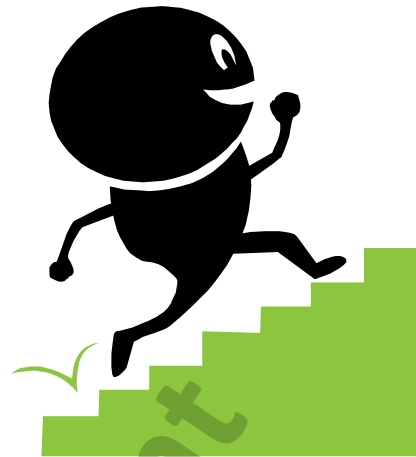


Easy Steps



Unit 2785 (v7)

**Create a computer spreadsheet to provide
a solution for organisation use**

with

Microsoft Excel 2010

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

A Cheryl Price Publication

Unit Standard 2785 (Version 7)

Create a computer spreadsheet to provide a solution for organisation use - Excel 2010

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

Unit Standard 2785 - GENERIC COMPUTING (Level 3, Credit 5)

Create a computer spreadsheet to provide a solution for organisation use

All topics in this Unit Standard are included in this book. It is assumed that a student knows the basic concepts of Excel (open, save, print, Autosum, basic addition and multiplication formulas).

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

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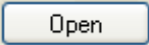




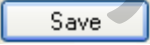
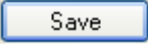
1	In your web browser, type: www.cherylprice.co.nz
2	Press Enter on the keyboard to display the Cheryl Price website.
3	Click in the Product Search box and type the number of this unit standard, as shown at the right. <div data-bbox="1187 501 1482 680" data-label="Image"> </div>
4	Click on  Search
5	Click on US 2785
6	Under the Exercise Files heading click on the underlined blue hyperlink, ie Book Exercise Files – V7 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  Open .
	b Click on the  of the  Unzip 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  Unzip button and click on the My Documents folder. The files will be unzipped.
8	Click on  Save and ensure My Documents folder is displayed. Click on  Save
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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Unit Standard 2785 Version 7

Title	Create a computer spreadsheet to provide a solution for organisation use		
Level	3	Credits	5

Purpose	People credited with this unit standard are able to plan and create a spreadsheet to provide a solution for organisation use, and create end-user documentation for the spreadsheet.
----------------	--

Classification	Computing > Generic Computing
-----------------------	-------------------------------

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

Entry information	
Recommended skills and knowledge	Unit 2784, <i>Create and use a computer spreadsheet to solve a problem</i> , or demonstrate equivalent knowledge and skills.

Explanatory notes

- 1 Candidates are required to design and produce a spreadsheet that is suitable for an organisation to use within its everyday business. The spreadsheet can be created as part of a candidate's work or in response to a scenario provided to, or created by, the candidate. More than one active spreadsheet must be produced for the purposes of this assessment and each of these must contain macros. Each spreadsheet must also be graphed.
- 2 A *plan* outlines a list of steps of how the requirements of the spreadsheet will be realised. The plan must include the specifications and/or features required by the spreadsheet to provide the solution. The plan may be modified during the task and changes justified. Evidence of planning may be oral, written, and/or graphic.
Depending on the assessment context, the plan may include:
key milestone outcomes;
how resources such as time, expertise and materials (and finance, if appropriate) will be used to achieve the outcomes of each milestone;
how consultation with stakeholders will be carried out to ensure that all constraints and requirements are met.

- 3 Definitions
Organisation describes the context the spreadsheet is designed to operate in (eg businesses, clubs, and not-for-profit organisations). It does not define or limit the situations in which assessment evidence may be gathered.
A simple end-user document includes a short description of the purpose of the spreadsheet, how to access the spreadsheet template(s), and instructions for the spreadsheet's use. The end-user document must use consistent font and layout, be legible, and should either avoid the use of undefined jargon or acronyms, or provide a glossary for these. The document must be saved in a format that is accessible to users.
 - 4 Legislation relevant to this unit standard includes but is not limited to the: Health and Safety in Employment Act 1992, Copyright Act 1994, and their subsequent amendments.
 - 5 An assessment resource to support computing unit standards (levels 1 to 4) can be found on the NZQA website at <http://www.nzqa.govt.nz/for-providers/resources/index.html>.
-

Outcomes and evidence requirements

Outcome 1

Plan a computer spreadsheet to provide a solution for organisation use.

Evidence requirements

- 1.1 The plan identifies the requirements of the spreadsheet in terms of its purpose and target users.
- 1.2 The plan outlines the specifications and requirements, including constraints and/or features to be met by the spreadsheet for it to provide a solution.

Range includes but is not limited to – macro commands; formatting – spreadsheet and graphs.

Outcome 2

Create the computer spreadsheet.

