

# Boost Your Efficiency

You can use Microsoft Excel 2007 to work with numbers. In fact, wherever you use numbers — doing taxes, running a small business, maintaining a budget, or anything else — Excel can help make your work easier, quicker, and more accurate.

Excel 2007 provides you with many ways to enter, present, explore, and analyze data. This chapter focuses on ways in which you can boost your efficiency when using Excel. You learn how to use the Excel AutoFill feature, to group and outline, to check the accuracy of your data and more.

The AutoFill feature enables you to fill a row or column quickly with a series of values, numbers, dates, or times generated from one

or more values you have entered. This chapter will show you how to use the AutoFills that come standard with Excel and how to create your own AutoFills.

You can use grouping and outlining to hide parts of your worksheet, enabling you to focus in on the data in which you are interested, thereby making data analysis easier. This chapter steps you through the process of grouping and outlining.

Sometimes you may want to double-check the accuracy of your data. One of the final tasks in this chapter teaches you how you can increase the accuracy of your data entry by letting Excel read back your data to you.



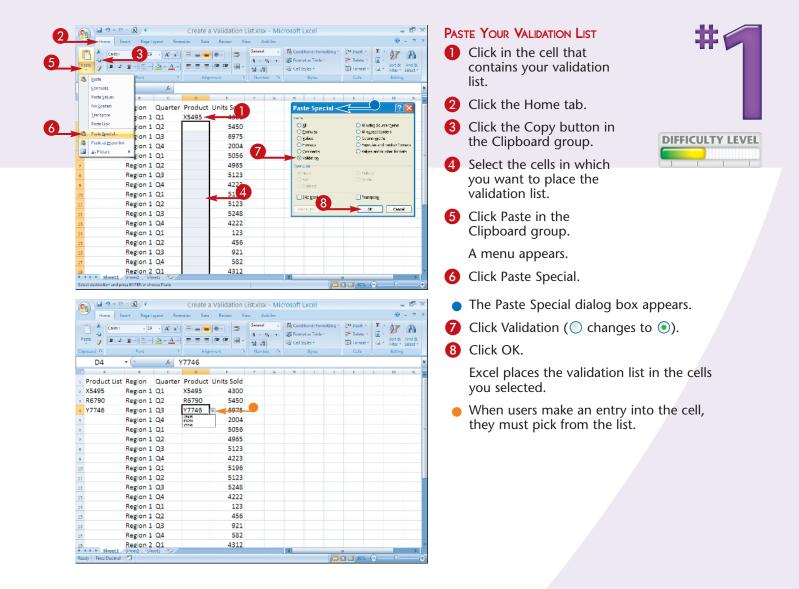
# Validate with a VALIDATION LIST

Excel enables you to restrict the values a user can enter in a cell. By restricting values, you ensure that your worksheet entries are valid and that calculations based on them thereby are valid as well. During data entry, a validation list forces anyone using your worksheet to select a value from a drop-down menu rather than typing it and potentially typing the wrong information. In this way, validation lists save time and reduce errors.

To create a validation list, type the values you want to include into adjacent cells in a column or row. You may want to name the range. See Task #11 to learn how to name ranges. After you type your values, use the Data Validation dialog box to assign values to your validation list. Then copy and paste your validation list into the appropriate cells by using the Paste Special Validation option.

You may want to place your validation list in an outof-the-way place on your worksheet or on a separate worksheet.

Home Inset Page Layor	n Formules Dat		Add-Ins Vi Clear Reapply Texton	Data Validation	* Ungroup - *		Click in the cell in which want to create a validation
Get Esternal Data	All + Se Edit Line Connections	s Al Sont Mit	Advanced Columns	Duplicates 👷 What-If Analysis * Duta Tools	Dutline 5	2	Click the Data tab.
D2 • (*	fx.				8		
Product List Region Q		t Units Sold	G H		2 X	•	Click Data Validation in t Tools group.
<ul> <li>X5495 Region 1 Q</li> <li>R6790 Region 1 Q</li> </ul>		4	Data Validatio				Tools group.
4 Y7746 Region 1 Q	T	6975	Sottings Input Mess	ge DrorAleit			The Data Validation dialo
Region 1 Q		2004	Alon:	5		· · · · · · · · · · · · · · · · · · ·	
<ul> <li>Region 1 Q</li> </ul>	1	5056	Let Data:	In cel dropdown	-		appears.
7 Region 1 Q		4965	hetween	-		_	
Region 1 Q		5123	Sources	6		4	Click the Settings tab.
Region 1 Q		4223					5
Region 1 Q		5196	Apply these thenese	other cells with the same setting		6	Click here and then selec
11 Region 1 Q 12 Region 1 Q		5123 5248		7			
12 Region 1 Q 13 Region 1 Q		4222	dear 4		Cancel		Click and drag to select t
Region 1 Q		123					entries, or type = followe
15 Region 1 Q		456					
15 Region 1 Q		921					the range name.
17 Region 1 Q	4	582					5
Desire 2 O	1	4312			~	<b>6</b>	
18     Region 2 Q       N + + H     Sheet1       Ready     Fixed Decimal 20       Image: Provide the state of the s	Create	a Validation List. Review View	xlsx - Microsoft Exc Add-Ins		→ □ → □ → □ → □ → □ → □ → □ → □		Excel creates a validation
Ready Fixed Docimal C Fixed Docimal	Create t Formulas Dat	a Validation List.	Add-Ins	el	<ul> <li>⊕ = □ ×</li> <li>⇒ Group = ○3 <ul> <li>↓ Ungroup = ○3 </li> </ul> </li> </ul>		
Ready Filed Docard Home Find Docard Home Find Concel Find the File States Find the File States Find Stat	Create r Formula Dat Contect Propertia Refresh Set Lines Line Set Lines	a Validation List.	Add-Ins	el Benove Dots Volidation - Remove Dyncstes W What-P Analyss -	→ [ →		Excel creates a validation
Image: Head Science: Constant         Sheet2: Sheet2         Sheet2           Image: Constant         Image: Constant         Image: Constant         Image: Constant           Image: Constant         Image: Constant         Image: Constant         Image: Constant         Image: Constant           Image: Constant         Image: Constant         Image: Constant         Image: Constant         Image: Constant         Image: Constant           Image: Constant         Image: Const         Image: Constant <td< td=""><td>Create r Formula: Dat Connect Propertia All ~ idt Line Connections</td><td>a Validation List.</td><td>Add-Ins</td><td>el</td><td><ul> <li>⊕ = □ ×</li> <li>⇒ Group = ○3 <ul> <li>↓ Ungroup = ○3 </li> </ul> </li> </ul></td><td></td><td>Excel creates a validation</td></td<>	Create r Formula: Dat Connect Propertia All ~ idt Line Connections	a Validation List.	Add-Ins	el	<ul> <li>⊕ = □ ×</li> <li>⇒ Group = ○3 <ul> <li>↓ Ungroup = ○3 </li> </ul> </li> </ul>		Excel creates a validation
Ready Filed Docard Home Find Docard Home Find Concel Find the File States Find the File States Find Stat	Create r Formula: Dat Contect Contect Propertia Refresh All V Edit Line	a Validation List.	Add-Ins	el Benove Dots Volidation - Remove Dyncstes W What-P Analyss -	<ul> <li>⊕ = □ ×</li> <li>⇒ Group = ○3 <ul> <li>↓ Ungroup = ○3 </li> </ul> </li> </ul>		Excel creates a validation
Image: Hear Sheet2     Sheet2     Sheet2       Ready     Hear Decmit     Image: Hear Sheet2     Sheet2       Image: Hear Sheet2     Image: Hear Sheet2     Image: Hear Sheet2     Sheet2       Image: Hear Sheet2     Image: Hear Sheet2     Image: Hear Sheet2     Image: Hear Sheet2       Image: Hear Sheet2     Image: Hear Sheet2     Image: Hear Sheet2     Image: Hear Sheet2       Image: Hear Sheet2     Image: Hear Sheet2     Image: Hear Sheet2     Image: Hear Sheet2       Image: Hear Sheet2     Image: Hear Sheet2     Image: Hear Sheet2     Image: Hear Sheet2       Image: Hear Sheet2     Image: Hear Sheet2     Image: Hear Sheet2     Image: Hear Sheet2       Image: Hear Sheet2     Image: Hear Sheet2     Image: Hear Sheet2     Image: Hear Sheet2       Image: Hear Sheet2     Image: Hear Sheet2     Image: Hear Sheet2     Image: Hear Sheet2       Image: Hear Sheet2     Image: Hear Sheet2     Image: Hear Sheet2     Image: Hear Sheet2       Image: Hear Sheet2     Image: Hear Sheet2     Image: Hear Sheet2     Image: Hear Sheet2       Image: Hear Sheet2     Image: Hear Sheet2     Image: Hear Sheet2     Image: Hear Sheet2       Image: Hear Sheet2     Image: Hear Sheet2     Image: Hear Sheet2     Image: Hear Sheet2       Image: Hear Sheet2     Image: Hear Sheet2     Image: Hear Sheet2     Image: Hear Sheet2	Create remule Dat Create Create Create Create Create Concel Co	a Validation List. Review View Cros \$1 21 3 5ort HB Sort B	Add-Ins	el Benove Dots Volidation - Remove Dyncstes W What-P Analyss -	<ul> <li>⊕ = □ ×</li> <li>⇒ Group = ○3 <ul> <li>↓ Ungroup = ○3 </li> </ul> </li> </ul>		Excel creates a validation
Image: Head Science: Constant         Sheet2 Science: Constant         Sheet2 Science: Constant           Image: Constant         Image: Constant         Image: Constant         Image: Constant           Image: Constant         Image: Constant         Image: Constant         Image: Constant         Image: Constant           Image: Constant         Image: Constant         Image: Constant         Image: Constant         Image: Constant         Image: Constant           Image: Constant         Image: Const         Image: Const         Image:	Create n Formulae Dat Propulae Dat Propula Retted Arris 40 ide tune Connections & X5495 c D uarter Produce 1 X5495	a Validation List. Review View Cros \$1 21 3 5ort HB Sort B	Add-Ins	el Benove Dots Volidation - Remove Dyncstes W What-P Analyss -	<ul> <li>⊕ = □ ×</li> <li>⇒ Group = ○3 <ul> <li>↓ Ungroup = ○3 </li> </ul> </li> </ul>		Excel creates a validation
A Sheet2 Sheet2 Sheet2     Sheet2 Sheet2     Sheet3 Sheet2 Sheet2     Sheet3 Sheet3 Sheet3     Sheet3 Sheet3 Sheet3     Sheet3 Sheet3 Sheet3     Sheet3 Sheet3 Sheet3 Sheet3     Sheet3 Sheet3 Sheet3 Sheet3 Sheet3     Sheet3 Sheet	Create Formulas Dat Formulas Dat Formulas Dat Formulas Date Formulas Date F	a Validation List. Benew View states 91 (1) s 91 (1)	Add-Ins	el Benove Dots Volidation - Remove Dyncstes W What-P Analyss -	<ul> <li>⊕ = □ ×</li> <li>⇒ Group = ○3 <ul> <li>↓ Ungroup = ○3 </li> </ul> </li> </ul>		Excel creates a validation
A Sheet1 Orend	Create Fermine Date Refrech Dependent Refrech De	a Validation List.	Add-Ins	el Benove Dots Volidation - Remove Dyncstes W What-P Analyss -	<ul> <li>⊕ = □ ×</li> <li>⇒ Group = ○3 <ul> <li>↓ Ungroup = ○3 </li> </ul> </li> </ul>		Excel creates a validation
Sheet1 _ Oheet2 _ Oheet2 _ Oheet2 Cound     Find Document      Fi	Create Formula Dat Formula Data Formula Data For	a Validation List. * Review View 1 1 12 1 1 3 1 12 1 1 3 1 12 1 1 3 1 12 1 1 4 1 12 1 1 4 1 12 1 1 4 1 12 1 1 4 200 5 4 50 6 975 2 004	Add-Ins	el Benove Dots Volidation - Remove Dyncstes W What-P Analyss -	<ul> <li>⊕ = □ ×</li> <li>⇒ Group = ○3 <ul> <li>↓ Ungroup = ○3 </li> </ul> </li> </ul>		Excel creates a validation
SuperL Street Count      SuperL Street Count      Provide Count	Create Formulae Date Propuestion All Concett All Second Connection Connection Connection Second Connection Con	a Validation List. Review View 1 (1) 3 J (1) 4 J (2) 5 J (1) 5 Sol 6 5 Sol 7 5 Sol 7	Add-Ins	el Benove Dots Volidation - Remove Dyncstes W What-P Analyss -	<ul> <li>⊕ = □ ×</li> <li>⇒ Group = ○3 <ul> <li>↓ Ungroup = ○3 </li> </ul> </li> </ul>		Excel creates a validation
A Sheet1 Orend      Orend Cound     Cound      Cou	Create Formulae Dat Propuest Arren Product Connection Arren Product Connection Connectio	a Validation List. <b>Breiter Vice</b> <b>State</b> <b>3 1 1 1 1</b> <b>4 1 1 1</b> <b>5 1 1 1 1</b> <b>1 1 1 1</b> <b>1 1 1 1</b> <b>1 1 1 1</b> <b>1 1 1 1 1</b> <b>1 1 1 1 1</b> <b>1 1 1 1 1 1</b> <b>1 1 1 1 1 1 1 1</b> <b>1 1 1 1 1 1 1 1 1 1</b>	Add-Ins	el Benove Dots Volidation - Remove Dyncstes W What-P Analyss -	<ul> <li>⊕ = □ ×</li> <li>⇒ Group = ○3 <ul> <li>↓ Ungroup = ○3 </li> </ul> </li> </ul>		Excel creates a validation
Sheet2 Sheet2 Sheet2 Sheet2     Sheet2 Sheet2     Sheet2 Sheet3     Sheet2 Sheet3     Sheet3	Create Formula Form	a Validation List. a Beine Vice 1 1 2 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Add-Ins	el Benove Dots Volidation - Remove Dyncstes W What-P Analyss -	<ul> <li>⊕ = □ ×</li> <li>⇒ Group = ○3 <ul> <li>↓ Ungroup = ○3 </li> </ul> </li> </ul>		Excel creates a validation
Subect 2 Sheet2 - Sheet2 - Sheet2     Kexky River Record Cound     Sheet2 Record      Final Record      Final Record      Cound     Sheet2 Record      Sheet2	Create Formulae Dat Formulae Dat Formulae Dat Correction Corr	a Validation List. Review View 1 1 21 3 1 21 3 1 21 5 1 2	Add-Ins	el Benove Dots Volidation - Remove Dyncstes W What-P Analyss -	<ul> <li>⊕ = □ ×</li> <li>⇒ Group = ○3 <ul> <li>↓ Ungroup = ○3 </li> </ul> </li> </ul>		Excel creates a validation
A Sheet1 Ormal Office Office     A Sheet1 Office Office     A Sheet1 Office     A	Create Formulae Dat Promulae Dat Propuestion Arrow States Connection Arrow States Connection Connec	a Validation List Berieve View Cons 1 1 212 3 1 212 5 2 1 212 5 2 1 212 5 2 1 5 212 5 2 1 212 5 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Add-Ins	el Benove Dots Volidation - Remove Dyncstes W What-P Analyss -	<ul> <li>⊕ = □ ×</li> <li>⇒ Group = ○3 <ul> <li>↓ Ungroup = ○3 </li> </ul> </li> </ul>		Excel creates a validation
A Sheet Order     Sheet O	Create Formula Da Formula Da	a Validation List. a Parime Vice 24 (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	Add-Ins	el Benove Dots Volidation - Remove Dyncstes W What-P Analyss -	<ul> <li>⊕ = □ ×</li> <li>⇒ Group = ○3 <ul> <li>↓ Ungroup = ○3 </li> </ul> </li> </ul>		Excel creates a validation
Subect 2 Sheet2 - Sheet2 - Sheet2     Keeky Resoft Received     Fines Received     Fines Received     Fines Received     Fines Received     Fines Received	Create Formula Da Formula Da	a Validation List Berieve View Cons 1 1 212 3 1 212 5 2 1 212 5 2 1 212 5 2 1 5 212 5 2 1 212 5 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Add-Ins	el Benove Dots Volidation - Remove Dyncstes W What-P Analyss -	<ul> <li>⊕ = □ ×</li> <li>⇒ Group = ○3 <ul> <li>↓ Ungroup = ○3 </li> </ul> </li> </ul>		Excel creates a validation
A Sheet Order     Sheet O	Create Formulae Dat Formulae Dat Formulae Dat Formulae Data Formulae Data F	a Validation List. * Review View * 1 123 3 1 501 Ht 501 * Soit & Soit & Fill * Soit & Fille	Add-Ins	el Benove Dots Volidation - Remove Dyncstes W What-P Analyss -	<ul> <li>⊕ = □ ×</li> <li>⇒ Group = ○3 <ul> <li>↓ Ungroup = ○3 </li> </ul> </li> </ul>		Excel creates a validation
Solvet1, Street,	Create Firmula Da Firmula Da	a Validation List. Review View 1 1 213 1 2 301 Ht 5 000 5 41 012 5 000 5 41 01 5 000 5 410 5 000 5 450 6 975 2 0004 5 005 6 4965 5 123 5 123 5 123 5 126 5 126 5 123 5 126 5 12	Add-Ins	el Benove Dots Volidation - Remove Dyncstes W What-P Analyss -	<ul> <li>⊕ = □ ×</li> <li>⇒ Group = ○3 <ul> <li>↓ Ungroup = ○3 </li> </ul> </li> </ul>		Excel creates a validation
A Sheet 2 Order 2 Order 2 Order 2 Order 2     Arrow Karl      Arrow Karrow Karl      Arrow Karl      Arrow Karl      Arrow Karl      Arro	Create Formation Due Formation Due Formation Due Formation Fo	a Validation List s Subsection View s J J 212 s J J 212 s J J 212 s J J 212 HI HI Sold	Add-Ins	el Benove Dots Volidation - Remove Dyncstes W What-P Analyss -	<ul> <li>⊕ = □ ×</li> <li>⇒ Group = ○3 <ul> <li>↓ Ungroup = ○3 </li> </ul> </li> </ul>		Excel creates a validation
Image: A sheet 2         Other 2         Other 2         Other 2           Image: A sheet 2         Other 2         Image: A sheet 2         Image: A sheet 2           Image: A sheet 2         Image: A sheet 2         Image: A sheet 2         Image: A sheet 2           Image: A sheet 2         Image: A sheet 2         Image: A sheet 2         Image: A sheet 2           Image: A sheet 2         Image: A sheet 2         Image: A sheet 2         Image: A sheet 2           Image: A sheet 2         Image: A sheet 2         Image: A sheet 2         Image: A sheet 2           Image: A sheet 2         Image: A sheet 2         Image: A sheet 2         Image: A sheet 2           Image: A sheet 2         Image: A sheet 2         Image: A sheet 2         Image: A sheet 2           Image: A sheet 2         Image: A sheet 2         Image: A sheet 2         Image: A sheet 2           Image: A sheet 2         Image: A sheet 2         Image: A sheet 2         Image: A sheet 2           Image: A sheet 2         Image: A sheet 2         Image: A sheet 2         Image: A sheet 2           Image: A sheet 2         Image: A sheet 2         Image: A sheet 2         Image: A sheet 2           Image: A sheet 2         Image: A sheet 2         Image: A sheet 2         Image: A sheet 2           Image: A sheet 2         Image: A s	Create Formula Da Formula Da	a Validation List. * Review View * 1 1 212 1 3 501 * 1 212 *	Add-Ins	el Benove Dots Volidation - Remove Dyncstes W What-P Analyss -	<ul> <li>⊕ = □ ×</li> <li>⇒ Group = ○3 <ul> <li>↓ Ungroup = ○3 </li> </ul> </li> </ul>		Excel creates a validation



