.0	0.0	12612.6	0.0
35	Ozzie Travel - City	5	USA	0.0	7786.5	0.0	0.0
36	Ozzie Travel - Box Hill	5	LONDON	0.0	0.0	0.0	8715.0
37	Ozzie Travel - Box Hill	16	CANADA	0.0	0.0	28828.8	0.0
38							
39		210		27370.0	112125.6	144144.0	40089.0
40							
41							
42							
43	TOTAL FARES	323728.60					
44	COMMISSIONS	48559.29					
45	TOTAL	275169.31					
46							



ASSIGNMENT 6a:

TOM'S TRUCK HIRE SERVICE

- Set-up the following spreadsheet. Notice all the functions applied.
- Ensure that you type the word UTE in cell C4 and that the text in cell A4 does not overlap into cell C4.
- In cell C11 using the 'If' statement find the vehicle names that are equal to the entry in cell C4. If the statement is true enter a one (1) otherwise If the statement is false enter a zero (0) as we wish to count them afterwards.
- In cell D11 using the 'If' statement to find the vehicle names that are equal to the entry in cell C4 and also if they are available which is specified by a "Y" entry. If both statements are true then enter a one (1) otherwise if both statements are false enter a zero (0) for the first statement and a zero (0) for the second statement. We wish to count them afterwards.
- In cell C7 sum up all the results from the If formulas for column C.
- In cell D7 sum up all the results from the If formulas for column D.
- Save the sheet as 'TOM1'.



ASSIGNMENT 6b:

	A	B	C	D	E
1	TOMS TRUCK HIRE SERVICES				
2					
3					
4	ENTER THE VEHICLE YOU SEEK HERE:		UTE		
5					
6			NUMBERS OF VEHICLE IN STOCK	NUMBER OF VEHICLES CURRENTLY AVAILABLE	
7			8		6
8					
9	VEHICLE NAMES	AVAILABLE STATUS			
10					
11	CASE 10 TONE	N	0	0	
12	CASE 10 TONE	Y	0	0	
13	CASE 10 TONE	Y	0	0	
14	CASE 10 TONE	N	0	0	
15	CASE 10 TONE	N	0	0	
16	CASE 10 TONE	Y	0	0	
17	CASE 10 TONE	N	0	0	
18	CASE 10 TONE	Y	0	0	
19	CASE 5 TONE	N	0	0	
20	CASE 5 TONE	N	0	0	
21	CASE 5 TONE	Y	0	0	
22	CASE 5 TONE	Y	0	0	
23	CASE 5 TONE	Y	0	0	
24	CASE 5 TONE	Y	0	0	
25	FLAT TOP 10 TONE	N	0	0	
26	FLAT TOP 10 TONE	Y	0	0	
27	FLAT TOP 10 TONE	N	0	0	
28	FLAT TOP 10 TONE	Y	0	0	
29	FLAT TOP 5 TONE	N	0	0	
30	FLAT TOP 5 TONE	N	0	0	
31	FLAT TOP 5 TONE	N	0	0	
32	FLAT TOP 5 TONE	Y	0	0	
33	UTE	Y	1	1	
34	UTE	Y	1	1	
35	UTE	Y	1	1	
36	UTE	Y	1	1	
37	UTE	N	1	0	
38	UTE	Y	1	1	
39	UTE	N	1	0	



ASSIGNMENT 7:

- Edit the sheet 'TOM1'.
- Change the entry in cell C4 to 'CASE 5 TONE'

How many Case 5 Tone trucks are currently available. _____

- Change the colour of all cells containing the 'If' formula to white. (We are hiding the workings for our results in cells C7 and D7)
- Sort the body of the sheet by the vehicle names in descending order so the 'UTES' appear at the top of the list.
- Re-save your file to another name and call it 'TOM2'.



ASSIGNMENT 8:

- Create the following spreadsheet and save it as a template calling it 'MCDON'.
- * Pre-Calculate for columns I to L, the Totals using the Sum formula, the Average using the average formula, the Maximum using the maximum formula, the Minimum using the minimum formula

	A	B	C	D	E	F	G	H	I	J	K	L
1	MC DONALDS BURGERS SALES											
2	WEEK 1											
3												
4		1/1/07	1/2/07	1/3/07	1/4/07	1/5/07	1/6/07	1/7/07	TOTAL	AVERAGE	MAXIMUM	MINIMUM
5	REGULAR BURGER								0	0	0	0
6	CHEESE BURGER								0	0	0	0
7	BIG MAC								0	0	0	0
8	QUARTER POUNDER								0	0	0	0
9	QUARTER POUNDER CHEESE								0	0	0	0
10	FILLET-A-FISH								0	0	0	0
11	MCFEAST								0	0	0	0
12												
13	TOTAL	0	0	0	0	0	0	0	0	0	0	0

- Close the file



ASSIGNMENT 9:

- Call the template 'MCDON' enter the following body entries and save the file as MCKEW.