Evidence requirements

- 2.1 Data is entered and is formatted to produce the spreadsheet required by the plan.

Range formatting may include but is not limited to – column width, alignment, text, number formats.

- 2.2 Spreadsheet cell formulae, functions and processes are entered to produce the spreadsheet required by the plan.
- Range includes but is not limited to – statistical, financial, and logical functions; time and date calculations; sorting; absolute cell referencing.
- 2.3 Macro commands are created, tested and documented according to the requirements of the plan.
- 2.4 A spreadsheet template is created, named and saved in format that will allow the spreadsheet to be retrieved and modified.
- 2.5 Cell ranges within the spreadsheets are graphed according to the requirements of the plan.
- 2.6 Data integrity practices are demonstrated by comparing original information sources, audited formulae and checking totals for accuracy.
- 2.7 The spreadsheet is printed in hard copy and checked for appropriate formatting, readability, legibility, and presentation, and any required improvements are made.
- 2.8 The final spreadsheet is confirmed as being fit for purpose in terms of meeting the purpose and requirements of the organisation as outlined in the plan.

Outcome 3

Create end-user documentation for the spreadsheet.

Evidence requirements

- 3.1 A simple end-user document is created to facilitate use of the spreadsheet.

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	Garden Soils Ltd
Albany Joinery for Charts	Goodall Superannuation
Assets	Hats Income Statement
Baxter Sports	Healthy Homes Ltd
Best Deals for Charts	Holiday Options
Box Up Supermarkets	Jessie's Clothing Stores
Brighton Winery	Lifestyle Books
Charts – Cleantec	Outdoor Life - October
Cheryl Price Invoice	Premier Books
Cleantec	Recreational Magazines
Computer Courses	Sales Ranking
Cookery and Gardening Book Sales	Series
Cool Shot Photography	Spartacus – Auckland
Costello's Product Sales	Spartacus – Income Statements
Currency Rates	Spreadsheet Documents
Cycle Stuff Sales - January	Stock
Davidsons	Te Kea Trading
Day Tripper	Townsville, Jan-Mar
Fiji Landing Apartments	Wairau Office Equipment
Flower Shop	Walker and Grant Commission
Functions	

Section

1

Creating, Saving, Formatting and Editing Worksheets

Note

Section 1 revises some of the learning covered in the Cheryl Price book for US 2784, which is recommended prior learning for this unit. It also includes new exercises concerning times. Even if you have already attained US 2784, it is recommended that you work through this section.

Learning Outcomes

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

☐ Theory

- Understand what a spreadsheet is, how it works and why you would use one.

☐ Spreadsheet Basics

- Create a new worksheet
- Enter and edit data in a worksheet
- Save and close a workbook
- Apply formatting to a worksheet
- Preview and print a worksheet
- Apply currency formats to data
- Copy and move data using the Clipboard or mouse
- Calculate dates and times

Spreadsheets

A spreadsheet is essentially a large working area composed of rows and columns. Electronic spreadsheets are very flexible and are widely used in industry and commerce for tasks such as financial accounts, forecasting results, recording and comparing data, and storing valuable information such as personnel details. Home users can create a budget, work out a savings scheme or calculate travelling expenses, while a school may use it to calculate and store examination results and student records.

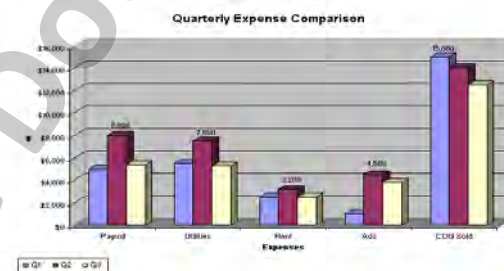
In addition to Excel 2010, other spreadsheet programs include Lotus 1-2-3, Corel Quattro Pro, SuperCalc.

Advantages of Electronic Spreadsheets

- Calculations are performed quickly and easily.
- If data is altered, the results of calculations that use the data automatically adjust.
- Charts can be used to visually display data, eg bar, column, pie, line.
- Data can be manipulated, grouped and sorted into a specific order for lists, databases, etc.
- Data within a well organised spreadsheet can be quickly located.