Validation lists can consist of numbers, names of regions, employees, products, and so on.

#### **Remove It!**

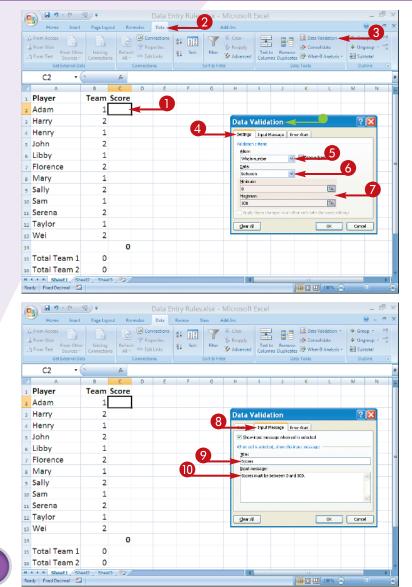
To remove a validation list, click in any cell that contains the validation list you want to remove, click the Home tab, and then click Find and Select in the Editing group. A menu appears. Click Go To Special. The Go To Special dialog box appears. Click Data validation, click Same, and then click OK. The Go To Special dialog box closes. Click the Data tab and then click Data Validation in the Data Tools group. A menu appears. Click Data Validation. The Data Validation dialog box appears. Click Clear All and then click OK.

# Validate with DATA ENTRY RULES

You can use data entry rules to ensure that data entered has the correct format, and you can restrict the data entered to whole numbers, decimals, dates, times, or a specific text length. You can also specify whether the values need to be between, not between, equal to, not equal to, greater than, less than, greater than or equal to, or less than or equal to the values you specify.

As with all data validation, you can create an input message that appears when the user enters the cell, as well as an error alert that displays if the user makes an incorrect entry. Error alerts can stop the user, provide a warning, or just provide information.

After you create your data entry rule, copy and paste it into the appropriate cells by using the Paste Special Validation option. See Task #1 under Paste Your Validation List to learn how to copy and paste your data entry rule.



- Click in the cell in which you want to create a data entry rule.
- 2 Click the Data tab.
- 3 Click Data Validation in the Data Tools group.
- The Data Validation Dialog box appears.
- **4** Click the Settings tab.
- 6 Click here and select a validation criterion.
- 6 Click here and select a validation criterion.
- Type the criteria or click and drag to select the cells with the criteria you want to use.
- 8 Click the Input Message tab.
- **9** Type a title for your message.
- 10 Type an input message.

												_	_
1 · · · · ·	- <u>38</u>					Microsoft	Excel					- 5	
Home Inse	t Page Layout		Data	Review	View /	Add-Ins						~ -	a x
From Access		01	onnections	21 2 2	T	K Clear	-		🖂 Data V.		🤿 Gro		4
From Web From Oth From Text		Refresh	operties it Links	Z Sort	Filter	S Reapply Advanced		Remove s Duplicates	Consol		4 Ung		-1
Get External D		All + Connect			Sort & Fit		Column		a Tools	a minerysis -		tline	0
C2 -	/	fa.											×
A	8	C D	E	F	G	н	1	J	К	L	M	N	
1 Player	Team S	core											
2 Adam	1												
₃ Harry	2					Data V	alidat	ion			2	X	
4 Henry	1							essage Envi	r Alert		<b>D</b> -		
5 John	2							after invalid d		d .			
6 Libby	1							walld deta, shi					
7 Florence	2					Style: Stop			1962: Drivalid Sco	-		3	
8 Mary	1					3.00		ľ	Error messa	ige:			1
<ul> <li>Sally</li> </ul>	2						-	T T	Enter a sco	ore between 0	and 300.	-	
10 Sam	1						- 😣						
11 Serena	2								2—			~	
12 Taylor	1						_						
12 Taylor 13 Wei	2					eer A			L	OK	Cano	-	-1
	2												
14		0											
15 Total Team 1	-									15			
16 Total Team 2													
Ready Fixed Decimal		/9/				14	_	1		100% 🕞		7	
								10.					
A 9 - C	• (92)		Data E	ntry Rule	s.xlsx -	Microsoft	Excel					- 5	X
Home Inse	t Page Layout	Formulas	Data	Review	View A	dd-Ins						<u>0</u> - 4	a x
S From Access		D	onnections	21 2 7		🖗 Clear		8.3	🖂 Data V	alidation *	🤿 Gro	up - 4	1
From Web From Oth	er Existing	Print Pr	operties	Z Z A	Eitter	S Reapply	Test to	Remove	📳 Consol				5
St From Text Sources	<ul> <li>Connections</li> </ul>	All - Sa Ed	it Links	7.		S Advanced	Column	is Duplicates		f Analysis *	1 Sub		
Get External I	C.	Connect	ions		Sort & Fit	er .		Dat	a Tools		0	tine	0
•	0	£ 500											×
A Player	B Team S	C D	E	F	G	н	1	1	К	L	M	N	
	15												
			-										
3 Harry	2	Scores Scores must											-11
4 Henry	1	be between 0 and 300.											-11
5 John	2		Inva	lid Score			×						
6 Libby	1												
7 Florence	2			Enter a sco		) and 900.		•					
7 Florence 8 Mary	1		×	Enter a sco Betry	Cancel	o and solo. Listo							
	_		×										
8 Mary	1												
8 Mary 9 Sally	1												

- Click the Error Alert tab.
- Click here and select a style.

Choose Stop if you want to stop the entry of invalid data.

Choose Warning if you want to display a warning to the user, but not prevent entry.

Choose Information to provide information to the user.

- **13** Type a title.
- 14 Type an error message.
- 15 Click OK.

Excel creates the data entry rule.

- When you click in the cell, Excel displays your input message.
- When you enter invalid data, Excel displays your error alert.

#### // Important!

500

500

2.

0

13 Wei

15 Total Team 1

16 Total Team 2

H + + H Sheet1

ady Fixed De

14

After you create your data entry rules, use the steps outlined in Task #1 under Paste Your Validation List to place your data entry rules in the cells in which you want them.

#### **Did You Know?**

If you use cells to specify your validation criteria in Step 7, you can change the criteria as needed without changing the validation rule.

#### **Did You Know?**

When you make an incorrect entry, the Stop Error Alert style displays the error message you entered and prevents you from making an entry that does not meet your criteria. The Warning Alert style and the Information Alert style allow you to enter data that does not meet your criteria.

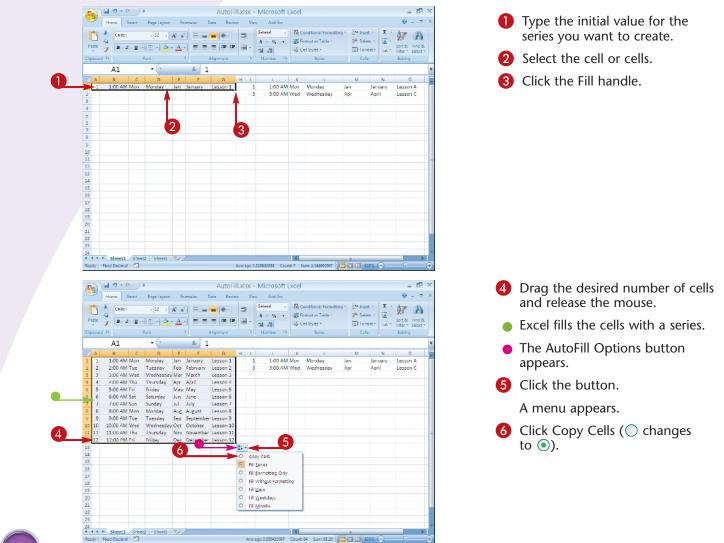


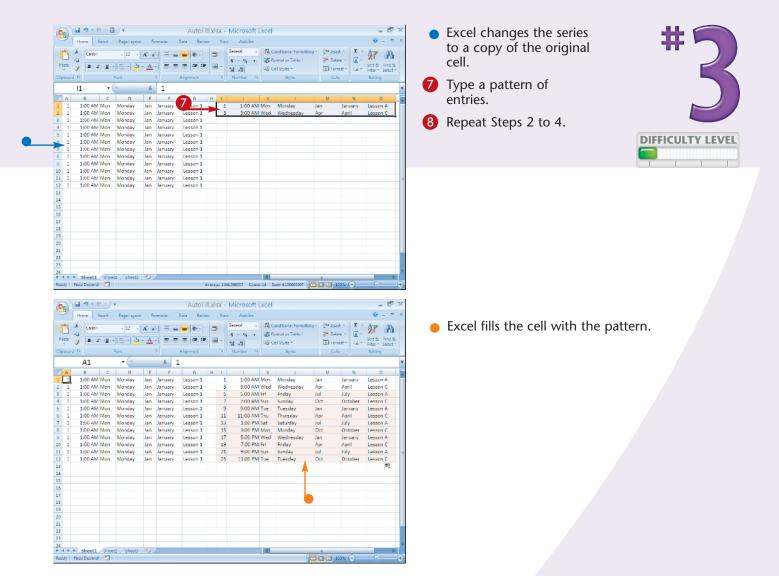
# Extend a series with AUTOFILL

AutoFill gives you a way to ensure accurate data entry when a particular data series has an intrinsic order: days of the week, months of the year, numeric increments of two, and so on.

To use AutoFill, start by typing one or more values from which you will generate other values. Select the cell or cells you want to extend. Selecting two or more cells determines the step size, or increment, by which you want to jump in each cell. With the cells selected, click the Fill handle in the lower-right corner and drag. When you release the mouse button, Excel fills the cells with values.

After filling the cells, Excel provides a menu button. Click the button to open a menu that enables you to change the fill. You can copy the initial value; fill the series one day at a time; or extend it by weekdays, months, or years, depending on the type of fill you create.





When you release the mouse button after creating a series, the AutoFill Options button ( ) appears. Click the button to view a menu of options. If you want to fill with the days of the week, you can click Fill Days or Fill Weekdays to fill with Monday through Friday ( ) changes to (). You can also click the Fill Formatting Only option ( ) changes to () to change the formatting of the cell without changing the contents. Click the Fill Without Formatting option ( ) changes to () to change the contents of the filled cells without changing the formatting. You can extend a series in any direction: up, down, left, or right.

