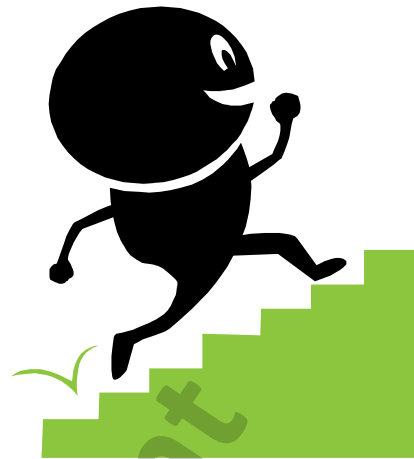


Easy Steps



Unit 27643 (V1)

Apply spreadsheet features to present data
to meet a brief

with

Microsoft Excel 2010

- ☒ Easy to follow
- ☒ Step-by-step instructions
- ☒ Covers Unit Standard Criteria

A Cheryl Price Publication

Unit Standard 27643 (Version 1)

Apply spreadsheet features to present data to meet a brief - Excel 2010

This book covers the course outline for the following New Zealand Qualifications Authority Unit Standard:

Unit Standard 27643 - BUSINESS ADMINISTRATION (Level 4, Credit 6)

Apply spreadsheet features to present data to meet a brief

All topics in this Unit Standard are included in this book. It is assumed that a student knows the basic concepts of Excel.

Retrievable exercise files are used with this book. These are available for free download from our web site at www.cherylprice.co.nz. Instructions for downloading are included on the next page.

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Cheryl Price
T.Dip.WP, T.Dip.T

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Downloading Exercise Files

Exercise files can be downloaded from the Cheryl Price web site as follows:


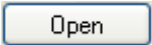




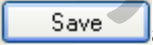
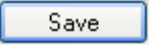
1	In your web browser, type: www.cherylprice.co.nz
2	Press Enter on the keyboard to display the Cheryl Price website.
3	Click in the Product Search box and type the number of this unit standard, as shown at the right. <div data-bbox="1189 504 1484 683"> <div>Product Search</div> <div>US 27643</div> <div>Search</div> </div>
4	Click on 
5	Click on US 27643
6	Under the Exercise Files heading click on the underlined blue hyperlink, ie Book Exercise Files – V1 Excel 2010 Free Download The File Download dialog box will display.
7	If you have Winzip use the following instructions otherwise move to step 8.
	a Click on  .
	b Click on the  of the  button.
	c If My Documents folder is not displayed click on Set default unzip folder at the bottom of the list. Ensure My Documents is selected then click on Select Folder.
	d Click on the  of the  button and click on the My Documents folder. The files will be unzipped.
8	Click on  and ensure My Documents folder is displayed. Click on 
9	Click on Open Folder which will display My Documents folder. Right click on the zipped exercise file and select Extract All. Click on Extract. A folder will be created containing the exercise files.

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Sample Document

Unit Standard 27643 Version 1

Title	Apply spreadsheet features to present data to meet a brief		
Level	4	Credits	6

Purpose	People credited with this unit standard are able to apply spreadsheet features to present data to meet a brief.
----------------	---

Classification	Business Administration > Business Information Management
-----------------------	---

Available grade	Achieved
------------------------	----------

Explanatory notes

- 1 Definition
Software help function includes all online or offline proprietary support and tutorials.
- 2 Assessment against this unit standard must involve the candidate creating at least two workbooks and creating and formatting a minimum of three spreadsheets for each workbook. The data to be presented should be contained in a brief provided to the candidate.
- 3 Any commonly used proprietary or open-source spreadsheet software may used for assessment provided it includes the features, or their equivalents, specified in the range statements of outcome statement 1.

Outcomes and evidence requirements

Outcome 1

Apply spreadsheet features to present data to meet a brief.

Range features must include but are not limited to – conditional formatting, VLOOKUP, HLOOKUP, count, countif, round functions, links between sheets, links between workbooks, filters, hide data (rows and columns), nested formulae, tables, subtotals, named cells and ranges, mixed relative and absolute cell references, data validation, charts; evidence is required of three different types of charts.

