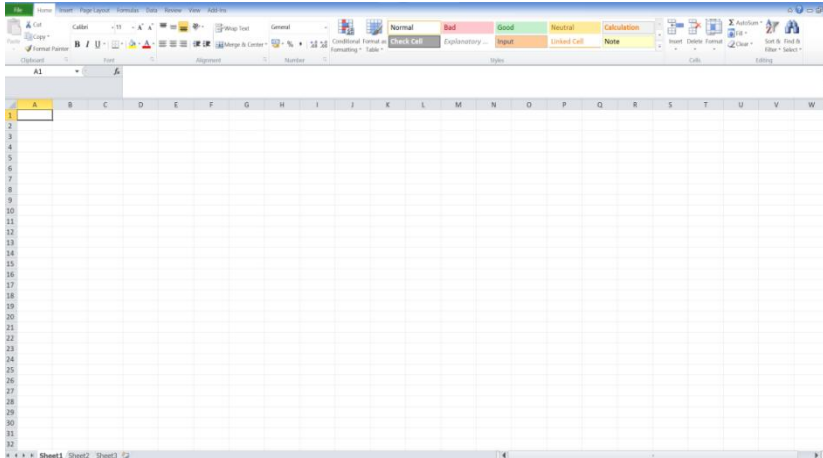


Opening the spreadsheet



The programme opens with a worksheet. You can type text and numbers into each cell



Cells

| | A | B | C | D | E | F | G |
|---|---------|-----|-----|-----|-----|-----|---|
| 1 | | Jan | Feb | Mar | Apr | | |
| 2 | members | | | | | May | |
| 3 | raffle | | | | | | |
| 4 | sales | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |

The cells are pre-programmed with days, months etc

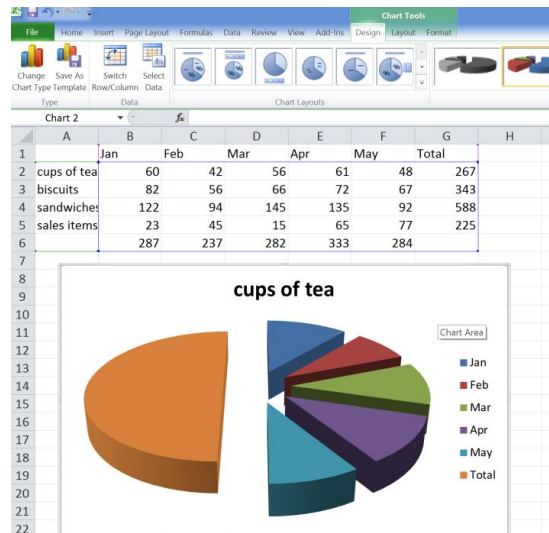


Practice - try:

- Create a table.
- Change the table formatting.
- Add and delete rows and columns.
- Filter the table.
- Create an auto fill formula in a row.
- Add a total column.
- Rename the worksheet
- Take a copy of the worksheet



Charts can be made from your data



Linking Pages -from one worksheet to another

The screenshot displays a complex Excel spreadsheet for 'the WI INSPIRING WOMEN' for the year 2014/15. The main sheet, 'FINANCIAL STATEMENT', is linked to several other worksheets:

- PAYMENTS**: A detailed table listing various expenses such as 'Printing of leaflets', 'Travel', and 'Advertising', with columns for date, item description, and amounts.
- RECEIPTS**: A table listing income sources like 'Fundraising events' and 'Donations', with columns for date, item description, and amounts.
- Receipts**: A summary table of receipts categorized by type, such as 'Fundraising events', 'Donations', and 'Sponsorships'.
- Payments**: A summary table of payments categorized by type, such as 'Printing of leaflets', 'Travel', and 'Advertising'.
- Financial Statement for the year ended 31/10/2015**: A summary table showing 'Total Receipts' and 'Total Payments'.
- Statement of assets and liabilities at the year end**: A table showing the organization's financial position at the end of the year.

The spreadsheet uses various formulas to link data between these sheets, such as =SUM(PAYMENTS!) and =SUM(RECEIPTS!). The 'the WI INSPIRING WOMEN' logo and '100 YEARS FOR 100 YEARS 2015' are visible in the bottom right corner.