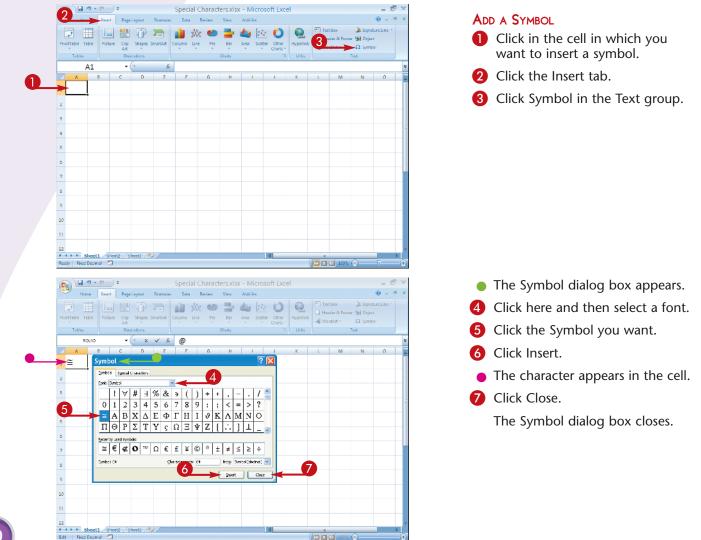
## Insert SYMBOLS OR SPECIAL CHARACTERS

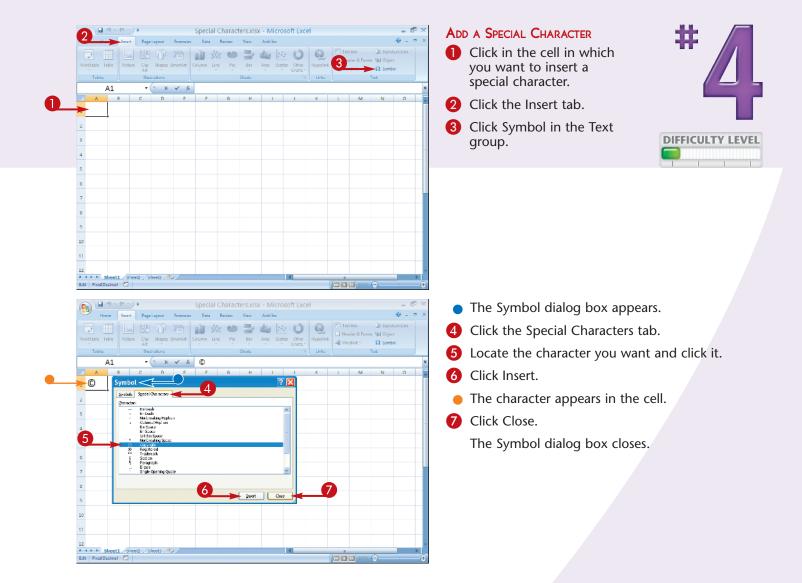
In Excel, you are not restricted to the standard numerals, letters, and punctuation marks on your keyboard. You can also select from hundreds of special characters, such as foreign letters and currency characters such as the Euro ( $\in$ ). Each font has a different set of special characters. A smaller set of standard characters, called symbols, is always available as well; they include dashes, hyphens, and quotation marks.

Symbols and special characters serve many uses in Excel. Many financial applications, for example, call

for currency symbols. Symbols and special characters are useful in column and row heads as part of the text describing column and row content, for example, Net sales in  $\in$ .

Using symbols and special characters in the same cell with a value such as a number, date, or time usually prevents the value from being used in a formula. If you need to use a symbol in a cell used in a formula, use a number format. If you need to create a custom number format, see Task #98.





In Excel, entries are numbers, dates, times, letters, or special characters. You can only use numbers, dates, and times in numeric calculations. Excel treats letters and special characters as blanks or zeroes in calculations. To have a currency symbol appear with a value, as in \$400, and use the cell value in a calculation, you must apply a currency, accounting, or custom format.

#### **Did You Know?**

Excel fonts are based on Unicode, a set of 40,000 characters enabling the display of characters from approximately 80 languages, including right-to-left alphabets such as Hebrew. To use a language other than English, attach an appropriate keyboard and use the Control Panel to set the Regional and Language options.

## Hide rows by GROUPING AND OUTLINING

You can use the Excel grouping and outlining feature to hide sets of columns and/or rows. For example, you can hide the details relating to weekly sales so you can compare monthly sales. Your outlines can include up to eight levels of detail.

Outlining a set of rows or columns creates a clickable button on the far left or top of your worksheet. The button displays either a minus sign or a plus sign, depending on what is displayed in the worksheet. Click the minus sign to hide rows or columns, and the plus sign to display them again. Adjacent to the button is a solid line that indicates, by its length, the approximate number of rows or columns Excel has hidden.

Outlining was designed for use with structured information such as lists but can be used with any worksheet. When you outline a PivotTable, outlining has the same effect as it does in any other worksheet.

rione aner Page ayour Formanie	Data	<b>1</b>	dd-Ins		_3		🧿 – 🕋 X	×	ADD A GROUP
S From Web Exam Other Existing Existing	imperities 2 2		76. Clear 76. Reapply 79. Advanced 1	Teat to Ren Columns Dupl	Conse		Group * **     Ungroup * **     Subtotal     Outine		Click and drag to select the or columns to hide.
A6 • 🤉 🛵	Painting Int	erior	F	e	6	u	3	×	2 Click the Data tab.
1 The Handyman, LLC	0 0	0			0			-	3 Click Group in the Outline
2 Budgeted Cash Flow								-	3 Click Group in the Outline
4	Jul-07	<u>Aug-07</u>	Sep-07	Oct-07	Nov-07	Dec-07	• • • • • • • • • • • • • • • • • • •	-	You can also select the ro
									columns and then press
5 Cash Receipts	6 3 899	£ 3,000	6 3 500	£ 3,000	6 3 000	£ 3,000		-	
Painting Interior     Painting Exterior	\$ 2,000 8,000	\$ 2,000 8,000	\$ 2,500	\$ 3,000 5,000	\$ 3,000 4,000	\$ 3,000 2,500			Shift+Alt+Right Arrow.
7 Painting Exterior 8 Drywall	1,500	1,500	1,500	3,000	3,000	3,000			-
s Brywan s Roofing	3,000	3,000	3,000	3,000	1,500	1,500			
o Total Cash Receipts	\$14,500	\$14,500	\$14,000	\$14,000	\$11,500	\$10,000	•		
11									
2 Cash Disbursements									
3 Salaries and Wages	\$ 4,200	\$ 4,200	\$ 4,200	\$ 4,200	\$ 4,200	\$ 4,200			
4 Payroll Taxes & Employees Expenses	1,050	1,050	1,050	1,050	1,050	1,050			
owner Withdrawels	2,000	2,000	2,000	2,000	2,000	2,000			
is Rent	1,200	1,200	1,200	1,200	1,200	1,200			
17 Marketing Legal & Accounting	1,500	1,500	1,500	1,000 300	1,000	1,000			
			-						
Office Supplies	200	200	200	200	200	200		w.	
Confire Supplies     A + → H Sheet1 /Sheet2 /Sheet3 /82     Ready FreeDocimal      Confire Proceed      Conf	200			200 :28 Sum: 7850	200	200			• The Crown dislars have an
Ready Fixed Decimal	ouping and Ou Data Review	Average 32704 Itlining.xls2	833333 Count	: 28 Sum: 7856			- E ×	¥ ⊕ ×	<ul> <li>The Group dialog box appropriate</li> </ul>
Reedy Fuel Decimal 🔄	ouping and Ou Data Review	Average 32704 (Ulining.xls) View Ac	833333 Count x - Micros ed-Ins % Clear	oft Excel	o 🗰 🖬 🖳	100% 🕞	@ = ~ × ⇒ Group = ~ ?∃	× ×	
Ready Faced Decimal 2 Horns Insert Page Layout Formulas From Access Page Layout Formulas From Access Page Layout Formulas From Yack Page Decimal 2 Face Page Layout Formulas Face Page Layout Formulas	ouping and Ou Data Review onnections	Average 52701 Itlining.xlsz Vacw Ac	833333 Count x - Micros ad-Ins & Clear & Reapply	oft Excel	0 III III IIII	alidation *	<ul> <li>(i) = ○ ×</li> <li>i Group = ○ 3</li> <li>i Ungroup = ○ 1</li> </ul>	¥ ×	4 Click to select either the R
Ready Fixed Decimal C	ouping and Ou Data Review	Average 52701 Itlining.xlsz Vacw Ac	833333 Count x - Micros ed-Ins % Clear	oft Excel	Data \     Deta \	alidation *	@ = ~ × ⇒ Group = ~ ?∃	€ × ×	4 Click to select either the R the Columns option (○ c
Ready Faced Decimal C	ouping and Ou Data Review onnections 21 2 dr Links 3 dr Links 3	Average 32701 Itlining.xlsx View Ac Xiew Ac Filter Sort & Filter	833333 Count x - Micros ad-Ins & Clear & Reapply	oft Excel	0 III III IIII	alidation *	<ul> <li>(i) = ○ ×</li> <li>i Group = ○ 3</li> <li>i Ungroup = ○ 1</li> </ul>	€ × ×	4 Click to select either the R the Columns option (○ c
Ready Fixed Decimal C	ouping and Ou Data Review onnections	Average 32701 Itlining.xlsx View Ac Xiew Ac Filter Sort & Filter	833333 Count x - Micros ad-Ins & Clear & Reapply	oft Excel	Data \     Deta \	alidation *	<ul> <li>(i) = ○ ×</li> <li>i Group = ○ 3</li> <li>i Ungroup = ○ 1</li> </ul>	+ *	<ul> <li>4 Click to select either the R the Columns option (○ c to ○).</li> </ul>
Ready Fixed Decimal C	ouping and Ou Data Review onnections 21 2 dr Links 3 dr Links 3	Average 32701 Itlining.xlsx View Ac Xiew Ac Filter Sort & Filter	833333 Count x - Micros ad-Ins & Clear & Reapply	oft Excel	Data \     Deta \	alidation *	<ul> <li>(i) = ○ ×</li> <li>i Group = ○ 3</li> <li>i Ungroup = ○ 1</li> </ul>		<ul> <li>4 Click to select either the R the Columns option (○ c to ○).</li> </ul>
Ready Fixed Decimal C	Outping and Ot       Data       Faviance       onnections       24       2       24       2       4       100       Painting Int       B	Average 32704 Average 32704 View Ac Tit Filter Filter Sort & Hite terior D	833333 Count x - Micros ad-Ins & Clear & Reapply	oft Excel	Data \     Deta \	alidation *	<ul> <li>(i) = ○ ×</li> <li>i Group = ○ 3</li> <li>i Ungroup = ○ 1</li> </ul>	*	<ul> <li>Click to select either the R the Columns option (         c to          o).         Click Rows if you want to</li> </ul>
Ready Fixed Decimal Concerning Co	ouping and OU Data Review onnectons 21 2 dr lines obos Painting Int 8 C oup ?	Average 32704 Average 32704 View Ac Tit Filter Filter Sort & Hite terior D	833333 Count x - Micros ad-Ins & Clear & Reapply	oft Excel	Data \     Deta \	alidation *	<ul> <li>(i) = ○ ×</li> <li>i Group = ○ 3</li> <li>i Ungroup = ○ 1</li> </ul>	*	<ul> <li>4 Click to select either the R the Columns option (○ c to ○).</li> </ul>
Ready Fixed Decimal C	ouping and Ou Teta Review onnections 24 2 de tinks 44 50 Painting Int 8 C oup ?	Average 32704 Average 32704 View Ac Tit Filter Filter Sort & Hite terior D	833333 Count x - Micros ad-Ins & Clear & Reapply	oft Excel	Data \     Deta \	alidation *	Group - で Group - で Ungroup - 一 Ungroup - 一 Ungroup	*	<ul> <li>Click to select either the R the Columns option ( c to •).</li> <li>Click Rows if you want to rows.</li> </ul>
Ready Fixed Decimal C	ouping and OU Data Review onnectons 21 2 dr lines obos Painting Int 8 C oup ?	Average 32701 Itlining xlss View Ac X Filer Sort & Hitte Eerior D	833333 Count x - Micros ad-Ins X Clear ∑ Release y Advanced r E	28 Sum 7850 oft Excel	C C C	100% () 'aldation ~ fidate ¥ Analysis ~ H	Group - で Group - で Ungroup - 一 Ungroup - 一 Ungroup		<ul> <li>Click to select either the R the Columns option ( c to </li> <li>Click Rows if you want to rows.</li> <li>Click Columns if you want</li> </ul>
Ready Fixed Decimal C Porre Inset Page Layout Formulas Priom Access From Access From Access From Access From Access From Access Contections Action Access Action Access Contections Action Access Action Access Contections Action Access Contections Action Access Contections Action Access Contections Action Access Contections Action Access Contections Action Access Contections Action Access Contections Action Access Contections Action Access Action Acces	Ouping and Ou Data Review ennections 21 2 de tinks 21 5 de	Average 32701 Itliningusts2 Vere Ar All Filter Sort & Filter D Aug-07	K - Micros K - Micros dd.Im K Clear Resply D Advanced F Sep-07	28 Sum: 7850 oft Excel	C Data 1 C Data	Aldation ~ Kaldation ~ Kaldation ~ Kaldation ~ H H Dec-07	Group - で Group - で Ungroup - 一 Ungroup - 一 Ungroup		<ul> <li>Click to select either the R the Columns option ( c to </li> <li>Click Rows if you want to rows.</li> <li>Click Columns if you want</li> </ul>
Ready Fixed Decimal Conception Fixed Part Page Lapost Formulas Prom Access Page Lapost Formulas Page Lapost Formulas Page Lapost Formulas Prom Access Page Lapost Formulas Page Lapost Formulas Page Lapost Formulas Prom Access Page Lapost Formulas Page Lapost Formulas Pa	Ouping and O Data Review ennections 21 2 de Links 4 5 Coup 7 Painting Inth Painting Inth Coup 7 Secons Secons Secons Corcel	Average 32701 Itlining.xls2 Very A T T Filter Soft & Hile terrior D Aug-07 2,000	x - Micros dd.Ins X Clear X Clear X Clear X Clear X Clear X Advanced r Sep-07 \$ 2,500	28 Sum: 7850 oft Excel The to Ren Columns Dupl F Oct-07 S 3,000	Cates Data 1 Cates Data 1 Ca	100% — *aldation ~ #itidate У Алеузэ ~ Н <u>Dec-07</u> \$ 3,000	Group - で Group - で Ungroup - 一 Ungroup - 一 Ungroup	*	<ul> <li>Click to select either the R the Columns option ( c to ).</li> <li>Click Rows if you want to rows.</li> <li>Click Columns if you want group columns.</li> </ul>
Ready Faced Decimal C Horne Exect Page Laport Formulas From Access Single Secret Connections From Nucle From Others Exercise Connections Add Connections Add C 2 Budgeted Cash Flow B Cash Receipts C Cash Receipts C Painting Exterior	ouping and Ot Data Review ennections 24 2 44 inte tons 44 5 50% Painting Int 8 C 0up ? Egent Cokens Cancel 8,000	Average 52701 Itlining xlss Verw Ad Filter Soft & Hitte terrior 0 Aug-07 2,000 8,000	K - Micros     data     K - Micros     data     K - Micros     X - Clear     X - Clear     X - Clear     X - Clear     X - Advenced     r      E     Sep-07     S 2,500     7,000	28 Sum 7850 oft Excel Tust to Ran Celorms Dapl F Oct-07 S 3,000 5,000	Consc Consc	100%	Group - で Group - で Ungroup - 一 Ungroup - 一 Ungroup	↔ × ×	<ul> <li>Click to select either the R the Columns option ( c to ).</li> <li>Click Rows if you want to rows.</li> <li>Click Columns if you want group columns.</li> </ul>
Ready Fixed Decimal C Horne Inset Regularest Formulas From Access From Access F	Ouping and Ou Data Review apartias 21 2 apartias 31 50 bons 21 2 Painting Int 8 C Oup ? Science Science Science 8 Canal 8 C Science 8 Canal 8 C	Average 52701 Itlining xlss Vww Ac T Filter Sort & Filter Sort & Filter 2,000 8,000 1,500	833333         Count           xx         Micross           ad.inx         Xic Clear           Xic Clear         Xic Respective           Xic Advanced         Xic Advanced           F         Sep-07           S         2,500           7,000         1,500	28 Sum 7850 oft Excel Tuctors Suppl Columns Dupl F Oct-07 S 3,000 3,000	Constant of the second se	Aldation - H Aldation - H H Dec-07 \$ 3,000 3,000 3,000	Group - で Group - で Ungroup - 一 Ungroup - 一 Ungroup		<ul> <li>Click to select either the R the Columns option ( c to </li> <li>Click Rows if you want to rows.</li> <li>Click Columns if you want</li> </ul>
Ready Fixed Decimal Concerning Co	Ouping and Ou Data Review enercions 21 2 appertise dri Links 21 5 dri Links 21 5 dri Links 2 dri Links	Average 52701 tilling.xlss Vsw Ac tilling.xlss vsw Ac tilling.xlss vsw Ac tilling.xlss vsw Ac tilling tilling.xlss terior 0 terior 0 terior 2,000 8,000 1,50	K - Micros     Advanced     Sep-07     S 2,500     7,000     1,500     3,000	28 Sum 7850 oft Excel	Constant	100%	<ul> <li>● _ ペ ×</li> <li>● Group - PE</li> <li>● Ungroup - TE</li> <li>● Ungroup - TE</li></ul>	*	<ul> <li>Click to select either the R the Columns option ( c to ).</li> <li>Click Rows if you want to rows.</li> <li>Click Columns if you want group columns.</li> </ul>
Rendy Faced Decimal C Horns Exect Page Laport Formulas From Access File File File File File File File File	Ouping and Ou Data Review apartias 21 2 apartias 31 50 bons 21 2 Painting Int 8 C Oup ? Science Science Science 8 Canal 8 C Science 8 Canal 8 C	Average 52701 Itlining xlss Vww Ac T Filter Sort & Filter Sort & Filter 2,000 8,000 1,500	833333         Count           xx         Micross           ad.inx         Xic Clear           Xic Clear         Xic Respective           Xic Advanced         Xic Advanced           F         Sep-07           S         2,500           7,000         1,500	28 Sum 7850 oft Excel Tuctors Suppl Columns Dupl F Oct-07 S 3,000 3,000	Constant of the second se	Aldation - H Aldation - H H Dec-07 \$ 3,000 3,000 3,000	<ul> <li>● _ ペ ×</li> <li>● Group - PE</li> <li>● Ungroup - TE</li> <li>● Ungroup - TE</li></ul>		<ul> <li>Click to select either the R the Columns option ( c to ).</li> <li>Click Rows if you want to rows.</li> <li>Click Columns if you want group columns.</li> </ul>
Ready Fixed Decimal C	Ouping and Ou Data Review enercions 21 2 appertise dri Links 21 5 dri Links 21 5 dri Links 2 dri Links	Average 52701 tilling.xlss Vsw Ac tilling.xlss vsw Ac tilling.xlss vsw Ac tilling.xlss vsw Ac tilling tilling.xlss terior 0 terior 0 terior 2,000 8,000 1,50	K - Micros     Advanced     Sep-07     S 2,500     7,000     1,500     3,000	28 Sum 7850 oft Excel	Constant	100%	<ul> <li>● _ ペ ×</li> <li>● Group - PE</li> <li>● Ungroup - TE</li> <li>● Ungroup - TE</li></ul>		<ul> <li>Click to select either the R the Columns option ( c to ).</li> <li>Click Rows if you want to rows.</li> <li>Click Columns if you want group columns.</li> </ul>
Ready Fixed Decimal C Porx Inset Page Layout Formulas Prom Access Prom Access Prom Access Prom Access Prom Access Prom Access Prom Access Prom Access Prom Access Access Access Access Connections Access Access Access Connections Access Access Access Connections Access Ac	Ouping and Ou Data Review encretens de Links 21 2 Mainting Intr Painting Intr Painting Intr Painting Intr B C Oup ? P Exerce Schwes Carcel 8,000 1,500 3,000 \$14,500	Average 52701 tilling.xlss Vsw Ac tilling.xlss vsw Ac tilling.xlss vsw Ac tilling.xlss vsw Ac tilling tilling.xlss terior 0 terior 0 terior 2,000 8,000 1,50	K - Micros     Advanced     Sep-07     S 2,500     7,000     1,500     3,000	28 Sum 7850 oft Excel	Constant	100%	<ul> <li>● _ ペ ×</li> <li>● Group - PE</li> <li>● Ungroup - TE</li> <li>● Ungroup - TE</li></ul>		<ul> <li>Click to select either the R the Columns option ( c to ).</li> <li>Click Rows if you want to rows.</li> <li>Click Columns if you want group columns.</li> </ul>
Ready Fixed Decimal Concerning Co	Ouping and Ou Data Review encretens de Links 21 2 Mainting Intr Painting Intr Painting Intr Painting Intr B C Oup ? P Exerce Schwes Carcel 8,000 1,500 3,000 \$14,500	Average 52701 Very A X X Year A Filter Soft & Hile Soft & Hile Soft & Hile C X Aug-07 2,000 8,000 1,500 3,000 \$14,500	K - Micros     Addm     K - Micros     K - Micros     K - Kacppy     Y Advanced     F     Sep-07     S     2,500     7,000     1,500     3,000     \$14,000	28 Sum 7850 oft Excel	Construction of the second sec	Aldation - fidate # Analysis - H Dec-07 \$ 3,000 2,500 3,000 1,500 \$10,000	<ul> <li>● _ ペ ×</li> <li>● Group - PE</li> <li>● Ungroup - TE</li> <li>● Ungroup - TE</li></ul>		<ul> <li>Click to select either the R the Columns option ( c to ).</li> <li>Click Rows if you want to rows.</li> <li>Click Columns if you want group columns.</li> </ul>
Rendy Fixed Decimal C Horne Exect Page Laport Formulas From Access Single Single Fixed Page Laport From Text Sources Connections Connections Fixed Page Laport Formulas From Text Sources Connections Connections Fixed Page Laport Fixed Page Laport Connections Fixed Page Laport Fixed Page Laport Add C Connections Fixed Page Laport Fixed Page Laport Add C Connections Fixed Page Laport Fixed Page La	Ouping and Ou Data Review ennections 24 2 1 2 24 2	Average 52701 Itlining xlss: Vew Ar Filter D Aug-07 2,000 8,000 1,500 3,000 \$ 14,500 \$ 4,200	K - Micros     K - Micros     K - Micros     K - Micros     K - Kespy     X - Advanced     r      Sep-07     S 2,500     7,000     1,500     3,000     \$14,000	28 Sum 7850 oft Excel Toat to Ran Colomns Dupp	Consecutive     Consecuti	Ions         I           Ialidation - Interface         Interface           Interface         Interface           H         Interface           Dec-07         Interface           S         3,000           2,500         3,000           1,500         \$10,000           \$         4,200	<ul> <li>● _ ペ ×</li> <li>● Group - PE</li> <li>● Ungroup - TE</li> <li>● Ungroup - TE</li></ul>		<ul> <li>Click to select either the R the Columns option ( c to ).</li> <li>Click Rows if you want to rows.</li> <li>Click Columns if you want group columns.</li> </ul>
Rendy Fixed Decimal C Horns Exect Page Laport Formulas From Access Single Single Formation From Text Sources Connections Get Sitemal Dats Connections Correct AG • • • • • • • • • • • • • • • • • • •	Ouping and OC Data Review ennections 24 2 Painting Int B C Oup ? Center Scheme	Average 52701  Itlining.xtss Vew A  File File Contact Hile Certior  Aug-07  2,000  8,000  1,500  3,000  \$14,500  \$ 4,200  1,050  2,000  1,200	K - Micros     K - Micros     K - Micros     K - Micros     K - Kes     K	28 Sum 785 oft Excel Tost to Ran Colomns Dupl 5 3,000 5,000 3,000 \$ 14,000 \$ 4,200 1,050 2,000 1,200	Consecution     Consecuti	Ions         I           Ialdation - itiata         -           Itiata         F           Image:	<ul> <li>● _ ペ ×</li> <li>● Group - PE</li> <li>● Ungroup - TE</li> <li>● Ungroup - TE</li></ul>		<ul> <li>Click to select either the R the Columns option ( c to ).</li> <li>Click Rows if you want to rows.</li> <li>Click Columns if you want group columns.</li> </ul>
Ready Fixed Decimal C Porx Text Page Layout Formulas From Access From Access From Access From Access From Access From Access From Access Contections Action Contentions Action Contentions Actiona	Ouping and Ou Data Review encretens de Links 21 2 de Links 21 5 de Links 21 5 coup ? Painting Int Painting Int Store Coup ? Coup	Average 52701 Vore & A Vore &	K - Micros     S - 2,500     7,000     1,500     3,000     \$14,000     \$ 4,200     1,050     2,000	28 Sum 7850 oft Excel	Conta	Aldation - fidate # Analysis - H Dec-07 \$ 3,000 1,500 \$ 10,000 \$ 4,200 1,050 2,000	<ul> <li>● _ ペ ×</li> <li>● Group - PE</li> <li>● Ungroup - TE</li> <li>● Ungroup - TE</li></ul>		<ul> <li>Click to select either the R the Columns option ( c to ).</li> <li>Click Rows if you want to rows.</li> <li>Click Columns if you want group columns.</li> </ul>