Evidence requirements

- 1.1 Features are applied to spreadsheet workbooks in accordance with computer textbooks and/or the software help function.
- 1.2 Data are presented which meet the requirements of the brief.

Planned review date	31 December 2016
----------------------------	------------------

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	17 November 2011	N/A

Consent and Moderation Requirements (CMR) reference	0113
--	------

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Sample Document

Exercise Files used in this book

(Instructions are at the front of this book for downloading retrievable files from our web site.)

Names of files	
Active Sports	Functions
Albany Joinery for Charts	Garden Soils Ltd
Auckland, Jan-Mar	Goodall Superannuation
Balance Sheet	Hats Income Statement
Baxter Sports	Jessie's Clothing Stores
Best Deals for Charts	Learning Cheques
Bonus	Lifestyle Books
Box Up Supermarkets	Mid Semester Exam
Brighton Winery	Mountain Scene Sale
Busy Bee Company	Perfect Print
Charts - Cleantec	Rainbow Books
Cleantec	Recreational Magazines
Computer Courses	Sales Commission
Cool Shot Photography	Series
Costello's Fast Foods	Spartacus - Adelaide
Costello's Product Sales	Spartacus - Auckland
Currency Rates	Spartacus - Brisbane
Cycle Stuff Sales - January	Spartacus - Income Statements
Data Tables	Spartacus - Melbourne
Day Tripper	Spartacus - Sydney
Eats and Treats	Staff Listing
Exclusive Services - Quarterly Report	Te Kea Trading
Fiji Landing Apartments	VitaHealth Products
Fire Shop - Brisbane	Wellington, Jan-Mar
Fire Shop - Melbourne	Williams - Brisbane
Fire Shop - Perth	Williams - Cairns
Fire Shop - Sydney	Williams - Canberra
Flower Shop	Williams - Sydney

Section

1

Naming Cells and Ranges **Absolute Cell References** **Hide Columns and Rows** **Multiple Worksheets** **Charts Revision**

Learning Outcomes

At the end of this section you should be able to -

- ☐ Apply names to cell references and ranges
- ☐ Use absolute cell references
- ☐ Insert and edit headers and footers
- ☐ Apply Cell Styles to a worksheet
- ☐ Freeze panes
- ☐ Hide columns and rows
- ☐ Manage multiple worksheets (copy, move, delete, insert and link worksheets)
- ☐ Create formulas across worksheets
- ☐ Revise charts

Naming Cells and Ranges

A cell or a range of cells can be given a name which can be used instead of cell references. Some advantages of using names are:

- They are easier to understand than cell references.
- They reduce the risk of using an incorrect cell reference in a formula.
- They enable you to move quickly to an area within the worksheet.
- They can be used to reference across worksheets.

Defining a Name

Exercise 1

In this exercise, names will be assigned to the columns in a worksheet containing figures. These names will then be used when creating Sum and Average functions.

Note Names cannot contain spaces or symbols.

- 1 Open the workbook called **Te Kea Trading**. Ensure that the **Pricing Structure** sheet is active.
- 2 Select the cell range B7 through B14.
- 3 Click in the Name box at the left of the Formula bar (which presently displays **B7**).
- 4 Type: **cost**
- 5 Press Enter.
- 6 Define names for the following ranges.
retail C7:C14
margin D7:D14
quantity E7:E14
- 7 An alternative method of creating cell names is to use the Define Name dialog box.
 - a Select the range F7:F14.
 - b Click on the Formulas tab. Click on **Define Name**. The New Name dialog box appears.
 - c In the Name: text box type: **value**

Name box

cost		fx	
	A	B	
1	Te		
2	Pricing		
3			
4			
5	Product	Cost	Price
6			
7	Calendars	\$	11.00
8	Saucepans		75.00
9	Electric Jug		42.00
10	Men's Sweatshirt		24.00
11	Weedeater		185.00
12	T-Shirts		15.00
13	Garden Shed		295.00
14	Crockpot		120.00

New Name

Name: value

Scope: Workbook

Comment:

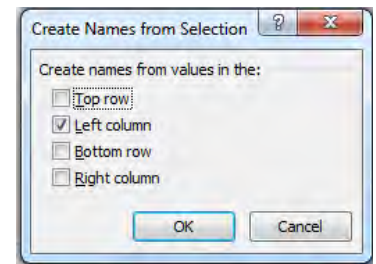
Refers to: ='Pricing Structure'!\$F\$7:\$F\$14

OK Cancel



- d Click on OK.