Samples of Spreadsheets

	A	B	C	D	E	F
1	Williams Appliances					
2	Sales for the 4th Quarter					
3						
4			October	November	December	Total
5	Williams - Auckland		35,850	23,000	26,445	85,095
6	Williams - Christchurch		36,650	29,000	28,550	94,200
7	Williams - Dunedin		25,455	26,500	29,560	81,515
8	Williams - Wellington		29,950	31,950	30,550	92,450
9	Washing Machines		129,705	110,450	114,105	354,260
10	Williams - Auckland		22,550	19,500	22,555	64,605
11	Williams - Christchurch		26,550	34,560	28,225	89,335
12	Williams - Dunedin		22,235	25,500	24,425	72,160
13	Williams - Wellington		19,995	22,500	23,550	66,045
14	Dishwashers		91,330	102,060	98,755	292,145
15	Williams - Auckland		42,555	31,450	32,885	106,890
16	Williams - Christchurch		44,675	39,885	21,865	106,425
17	Williams - Dunedin		32,500	29,335	26,550	88,385
18	Williams - Wellington		28,000	27,500	26,750	82,250



	A	B
1	MORTGAGE LOAN	
2		
3	Full Term	30
4	Monthly Payment	\$2,528.89
5	Interest Rate	15%
6	Total Loan	-200000
7		
8	Interest Rate	Monthly Payment
9	Current Rate 15%	\$2,528.89
10	5%	1,073.64
11	7%	1,330.60
12	9%	1,609.25
13	11%	1,904.65
14	13%	2,212.40
15	15%	2,528.89
16	17%	2,851.35

	A	B	C	D	E	F	G
1	THE LEARNING CENTRE						
2							
3	<i>Cheque Summary for May</i>						
4							
5	DATE	PAYEE	CHEQ	TOTAL	PURCH	FRT	WAGES
6							
7	2.5	H HACKET	568381	131.67			156.00
8		RHYS JONES HOLDINGS	568382	654.40			
9		NSIC	568383	219.37			
10		H HACKET	568384	177.98			216.00
11		NORTHERN COURIERS	568385	345.00	345.00		
12	11.5	URGENT COURIERS	568386	100.00	100.00		
13	12.5	NORTHERN COURIERS	568387	311.00	311.00		
14	13.5	M MILLER	568388	203.68			256.00
15	16.5	H HACKET	568389	142.05			168.25
16	18.5	T SMITH	568390	100.00	100.00		
17	20.5	H HACKET	568391	144.33			171.00
18	20.5	M MILLER	568392	252.23			320.00
19	23.5	NZ POST	568393	398.22		398.22	
20	27.5	M MILLER	568394	252.23			320.00
21	30.5	H HACKET	568395	160.84			192.00

Spreadsheet/Worksheet

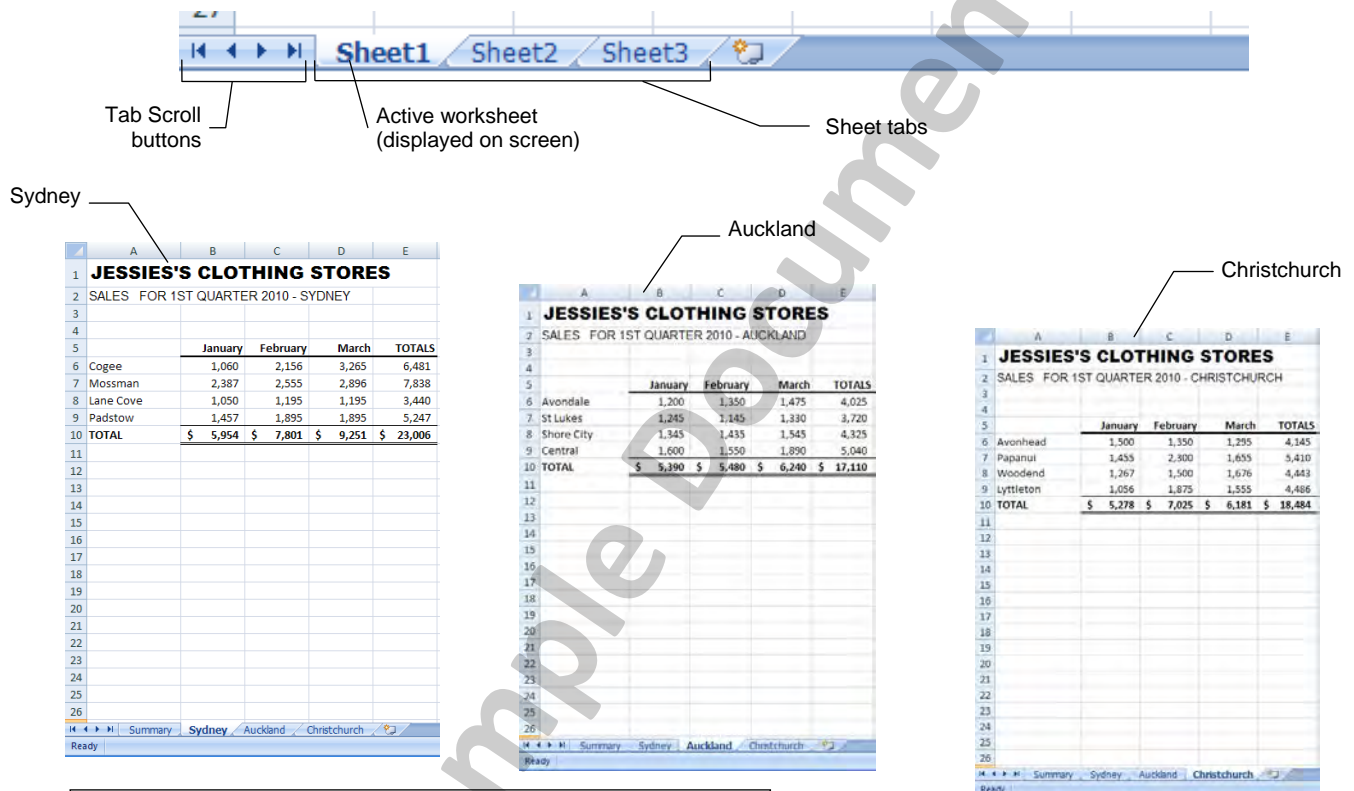
The word *spreadsheet* is a general term for any document created by a spreadsheet program; a spreadsheet is referred to in Excel 2010 as a *worksheet*. Both of these terms are used throughout this book but they refer to the same thing.