Home Inset PageLay		and Outlinir Review View	-	icrosoft Ex	cel			- ¤ ×		Excel creates a second seco
From Access From Web From Web From Text Sources * Connection		24 <u>2</u> <u>2</u> <u>2</u> Sort	Y Vi Cles Si Roop Hitter y Adv	pply	Remove ns Duplicates		ole Ungrou ais + ⊞ Subtote	• · · · · ·		or top margin minus sign.
Get Esternal Data	Connections & Pain	ting Interio	nt BL Filter	1	Data Tr	oob	Outline	5	e	
2 A	F	в с	D	E	F	G	н	1		the minus sig
1 The Handyman, LLC 2 Budgeted Cash Flow										0
3 4		Jul-07	Aug-07	Sep-07	Oct-07	<u>Nov-07</u>	Dec-07			The rows disa a plus sign re
5 Cash Receipts										minus sign.
<ul> <li>Painting Interior</li> </ul>		\$ 2,000	\$ 2,000	\$ 2,500	\$ 3,000	\$ 3,000	\$ 3,000			5
7 Painting Exterior		8,000	8,000	7,000	5,000	4,000	2,500			
<ul> <li>s Drywall</li> <li>s Roofing</li> </ul>		1,500	1,500 3,000	1,500	3,000	3,000	3,000			
10 Total Cash Receipts		\$14,500	\$14,500	\$14,000	\$14,000	\$11,500	\$10,000			
11						+ ==,= = =	+ == ,= = =			
12 Cash Disbursements										
13 Salaries and Wages		\$ 4,200	\$ 4,200	\$ 4,200		\$ 4,200	\$ 4,200			
A Payroll Taxes & Em		1,050	1,050	1,050	1,050	1,050	1,050	_		
O 15 Owner Withdrawe	S	2,000	2,000	2,000	2,000	2,000	2,000			
15 Rent		1,200	1,200	1,200	1,200	1,200	1,200			
17 Marketing		1,500	1,500	1,500	1,000	1,000	1,000			
18 Legal & Accounting		200	200	200	200	200	200			
10 Office Supplies										
19     Office Supplies       + + H     Sheet1 Sheet2 Sheet2 Sheet2 Sheet2 Sheet2 Sheet2       cody     Fixed Decimal       Image: Sheet2	Grouping	Averes	9e 8270.888888 ng.xlsx - M	Count: 28 Su				⊕ E <sup>T</sup> ×		To display the
Hend Decinal     Sheet1 Sheet2 Sheet     Sheet12 Sheet     Hend Decinal     The Decinal     From Access     From Access     From Web I I I I I I I I I I I I I I I I I I I	Data	Average and Outlinin Review Visco 9 21 21	ge: 3270.883338 ng.xlsx - M « Add-Ins V Clea	Count 28 Su licrosoft Ex	cel	2 (alidatic	⊖ C @ • Group • Ungrou	- 0 X 97 - 12		<ul> <li>To display the sign.</li> </ul>
Heetz Sheetz Sheet	Refresh	Average and Outlinin Review Visco 2 2 2 2 2	ge: 3270,883333 ng.xlsx - M • Add-Ins • V. Clas	Count 28 Su licrosoft Ex	cel	2 Validatio	⊖ C @ • Group • Ungrou	- 0 X 97 - 12	R	
Heet Scenal Sheet S	Refresh All * Sourcetions Connections	Average and Outlinin Review Visco 9 21 21	ge 3270.888338 ng.xISx - M v Add-Ine Hiter & Rea Hiter & Adv Adv	Count 28 Su licrosoft Ex	Remove S Duplicates	2 Validatio	⊖ C @ • Group • Ungrou	- 0 X 97 - 12	R	sign. EMOVE A GROUP
Here Street	Refresh All * Sourcetions Connections	Average and Outlinin Review View S 24 27 X Sort Sort	ge 3270.888338 ng XISX - M • Add-Ins • Kter • & Cles • Rea • Rea • Add -Ins • Add -Ins • Add -Ins • Add -Ins • Add -Ins • & & & & & & & & & & & & & & & & & & &	Count 28 Su licrosoft Ex	Remove S Duplicates	2 Validatio	⊖ C @ • Group • Ungrou	- 0 X 97 - 12		sign. EMOVE A GROUP Click the Data
Head Sector Sheet Sector Sheet Sector Sheet Sector Se	Refresh All * Sourcetions Connections	Average and Outlinin Review View S 24 27 X Sort Sort	ge 3270.888338 ng.xISx - M v Add-Ine Hiter & Rea Hiter & Adv Adv	Count 28 Su licrosoft Ex	Remove S Duplicates	2 Validatio	⊖ C @ • Group • Ungrou	- 0 X 97 - 12	R	EMOVE A GROUP Click the Data
Head Social Control      Head Social     Head Social     Head Social     Head Social     Head Social     Home Social	Refresh All * Sourcetions Connections	Average and Outlinin Review Vice \$ \$1 (2), \$ 5 set \$ 1 (2), \$ set \$ set	ge 3270.888338 ng.xISx - M v Add-Ine Hiter & Rea Hiter & Adv Adv	Count 28 Su licrosoft Ex	Remove S Duplicates	2 (aldstee 2 (aldstee 2 whet-8 Analyse corb	€ C	- 0 X 97 - 12		sign. EMOVE A GROUP Click the Data
Head Social Control      Head Social     Head Social     Head Social     Head Social     Head Social     Home Social	Refresh All * Sourcetions Connections	Average and Outlinin Review View S 24 27 X Sort Sort	ge 3270.888338 ng.xISx - M v Add-Ine Hiter & Rea Hiter & Adv Adv	Count 28 Su licrosoft Ex	Remove S Duplicates	2 Validatio	⊖ C @ • Group • Ungrou	- 0 X 97 - 12		sign. EMOVE A GROUP Click the Data Click Ungroup
Heed Scend      Heed Scen	Refresh All * Sourcetions Connections	Average and Outlinin Review Vice \$ \$1 (2), \$ 5 set \$ 1 (2), \$ set \$ set	ge 2270.858335 ng xXlsx - M Add-Ine Riter Biter y & Cleic Riter y Add Add Riter Y D	Court 23 Se icrosoft Ex reply ances E	ccel Remove p Remove Ducu Ti F	2 (aldstee 2 (aldstee 2 whet-8 Analyse corb	€ C	- 0 X 97 - 12		sign. EMOVE A GROUP Click the Data Click Ungroup
Head Social Sheet S	Refresh All * Sourcetions Connections	Aross and Outlinin Review Vice 1 1 1 1 3 1 1 1 1	ge 3270.858338 ng xlsx - M Adddas Hiter → Add Hiter → Add t & Rive T D Aug-07	Court 23 50 icrosoft EX reply reply column F Sep-07	Cel Remove Remove Suppretes F Octure F	2) 'a i datio 2) 'a i datio 2 'What-F Analysi 6 <u>Nov-07</u>	© C	- 0 X 97 - 12	e	sign. EMOVE A GROUP Click the Data Click Ungroup The Ungroup
Solvet1, Sheet2,	Refresh All * Sourcetions Connections	Average and Outlinin Review Vice \$ \$1 (2), \$ 5 set \$ 1 (2), \$ set \$ set	ge 3270.858338 ng xlsx - M Adddas Hiter → Add Hiter → Add t & Rive T D Aug-07	Court 23 50 icrosoft EX reply reply column F Sep-07	ccel Remove p Remove Ducu Ti F	2) 'a i datio 2) 'a i datio 2 'What-F Analysi 6 <u>Nov-07</u>	© C	- 0 X 97 - 12	e	sign. EMOVE A GROUP Click the Data Click Ungroup
Sheet2 Shee	Refresh All * Sourcetions Connections	Arass and Outlinin Review Vice \$ 21 213 \$ 31 30t ting Interio \$ C Jul-07 \$14,500	ye 3270.833333 ng xilsx - M Y Add-Ine Heter & Acd-Ine Heter & Acd Robert & Acd No. Clear No. Clear Society Acd No. Clear Society Acd	Court 23 50 icrosoft EX reply reply column F Sep-07	Cel Remove Remove Suppretes F Octure F	2) 'a i datio 2) 'a i datio 2 What-F Analys 6 <u>Nov-07</u>	© C	- 0 X 97 - 12	e	sign. EMOVE A GROUP Click the Data Click Ungroup The Ungroup Click to select
Social Street, St	Bar Concerning Concerning Conversions Conversions Conversions	Arass and Outlinin Benew Vice \$ 9.1 213 3.1 Sot suting Interio \$ 14,500 \$ 514,500 Group	ge 3270.858338 ng xlsx - M Adddas Hiter → Add Hiter → Add t & Rive T D Aug-07	Court 22 Se icrosoft Ex rest rest rest rest rest rest rest rest	Cel Remove rs Dupractes ar Cous T P <u>Oct-07</u> \$ 14,000	2 (3 1 dotto) 2 (3 1 dotto) 2 (3 1 dotto) 2 (3 1 dotto) 3 (1 dotto) 3 (1 dotto) 4 (1 dotto) 5 (1 dotto	€ C	- 0 X 97 - 12	e	sign. EMOVE A GROUP Click the Data Click Ungroup The Ungroup
Solver12 Sheet2 Sh	A Pain A Pain A Pain A Pain A Pain A Pain A Pain A Pain A Pain	Arass and Outlinin Review Vice \$ 21 213 \$ 31 30t ting Interio \$ C Jul-07 \$14,500	ye 3270.833333 ng xilsx - M Y Add-Ine Heter & Acd-Ine Heter & Acd Robert & Acd No. Clear No. Clear Society Acd No. Clear Society Acd Society Acd Acd Society Acd Society Acd Acd Society Acd Acd Society Acd Acd Society Acd Acd Society Acd Acd Acd Acd Acd Society Acd Acd Acd Acd Acd Acd Acd Acd Acd Acd	Courk 28 Se icrosoft Ex retry	Ceel Remove Remov	2 Jordatio 2 Jordatio 2 What P Analyz cosh 6 \$11,500 \$ 4,200	С С Ф Group Ф G Ф Group Ф G Ф G	- 0 X 97 - 12	e	sign. EMOVE A GROUP Click the Data Click Ungroup The Ungroup Click to select Columns opti
Ablect1_blect2_blect2_blect2     Ablect2_blect2_blect2     Ablect2_blect2_blect2     Ablect2_blect2_blect2     Ablect2_blec		Arass and Outline Preview Vice \$ 11 (1) \$ 1 (1) \$ 11 (1) \$ 14,500 \$ 14,500 \$ 514,500 \$ 6roup	ye 3270.833333 ng xilsx - M Y Add-Ine Heter & Acd-Ine Heter & Acd Robert & Acd No. Clear No. Clear Society Acd No. Clear Society Acd Society Acd Acd Society Acd Society Acd Acd Society Acd Acd Society Acd Acd Society Acd Acd Society Acd Acd Acd Acd Acd Society Acd Acd Acd Acd Acd Acd Acd Acd Acd Acd	Court 22 50 icrosoft EX r r r r r r r r r r r r r	Ceel Premove Prove	2 at datio 2 at datio 2 whete P analy 6 5 11,500 5 4,200 1,050	€ C	- 0 X 97 - 12	e	sign. EMOVE A GROUP Click the Data Click Ungroup The Ungroup Click to select Columns opti
Solver12 Sheet2 Sh		Avase and Outlini Beaver View 1 4 212 1 3 ort ting Interio 5 14,500 Group Free Sons Sons Sons Sons	ye 3270.833333 ng xilsx - M Y Add-Ine Heter & Acd-Ine Heter & Acd Robert & Acd No. Clear No. Clear Society Acd No. Clear Society Acd Society Acd Acd Society Acd Society Acd Acd Society Acd Acd Society Acd Acd Society Acd Acd Society Acd Acd Acd Acd Acd Society Acd Acd Acd Acd Acd Acd Acd Acd Acd Acd	Courk 22 50 icrosoft Ex resp	Cel P. Remove: R Puppicates R Doug T F S 14,000 S 4,200 1,050 2,000	2 (1) 2005 2 (1) 2005 2 (1) 2005 3 (1) 2005 5 (1) 2005 5 (1) 2005 2 (2) 2005	С С С С С С С С С С С С С С С	- 0 X 97 - 12	e	sign. EMOVE A GROUP Click the Data Click Ungroup The Ungroup Click to select Columns opti Click Rows if y
Solvert2 Sheet2 Sh		Arass and Outlinin Berieve View 9 1 212 3 1 500 5 c 1ul-07 \$14,500 6 c 5 14,500 6 c 0 pm	se 3270.553335 ng xlsx - M w Add Sec - A	Court 22 50 icrosoft EX r r r r r r r r r r r r r	Ceel Premove Prove	2 at datio 2 at datio 2 whete P analy 6 5 11,500 5 4,200 1,050	€ C	- 0 X 97 - 12	e	sign. EMOVE A GROUP Click the Data Click Ungroup The Ungroup Click to select Columns opti Click Rows if y
Solver12 Sheet2 Sh		Arass and Outline Preview Vice 1 1 1 1 3 1 5 oft 1 1 1 1 5 14,500 5 14,500 5 14,500 5 croup	se 3270.533333 ng xlsx - M Acid-See % Cite % Cite	Courk 22         Summary Summa	Ceel Remove	2 vhat/2 4.00v 3 vhat/2 4.00v 6 vhat/2 4.00v 5 11,500 \$ 4,200 1,050 2,050 1,200	С. С. С. С. С. С. С. С. С. С.	- 0 X 97 - 12	e	sign. EMOVE A GROUP Click the Data Click Ungroup The Ungroup Click to select Columns opti Click Rows if Click Column
A SilverL Silver S		Avass and Outlinin Beview Vice \$ 91 212 \$ 13 201 \$ 21 215 \$ 14 215 \$ 15 01 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0	se 3270.533333 ng xlsx - M Acid-See % Cite % Cite	Courk 22         Summary Summa	Cel P Remove to Duputetes to Duputetes to Duputetes F Cott - 07 \$ 14,000 \$ 4,200 1,050 2,000 1,200 1,000	C      C     C      C	С. С. С. С. С. С. С. С. С. С.	- 0 X 97 - 12	e	sign. EMOVE A GROUP Click the Data Click Ungroup The Ungroup Click to select Columns opti Click Rows if y
Head Social Sheet2, Sheet		Avase and Outline Parine Vice 2 1 2 1 2 1 3 1 3 ort ting Interio t C 5 14,500 Group Same Sa	ye 3770.53333 ng xlsx - M Add-3n Y & Clea Y & Clea	Court 22 50 icrosoft Ex resp resp Sep-07 \$14,000 1,050 2,000 1,200 1,500	r Ceel Remove rs Dustates 2 Dusta r S14,000 S 4,200 1,050 2,000 1,700 1,000 300	a Nov-07 \$ 4,200 1,050 1,000	С С С С С С С С С С С С С С С С С С С С	- 0 X 97 - 12	e	sign. EMOVE A GROUP Click the Data Click Ungroup The Ungroup Click to select Columns opti Click Rows if Click Column columns.
Solvert2, Sheet2,		Avass and Outline Perieve Vice 2 1 1 1213 3 1 3 ort ting Interio 5 14,500 5 14,500 5 14,500 0 000 0 0000 0 0000 0 0000 0 0000 0 000 0 0000 0 0000 0 000	ye 3270353333 10 xlsx - M	Court 22 5 icrosoft Ex rety rety F Sep-07 S14,000 1,050 2,000 1,500 2,000	Cel           P. Remove         P. Remove           P. Remove         P. Remove           P. Remove         P. Remove           Duar         P. Remove           F         Duar           F         S 14,000           S 4,200         1,050           1,000         1,000           300         2000	2 vhate analysis	€ C	- 0 X 97 - 12		sign. EMOVE A GROUP Click the Data Click Ungroup The Ungroup Click to select Columns opti Click Rows if Click Column columns.
<ul> <li>Nome: L. Sheet L. Sheet C. Sheet and Place Gound The Gound The Gound The Sheet L. Sheet and Place Gound The Sheet L. Sheet and Place Gound The Sheet C. Sheet and Place Gound The Sheet C. Sheet and Place Gound The Sheet C. Sh</li></ul>		Avase and Outline and And Outline and And Outline and Outline an	ye 3770.533333 hg xlsx - M Add-Ins V. Cles V. Cles V	Courk 23 50 icrosoft Ex reprint Sep-07 \$14,000 \$ 4,200 1,200 1,200 1,400	Cel Remove re Duoractes 22 re Duoractes 22 re 3 S 14,000 S 4,200 1,000 3,000 3,000 1,400	2 (1) 200% 2 (1) 200% 2 (1) 200% 2 (1) 200% 3 (1) 200% 5 (1) 200% 5 (1) 200% 1,00% 1,00% 1,00% 1,15%	С С С С С С С С С С С С С С С	- 0 X 97 - 12		sign. EMOVE A GROUP Click the Data Click Ungroup The Ungroup Click to select Columns opti Click Rows if y Click Column