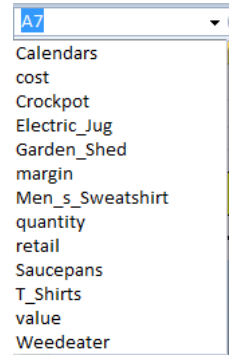
Create Names

Columns or rows of cells can be given names derived from the column or row headers. In the next exercise Product names will be assigned to each row of numbers.



Exercise 2

- 1 Select the cell range A7:G14.
- 2 On the Formulas tab, click on  **Create from Selection**. Ensure *Left column* is selected.
- 3 Click on OK.
- 4 Click on the Name box  and the names will display as shown at the right. Notice that the characters that cannot be used in names (space and ') have been replaced by the underscore character.
- 5 Click on a name to select the cells that have been assigned that name.



Using a Name in a Formula

Exercise 3

- 1 In cell B16, type: **=sum(cost)** and press Ctrl Enter.
- 2 Format cell B16 to Currency.
The Total Cost displays the result \$767.00 and the Formula bar shows the entry as =SUM(cost).
- 3 Click on cell C16.
- 4 Type: **=sum(retail)** and press Ctrl Enter.
- 5 Format cell C16 to Currency.

Exercise 4



Calculate the Total %Margin as follows.

- 1 Click on cell D16 and type: **=(C16-B16)/C16**
- 2 Press Ctrl Enter.
- 3 Ensure cell D16 is formatted to Percentage with two decimal places.
- 4 Click on cell E16 and type: **=sum(quantity)** and press Tab.
- 5 In cell F16 type: **=sum(value)** and press Ctrl Enter.
- 6 Format F16 to Currency.

Using a Name in the Formula Palette

In the following exercise you will create a function to calculate the average of the %Margin column.

Exercise 5

- 1 Click on cell A18 and type: **Average Margin** and bold it.
- 2 In cell B18 click on  of  and select Average.
- 3 Type: **margin** to replace the highlighted cell range within the function's brackets.

	A	B	C	D	E	F	G
1	Te Kea Trading Company						
2	Pricing Structure for December Sale						
3							
4							
5	Product	Cost Price	Retail Price	% Margin	Quantity in Stock	Value of Stock	Sale Price
6							
7	Calendars	\$ 11.00	\$ 18.95	41.95%	50	\$ 550.00	
8	Saucepans	75.00	95.00	21.05%	25	1,875.00	
9	Electric Jug	42.00	75.50	44.37%	32	1,344.00	
10	Men's Sweatshirt	24.00	42.95	44.12%	55	1,320.00	
11	Weedeater	185.00	269.90	31.46%	24	4,440.00	
12	T-Shirts	15.00	24.85	39.64%	75	1,125.00	
13	Garden Shed	295.00	375.50	21.44%	11	3,245.00	
14	Crockpot	120.00	159.90	24.95%	30	3,600.00	
15							
16		\$ 767.00	\$ 1,062.55	27.82%	302	\$ 17,499.00	
17							
18	Average Margin	=AVERAGE(margin)					
19		AVERAGE(number1, [number2], ...)					
20							

- Press Ctrl Enter.
- Format to Percentage with two decimal places. The average margin result displays as 33.62%.
- Press Ctrl Home (to return to cell A1).

Using a Name with Go To

Names can be used to move quickly to a designated area of your worksheet.

