

A Practical Spreadsheet

Create some labels and do some formatting

- Open Excel
- From B1 to H1 enter the following labels: Date, Customer, Address, Miles, Milage @ \$.42, Fee, Total
- Select Row 1
- Set the font size to 12
- Make the row Bold and Centered
- Select column B
- Select Format (from the menu)
- Select Format Cells
- Select Date
- Select column E
- Select Format
- Select Format Cells
- Select Number and set to 1 decimal place
- Select Columns F through H
- Select Format Cells
- Select Currency

Create some data row numbers

- Enter 1 in A2
- Enter 2 in A3
- Select A2:A3
- Drag the lower corner (the little square) down to A31 or until the number 30 appears in the box.

Freeze the labels and row numbers

- Select B2
- Click Window in the menu (on top)
- Click Freeze Frames

Enter some formulas

- Select F2
- Enter = (an equal sign)
- Click on E2
- Type *.42 (asterisk, period, 4,2 - means times .42)
- Hit the Enter key
- Select H2
- Click the Sum icon (Greek letter epsilon on the toolbar)
- The two cells to the left (F2 and G2) should highlight, if not highlight F2:G2
- Hit Enter

Create a macro to copy the formulas

- Select F3
- Select from the menu Tools, Macros, Record new macro
- Enter a name for the macro "CopyFormulas" no spaces allowed
- Type an s in for the hot key
- Click OK
- A small box appears with a Stop button and grid button. The grid button is to select absolute or relative references. Ensure that it appears depressed.
- Press the Up Arrow once
- Hold the Shift key and press the Right Arrow twice
- Release the shift key
- Hold the Control (Ctrl) key and press the c key once
- Release the Control key
- Press the Down Arrow key once
- Hold the Control key and press the v key once
- Release the Control key
- Press the Down Arrow key
- Press the Esc key
- Click the Stop button

Create a Sum formula

- Click the Sum icon
- Select the H2
- Hit Enter

Run the macro and recreate the sum formula for the total

To run the macro, select the cell column F just below the last row of data

Hold the Control key and press s once

The cells are copied the selected cell changes to column H

To create a new sum formula, press the sum icon and hit enter

Store Monthly Values on Sheet2

- Click the Sheet2 tab at the bottom
- Click cell B5
- Press =
- Click the Sheet1 tab at the bottom
- Click cell H32 (the totals)
- Press Enter (finishes the formula)
- Click the Sheet2 tab
- Click cell B5
- Set the font color to white (Hides the value)
- Click cell C4
- Type Jan

- Press the down arrow key
 - Type Feb
 - Select both cells
 - Drag the corner of the selection box down until Dec appears in the message
 - Release the left mouse button
 - Click cell D4
 - Click Tools in the text menu
 - Place the pointer over Macro
 - Click Record a Macro
 - Enter “CopyValue” as the name (no spaces allowed)
 - Enter m as the hot key
 - Click OK
 - Click cell B5
 - Click Edit in the text menu
 - Click Copy
 - Click Cell D4
 - Click Edit in the text menu
 - Click Past Special
 - Click Value
 - Click OK
 - Click Tools on the text menu
 - Click Macro
 - Click Stop Recording Macro
(We’re not done yet)
 - Click Tools
 - Click Macro
 - Click Macros
 - Select CopyValue & click Edit
 - Change the macro to match the one displayed
 - When you are done click the Disk icon to save the spreadsheet
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- Get back to the Excel screen
 - Click D4
 - Press and hold the CTRL key
 - Press m
 - Press the down arrow
 - Press and hold the CTRL key
 - Press m

Discuss what is happening!