xcel creates a new left r top margin with a ninus sign. o hide the rows, click

he rows disappear, and plus sign replaces the ninus sign.



o display the rows again, click the plus ign.

#### VE A GROUP

lick the Data tab.

- he Ungroup dialog box appears.
- lick to select either the Rows or the Columns option ( $\bigcirc$  changes to  $\bigcirc$ ).

lick Rows if you want to ungroup rows.

lick Columns if you want to ungroup olumns.

xcel removes the group.

**Did You Know?** 

You can nest outlines; that is, you can place one group of outlined rows or columns inside another. For example, within each year, you can group each month, and within each month, you can group each week.

#### **Did You Know?**

You can also hide rows and columns by clicking and dragging the lines that separate the column letters or the row numbers. Also, if you click and drag over column letters or row numbers and then right-click, a menu appears. Click Hide to hide the column or row or Unhide to display hidden columns or rows.

# FIND AND REPLACE

Cells can contain numbers, text, comments, formats, and formulas. With Excel, you can search for any of these elements to view them, replace them, or perform some other action. You may, for example, find and replace values to correct mistakes, or perhaps you need to return to a value to add a comment or apply formatting.

The Excel Find and Replace dialog box is available on the Home tab in the Editing group or by pressing Ctrl+H. The Find feature is part of Find and Replace and is available on the Home tab in the Editing group or by pressing Ctrl+F. To find and replace formats, specify what you are seeking and with what you want to replace the item you are seeking. Click the Options button in the Find and Replace dialog box to specify additional details. Use the Within drop-down menu to indicate whether to search the current worksheet or the current workbook. Click the Formatting button to restrict your search to characters formatted in a certain way, such as bold or percentages.