Exercise 6

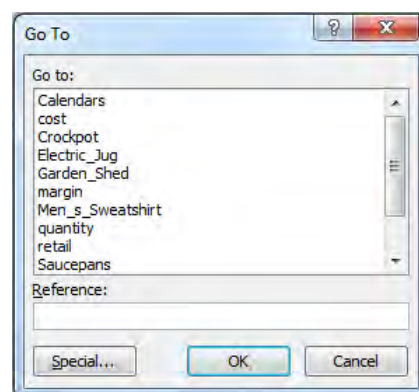


- Ctrl G 1 Click on **Find & Select** and then select **Go To...**

The Go To dialog box displays a list of all names in the worksheet, and all past cell references that have been used.

(Alternatively a named range can be selected from the Name Box ▾. Past cell references will not be listed.)

- Double click on **retail**. Cells C7 to C14 will be selected.
- Press Ctrl G. Type: **F16** in the Reference: text box, and click on OK.
- Save the workbook as **Named Ranges** and close it.




Deleting Names

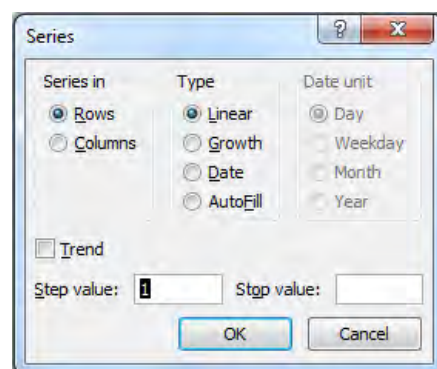


- With the workbook open click on the Formulas tab. Click on **Name Manager**. The Name Manager dialog box will be displayed.
- Select the name to be deleted.
- Click on **Delete**.
- Click on OK.

Series

The Series command is used to fill a range of cells with a sequence of values. This is useful to quickly insert numbers, (eg from 1 to 10), or consecutive dates.

A series range starts with a number or date value and increases by a set step value until a stop cell or stop value is reached. A series can be entered by using the fill handle OR by clicking on  Fill in the Editing group on the Home tab, and choosing Series.



Series in Select Rows to fill the series across selected rows, or select Columns to fill down selected columns.



Type Select the type of series required.

Date unit If Date is selected in the Type section, the date increments by Day, Weekday, Month or Year, depending on what is selected in the Date unit section.



Step value: The amount by which a series is increased or decreased. A positive number will increase a series and a negative number will decrease a series.

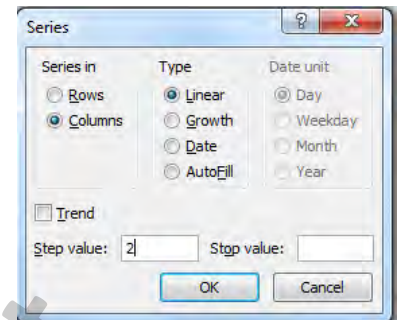
Stop value: The value that completes a series.

Fill Series Options

Description	Instruction
To insert incremented number values	<ol style="list-style-type: none"> 1 Select the number value cells. 2 Hold down the Ctrl key and drag on the fill handle.
To define step units, ie the increment amount	<ol style="list-style-type: none"> 1 Select the value cells and the range to be filled. 2 Choose , Series. 3 Select the type of fill required. 4 Click in the Step value: box and enter a value. 5 Click on OK.
To define stop units, ie the final amount	<ol style="list-style-type: none"> 1 Select the first cell. 2 Choose , Series. 3 Select the type of fill required. 4 Click in the Stop value: box and enter a value. 5 Click on OK.
To insert incremented dates	<ol style="list-style-type: none"> 1 Select the cell containing the first date. 2 Click and drag on the fill handle.
To fill cell(s) with the contents of the cell(s) to the left	<ol style="list-style-type: none"> 1 Select the cell(s) with data. 2 Hold down the Ctrl key and select empty cells to the right. 3 Press Ctrl R (Copy to the right).
To fill cell(s) with the contents of the cell(s) above	<ol style="list-style-type: none"> 1 Select the cell(s) with data. 2 Hold down the Ctrl key and select the empty cells below. 3 Press Ctrl D (Copy down).