Unit Standard 2785 uses the term spreadsheet, so this word is used to refer to learning points that are directly relevant to the 2785 assessment, eg planning and evaluating.

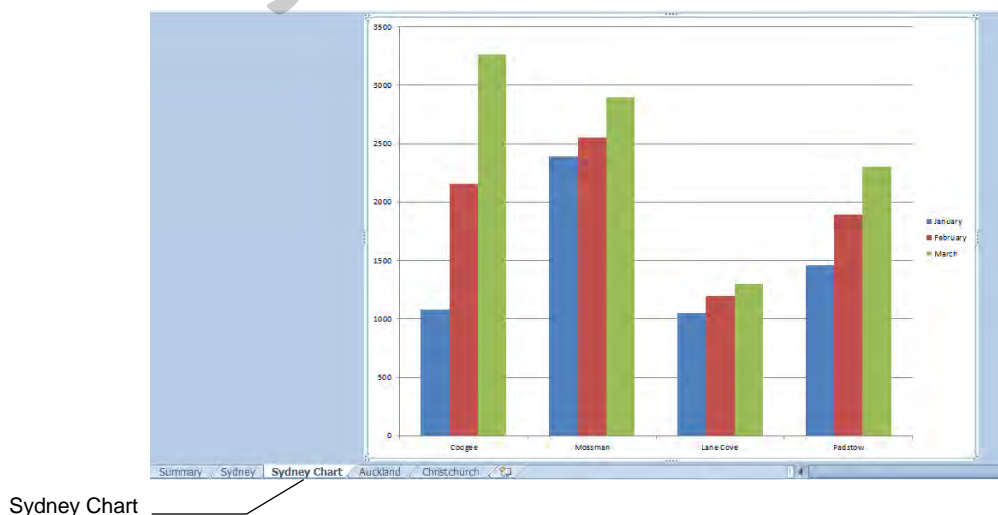
The Workbook

A workbook is a file in Excel. In each new workbook there are worksheets. When you open a new workbook it contains three blank worksheets by default. These worksheets are initially named *Sheet1*, *Sheet2*, *Sheet3*, but can be renamed. Multiple worksheets are normally used to display different data - for example, a company might use a worksheet for each sales branch, then a final worksheet which totals all sales figures from each branch and displays a summary. Charts (graphs) can be created on separate chart sheets which are initially named *Chart1*, *Chart2*, etc., but these can also be be renamed to something more descriptive.

Sheet tabs are displayed at the bottom of the screen. You can move from worksheet to worksheet by clicking on each sheet tab OR by pressing Ctrl & Page Up, or Ctrl & Page Down. If the space for displaying sheet tabs is not wide enough for all the tabs to be seen, the Tab Scroll buttons are used to scroll them.



Each sheet tab can contain a breakdown of different areas, costings, etc within a workbook. A chart can be placed on a separate chart sheet, or on the worksheet containing the data being charted.



Formulas

Basic Formulas

In an electronic spreadsheet a formula always starts with =

This identifies that the cell contains a formula and not general data. Cell references, numbers, and operators are used to create formulas.

Cells and Cell References

A cell is where a column and row meet in a spreadsheet. A cell reference (the name of a cell) is made up of two parts - the column letter, eg C and the row number, eg 5. The example below has the value 380 entered into cell C5.

	A	B	C	D	E
1	Car Valet Sales before GST				
2	January-March 2011				
3					
4		January	February	March	Total
5	Full Car Valet	780	380	570	1730
6					

Operators

Operators are used in a formula to specify mathematical operations. There are five basic operations that can occur in formulas: exponentiation, multiplication, division, addition, and subtraction.