Home deat D	15 - A A	olas Data P	Review View	Add Ins			- = × - Σ - Α <b>=</b> m	2	0	Click the Home tab.
Paste J B J U -	- <u>A</u> · <u>A</u> ·	= = = (# #	: 25 · S · N	· · 21 43 2	nditional Format matting r as Table :	Cel Shies-	· 2 Sort & Find & L' 2' Filtery Selecty		2	Click Find & Select in the Editin
Ipboard 14 Font		Alignment	No No	inber 4	Styles	Cells	dh End.	3	9	
A1 •	fu						Gan Beplate			group.
Δ Λ	В	C	D	E	F	G	Go To Special.			A
Sales Person	Jan Sales	Feb Sales	Mar Sales	Apr Sales	May Sales	Jun Sales	Fornglas			A menu appears.
Adams, Henry	\$ 9,419		\$ 40,681	\$ 38,700	\$ 23,960	\$ 33,706	Cogments Conditional Formatting		•	
Delay, Harry	31,197	28,982	44,910	44,027	31,965	21,192	Constants		3	Click Replace.
5 Fish, Mary	24,596	9,288	36,340	21,632	29,825	45,230	Data Validation		-	
6 Franklin, Florence		11,521	20,033	23,733	36,648	31,647	Select Objects			Alternatively, you can press
7 Goldblatt, Sally	40,431	31,804	34,909	49,343	11,666	6,503	174,656			Ctrl+H to open the Find and
8 Harvey, Taylor	49,656	21,315	21,781	48,556	7,299	30,547	179,154			
James, Serena	17,163	24,368	24,830	20,437	45,450	44,644	176,892			Replace dialog box.
o Jamison, John	34,703	41,010	35,453	45,273	21,025	41,847	219,311			1 5
11 Lasi, Sam	19,681	12,280	13,695	10,670	29,025	20,139	105,490			
2 Ling, Wei	9,923	13,922	27,349	21,778	34,638	14,434	122,044			
3 Peppia, Libby	17,748	41,301	44,178	37,406	11,805	7,049	159,487			
4 Stevens, Adam	12,751	33,133	29,680	22,604	11,342	14,284	123,794			
15	\$276,207	\$304,284	\$ 373,839	\$ 384,159	\$294,648	\$311,222	\$ 1,944,359			
7 Highest Sales	\$ 49,656	\$ 41,301	\$ 44,910	\$ 49,343	\$ 45,450	\$ 45,230	\$ 219,311			
E Lowest Sales	\$ 8,939				\$ 7,299		\$ 105,490			
9	ų 0,555	<i>y</i> 5,200	<i>y</i> 15,055	y 10,070	<i>y</i> 1,200	<i>y</i> 0,505	y 105,450			
+ + + + Sheet1 (Sheet2 )					€	15	* * * * * * * * * * * * * * * *			
keady Scroll Lock Fined Decim		ri.	al and People a	den Microsoft	<b>T</b>		1 100% (*) (*)			The Find and Dealers distants
Image: Arrow of the section of the		Fin ols: Data F = = = (&**)	d and Replaces Relev View	dsx - Microsoft Add Ins	N 📝	Selored	× = - × = = × = = ×			The Find and Replace dialog bo appears.
Image: Street I Shared Shared Scoret Lock Fired December 1       Image: Street I Shared Scoret I Shared	nge Layout Form 16 * A' A' 1 - Or - A -	olas Data P = = =   &** = = =   1= 1=	Review View General E 201 - S - 3	Add Ins • • 121 033 Fo	nditional Format matting * as Table	Selored	× × 			appears.
A LIN N Sheet L Sheet	na 🔄 nge layout Form 16 · A' A' 1 · Dr · A ·	ulas Data P = = =   (%*) = = =   (# # Alignment	Review View General E 201 - S - 3	Add Ins	N 📝	Selored	× = - × = = × = = ×		4	appears. Click Options if your dialog box
Image: Street I Shared Shared Scoret Lock Fired December 1       Image: Street I Shared Scoret I Shared	nge Layout Form 16 * A' A' 1 - Or - A -	olas Data P = = =   (%)*) = = =   (1 = 1 = Alignment	Review View E 201 - Central S - 30 No	Add Ins • • 121 033 Fo	nditional Format matting * as Table	Cell Styles - Cells	× = - × = = × = = ×		4	appears. Click Options if your dialog box
A LIN N Sheet L Sheet	na 1 nape layout Term 15 - A' A' 1 - Da - A - 5 A B	alss Data F = = =   ()++ Algement C	Review View EP E 201 - S - 30 No D	Add Ins	nditional Format matting * as Table : Styles	Cell Styles - G	× = - × = = × = = ×		4	appears. Click Options if your dialog box does not look like the one show
A1 Carlot A	na 🛀 🛀 Repetance Form	alse Dets F = = = (%**) = = = (%**) Alignment C Feb	Central E 22 - Central S - 30 No D Mar	Add Ins	r nditional Format strating v as Table Styles F May	Cel Shies - Shies - G Jun			4	appears. Click Options if your dialog box
A1 Cables Person	nat 🖆 spelayout Form 15 - K K - <u>Dr A</u> K B Jan Sales	C Feb Sales	Central Central Central Central Central Central D Mar Sales	E Apr Sales	F May Sales	G G Shies G Jun Sales			4	appears. Click Options if your dialog box does not look like the one show here.
A 1 Sales Person 2 Sales Person 3 Adams, Henry	er layout Form	C Feb Sales \$ 35,360	D         Mar           Sales         \$ 40,681	Add Ins 6 + 22 d3 mber 4 F Apr Sales \$ 38,700	r matting v as table styles F May Sales \$ 23,960	G Soles Shies Sales S 33,706			4	appears. Click Options if your dialog box does not look like the one show here. <b>Note:</b> The Options button allows
Supert Characteries     S	ai ⊆ set layout form 10 - A A - A A - A - A - A - A - A	C Feb Sales	Central Central Central Central Central Central D Mar Sales	E Apr Sales	F May Sales \$ 23,960 31,965	G Jun Sales \$ 33,706 21,192			4	appears. Click Options if your dialog box does not look like the one show here. <b>Note:</b> The Options button allows
A1 Colore Person Adams, Henry Adams, Henry Selba, Mary	se Layout Trem 15 - A' A' - → A' A' - → A' - → - → - → - → - → - → - → - →	C Feb Sales \$ 35,360 28,982	D         Mar           Sales         \$ 40,681           44,910         36,340	Add Ins + 91 43 - 91 - 91 - 91 - 91 - 91 - 91 - 91 -	r matting v as table soles F May Sales \$ 23,960 31,965 29,825	G Soles Shies Sales S 33,706	С 1 181,826 20,273		4	appears. Click Options if your dialog box does not look like the one show here. <b>Note:</b> The Options button allows you to toggle between the short
A 1 Sales Person 2 Sales Person 3 Adams, Henry	se Layout Trem 15 - A' A' - → A' A' - → A' - → - → - → - → - → - → - → - →	C Feb Sales \$ 35,360 28,982 9,288	D         General           D         S + 3           Mar         Sales           \$ 40,681         44,910           36,340         Sales	Add Ins + 91 43 - 91 - 91 - 91 - 91 - 91 - 91 - 91 -	r matting v as table soles F May Sales \$ 23,960 31,965 29,825	G Jun Sales \$ 33,706 21,192 45,230 31,647 6,503	H I Total 5 181,826 202,273 166,911 132,521 174,656		4	appears. Click Options if your dialog box does not look like the one show here. <b>Note:</b> The Options button allows
All Cabon Procession Control C	at ≤ spelayout form 15 - A A - D - A - 5 - D - A - 5 - D - A - - A - A - A - A - A - A -	C Feb Sales \$ 35,360 28,982 Pind and Rep Find and Rep	D         General           D         S + 3           Mar         Sales           \$ 40,681         44,910           36,340         Sales	Add Ins + 91 43 - 91 - 91 - 91 - 91 - 9	r mattional Format Soles \$ 23,960 31,965 29,825 2	G Jun Sales \$ 33,706 21,192 45,230 31,647 6,503			4	appears. Click Options if your dialog box does not look like the one show here. <b>Note:</b> The Options button allows you to toggle between the short and long form of the dialog box.
Supert Characteria Supert Characteria Supert Characteria Supert Characteria Super Ch	spitynd Tem 15 - A' A' - D- A- 5 - Jan Sales 5 - 9,419 31,197 24,596 <b>8,339</b> 40,431	ute: nsta 1 = = • • • • • • • • • • • • • • • • • •	D         General           D         S + 3           Mar         Sales           \$ 40,681         44,910           36,340         Sales	Add Ins 6 + 32 43 mbtr 40 F Sales \$ 38,700 44,027 21,632	ndtional Format matterior * 15 Table Syles Sales \$ 23,960 31,965 29,825 20,825	G Jun Sales \$ 33,706 21,192 45,230 ≥ 31,647 20,503 20,547	Image: Section of the sectio		4	appears. Click Options if your dialog box does not look like the one show here. <b>Note:</b> The Options button allows you to toggle between the short
A 1 Calculated Calcula	Image: symbol         Term           10         10         10           10         30         5           10         31,197         24,419           31,197         24,419         40,431           40,431         17,163         34,703	Lite: Data d C Feb Sales \$ 35,360 28,982 9,288 Find and Rej Fudvidat:	D         Mar           Sales         \$ 40,681           \$ 40,681         36,340           Balacs         \$ 2	And In: 6 + 32 d3 c Apr Sales 5 38,700 44,027 21,532 W Rotrand.	r May Sales \$ 23,960 31,965 29,825 29,825 20,825	Betrant for the second s	H Total \$ 181,826 202,273 166,911 132,521 174,656 179,154 219,154 176,55 179,154		4	appears. Click Options if your dialog box does not look like the one show here. <b>Note:</b> The Options button allows you to toggle between the short and long form of the dialog box. Click here and select Choose
Supert Characteries     S	seland         Form           10         A' A'           1         A' A'           5         A A'           5         Jan           31,197         34,596           40,431         49,656           17,163         34,681           19,681         19,681	the second	O         Manual           0         Mar           0         Mar           3ales         \$ 40,681           44,910         36,340           3ales         *	And Im 6 + 32 d3 G F Apr Sales 5 38,700 44,027 21,632 W RuPanel.	May Sales 5 23,960 31,965 29,825 29,825	Betrant     Betrant     Cete     Cete     G     Jun     Sales     S 33,706     C1,192     45,230     X     31,647     G,593     A0,547     L     Cete	No. 1         No. 1 <th< td=""><td></td><td>4</td><td>appears. Click Options if your dialog box does not look like the one show here. <b>Note:</b> The Options button allows you to toggle between the short and long form of the dialog box.</td></th<>		4	appears. Click Options if your dialog box does not look like the one show here. <b>Note:</b> The Options button allows you to toggle between the short and long form of the dialog box.
Supert Characteries     S	au         au           12         -         -           12         -         -           13         -         -           5         -         -           31,197         24,596         -           17,163         -         -           34,703         19,661         -           9,923         -         -	uts Data d = = = = = = = = = = = = = = = = = = =	O         Manual           0         Mar           0         Mar           3ales         \$ 40,681           44,910         36,340           3ales         *	And In: 6 + 32 d3 c Apr Sales 5 38,700 44,027 21,532 W Rotrand.	r May Sales \$ 23,960 31,965 29,825 29,825 20,825	B <sup>10</sup> South         B <sup>10</sup> South           Color         B <sup>10</sup> South           South         B <sup>10</sup>	No.         No.         No.           Image: Section of the		4	appears. Click Options if your dialog box does not look like the one show here. <b>Note:</b> The Options button allows you to toggle between the short and long form of the dialog box. Click here and select Choose
Supert Characteristics     Supert Character	Image: separation         Term           10         10         10           10         10         10           10         30         10           10         31,197         24,596           17,163         34,703         19,681           19,923         17,748         17,748	the second	D         D           D         Mar           Sales         \$ 40,681           44,910         36,340           36,340         36,340           Sales         \$ 100,000	And In: 6 + 32 d3 c Apr Sales 5 38,700 44,027 21,532 W Rotrand.	F May Sales \$ 23,960 31,965 29,825 29,825 12 mi F Earnat Design Creption	Cet Cet Cet Cet Cet Cet Cet Cet	H Total \$ 181,826 202,273 166,911 132,521 174,656 179,154 176,55 174,656 179,154 176,55 174,656 179,154 176,480 122,044		4	appears. Click Options if your dialog box does not look like the one show here. <b>Note:</b> The Options button allows you to toggle between the short and long form of the dialog box. Click here and select Choose
Supert Characteria Control Contrectific Control Control Control Control Control Control Control C	au         au           12         A           13         A           14         A           15         A           16         A           13         Jan           31,197         34,193           34,0431         49,656           17,763         34,703           17,748         12,751	Algoreent C Feb Sales \$ 35,360 28,982 9,288 Find and Rej Pediate: Rejets were Unit: Weiter Sales	D         D           Mar         Sales           \$ 40,681         36,340           Sales         Image: Constraint of the same set o	And the	r r solutions solut	Cet Cet Subset- S	H I 5 181,826 202,273 166,911 132,521 5 174,656 179,154 159,487 123,794		4	appears. Click Options if your dialog box does not look like the one show here. <b>Note:</b> The Options button allows you to toggle between the short and long form of the dialog box. Click here and select Choose
Supert Characteries     S	Image: separation         Term           10         10         10           10         10         10           10         30         10           10         31,197         24,596           17,163         34,703         19,681           19,923         17,748         17,748	the second	Other         Other           D         Mar           Sales         \$ 40,681           36,910         36,340           10         1000           10         1000           10         1000           10         1000           10         1000           10         1000           1000	And Toy 5 - 5 - 5 - 5 - 5 - 5 - 5 - 5 - 5 - 5 -	r r solutions solut	Cet Cet Subset- S	H Total \$ 181,826 202,273 166,911 132,521 174,656 179,154 176,55 174,656 179,154 176,55 174,656 179,154 176,480 122,044		4	appears. Click Options if your dialog box does not look like the one show here. <b>Note:</b> The Options button allows you to toggle between the short and long form of the dialog box. Click here and select Choose
Supert State     S	at         at           12         -	Algorates C C Feb Sales 5 35,360 28,982 9,982 1,000 Algorates Find and Broy Publishies Region with Sales 5 35,360 28,982 9,982 5 35,360 28,982 5 35,360 5 35,360	Open         Open           0         Image: Solution of the solution of th	And for to be stal at a to be stal at	notional         Final           mathemal         Final           May         Sales           \$ 23,960         31,965           319,965         29,965           Image:	Cete Cetee Cete Cete Cete Cete Cete Cete Cetee Cetee Cetee Cetee Cetee Cetee Cetee Cetee Cetee Cetee Cetee Cetee Cete	Image: Second		4	appears. Click Options if your dialog box does not look like the one show here. <b>Note:</b> The Options button allows you to toggle between the short and long form of the dialog box. Click here and select Choose
Supert Characteries     S	au         au           12         A           13         A           14         A           15         A           16         A           17.163         34.703           19.681         9.923           17.748         12.751	the second	Otros         Otros           D         Mar           Sales         \$ 40,681           36,340         Sales           10         Mar           36,340         Sales           10         Mar           37         Mar           38         Mar           39         Mar           31         Sales           5         40,910           373,839         \$ 44,910	And the	Figure         Figure           Viris         Sales           \$ 23,960         31,965           31,965         29,865           Viris         Viris	G Jun Sale \$ 33,706 21,192 33,627 33,706 21,192 33,706 21,192 33,706 21,192 33,706 21,192 33,706 21,192 33,627 4 4,7049 14,284 5311,222 \$ 45,230	Image: Section of the sectio		4	appears. Click Options if your dialog box does not look like the one show here. <b>Note:</b> The Options button allows you to toggle between the short and long form of the dialog box. Click here and select Choose