Exercise 7

- 1 Open the workbook called **Series**.
- 2 In cell A7 type: **1000** and press Ctrl Enter.
You will insert a series of numbers that starts at 1000 and increases by two into cells A7 to A14.
- 3 Select cells A7 to A14.
- 4 From the Home tab, choose  then click on Series and type: **2** in the Step value: box as shown at the right.
- 5 Click on OK.
- 6 In cell B5, type: **31 May** and press Ctrl Enter.
- 7 Select cells B5 to F5. Choose  then click on Series. Date is automatically selected in the Type section. Select the *Month* option from the Date unit section, and click on OK.
- 8 Type the data shown below. Select the cell(s) in each row, then drag the fill handle across to column G.



Fills cells with the characters CF and increments the numbers, eg CF101, CF102

Fills cells with the names of each month

Fills cells with the value 2000

Fills cells with the word Week and increments the number, eg Week 1, Week 2

Fills cells in increments of the difference between the two selected cells

Fills cells with the text from the selected cells

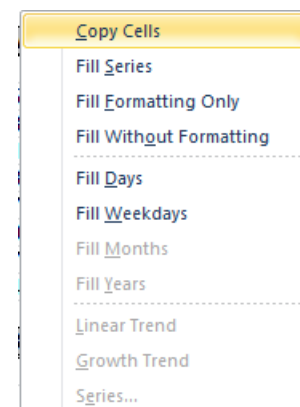
19	CF101		
20	Jan		
21	2000		
22	Week 1		
23	1995	2000	
24	3	6	
25	Julia	Cheryl	

Using the Shortcut Menu

The shortcut menu can also be used to fill cells.

Exercise 8

- 1 In cell A26 type: **Monday** as the first entry, and press Ctrl Enter.
- 2 Using the **right** mouse button drag the fill handle across to cell G26. When the mouse button is released the shortcut menu shown at the right will be displayed.
- 3 Select Fill Weekdays.
- 4 Save and close the workbook.



Absolute Cell References

A cell reference in a formula that changes when the formula is copied is called a “relative” reference.

An “absolute” reference is a reference to a specific cell or group of cells in a worksheet. It does not change when a formula that refers to it is copied to another area within the worksheet, ie the cell reference is “fixed”.

An absolute reference is indicated by adding a \$ as a prefix to the column and/or row number that is to remain fixed. This can be entered manually or by pressing the F4 key on the keyboard. To change a cell reference to absolute, click on the cell reference (either in the Formula Bar or in the cell while editing), then press F4.

Mixed references are a combination of absolute and relative cell references, eg \$C12 (absolute column reference = C, relative row reference = 12).

F4 toggles through the combinations of absolute, relative and mixed references.

Relative	B6
Absolute	\$B\$6 (Press F4)
Absolute column and Relative row (mixed)	\$B6 (Press F4 again)
Relative column and Absolute row (mixed)	B\$6 (Press F4 again)

Exercise 9

An absolute cell reference is used in this exercise to calculate the Amount by multiplying No. of Students by the Course Cost. If the Course Cost changes, only the figure in cell B6 will need to be updated as every copy of the formula will refer to it absolutely.

- 1 Open the workbook called **Computer Courses**.

	A	B	C	D
1	Department of Business Studies			
2	Computer Courses			
3	<i>Semester 1, 2012</i>			
4				
5				
6	Course Cost:	\$435		
7				
8				
9	Program	No. of Students	Amount	% Total
10				
11	Word 2010	510		
12	Excel 2010	390		
13	Publisher 2010	220		
14	Access 2010	250		
15	PowerPoint 2010	412		
16				
17				

- 2 In cell C11 type: =
- 3 Click on cell B11 then type: *
- 4 Click on cell B6. The formula in cell C11 will read =B11*B6. Press Ctrl Enter.
- 5 Click and drag the fill handle down to cell C15.