Operator Symbols

+	Addition	/	Division
-	Subtraction	*	Multiplication
^	Exponentiation		

A few examples of formulas are shown below.

	A	B	C	D	E	F	G
1	Car Valet Sales before GST						
2	January-March 2011						
3							
4		January	February	March	Total	GST	Average Sales
5	Full Car Valet	780	380	570	1730	259.50	576.67

The formula in cell E5 is: =B5+C5+D5 It adds up the numbers in B5, C5, and D5.

The formula in cell F5 is: =E5*15% It calculates the GST amount by multiplying the Total by the current GST rate of 15%.

The formula in cell G5 is: =E5/3 It calculates the average monthly sales by dividing the total in E5 by 3 (for the three months January, February and March).

Formulas and Functions

Formulas can be straightforward calculations as shown in the previous example, or more complicated formulas or functions.

Functions are pre-defined calculations that are part of the Excel program.

The basic syntax for a function is =FUNCTION NAME(*arguments*). The arguments are usually references to the cells containing the values that the function will use.

Function names often give you an idea of what the function does, eg SUM adds up all the cells in a given range, while AVERAGE calculates the average amount in a given range of cells.

It would have been simpler to use functions to calculate the Total and Average sales in the example on the previous page.

The function in E5 would read: =SUM(B5:D5)

The function in G5 would read: =AVERAGE(B5:D5)

The colon (:) indicates an inclusive range of cells, in these examples, B5 through D5.

Parentheses

If a formula includes more than one operation (eg multiplication and subtraction), Excel follows a strict “order of precedence” when it carries out a calculation. Any exponentiation (using the ^ operator) is done first; then multiplication (*) and division (/); finally addition (+) and subtraction(-). If you want to override that sequence, you must put parentheses (ie brackets) around that part of the formula that you want done first. Look at the following examples and see how parentheses can affect the result.

	A	B	C	D	E
1					Result
2	Example 1	6	4	10	15
3	Example 2	6	4	10	10

Example 1:

This example follows the standard sequence. The division is done on the last cell in the formula, and the result of that is added to the remaining two numbers.

Example 2:

In this example parentheses have been placed around the addition operations, so they are carried out first. The result of that is then divided by 2, giving a different result.

Exercise 1

- If you were to calculate the following sums in a worksheet taking into account the effect parentheses has on a calculation, what would the answers be?

$$6+6+8/2 = \dots\dots\dots$$

$$(6+6+8)/2 = \dots\dots\dots$$

Creating a Workbook

In the following exercise you will create a new spreadsheet in an Excel 2010 workbook.

Exercise 2

- Click on the Start button at the bottom left of your screen, select All Programs, Microsoft Office then click on Microsoft Excel 2010.

Excel 2010 opens and a new workbook is displayed on the screen.

Entering Cell Contents

Data can be entered into any cell in a worksheet. Data can be text, numbers, or formulas. Remember, a formula always begins with the = sign. Data can be entered into a worksheet when the mode indicator at the bottom left of the screen displays *Ready*. If this is not displayed press the Esc key on the keyboard until *Ready* appears.

Text

Text is any combination of letters, numbers, spaces, punctuation, etc. Text data is automatically aligned at the left of the cell. If the text is wider than the cell, it will display over the top of the adjacent cell(s).



D
May



In the exercise that follows you will enter data into a cell.

Exercise 3

- 1 Ensure cell A1 is selected.
- 2 Type: **Car Valet Sales before GST**

	A	B	C
1	Car Valet Sales before GST		

When data is entered into a cell, two buttons appear to the left of the Formula Bar, the Enter button  and Cancel button .

- Clicking on the Enter button  will enter the data you have just typed into the cell and keep the same cell selected.
- Pressing Ctrl Enter will also enter the data and keep the same cell selected.
- Pressing the Enter key will enter the data and move down to the next cell in the column.
- Clicking on the Cancel button  will cancel the entry.
- Pressing the Esc key will also cancel the entry.

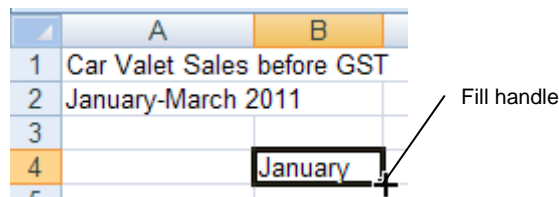
- 3 Press the Enter key.
- 4 Type: **January-March 2011**
- 5 Press Enter.