	A	B	C	D	E	F	G	H	I	J	K	L
1	MC DONALDS BURGERS SALES											
2	WEEK 1											
3												
4	KEW	1/1/07	1/2/07	1/3/07	1/4/07	1/5/07	1/6/07	1/7/07	TOTAL	AVERAGE	MAXIMUM	MINIMUM
5	REGULAR BURGER	120	90	87	65	210	179	210	961	137	210	65
6	CHEESE BURGER	420	370	659	544	387	349	410	3139	448	659	349
7	BIG MAC	1290	1600	780	1570	2100	2170	1780	11290	1613	2170	780
8	QUARTER POUNDER	65	30	21	43	25	21	23	228	33	65	21
9	QUARTER POUNDER CHEESE	150	189	213	164	318	274	90	1398	200	318	90
10	FILLET-A-FISH	45	37	29	43	41	54	23	272	39	54	23
11	MCFEAST	320	287	267	295	213	204	198	1784	255	320	198
12												
13	TOTAL	2410	2603	2056	2724	3294	3251	2734	19072	389	2170	21

- Close the file



ASSIGNMENT 10:

- Call the template 'MCDON' enter the following body entries and save the file as 'MCFIT'.

	A	B	C	D	E	F	G	H	I	J	K	L
1	MC DONALDS BURGERS SALES											
2	WEEK 1											
3												
4	FITZROY	1/1/07	1/2/07	1/3/07	1/4/07	1/5/07	1/6/07	1/7/07	TOTAL	AVERAGE	MAXIMUM	MINIMUM
5	REGULAR BURGER	214	167	210	237	198	217	438	1681	240	438	167
6	CHEESE BURGER	987	765	765	590	780	598	634	5119	731	987	590
7	BIG MAC	2150	2345	3256	2178	2100	3256	2130	17415	2488	3256	2100
8	QUARTER POUNDER	54	87	57	43	65	47	55	408	58	87	43
9	QUARTER POUNDER CHEESE	264	265	356	216	532	489	321	2443	349	532	216
10	FILLET-A-FISH	45	37	55	68	53	113	98	469	67	113	37
11	MCFEAST	438	380	490	534	378	439	321	2980	426	534	321
12												
13	TOTAL	4152	4046	5189	3866	4106	5159	3997	30515	623	3256	37

- Close the file



ASSIGNMENT 11:

- Call the template MCDON enter the following body entries and save the file as MCSY.

	A	B	C	D	E	F	G	H	I	J	K	L
1	MC DONALDS BURGERS SALES											
2	WEEK 1											
3												
4	SOUTH YARRA	1/1/07	1/2/07	1/3/07	1/4/07	1/5/07	1/6/07	1/7/07	TOTAL	AVERAGE	MAXIMUM	MINIMUM
5	REGULAR BURGER	415	216	187	167	216	276	312	1789	256	415	167
6	CHEESE BURGER	1118	654	653	467	813	790	587	5082	726	1118	467
7	BIG MAC	2176	2788	2980	1688	1870	1890	1178	14570	2081	2980	1178
8	QUARTER POUNDER	80	56	65	56	123	101	120	601	86	123	56
9	QUARTER POUNDER CHEESE	315	312	418	438	438	560	560	3041	434	560	312
10	FILLET-A-FISH	43	56	79	276	69	218	154	895	128	276	43
11	MCFEAST	568	478	514	873	476	513	428	3850	550	873	428
12												
13	TOTAL	4715	4560	4896	3965	4005	4348	3339	29828	609	2980	43

- Open the three files MCKEW and MCFIT then switch to the MCYS sheet.
- Switch to the sheet MCFIT and copy cells from A4 to L13 then Switch to the sheet called MCYS and paste the copy to cell A15.
- Switch to the sheet MCKEW and copy cells from A4 to L13 then Switch to the sheet called MCYS and paste the copy to cell A26.
- Add Outlines to the sheet. (Select cells A1 to L36, Data, Outline, Auto Outline - Close all the outlines down the left side. Save the file to another name MCALL.