- 6 Notice that the results for the last four courses are incorrect - this is because the “relative” cell reference B6 has been copied as B7, B8, and B9. Click on cell C14 and look at the formula. It refers to cell B9 rather than B6.
- 7 Select cells C12 to C15. Press the Delete key. You will now make the reference to B6 absolute in the formula in cell C11. This means that the reference to B6 will not change when the formula is copied down the column.
- 8 Click on cell C11. Click at the end of the formula on the Formula Bar and press F4. The formula will now read =B11*\$B\$6. Press Ctrl Enter.
- 9 Drag the fill handle down to cell C15 – the formula has now been copied correctly.
- 10 In cell C17 total cells C11 to C15.

Amount
\$221,850
\$0
\$0
#VALUE!
\$0

% Total




An absolute reference must also be used when calculating what percentage of a total is represented by each of the numbers included in that total.

In the worksheet below, the total of the Amount column equals 100% of all course fees. The last column shows the percentage of each course, eg the \$221,850 for Word 2010 is 28.62% of \$775,170.

Program	No. of Students	Amount	% Total
Word 2010	510	\$221,850	28.62%
Excel 2010	390	\$169,650	21.89%
Publisher 2010	220	\$95,700	12.35%
Access 2010	250	\$108,750	14.03%
PowerPoint 2010	412	\$179,220	23.12%
		<u>\$775,170</u>	100.00%

Exercise 10

To find the percentage total of the Word 2010 course, the amount in cell C11 (\$221,850) is divided by the total amount in cell C17 (\$775,170).

- 1 Click on cell D11 then type: =
- 2 Click on cell C11 then type: /
- 3 Click on cell C17, then press F4 which will make the reference to cell C17 absolute.
- 4 Press Ctrl Enter. 0.28619529 is displayed in the cell.
- 5 Use the fill handle to copy the formula down to cell D17.
- 6 Format cells D11 to D17 to display % as follows:
 - a With cells D11 to D17 still selected click on the Percent Style button  in the Number group on the Home tab.
 - b Click on the Increase Decimal button  twice to display two decimal places.
- 7 Delete the 0.00% in cell D16.
- 8 Click on cell D15 then click on . Click on cell D17 and the formatting will be copied. Ensure cells C17 and D17 display Top and Double Bottom Border lines.
- 9 Change the Course Cost in cell B6 to \$475, press Ctrl Enter and notice how the Amount figures change.
- 10 Save and close the workbook.

Exercise 11

- 1 In a new workbook create the worksheet shown below.

	A	B	C	D
1	STAR TONER CARTRIDGES			
2				
3				
4	Price:	\$130.00		
5				
6	Discount %	15%		
7				
8				
9	Quantity	Gross	Discount	Net
10				
11	25			
12	50			
13	75			
14	100			
15	125			
16	150			
17	175			
18	200			
19				

- 2 In cell B11 create an absolute reference formula =A11*\$B\$4 to calculate Gross (remember to use F4 to make B4 absolute), and copy it down to cell B18.
- 3 In cell C11 enter the formula =B11*\$B\$6 (Gross *Discount %) to calculate the Discount amount. Copy it down the column.
- 4 Enter a formula in cell D11 to calculate the Net cost and copy it down to D18. Widen columns as necessary. Format cells B11 to D11 with \$ symbol.
- 5 Make changes as follows.
 - Increase the price of the product to \$140.
 - Decrease the discount to 10%.


You will see the changes in the worksheet. Apply formatting as shown below.

	A	B	C	D
1	STAR TONER CARTRIDGES			
2				
3				
4	Price:	\$140.00		
5				
6	Discount:	10%		
7				
8				
9	Quantity	Gross	Discount	Net
10				
11	25	\$3,500.00	\$350.00	\$3,150.00
12	50	7,000.00	700.00	6,300.00
13	75	10,500.00	1,050.00	9,450.00
14	100	14,000.00	1,400.00	12,600.00
15	125	17,500.00	1,750.00	15,750.00
16	150	21,000.00	2,100.00	18,900.00
17	175	24,500.00	2,450.00	22,050.00
18	200	28,000.00	2,800.00	25,200.00

- 6 Save the workbook as **Star Toner** and close it.

Exercise 12

This exercise requires the use of mixed absolute and relative references to ensure that the formulas can be correctly copied to other cells. You will calculate New Zealand currency converted to Australian currency.

