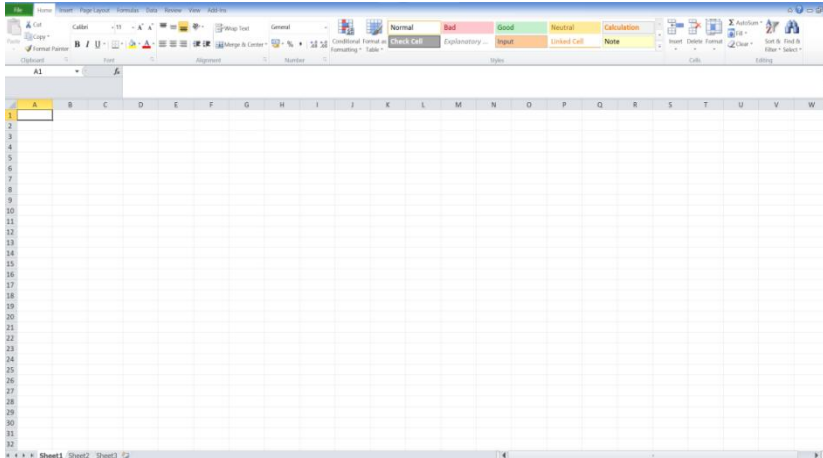


Opening the spreadsheet



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

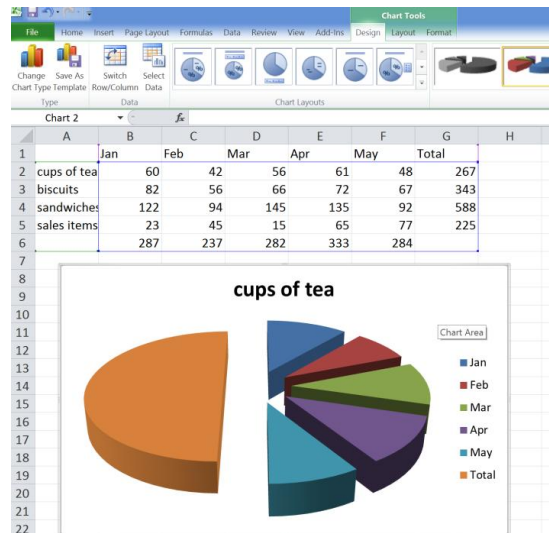


Practice - try:

- 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 financial model for 'the WI INSPIRING WOMEN'. It features several interconnected worksheets:

- PAYMENTS:** A detailed table listing various expenses such as 'Printing', 'Travel', and 'Marketing' with columns for dates, descriptions, and amounts.
- RECEIPTS:** A table detailing income sources, including 'Fundraising' and 'Sponsorship'.
- Financial Statement for the year ended 31/12/2015:** A summary table showing 'Receipts' and 'Payments' broken down into categories like 'Marketing', 'Travel', and 'Printing'.
- Statement of assets and liabilities at the year end:** A table summarizing the organization's financial position.

Red arrows and text at the bottom of the worksheets indicate the use of formulas like '=SUM(Receipts!B2:B100)' to link data across different sheets.

Other Uses of Excel

This screenshot shows an Excel budgeting tool with the following components:

- Online Sales Tracker:** A dashboard with a bar chart for 'Product Profit Per Item' and a pie chart for '% Income Per Product'.
- Budget Summary:** A table showing 'Total Monthly Income' (£3,750.00), 'Total Monthly Expenses' (£2,058.00), and 'Total Monthly Savings' (£950.00).
- Monthly Income:** A list of income sources such as 'Income Source 1' (£2,500.00) and 'Income Source 2' (£1,000.00).
- Monthly Expenses:** A list of expenses including 'Rent/mortgage' (£800.00), 'Electric' (£120.00), and 'Groceries' (£500.00).
- Calendar:** A calendar view for August 2015.

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	Year	Month	Year
1. Monthly Expenses	2014	1. Monthly Expenses	2014
2. Subscriptions:		2. Subscriptions:	
Full members		Full members	
Child members		Child members	
New Members (New 1st)		New Members (New 1st)	
3. Fundraising:		3. Fundraising:	
Memberships		Memberships	
Events		Events	
Other		Other	
4. Other Income		4. Other Income	
Donations		Donations	
Grants		Grants	
Other		Other	
5. Other		5. Other	
6. Other		6. Other	
7. Other		7. Other	
8. Other		8. Other	
9. Other		9. Other	
10. Other		10. Other	
11. Other		11. Other	
12. Other		12. Other	
13. Other		13. Other	
14. Other		14. Other	
15. Other		15. Other	
16. Other		16. Other	
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97. Other		97. Other	
98. Other		98. Other	
99. Other		99. Other	
100. Other		100. Other	

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				