	A	B
1	Car Valet Sales before GST	
2	January-March 2011	

Entering Months using the Fill Handle

Exercise 4

- Click on cell B4.
- Type: **January** and press Ctrl Enter (to stay in cell B4).
- Position the mouse pointer on the fill handle of the cell, as shown at the right.
- Hold the left mouse button and drag to the right to cell D4. Release the mouse button. You should now have January through to March entered into cells B4 to D4.
- Click on cell E4 and type: **Total** Press Enter.
- Click on cell A5 and type: **Full Car Valet** Press Enter.
- Press Ctrl Home to move to cell A1.



	A	B
1	Car Valet Sales before GST	
2	January-March 2011	
3		
4		January
5		

Widening Columns

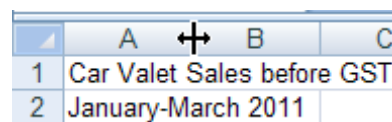
When data is inserted into a cell it may extend beyond the width of the cell.

- Text that is wider than the column width may be displayed across several cells - the data is still contained within the one cell, it just covers other cells. If the adjacent cell(s) contain their own data that takes precedence, the display of the data in the left cell will be truncated (ie appears to be cut off), although the full data remains in the cell.
- Numbers entered that exceed the column width will display an exponential figure or will display ##### within the cell. The column will widen slightly.

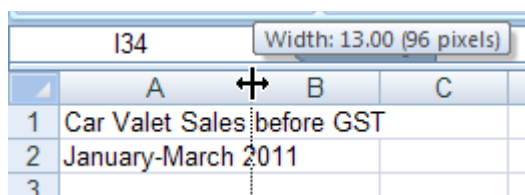
Changing the Width of a Single Column

Exercise 5

- To widen column A so that cell A5 can display all its data, position the mouse pointer between the column A and column B headers as shown at the right.
- Click and hold down the left mouse button. Drag to the right to increase the column width. A box will indicate the width of the column. Drag to the right until 13.00 appears as displayed below, then release the left mouse button.



	A	B	C
1	Car Valet Sales before GST		
2	January-March 2011		



	A	B	C
1	Car Valet Sales before GST		
2	January-March 2011		
3			

Entering Data into a Spreadsheet

By pre-selecting cells you can ensure that the data you type is entered only into those selected cells.

Exercise 6

- 1 Click and drag across cells B5 to D5.
- 2 Type: **780** Press Enter. This will move the cursor to the next cell.
- 3 Type: **380** Press Enter.
- 4 Type: **570** Press Enter.
- 5 Turn off cell selection by clicking on another cell or moving to another cell using one of the arrow keys.


	A	B	C	D
1	Car Valet Sales before GST			
2	January-March 2011			
3				
4		January	February	March
5	Full Car Valet	780	380	570

If you have made an error, select the incorrect cell and amend it using the editing techniques described below.

Editing Within a Cell

Exercise 7

Cell entries can be altered directly within the cell. You will now change the entry in cell A2 to read *January-March 2012*.

- 1 Double click on cell A2 (OR with cell A2, selected press F2). Press the End key to move to the end of the text. (When you double click on a cell the insertion point is positioned where you double clicked.)
- 2 Press the Backspace key once, then type: **2**
- 3 Click on the Enter button  OR press Ctrl Enter.

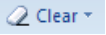
Deleting

To delete the contents of a cell, click on the cell and press the Delete key. To delete the contents of a range of cells, select the cells then press the Delete key.

Exercise 8

- 1 Click on cell A5.
- 2 Press the Delete key.

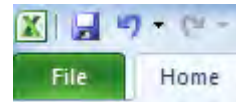
The Delete key will remove only the *contents* of the cell.

For other options, click on  in the Editing group of the Home tab. You can select the most appropriate action from:


- Clear All* clears all formats, cell contents and notes
- Clear Formats* clears formatting eg cell alignments, font styles, etc
- Clear Contents* clears only the cell contents
- Clear Comments* clears any comments attached to the cell(s)
- Clear Hyperlinks* clears hyperlinks from the selected cell(s)

Undo

If you make an error when editing, the Undo feature allows you to cancel your last action.



Exercise 9


- Ctrl Z ➤ Click on the Undo button  on the Quick Access Toolbar. This will redisplay the text Full Car Valet in cell A5.

Clicking on the Undo drop-down arrow displays a list of previous actions, from which you can select an action to undo. The most recent action will be at the top of the list. Selecting an action will undo it and any other actions above it in the list.

Redo


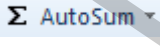
The Redo button is used to reverse the Undo command. (By clicking on the Redo drop-down arrow you can see a list of “redo” actions, used in the same way as for Undo.)

Exercise 10

- Ctrl Y 1 Click on the Redo button  on the Quick Access Toolbar to redo the delete.
2 Click on Undo again so that the text Full Car Valet reappears in cell A5.