- 1 Open the workbook called **Currency Rates** and click on cell B9.
- 2 Type: = then click on cell B8 (ie the amount to be converted).
- 3 Type: * then click on cell A9 (ie the Exchange Rate of 94%). Press Ctrl Enter.
- 4 With cell B9 selected, drag on the fill handle across to cell G9. Widen the columns to display the formula results. Note that the copied results are incorrect. The formula in cell C9 refers to cell B9, instead of cell A9, and the same problem has occurred in each of the copied formulas.
- 5 Click on the Undo button  until only the original formula in cell B9 remains.

To be able to accurately copy this formula to the rest of the table, the formula in cell B9 needs to be modified to mixed absolute and relative cell references.

- 6 Edit the formula in cell B9 to =B\$8*\$A9. Press Ctrl Enter.

This will ensure that when you copy the formula across to G9 the reference to A9 will not change.

Similarly, when you copy the formula down to row 16 the references to the Spending Allowance numbers in each column will not change. In other words, column A (containing the exchange rates) and row 8 (containing the spending allowance) will remain fixed (absolute).

Use the fill handle to copy the formula across to cell G9, then copy down to cell G16.

- 7 Select some of the cells to see how the formulas have been appropriately changed.

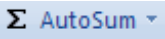
	A	B	C	D	E	F	G
1	Currency Rates						
2							
3	Allowance NZ\$	\$2,500.00					
4	Exchange Rate to AU\$	78%					
5	Converted Value	\$1,950.00					
6							
7	SPENDING ALLOWANCE						
8	Exchange Rates	\$1,000	\$1,500	\$2,000	\$2,500	\$3,000	\$3,500
9	88%	880.00	1,320.00	1,760.00	2,200.00	2,640.00	3,080.00
10	86%	860.00	1,290.00	1,720.00	2,150.00	2,580.00	3,010.00
11	84%	840.00	1,260.00	1,680.00	2,100.00	2,520.00	2,940.00
12	80%	800.00	1,200.00	1,600.00	2,000.00	2,400.00	2,800.00
13	76%	760.00	1,140.00	1,520.00	1,900.00	2,280.00	2,660.00
14	74%	740.00	1,110.00	1,480.00	1,850.00	2,220.00	2,590.00
15	72%	720.00	1,080.00	1,440.00	1,800.00	2,160.00	2,520.00
16	70%	700.00	1,050.00	1,400.00	1,750.00	2,100.00	2,450.00


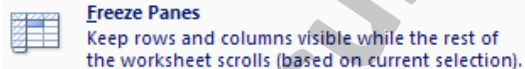
- 8 Save and close the workbook.



Freeze Panes

Many sheets are too large to be viewed completely on your screen. The Freeze Panes option makes working with large worksheets simpler by locking rows and columns so they remain visible when scrolling down or across your worksheet.


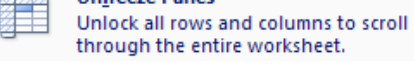
Exercise 13

- 1 Open the workbook called **Costello's Product Sales**.
- 2 Type **January** in C5 and drag the fill handle across to I5 to insert the months January to July.
- 3 In cell A7 type the product code **1001**.
- 4 Hold down the Ctrl key and drag the fill handle down to cell A22 to increment the data by 1, ie 1001, 1002, 1003, etc.
- 5 Format cells A7 to A22 as Text.
- 6 Select cells C7 to J24 and click on . The totals will appear in the last selected row and column.
- 7 Click on cell B7.
- 8 Click on the View tab.

- 9 Click on . Choose .

Freeze Panes
Keep rows and columns visible while the rest of the worksheet scrolls (based on current selection).
- 10 Click on the  at the bottom of the vertical scroll bar to move down the worksheet. Notice that rows 6 and above remain fixed.
- 11 Click on the  at the right of the horizontal scroll bar to move to the right of the worksheet. Notice that column A does not move as it is frozen.