90			d and Replaces		Excel			- 5
Home Insert Pa	ige Layout Com	ulas Data R	teniew View	Add Ins				8 - 5
Calbri -	16 * A A		Accounts		1 🛃 🛃	Paloset Polet		Ri 👘
Paste 🥑 B J U - 🖽	- <u>∆</u> · <u>∆</u> ·		- <del>5</del> - 3	• 11 42 6	Conditional Format primatting * as Table *	Cell Styles - D Form	Contral Die	nd &: lect *
Clipboard 14 Font	N	Alignment	NU NU	riber 4	Styles	Cells	Editing	
n - (+								
B10 - 🕤	f <sub>X</sub>	34703						
Δ Α	В	с	D	E	F	G	н	1.1
1	Jan	Feb	Mar	Apr	May	Jun		
2 Sales Person	Sales	Sales	Sales	Sales	Sales	Sales	Total	
3 Adams, Henry	\$ 9,419	\$ 35,360	\$ 40,681	\$ 38,700	\$ 23,960	\$ 33,706	\$ 181,826	
4 Delay, Harry	31007	28,000	and Replace		24.000	? 🗙	202,273	
5 Fish, Mary	24,596	9.	_				166,911	
6 Franklin, Florence	8,939	11,	d Regisco	-			132 521	
7 Gold C, Sally	40,431	311	arbet:		Preview*	Forgat	1 56	
8 Harvey, Taylor 🗲	49,656	21.1		Vatch case	Preview-1	Eormat	154	G
Jam Brena	17,163	241	yin: Sheet v	Third states	el contents	Choose Format	Tron Cell. 02	
o Jamison, John >	34,703	41	cin: Permulae y		Ļ	Clear Replace Po	amat 311	
1 Lasi, Sam	19,681	12,					105,490	
2 Ling, Wei	9,923	13, Re:	the grant Explore	e   RrdAl	Bnd/Mexit	0000	122,044	
3 Peppia, Libby	17,748	41,301	44,178	37,406	11,805	7,049	159,487	
4 Stevens, Adam	12,751	33,133	29,680	22,604	11,342	14,284	123,794	
15	\$276,207	\$304,284	\$ 373,839	\$ 384,159	\$294,648	\$311,222	\$ 1,944,359	
16			(9)					
7 Highest Sales	\$ 49,656	\$ 41,301	\$ 44,910	\$ 49,343	\$ 45,450	\$ 45,230	\$ 219,311	
	\$ 8,939	\$ 9,288	\$ 13,695	\$ 10,670	\$ 7,299	\$ 6,503	\$ 105,490	
		Ş 5,200	Ş 15,055		+ .,			
Ready Scrottock FreedDecore	Sheet3 / 😡 /	Fin	d and Replaces	A status			I 100% (C)	· (
4 + + +     Should Should Should Should Should Should Dean       100     Home       100     Annet       20     Annet       20     Annet       20     B Z       21     B Z	Sheet3 / 20 al 🔛 spelayout Form 16 - A' A'	Fin ulas Data R = =   (ar 17	d and Replaces Revew View Recounts Recounts	Add Ins Profession	I and Replace	<u>×</u>	Preview*	
Sheet1. Sheet2     Sheet1. Sheet2     Sheet1. Sheet2     Sheet1. Sheet2     Ifore Inset     Patte	Sheet3 / 20 al 🔛 spelayout Form 16 - A' A'	Fin uls: Data R = = [&**]	d and Replaces Revew View Recounts Recounts	Add Ins Inc	I and Replace	₩ ₩akh gee	Preview* Fo	<b>?</b> 🛛
Sheet1. Sheet2     Sheet1. Sheet2     Sheet1. Sheet2     Sheet1. Sheet2     Ifore Inset     Patte	Sheeth (S) al (S) (S) (S) (S) (S) (S) (S) (S) (S) (S)	Fin ulss Data R = = = (\$>>) = = (\$>>) Alignment	d and Replaces Revew View Recounts Recounts	Add Ins Ins na 128 Raz mber with	and Replace	<u>×</u>	Preview* Fo	? 🛛
Sheet1. Sheet2     Sheet1. Sheet2     Sheet1. Sheet2     Sheet1. Sheet2     Ifore Inset     Patte	Sheet3 (5) at a spelayout form 25 (A A) (1 (24 (A A)) (2 (A A)) (2 (A A)) (3 (A A)) (4 (A A))) (4 (A A)) (4 (A A))) (4 (A A)) (4 (A A))) (4 (A A)))	Lite: Data R = =   (**) = =   (**) Algorisent 34703	d and Replaces relative The second Account S - N N	Add Ins no main and in a main	and Replace	₩ ₩akh gee	Preview* Fo	<b>?</b> 🛛
Sheet1. Sheet2.     Sheet1. Sheet2.     Sheet1. Sheet2.     Innet     Innet     Bat     B	Sheet3 (5) at 2 se layout form 25 (A A A (Che A + ) 5 B	C	d and Replaces reason View B - S - M Nu D	Add Ins In- ma Part (1997) (19	and Replace	Value entire cel	Preview* Fo	? 🛛
Scotlack Concernence     Scotlack FordDoor      Incre Incre     Incre	Sheet3 (5) at 2 spelayout form 25 (A, A) (- (2+ A - ) (- (2+ A - ) (- (2+ A - ) (- (2+ A - )) (- (2+ A - ))) (- (2+ A - )))) (- (2+ A - )))) (- (2+ A - )))) (- (2+ A - )))))))))))))))))))))))))))))))))))	Fin uts: Oata F = = \$ Algenent 34703 C Feb	d and Replaces tesser View EX - S - 3 No D Mar	Add Ins na Prof. Add Ins Prof. Res Inber Weff Sea Look E Res App	I and Replace I and Replace I alwe: I seeve the I see	V Match pss V Match pss V Match entire od	Previewa Piewa konta S	(?) × mst
Superior Sheet Care	Sheets (5) at (2) at (2) (2) (2) (2) (2) (2) (2) (2) (2) (2)	Its Oats Fin Its Oats F Its Oats Oats F Its Oats F Its Oats Oats F Its Oa	d and Replaces term View Accounts E - Accounts No No Mar Sales	Add Ins na + 121 Res inber - + 121 Res 	I and Replace nd Replace Indus: Intervite	V Match pss V Match pss V Match entire od	Previewa Piewa konta S	() () () () () () () () () () () () () (
Scotlack And Scotlack And Den Path of Control Path of Control Path of Control Path of Control Path of Control	Sheet3 (5) at ⊆ 15 (A) (A) 15 (A) (A) 15 (A) (A) 15 (A) (A) 15 (A) (A) 15 (A) 16 (A)	Fin uite: Oute = = =   0++ Alignment 34703 C Feb Sales \$ 35,360	d and Replaces reasy Vires Account D Mar Sales \$ 40,681	Add Ins na + 121 Res mber F App Sates \$ 38,700	And Replace In Regists tobe: Inters the By Roos Child By Roos Child By Roos Microsoft Offi	V Match pss V Match pss V Match entire od	Preview* Fr p how* Fr cytors Oraflect	(?) × mst
A Adams, Henry	20 ar 3 2 3 3 4 2 3 4 2 3 4 2 3 4 2 3 4 2 3 4 2 4 4 4 4	tin uts: 0 th = = = = = ∞ ∞ = = ∞ = = ∞ ∞ = =	d and Replace x term View Account Sales \$ 40,681 44,910	Add Ins no 1 24 Res no F Saues \$ 38,700 44,027	And Replace In Regists tobe: Inters the By Roos Child By Roos Child By Roos Microsoft Offi	Makch gase     Makch entro cel     Frid Ki      Frid Ki      Co Excel	Preview* Fr p how* Fr cytors Oraflect	() () () () () () () () () () () () () (
Southart Charty Southart FredDom	trant () t t t t t t t t t t	Fin tes 0 teb 0 = 0	d and Replace x revery Vire Account The Account Accou	Add Ins no 1 24 F Same Sa	And Replace Angles take: Securb Securb Angles Securb Se	Watch gas     Watch gas     Watch entire out     Pod Al     congrated Roses of A	Preview* rs piceu* rs cytoris profes:	() () () () () () () () () () () () () (
Subert Charles Subert Scotlast Fund Deen Subert States Peter Subert Peter Subert States Subert States Sub	search (*) (*) at 2 springed Form 18 − (k × k) (*) 18 − (k × k) 19 − (k × k) 10 − (k × k) 1	Fin its 0tb = =    + -   =    + -    + -   =    + -	d and Replaces revery Vire	Ast In: 10	and Replace of Regist take:	White the set of the	Proview* Fo Plinu* Fo gitaria Broffect Indremask B at 10 132,521	() () () () () () () () () () () () () (
Subert Conception Free Deem Scottank Free Deem Tore Tore Tore Tore Tore Tore Tore Tore Tore Tore Tore Tore Subert Presson A Cabin Port Subert Presson A Cabin Port Sites Person S Franklin, Florence S Goldblatt, Sally	Sourch (2) (2) (2) (2) (2) (2) (2) (2) (2) (2)	Fin atv: 0ata = = ■ ■ = = Algeneet 34703 c Feb Sales Sales Sales 11,521 31,804	d and Replaces treev Wre Account E Account Sales 5 40,681 44,910 36,340 20,033 34,909	Assi Int Int Int Int Int Int Int Int	And Replace I and Replace I age 20 the I	Photo gas	Proview* ** ** P how* ** Godess Droffeet 132,521 174,656	() () () () () () () () () () () () () (
Subdet California Subdet State Subdet State State Subdet State Subdet State Stat	and         (a)           and         (b)           and         (c)           band         (c)	Ein als: 0ata = Final State Alpinett 34703 C Feb Sales 5 35,360 28,982 6,288 11,521 31,804 21,315	d and Replaces treev Vires Second 5 40,681 44,910 36,340 20,033 34,909 21,781	And the nu nu nu nu nu nu nu nu nu nu	I and Replace           rd           rd           rest           res	"Windo gase     "Windo gase     "Windo gase     "Windo gase     "Windo gase     "Core Excel     "Core     "Core	Proview# 50 p incw* 50 p area 5 profes: 132,521 174,656 179,154	() () () () () () () () () () () () () (
Subert Characteria Control Con	anart (2) setsynd Terres setsynd Terres 15 - A A A 1 - D - A - 1 1 - D -	24,368	d and Replaces tree Vrs	And Internet In	And Replace I Regize Marie: 200-35 200-9 Erection Microsoft Off Control 36,648 11,666 7,299 45,450	Product Reference      Product Reference      Product Reference      Product Reference      Troduct Reference	Proview* ***********************************	() () () () () () () () () () () () () (
Subert Oraci Scotlack FredDom Control Scotlack FredDom Southart	See 1 (2) (2) (2) (2) (2) (2) (2) (2) (2) (2)	Tin atv 0 ats = = = = = = = = = = = = = = = = = = =	d and Replaces tree	And Tex Pa Pa Pa Pa Pa Pa Pa Pa Pa Pa	and Replace           I Regize           Late:           State:	"Web conception of the sector of the se	Provinew* ***	() () () () () () () () () () () () () (
Subject Calor Subject Calor Subjec	avert         -0.2           setand         Formation           15         -1.4           16         -1.4           17         -2.4           18         -3.1           31,197         -2.4,596           13,349         -4.0,431           40,431         -4.9,656           17,163         -3.4,703           19,661         -1.6,631	Fin the first sector of the first sector of	d and Replaces tree Vire Mar Sales \$ 40,681 44,910 36,340 20,033 34,909 21,781 24,830 34,909 21,781 24,830 34,543 11,095	And Troy Tr	I and Replace           I desse           I desse <tr td=""></tr>	Photo gas     Photo mite: out     Photo mite: out     Photo mite: out     Control of the base of -     Control of the base of the	Proview.** *** P incur* *** cutors cutors 132,521 174,656 179,154 176,892 219,311 105,490	() () () () () () () () () () () () () (
Subert Chart Subert Chart Su	Image: 1         -0.2	Fin     in	d and Replaces tree Virse ■ Account ■ Ac	And Inv Participation of the second	And Replace I Regize take: I Regize I Regi	"     "	Proview" "** P inve* Fa cytor b Braffect 132,521 174,656 179,154 176,892 219,311 105,490 122,044	() () () () () () () () () () () () () (
Subert Control	auert         -0.2           at         3           spitynd         Ferrer           12         -0.4           13         -0.4           14         -0.4           15         -0.4           16         -0.4           17         -0.4           11,197         -0.4           24,596         -0.4           11,197         -0.4           24,596         -0.4           11,197         -0.4           24,596         -0.4           11,9681         -0.4           9,9233         -17,748	Ein alse 0 alse w ■	D         Mar           Sales         5         40,681           44,910         36,340         20,033           34,909         21,781         24,830           24,830         35,453         11,695           27,349         44,178         44,178	And Toy - val - val	And Replace I Regise Mericial Service Service Microsoft Off Creative 36,648 11,666 7,2450 21,025 29,025 34,638 11,805	**************************************	Proview* ***********************************	() () () () () () () () () () () () () (
A Scaling Scaling Sca	seat 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2	Fin           atv         0x10	d and Replaces	And Tro Tro Tro Tro Tro Tro Tro Tro	and Replace           I fingue           Identified           State	"Yead and a set of the set o	Provinev** *** P hove** *** controls portreex rd*resrade 0 network 132,521 174,656 179,154 176,892 219,311 105,490 122,044 159,487 123,794	() () () () () () () () () () () () () (
Subert Control Co	auert         -0.2           at         3           spitynd         Ferrer           12         -0.4           13         -0.4           14         -0.4           15         -0.4           16         -0.4           17         -0.4           11,197         -0.4           24,596         -0.4           11,197         -0.4           24,596         -0.4           11,197         -0.4           24,596         -0.4           11,9681         -0.4           9,9233         -17,748	Fin           ate         ate	D         Mar           Sales         5         40,681           44,910         36,340         20,033           34,909         21,781         24,830           24,830         35,453         11,695           27,349         44,178         44,178	And Toy - val - val	And Replace I Regise Mericial Service Service Microsoft Off Creative 36,648 11,666 7,2450 21,025 29,025 34,638 11,805	**************************************	Proview* ***********************************	() () () () () () () () () () () () () (
Subert Concernence     Subert Concernenc	Image: 1         -0.2	Fin           ate         ate	D         Mar           Sales         5           \$ 40,681         44,910           36,340         20,033           34,909         21,781           24,830         35,453           11,695         27,349           24,830         \$\$373,839	And Inv Inv Inv Inv Inv Inv Inv Inv	And Replace I regize their issouth	"Woh ges     "Moh ges	Proview** **** *****************************	() () () () () () () () () () () () () (
Subert Control Contro	seat 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2	Fin           atv         0x10	d and Replaces	And Tro Tro Tro Tro Tro Tro Tro Tro	and Replace           I fingue           Identified           State	"Yead and a set of the set o	Provinev** *** P hove** *** controls portreex rd*resrade 0 network 132,521 174,656 179,154 176,892 219,311 105,490 122,044 159,487 123,794	() () () () () () () () () () () () () (

The Find and Replace dialog box disappears.

6 Click in a cell that has the format you want to replace.

This example selects green fills.

- The Find and Replace dialog box reappears.
- A preview of the format you selected appears.
- Click here and select Choose Format from cell.

The Find and Replace dialog box disappears.

8 Click in a cell that has the format you want to use as a replacement.

This example selects a cell with no fill.

- The Find and Replace dialog box reappears.
- A preview of the format you selected appears.
- 9 Click Replace All.
- Excel replaces the formats.

Excel replaces all of the green fills with plain fills.

🚺 Click OK.

D

- Click Close.
- You can click Replace to make one change at a time.
- If you want to find instead of replace formats, click Find All or Find Next to highlight cells in the worksheet but not replace formats.

### Important!

Before you start a new Find and/or Replace, make sure you clear all formats by clicking the down arrow next to the two Format buttons and then clicking Clear Find Format and Clear Replace Format.

#### Did You Know?

In the Find and Replace dialog box, clicking a Format button opens the Find Format or Replace Format dialog box. You can use these dialog boxes to specify the Number, Alignment, Font, Border, Fill, or Protection you want to find and/or replace.

#### **Did You Know?**

When searching for text or values, type the text or value you are looking for in the Find What field. Type the text or value you want to replace it with in the Replace With field.

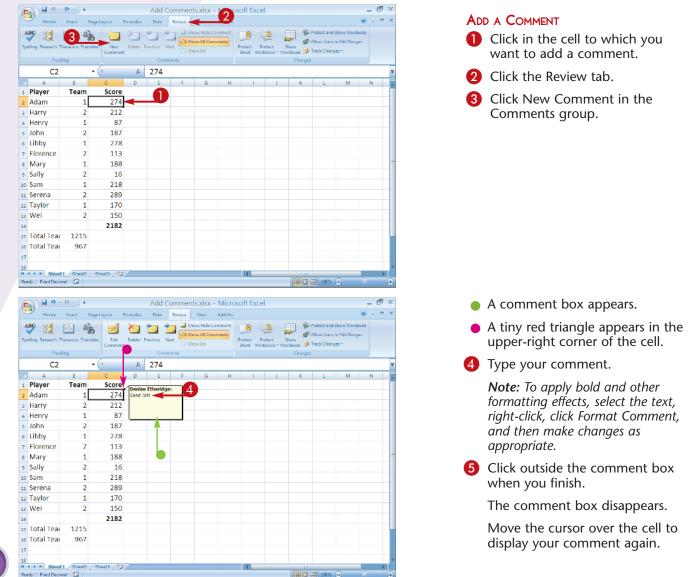


## ADD COMMENTS to your worksheet

A comment is a bit of descriptive text that enables you to document your work when you add text or create a formula. If someone else maintains your worksheet, or others use it in a workgroup, your comments can provide useful information. You can enter comments in any cell you want to document or otherwise annotate.

