

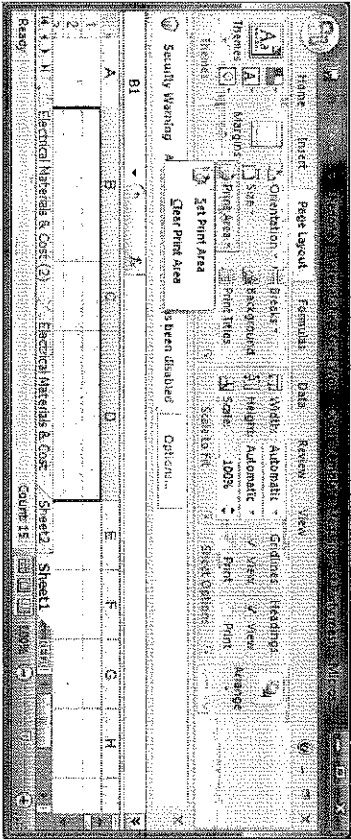


Resizing rows and columns

Highlight the entire row or column you want to resize and move the cursor along the bottom of the row, or right of the column, until the arrow icon (with arrows pointing upwards, downwards, to the right and left) is visible. Once this arrow icon is visible, you can then click and drag the row or column (as applicable) to widen or narrow it. Note – if you highlight a column or row and right-click, you can select either Column Width or Row Width (whichever is applicable) and view the width of the relevant column or row.

Fitting to page and printing

Highlight the entire area which you would like to print, click on the **Page Layout** tab and select **Print Area**. Choose **Set Print Area**, to set the print area to the area which you have highlighted.



In order to preview what the print will look like, it is advisable to do a Print Preview.



Click on the **Print Preview** icon (top left of the Excel toolbar), click on **Print** and then select **Print Preview**.



In the **Print Preview** menu, select **Page Setup**, and change the page setup as desired.

E.g. You may want to change the orientation of the print (from Portrait to Landscape, or vice versa) or to fit the document into a certain number of pages wide by a certain number of pages tall (for example, 1 page Wide by 1 page Tall).



- o Used to calculate the Average value within a range of cells
- o For example, =AVERAGE(A1:A10) will calculate the Average value within the range of cells between A1 and A10.
- IF
 - o =IF(logical_test, Value_if_True, Value_if_False)
 - o Returns one value if the condition you specify evaluates to True, and other value if it evaluates to False.
 - o Please note – Double quotation marks (" ") are used to specify text values in formulae
 - o For example
 - An IF formula might read as follows:
 - =IF(A1>10,"A1*0.1","Not applicable")
 - If the value in A1 is greater than 10 (e.g. 15), then the cell containing the IF formula will calculate to 0.1x15 (in this case 0.1x15=1.5).
 - If the value in A1 is not greater than 10 (e.g. 8), then the cell containing the IF formula will display the text: **Not applicable**

Note – The functions described below are only a few of the functions available for use in Excel. It is recommended that you click on the  icon and have a look at some of the other functions which can be used (e.g. PV, FV etc.)

Formulae in Excel (contd.)

Absolute, relative and mixed references

Relative references A relative cell reference in a formula, such as A1, is based on the relative position of the cell that contains the formula and the cell the reference refers to. If the position of the cell that contains the formula changes, the reference is changed. If you copy or fill the formula across rows or down columns, the reference automatically adjusts. By default, new formulas use relative references. For example, if you copy or fill a relative reference in cell B2 to cell B3, it automatically adjusts from =A1 to =A2.

1	A	B
2	=A1	
3	=A2	

Copied formula with relative reference

Absolute references An absolute cell reference in a formula, such as \$A\$1, always refer to a cell in a specific location. If the position of the cell that contains the formula changes, the



absolute reference remains the same. If you copy or fill the formula across rows or down columns, the absolute reference does not adjust. By default, new formulas use relative references, and you may need to switch them to absolute references. For example, if you copy or fill an absolute reference in cell B2 to cell B3, it stays the same in both cells =A\$1.

1	A	B
2		=A\$1
3		=A\$1

Copied formula with absolute reference

Mixed references A mixed reference has either an absolute column and relative row, or absolute row and relative column. An absolute column reference takes the form \$A1, \$B1, and so on. An absolute row reference takes the form A\$1, B\$1, and so on. If the position of the cell that contains the formula changes, the relative reference is changed, and the absolute reference does not change. If you copy or fill the formula across rows or down columns, the relative reference automatically adjusts, and the absolute reference does not adjust. For example, if you copy or fill a mixed reference from cell A2 to B3, it adjusts from =A\$1 to =B\$1.

1	A	B	C
2		=A\$1	
3			=B\$1

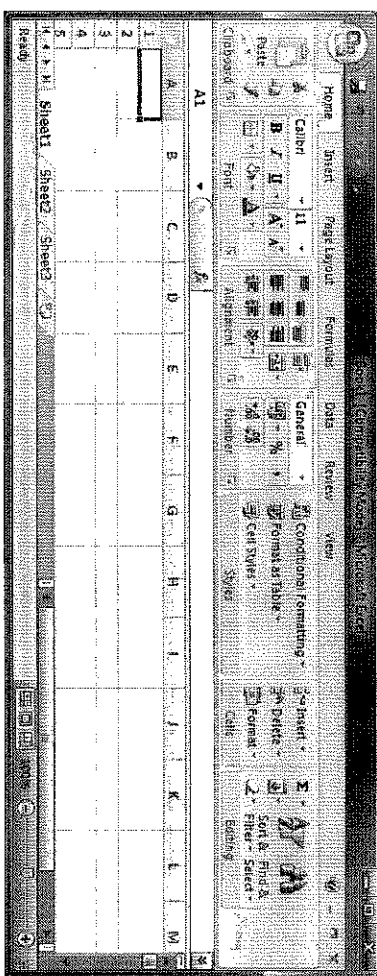
Copied formula with mixed reference

General note: Absolute and mixed references are useful, if you want to fix certain rows or column references, when setting up a formula in Excel. It is important that you understand how these references work.