Applying Bold Text and Totalling a Row



Exercise 11

- 1 Press Ctrl Home to move to cell A1. With the cell selected click on the Bold button  on the ribbon. (You will learn more about formatting on page 10.)
- 2 Click on cell E5. Click on  twice. This will create a Sum function that will calculate the total sales. (You will learn more about functions later in this book).

Note On your screen the AutoSum button may be displayed without the actual name, ie 

Saving the Workbook


Exercise 12

- Ctrl S 1 Click on the Save button  on the Quick Access Toolbar. Ensure the Save in: box displays the default folder (My Documents\US2785 v6 Excel 2010 Book Exercise Files).
2 With Book1 selected in the File name: box type: **Car Valet**
3 Click on .

The workbook file has been saved into your working folder. For the exercises in this book continue to save and open all workbook files to/from the default folder.

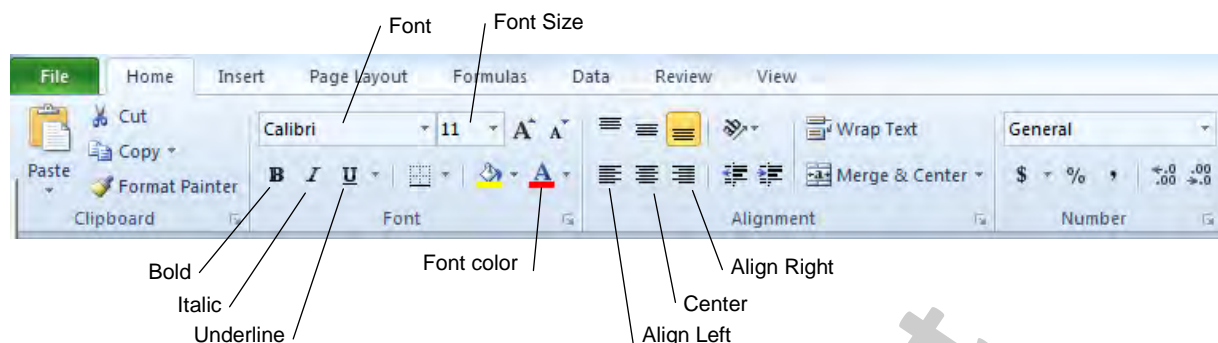
Closing a Workbook

Exercise 13

- Alt F4 ➤ Click on the Close Window button . Before the workbook is closed, you may be asked to save any changes made - if this happens click on Yes.

Fonts

A font is an individual typeface design. Changing the font type and size allows you to emphasise areas in a worksheet.



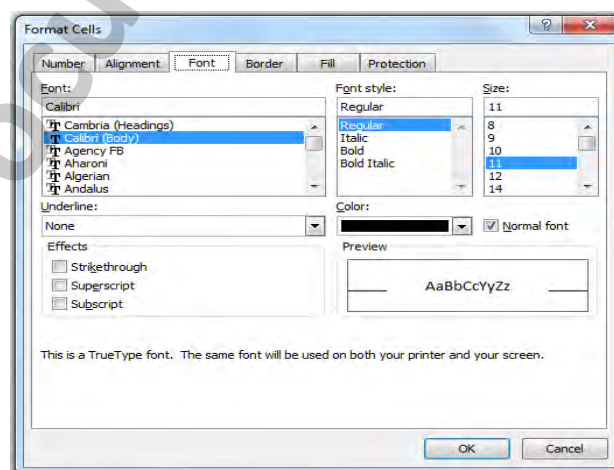
In addition to using the Formatting buttons shown above, options can be changed in the Format Cells dialog box, where fonts and formatting changes can be previewed before applying them to cells. Ensure fonts used fit the purpose and style of the worksheet.

Format Cells, Font tab Dialog Box

- Select the cells to be formatted.
- Right-click on the selection and choose **Format Cells...**. The Format Cells dialog box is displayed as shown at the right.

(Alternatively, click on in the Cells group on the Home tab, and choose **Format Cells...**.)

- Click on the Font tab.
- Select the font, font style, size and any other formatting required.
- Click on OK.



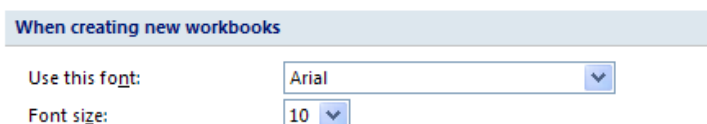
Mini Toolbar

When you right click on selected cells the Mini Toolbar will be displayed, as shown at the right. Formatting options can be selected from this toolbar.