Comments in Excel do not appear until you choose to view them. Excel associates comments with individual cells and indicates their presence with a tiny red triangle in the cell's upper-right corner. View an individual comment by clicking in the cell or passing your cursor over it. View all comments in a worksheet by clicking the Review tab and then clicking Show All Comments.

When you track your changes, Excel automatically generates a comment every time you copy or change a cell. The comment records what changes in the cell, who makes the change, and the time and date of the change. To learn more about tracking changes, see Task #34.



Ga 🖉 🔊 -	C4			Add Co	ommen	ts.xlsx -	Micro	soft Exce	el				- 6	X
Home	Insert Pag	je Layout – F	ormulas	Data	Review	View	Add-Ins						0	
ABC (0 )		Edit	Delete P	revious Ne	et 💢 Sh	ow/Hide Co aw All Com ow Ink		Dentant D	rotect S Kobook * Wo	ihare rkbook 🎾	Allow Users ( Track Chang	Share Workbo to Edit Renge Jes T		
Proofie C2	ng -	6		274	ents					Changes				
			f <sub>a</sub>											-
A Player	B Team	C Score	D	E	F	G	н		J	K	L	М	N	
Adam	1	274	Denise Good Jo	Etheridge bl	•									
Harry	2	212												
Henry	1	87												
John	2	187												
Libby	1	278												
Florence	2	113												
Mary	1	188												
Sally	2	16												
o Sam	1	218												
1 Serena	2	289												
2 Taylor	1	170												
3 Wei	2	150												
4		2182												
s Total Tear	1215													
6 Total Tear	967													
7														
8	(7)	Sheet3 / 💬	7					14						
eady Fixed Decimi		sneets / 😡									I) 100%			1

#### 🛐 🗐 - (° - ) 🖡 Add Comments.xlsx - Microsoft Excel n x Formulas Data Review View Add-Im 1 1 3 3 91 ABC 2 Show/Hide Comm Protect and Share W 8 £ 274 C2 + (\* D A E 1 Player Team Score se Etherida 2 Adam 2 3 Harry 4 Henry 1 5 John 2 187 Denise Etheridge 6 Libby reat Score 7 Florence a Marv 13 9 Sally 2 16 10 Sam 218 1 11 Serena 2 280 enise Etheridge 12 Taylor 1 1 13 Wei 2 1 14 215 15 Total Team 1 1215 16 Total Team 2 967 17 18 H + + H Sheet1 Ready Fixed Decimal ₩ Ū 🛄 100

#### 6 Click Edit Comment in the Comments group to edit a comment.

Click Delete in the Comments group to delete a comment.



#### DISPLAY ALL COMMENTS

- 8 Click Show All Comments in the Comments group.
- You can now see all the comments in the worksheet.

To close the comment boxes, click Show All Comments again.

9 To cycle through comments click Previous or Next in the Comments group.

## Did You Know?

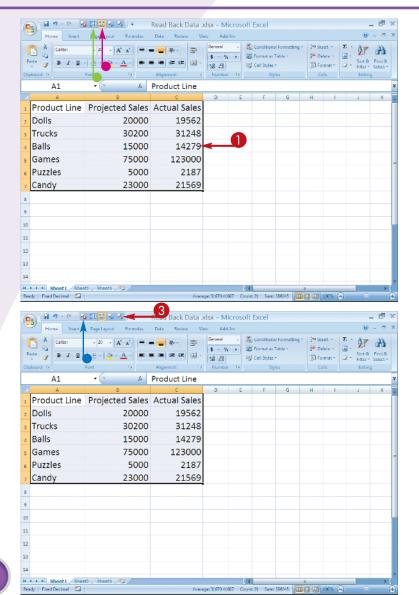
To set the name that displays when you enter a comment, click the Office button, and then click Excel Options. The Excel Options dialog box appears. Click Popular and then type the name you want to appear in the comment box in the User Name field.

### Did You Know?

When a comment gets in the way of another comment or blocks data, you can move it. Position your cursor over the comment box border until the arrow turns into a four-sided arrow. Click and drag the comment to a better location and then release the mouse button. Your comment remains in this position until you display all comments again.

# Let Excel READ BACK YOUR DATA

If you have a large amount of data to enter, especially numbers, you may want to check the accuracy of your data entry by having the data read back to you while you match it against a printed list. Excel can read back your data. All you have to do is specify the data you want to read, click a button, and Excel begins reading. You can choose to have Excel read across the first row and then move to the next row, or down the first column and then move to the next column. You can also have Excel read data as you enter it. However, before Excel can read your data, you must add the following buttons to the Quick Access toolbar: Speak Cells, Speak Cells — Stop Speaking Cells, Speak Cells by Columns, Speak Cells by Rows, and Speak Cells on Enter. To learn how to add buttons to the Quick Access toolbar, see Task #95. You can find the buttons needed for this task in the Commands Not in the Ribbon section.



#### READ CELLS

- Click and drag to select the cells you want Excel to read.
- 2 Click either the Speak by Columns or the Speak by Rows button.
- Click Speak by Columns if you want Excel to read down the columns.
- Click Speak by Rows if you want Excel to read across the rows.
- Click the Speak Cells button.Excel reads the cells.
- To stop the reading of cells, click the Speak Cells — Stop Speaking Cells button.

Home Home	C <sup>1</sup> • • • II III Insert Page Lays 1 • 20 Z II • III • 4 Font	Formulas		Jiew Add General	i-lms		•	3* 0 30 Fe	sert = elete = ormat = clis	2 * Filte	a Find &	×
C8	• (*	f <sub>a</sub>	18173	_								8
∠ A	in Durin	B	0		E	F	G	н	1	1	K	
	Line Proje		Actual Sales									
2 Dolls		20000	19562									
3 Trucks		30200	31248	3								
4 Balls		15000	14279	)								
5 Games		75000	123000	)								
6 Puzzles		5000	2187	,								
7 Candy		23000	21569	)	•							
Bikes		22000	18173	-	5							
9				1								
10												
11												
12												
13												-
14												
4 4 → H Sheet1		3 /92 /			1	(		II.		_	► 7	
Ready Fixed Decima									100% (	9	Ψ	
<b>N R 9</b> •	e - <b>1</b> 🖬 🔛	<u>.</u>	Read Back Data	xlsx - M	icrosof	t Excel					- 12	x
Home	Insert Page Lays	1		JAIDA - IVI		CLACEI						×

19562

31248

14279

123000

2187

21569

18173

18173

fx

20000

30200

15000

75000

5000

23000

22000

5 -

\*# 4

🗐 Cell Styles -

Ż d'h

🚯 Format 🗉



6 Click the Speak on Enter button again. Excel says, "Turn off Speak on Enter." Excel stops reading the data as you enter it.

## Important!

A A

6

1 Product Line Projected Sales Actual Sales

+ (2

**C**8

Dolls

Trucks

Puzzles

Bikes

2.

3 Balls

. 5 Games

6 Candy

10 11 12 13 14 H + + H Sheet1 Ready Fixed Decimal

> To have Excel read your worksheet, you must have speakers attached to your computer and you must set the Speech, Sound, and Audio Devices option in the Control Panel properly. Click the Start button, Settings, and then Control Panel to check these device settings.

#### **Did You Know?**

You can also check the accuracy of your data entry by performing a spell check. Just click the Review tab, Proofing, and then Spelling. If your worksheet has errors, the Spelling dialog box appears and offers suggestions for the correct spelling. You can accept one of the suggestions or click one of the other dialog box options.

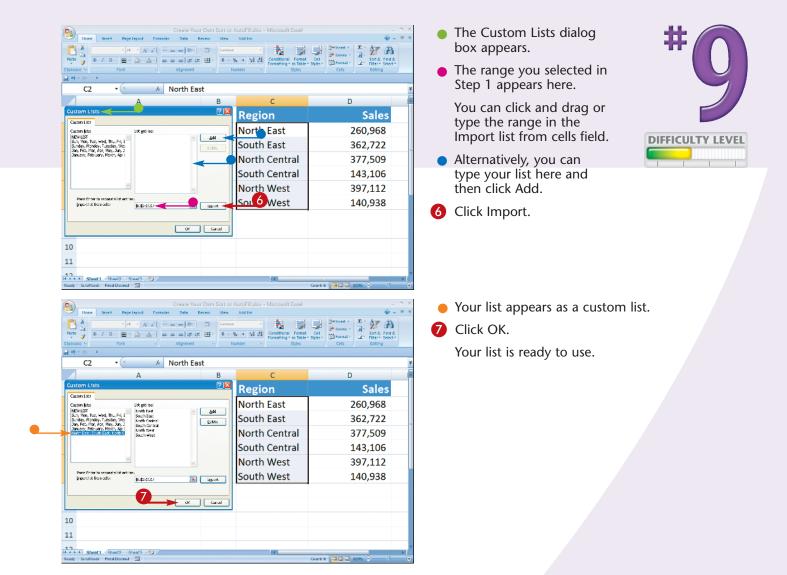
## Create your own SORT OR AUTOFILL

In Excel, you can sort your data alphabetically, by days of the week, or by months of the year. See Chapter 4 to learn more about sorting your data. You can also automatically fill cells with the days of the week or months of the year by using Excel's AutoFill feature. See Task # 3 to learn more about AutoFill.

If you have a data series you use often, you can create your own custom list and use it to fill cells automatically or to sort a list. For example, you collect data by region and you always list the data in the following order: North East, South East, North Central, South Central, North West, and South West. You can create a custom list that enables you to AutoFill and sort based on your list.

Use the Custom List dialog box to create your custom list. You can type your list into the Custom List dialog box or import your list from cells in your worksheet. You access your custom list the same way you would any other custom list or AutoFill.

New Recent Documents	- S - % + 28 41 Conditional Format Formatting - as Table - M	- □ × 	Click and drag to select the or with which you want to crea your custom list.
Sev.	1x Number 1x Styles	Cells Editing	<b>2</b> Click the Office button.
Same As ->	ВС	D	•
🚑 2mt ->	Region	Sales	A menu appears.
Pegpare +	North East	260,968	3 Click Excel Options.
seng +	South East	362,722	
👱 Pablish 🔸	North Central	377,509	
Liose 3	South Central	143,106	
Dixcel Options X Egit Exc	North West	397,112	
7	South West	140,938	
8			
9			
10			
11			
Excel Options		12 IZI	The Excel Options dialog box
Propular Formulas Procefing Tray options for working with Exact Surve Stree Jin Toobar on selection ()	in Excel.		The Excel Options dialog box appears. 4 Click Popular.
Popular Formulas Proofing Top cyticers for working with East	. 6		appears.
Paquin         4           Pomulas         Sil Chalige the most popular options           Produing         Typing uptions for working with Facel           Care         Trabacteries           Carlowsia         Carlowsia           Add ins         Carlowsia           Add ins         Segerefine the inthe Steen Type           Trust Center         Segerefine the inthe steen Type           Create lists for use is not a diffil sequences         When creating one workhouts	Est Custion Lister		<ul><li>4 Click Popular.</li><li>5 Click the Edit Custom Lists</li></ul>
Papeline         4           Pointsts         Pointsts           Produing         Standard Stand           Save         Enabling With Tobars on statchston           Advanced         Enabling With Tobars on statchston           Conformace         Advanced           Add state         Enabling With Tobars on statchston           Trade Lipse Tenters         State Uniter State in the Statem Office           Trade Caller         Enabling With Tobars on statchston           Conformace         Advances           Add State         Enabling With Tobars on statchston           Conformace         Enabling With Tobars on statchston           Conformace         Enabling With Tobars on statchston           Up to the State	. 6		<ul><li>appears.</li><li>4 Click Popular.</li><li>5 Click the Edit Custom Lists</li></ul>
Advance         Advance           Providing         True raptions for working with Exast           Proofing         True raptions for working with Exast           Saw         Show And Toobar on selection ····           Advanced         Show And Toobar on selection ····           Contensize         Move Developer take in the Bable ····           Add the         Save Chartipe           Collective         Satemille fifthe           Cells list for use in sorts and fill sequatheres         Wate straining new workhoods           Use this fogt         Calibrid	Est Custion Lister		<ul><li>appears.</li><li>4 Click Popular.</li><li>5 Click the Edit Custom Lists</li></ul>
Addition           Pointide         Top options for working with Fast           Pointing         Top options for working with Fast           Sow         Additions           Additions         Deve Addition on relections           Customize         Sow Charlys the relevance           Add the         Sow Charlys the relevance           Trust Center         Specify Prive Don't show Screen(hps)           Resources         Catter the relevance           When crucking new workloods         Use this fogt           Point size         Catter to relevance           Use this fogt         Catter           Point size         Catter           When crucking new workloods         Use this fogt           Point size         Top           Point size         Top	Edit Contem Links		<ul><li>appears.</li><li>4 Click Popular.</li><li>5 Click the Edit Custom Lists</li></ul>
Paquin         4           Pomulas         Sill Chalge the most popular options           Produits         Tay regimes for working with Facel           Score         Explore the most popular options           Castorias         Castorias           Additiced         Store Quertigers the mine Robuston           Trust Center         Resources           Resources         Castorias           Castorias         Castorias           Add de         Castorias           Castorias         Castorias           Castorias         Castorias           Castorias         Castorias           Add de         Castorias           Protoconter         Size           Data type for the store in solid and fil requerces:         Where creating more matchaoks           Use this figg:         Calibit           Port sign:         Size           Data types for more share:         Size           Data types for more share:         Size	Edit Contanti Unitaria		<ul><li>appears.</li><li>4 Click Popular.</li><li>5 Click the Edit Custom Lists</li></ul>
Paquint         4           Pomstas         Chalige the most popular options           Produing         See           Advanced         Enable Unrefrequent in the Steam 0           Couldrawa         Couldrawa use Coung with facat           And and         Enable Unrefrequent in the Steam 0           Total Ceffer         Resources           Produing the interview         Enable Unrefrequent in the Steam 0           Use the fogt         Could on thereast interview           Use this fogt         Could on thereast interview           Use this fogt         Could on thereast interview           Production on the most product of the Steam 100 on the S	Edit Contanti Unitaria		<ul><li>appears.</li><li>4 Click Popular.</li><li>5 Click the Edit Custom Lists</li></ul>



To create an AutoFill using your custom list, type the first item in your list. Click and drag the fill handle located in the lower-right corner of the cell. Excel fills the cells with your custom list. If Excel does not fill the cells with your custom list, click the AutoFill Options button ( $\mathbb{F}$ ) that appears and then click Fill Series ( $\bigcirc$  changes to o).

#### Did You Know?

To sort using the custom list you created, click and drag to select the items you want to sort. Click the Data tab and then click Sort in the Sort & Filter Group. The Sort dialog box appears. In the Order field, click Custom List. The Custom List dialog box appears. Click your list and then click OK. For detailed instructions, see Chapter 4.