Other Uses of Excel

The screenshot shows several Excel spreadsheets used for different purposes:

- Online Sales Tracker**: A spreadsheet with a bar chart showing 'Product Profit Per Item' and a pie chart showing '% Income Per Product'.
- Budget**: A spreadsheet showing a 'Summary' of income and expenses, including a pie chart for '% of Income Spent'.
- Monthly Income**: A table listing 'Income Source 1', 'Income Source 2', and 'Other' with their respective amounts.
- Monthly Expenses**: A table listing 'Rent/mortgage', 'Electric', 'Gas', 'Cell phone', and 'Groceries' with their respective amounts.
- Calendar**: A calendar for 'AUGUST 2015' showing days of the week and dates.
- My Trip**: A spreadsheet with a Gantt chart showing a travel itinerary.
- Homework Calendar**: A calendar for tracking homework assignments.

The 'the WI INSPIRING WOMEN' logo and '100 YEARS FOR 100 YEARS 2015' are visible in the bottom right corner.

Practice - using the spreadsheet you created:

- Input figures into your table.
- Fill three Columns and 4 rows with data.
- Create a Pie Chart.
- Change it to a Column Chart.
- Pick totals up from one worksheet in another.
- Change the font colour of the text.
- Set the print area.
- Look at a print preview and save the file.



NFWI Online Account Book

| Month | Value | Last year | Programs | Value | Last year |
|---|-------|-----------|-------------------------------------|-------|-----------|
| 1. Membership of members | 0.00 | | 1. Working Expenses | | |
| 2. Subscriptions: | | | 1.01 | | |
| Full members | 0.00 | | Officers & other costs | 0.00 | |
| Life members | 0.00 | | Committee/Board expenses | 0.00 | |
| Non Members (Free Will) | 0.00 | | 2. Programs for F of women | | |
| 3. Publications: | | | Publications Membership Fees | 0.00 | |
| Memberships Officers and Committees | 0.00 | | NFWI Membership Fees | 0.00 | |
| 4.01 Publications | | | NFWI Training of staff | 0.00 | |
| F of women | 0.00 | | 3. Publications: | | |
| W | 0.00 | | Memberships Officers and Committees | 0.00 | |
| 4.02 Free of Meeting Events | | | 4.01 Publications | | |
| W | 0.00 | | F of women | 0.00 | |
| 4.03 Free of Meeting Events | | | W | 0.00 | |
| W | 0.00 | | 4.04 Free of Meeting Events | | |
| 4.04 Other Costs | | | W | 0.00 | |
| Members and Committees | 0.00 | | 4.05 Other Costs | | |
| NFWI | 0.00 | | Members and Committees | 0.00 | |
| Interest | 0.00 | | NFWI | 0.00 | |
| Other | 0.00 | | 4.06 Other Costs | | |
| 2.00 Charred (Self-Assessed) Total | | | 4.06 Other Costs | | |
| Total Month/Total | 0.00 | 0.00 | 4.06 Other Costs | | |
| Total Programs | | | 4.06 Other Costs | | |
| Total Programs | | | 4.06 Other Costs | | |

Online Account Book



Key Short Cuts

| To do this | Press | To do this | Press | To do this | Press |
|----------------------|------------|------------------------|-----------------|--------------------------------|----------------------|
| New workbook | CTRL+N | Fill right | CTRL+R | Insert cells, rows, or columns | CTRL+SHIFT+Plus sign |
| Save | CTRL+S | Fill down | CTRL+D | Delete cells, rows, or columns | CTRL+Minus sign |
| Undo | CTRL+Z | Insert AutoSum | ALT= | Hide Rows | Ctrl + 9 |
| Redo | CTRL+Y | Fill current entry | CTRL+ENTER | Hide Columns | Ctrl + zero |
| Cut | CTRL+X | F2 | Edit Formula | Select all | CTRL+A |
| Print | CTRL+P | Expand Formula Bar | CTRL+SHIFT+U | Select row | SHIFT+Spacebar |
| Open files | CTRL+O | View formulas | CTRL ` | Select column | CTRL+Spacebar |
| Find text | CTRL+F | Change reference type | F4 | Insert new worksheet | Ctrl + F11 |
| Copy | CTRL+C | Cancel entry | ESC | | |
| Paste all | CTRL+V | Move to another cell | Arrow keys | | |
| Paste special | CTRL+ALT+V | Move to next worksheet | Ctrl+ page down | | |
| Close | CTRL+W | | | | |
| Exit Excel | ALT+F4 | | | | |
| Move one screen down | Page down | | | | |
| Move one screen up | Page up | | | | |