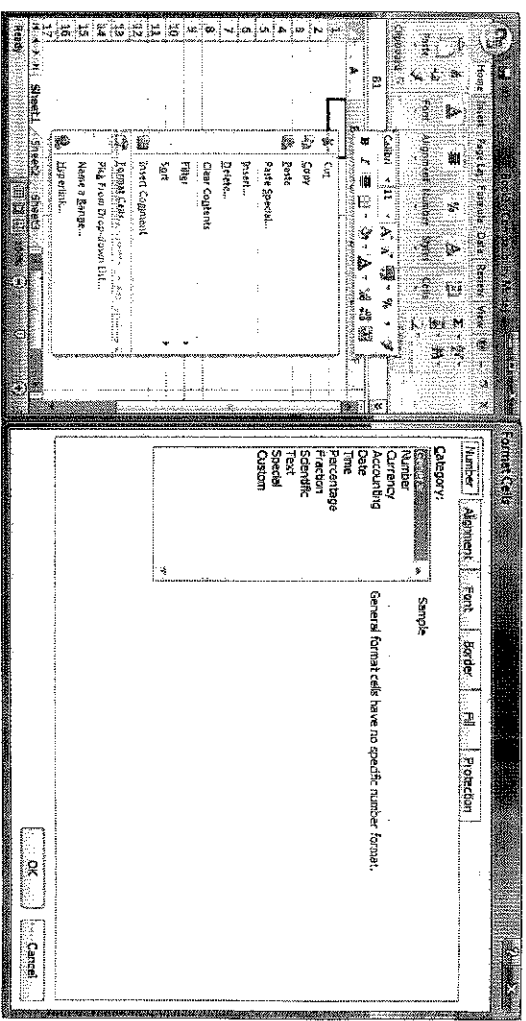
- o Text control
 - Wrap text
 - Shrink to fit
 - Merge cells
- Font tab
 - o Font (e.g. Arial, Times New Roman)
 - o Font style
 - Regular
 - *Italic*
 - **Bold**
 - ***Bold Italic***
 - o Size (font size)
 - o Font color
- Border tab
 - o Borders around spreadsheet cells

Where to find?

- As with the Copy, Cut and Paste functions, the Formatting menus can be accessed in various ways in Excel;
- Navigate to the Home tab and click on the appropriate icons and/or drop-down lists
 - Right-click on the cell/s whose Formatting you would like to change, click on **Format cells...** and access the relevant Formatting menus. These include (Number, Alignment, Font, Border, Fill and Protection).



Using the Home menu tab to access the Formatting menus (Number, Alignment, Font etc.)



Using the right-click option, to access the Formatting menus



An electronic spreadsheet can further be copied without recreating it for a similar purpose for example, new budgets and forecasts.

2.2 ELECTRONIC SPREADSHEET DEVELOPMENT PROCESS

- **STEP 1 - OBJECTIVES**
Why are you creating the spreadsheet?
➤ For a regular template
➤ To save time on a lengthy calculation
- **STEP 2 – OUTPUT REQUIREMENTS**
Visualise the layout of the spreadsheet, potentially consider using paper before thus you can determine the type of report needed.
- **STEP 3 - CONSTRUCTING**
After completing steps 1 and 2, consider entering known values (whether text or numbers) and thereafter proceed to completing formulas. The entering of formulas will enable you to see the results immediately.
- **STEP 4 – TEST THE SPREADSHEET**
Perform manual calculations on parts of the spreadsheet to test its reliability. We would compare these to the formulas / results on the electronic spreadsheet.
Testing is required as a single value can create a ripple effect of errors thus always test your data.
- **STEP 5 – FEEDBACK AND CHANGES**
A spreadsheet is usually design without clear and definitive objectives. For this reason, enhancements and modifications are needed from feedback received in order to update and maintain the spreadsheet. This will help keep the spreadsheet relevant.
- **STEP 6 – DOCUMENT THE SPREADSHEET**
Proper documentation (on screen or paper instructions) is needed for spreadsheets as they become complex and may be used by several people. Modern spreadsheets further give the user the ability to give descriptions in cells as a reference for what is needed in that cell.

2.3 COMPONENTS OF A SPREADSHEET WINDOW









- **TITLE BAR**
The top bar on the spread sheet is called the title bar because it shows the name of the program. The buttons on the title bar are the same as a control menu box and single sizing button similar to all window applications.



- **MENU BAR**
This is the second bar in the window below the title bar. This contains pull downs for various commands.
- **STANDARD TOOLBAR**

This is the 3rd bar from the top of the window. Each button is known as an icon which performs a specific task when pressed using the mouse.

Below is a list of icons with their functions explained:

- (a)  New workbook
Opens a new spreadsheet.
- (b)  Open
Opens an existing spreadsheet from a file stored in a hard drive.
- (c)  Save
Saves changes to the active spreadsheet to a hard drive.
- (d)  Print
Prints the spreadsheet from a printer.
- (e)  Print preview
Lets you preview how the spreadsheet will appear when printed on paper.
- (f)  Spelling
Checks the spelling of text in your spreadsheet.
- (g)  Cut
Cuts the current selection to the Windows Clipboard.
- (h)  Copy
Copies the current selection to the Windows Clipboard.
- (i)  Paste
Pastes the contents of the Windows Clipboard in the current worksheet.