

PC SIMPLICITY!

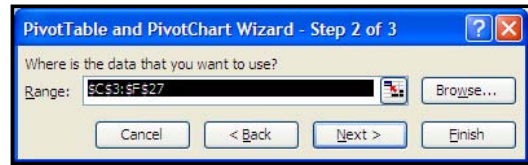
SIMPLE EXCEL 2003: Advanced

How to create, design and use a spreadsheet.

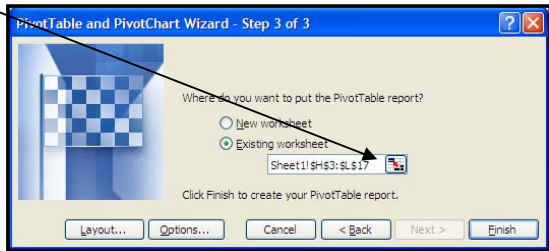
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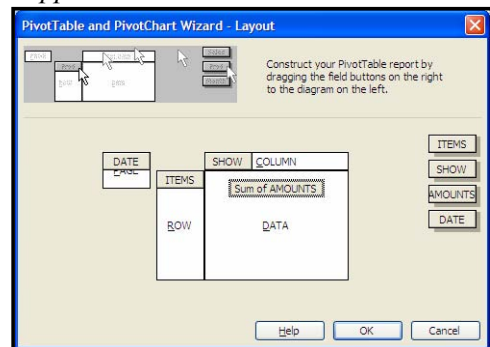
- * The Pivot Table and Pivot Chart Wizard Step 2 of 3 window will appear
 - * The range reference is automatically entered as we selected the area prior
- g. Click on the **Next** button



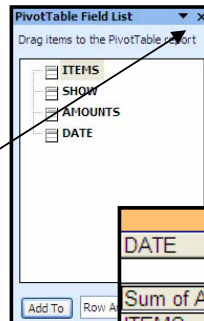
- h. Click on **Existing Worksheet**
- * You will need to select the area (range) where the **Pivot Table** is to be inserted on the sheet
- i. Click on the **Range icon** located right of the **Range area**
- * You will go to the sheet itself and a **Range bar** is displayed
- j. Select cells **H3 to L17** (click-drag over them)
- * The cell references will be entered into the reference bar



- k. Click on the **Range icon** located right of this bar
- * You will return to the Pivot Table and Pivot Chart Wizard - Step 3 of 3 window
- l. Click on the **Layout** button located bottom left of this window
- * The Pivot Table and Pivot Chart Wizard - Layout window appears
 - * Notice the field labels listed on the right of the pivot window. Read the instructions.



- m. Click-drag the **Show** button to the **Column area**
- n. Click-drag the **Items** button to the **Row area**
- o. Click-drag the **Amount** button to the **Data area**
- p. Click-drag the **Date** button to the **Page area**
- q. Click on the **Ok** button



- * You will return to the Pivot Table and Pivot Chart Wizard - Step 3 of 3 window
- r. Click on the **Finish** button
- * A Pivot Table window will appear
- s. Click on the **Close Window icon** to close the Pivot window

	H	I	J	K	L
DATE		(All)			
Sum of AMOUNTS		SHOW			
ITEMS	HUY	TTD	TTS		Grand Total
Costume	310	790	1074.5		2174.5
Effects	2300	1560	1300		5160
Make-up			265		265
Props			759		759
Travel	430	1680	375		2485
Wages	13100		14000		27100
Grand Total	16140	4030	17773.5		37943.5

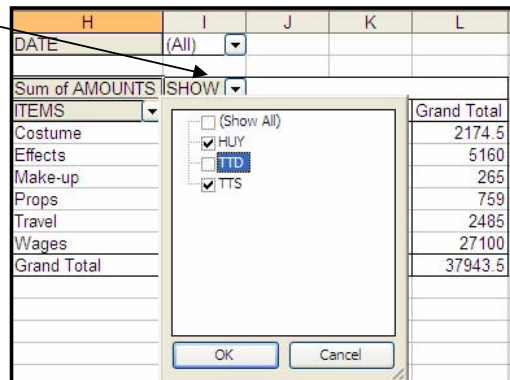
As you can see this Pivot Table displays the Total Amounts spent for each of the Item for each Show.

Step 15. Display the total amounts spent on each of the items for the HUY and TTS shows only.

FILTERING A PIVOT TABLE BY SHOW

- a. Click on the **Show scroll bar**
- * The Show menu will appear listing the three shows
- b. Click on the **TTD area** to remove the tick
- c. Click on the **Ok** button

Study this Pivot Table carefully. The Pivot Table outlines the Shows and the Total Amounts spent on each item. It also provides us with a grand total for both the Items and for the Shows.

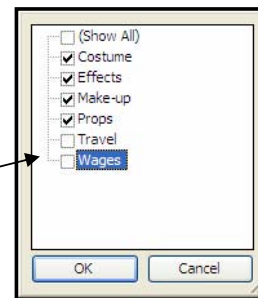


Step 16. Use the Pivot Table to display the Total Amounts spent for all Shows and all Items except the Travel and Wages.

FILTERING A PIVOT TABLE BY SHOW AND ITEMS

- a. Click on the **Show scroll bar**
- b. Click on the **Show All area** and a tick will be placed for all Shows
- c. Click on the **Ok** button
- d. Click on the **Items scroll bar**
- e. Click on the **Travel and Wages** options to remove the ticks
- f. Click on the **Ok** button
- * Study the outcome

DATE	(All)				
Sum of AMOUNTS	SHOW				
ITEMS	HUY	TTD	TTS	Grand Total	
Costume	310	790	1074.5	2174.5	
Effects	2300	1560	1300	5160	
Make-up			265	265	
Props			759	759	
Grand Total	2610	2350	3398.5	8358.5	



Step 17. Use the Pivot Table to display the total Amounts spent for Travel and Wages for the TTS show.

- a. Click on the **Show scroll bar**
- b. Click on **TTD and HUY** to remove the ticks
- c. Click on the **Ok** button
- d. Click on the **Items scroll bar**
- e. Click on **Travel** then **Wages** so a tick appears in each box remove all other ticks
- f. Click on the **Ok** button

DATE	(All)			
Sum of AMOUNTS	SHOW			
ITEMS	HUY	TTS	Grand Total	
Travel	430	375	805	
Wages	13100	14000	27100	
Grand Total	13530	14375	27905	