Tips

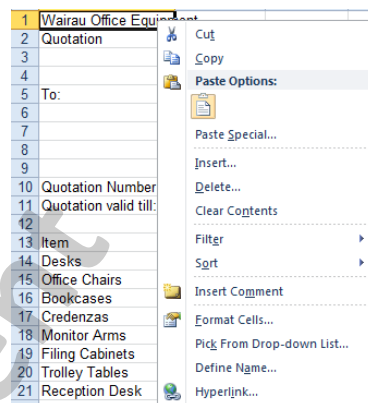
- In Excel 2010 individual words or characters in a cell can contain different formatting, eg **Sale Prices - December 2011**
- To alter the default font for every workbook, click on the **File** tab, then on **Options**. Select options from the *Use this font:* and *Font size:* shown below.
- Click on OK.



Formatting your Worksheet

Exercise 14

- 1 Click on the File tab, then on Open.
- 2 Double click on the workbook called **Wairau Office Equipment**.
- 3 Right-click on cell A1. A drop down menu appears as shown at the right.
- 4 Choose  **Format Cells...**. The Format Cells dialog is displayed. Click on the Font tab.
- 5 Apply the font called Impact and change the font size to 24 pt.
- 6 Click on Bold in the Font style: box then click on OK.

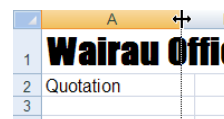


Use the Formatting buttons on the ribbon to change fonts and effects as follows.

- 7 Change the font for the subtitle in cell A2 to Arial 12 pt.
- 8 Click on cell A5. Click on the Bold button **B** and the Italic button *I*.
- 9 Format cells A10 and A11 to italics.
- 10 Select cells A13 to D13. Click on the Bold button.
- 11 Apply bold to cell A26.

The Formatting buttons on the ribbon are a quick and efficient method of applying fonts and formats. Features such as Bold or Italic can be turned on or off by clicking on the appropriate button. Alternatively, the Mini Toolbar can be used.


- 12 Widen column A until all the text in cells A10 to A24 are displayed.
- 13 Save the workbook.



	A	B	C	D
1	Wairau Office Equipment			
2	Quotation			
3				
4				
5	To:			
6				
7				
8				
9				
10	Quotation Number:			
11	Quotation valid till:			
12				
13	Item	Quantity	Unit Price	Total Cost
14	Desks	10	300	
15	Office Chairs	15	175	
16	Bookcases	5	95	
17	Credenzas	8	195	
18	Monitor Arms	6	85	
19	Filing Cabinets	4	300	
20	Trolley Tables	2	50	
21	Reception Desk	1	1200	
22	Reception Chairs	4	75	
23	Lunchroom Table	1	350	
24	Boardroom Table	1	550	
25				
26	TOTAL			


Borders and Patterns

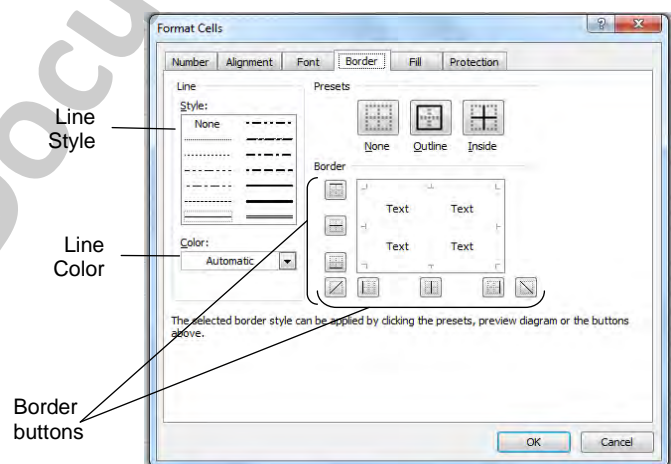
Borders Button

Borders (lines) can be inserted into a worksheet using the Borders button  in the Front group on the Home tab. On the Borders button you can click on the down-arrow and select the style of border required. A line style and colour can also be applied using the buttons displayed under the Draw Border section in the Borders drop down menu as shown below.










Format Cells, Border tab Dialog Box

- a) Select the cells required and right-click on the selection.
- Ctrl 1 b) Choose  **Format Cells...**. Click on the Border tab in the Format Cells dialog box.
- c) Select the line style and line colour required in the Line section.
- d) Click on a preset button OR click on a Border button to apply a border. To remove a border click on the relevant Border button to turn off the border OR select None.
- e) Click on OK.



Removing Borders

Borders can be removed as follows.

- Select the cells with the border style applied. Click on the  of the Borders button and choose  **No Border**.
- Select the cells with the border style applied and right click on the selection. Choose  **Format Cells...**. Click on the Border tab in Format Cells. Click on None. Click on OK.
- Select the cells with the border style applied. Choose  **Clear** in the Editing group on the Home tab. Choose  **Clear Formats** (remember this will also clear number formats and alignments).
- Click on the  of the Borders button and choose  **Erase Border**. This turns the mouse pointer into an eraser, so lines can now be removed by clicking on them with the mouse.