	A	B	C	D	E	F	G	H	I	J
1	Costello's	Fast Foods								
2										
3	Sales for 7	months ending July 2010								
4										
5	Product									
6	Code	Product	January	February	March	April	May	June	July	Total
7	1001	Hamburger	450.55	375.00	560.00	542.00	595.00	515.00	425.00	3462.55
8	1002	Cheeseburger	320.65	401.50	375.00	350.00	365.00	305.00	540.00	2657.15
9	1003	Cossieburger	450.00	475.00	410.00	430.00	402.00	460.00	445.00	3072.00
10	1004	Baconburger	425.60	470.23	480.00	470.00	485.00	310.00	350.00	2990.83
11	1005	Chicken Bites	375.80	305.00	355.00	378.00	365.00	460.00	422.00	2660.80
12	1006	Fish Chunks	390.10	410.60	425.00	435.00	376.00	300.00	325.00	2661.70
13	1007	Bread Rolls	120.00	200.30	150.00	175.00	125.00	160.00	210.00	1140.30
14	1008	French Fries	800.00	950.00	915.00	886.00	900.00	956.00	865.00	6272.00
15	1009	Potato Wedges	564.00	578.00	620.00	580.00	650.00	520.00	600.00	4112.00
16	1010	Apple Pie	320.00	315.00	305.00	289.00	295.00	254.00	278.00	2056.00
17	1011	Apricot Pie	305.00	335.00	324.00	278.00	315.00	250.00	268.00	2075.00
18	1012	Orange Juice	250.00	326.00	312.00	277.00	287.00	300.00	310.00	2062.00
19	1013	CocaCola	345.00	410.00	385.00	440.00	380.00	420.00	415.00	2795.00
20	1014	Carmel Sundae	280.00	295.10	150.00	100.00	130.50	170.40	184.20	1310.20
21	1015	Chocolate Sundae	300.00	260.30	320.00	362.50	312.30	352.40	330.85	2238.35
22	1016	Strawberry Sundae	320.00	350.00	405.23	290.00	365.00	305.00	314.60	2349.83
23										
24	Total		6016.70	6457.03	6491.23	6282.50	6347.80	6037.80	6282.65	43915.71

- 12 Click on . Choose .


Unfreeze Panes
Unlock all rows and columns to scroll through the entire worksheet.
- 13 Save the workbook.

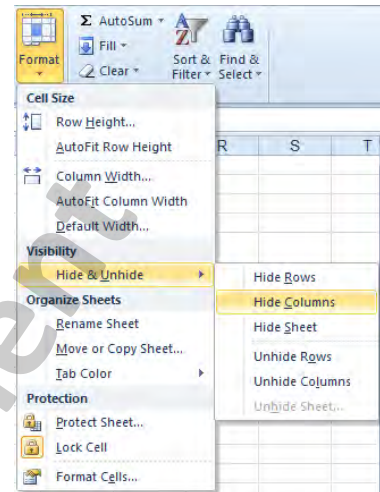
Hide Columns and Rows

Columns and rows can be hidden within a worksheet. This feature enables you to print only the data that is displayed on the screen (omitting columns and rows that are hidden). You may choose to unhide columns or rows at any time.

Hide Columns


Exercise 14

- 1 Select columns C to I.
- 2 Click on  in the Cells group on the Home tab.
- 3 Choose Hide & Unhide then choose Hide Columns as shown at the right.
Alternatively, right click on a selected column header and select Hide. The columns selected will be hidden.
- 4 View the worksheet using Print Preview. The columns that have been hidden will not display or print.
- 5 Close Print Preview.





Unhide Columns

Exercise 15

- 1 Select columns B to J.
- 2 Click on  on the Home tab.
- 3 Choose Hide & Unhide then choose Unhide Columns.
Alternatively, right click on a selected column header and select Unhide. The worksheet will expand to display the columns that were hidden.
- 4 View the worksheet using Print Preview.
- 5 Close Print Preview.

Rows

- Rows can also be hidden by selecting the row(s) you wish to hide and choosing , Hide & Unhide, Hide Rows.
- Unhide rows by selecting the rows above and below the hidden row(s) and choosing , Hide & Unhide, Unhide Rows.