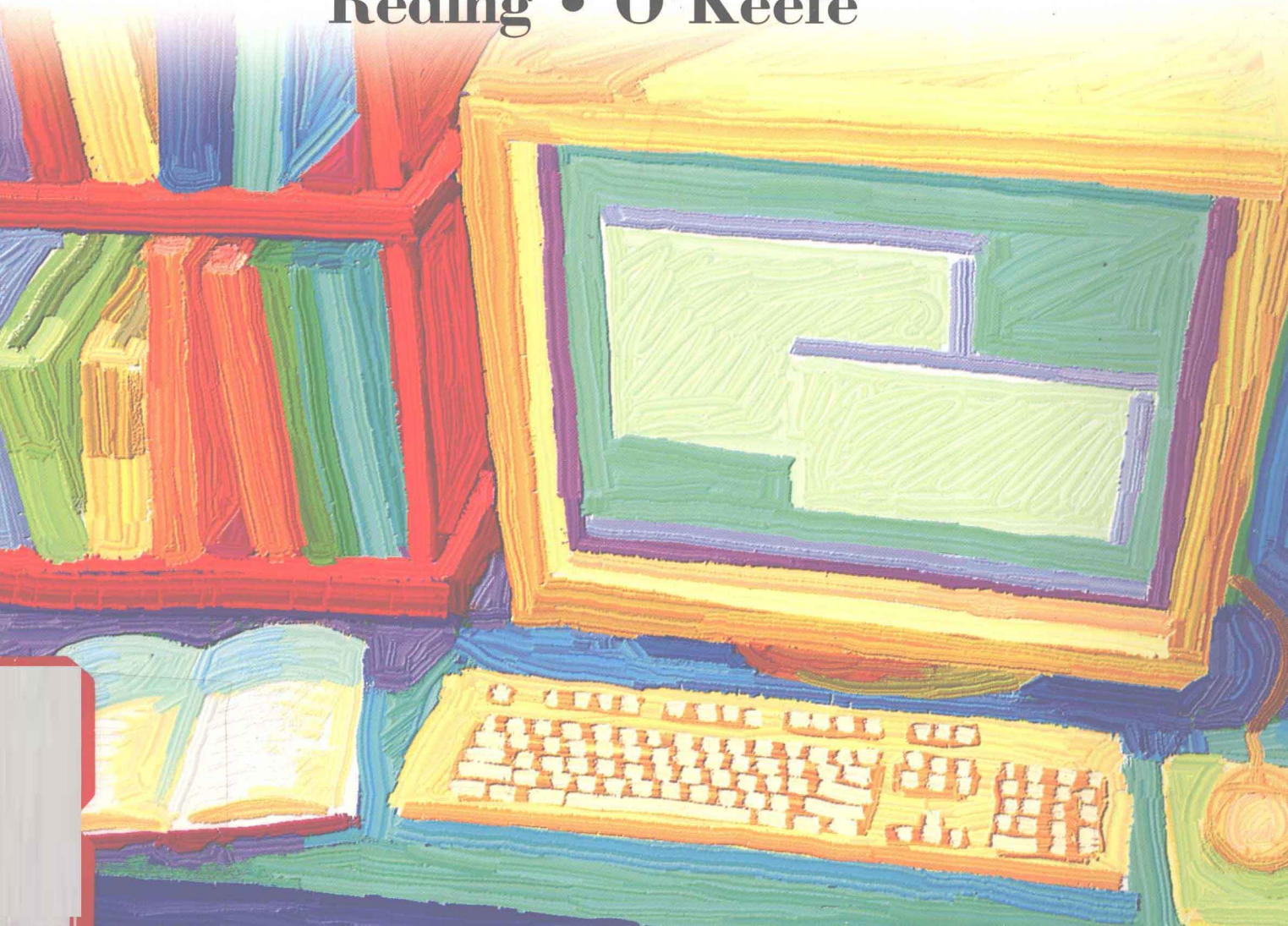
COURSE TECHNOLOGY
Thomson Learning™

ILLUSTRATED SERIES™ Introductory

Microsoft® Excel 2000

MICROSOFT OFFICE USER SPECIALIST
APPROVED COURSEWARE

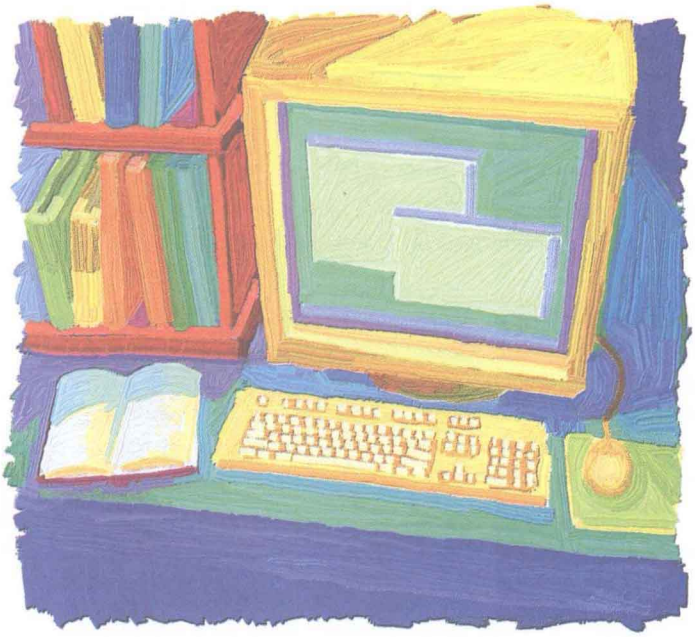
Reding • O'Keefe



Microsoft®

Excel 2000

Illustrated Introductory Edition



Tara Lynn O'Keefe
Elizabeth Eisner Reding

COURSE TECHNOLOGY
Thomson Learning™

APPROVED COURSEWARE

ONE MAIN STREET, CAMBRIDGE, MA 02142

Australia • Canada • Denmark • Japan • Mexico • New Zealand • Philippines
Puerto Rico • Singapore • South Africa • Spain • United Kingdom • United States

Microsoft®

Excel 2000

Illustrated Introductory Edition

The Illustrated Series Offers the Entire Package for your Microsoft Office 2000 Needs

Office 2000 MOUS Certification Coverage

The Illustrated Series offers a growing number of Microsoft-approved titles that cover the objectives required to pass the Office 2000 MOUS exams. After studying with any of the approved Illustrated titles (see list on inside cover), you will have mastered the Core and Expert skills necessary to pass any Office 2000 MOUS exam with flying colors. In addition, **Excel 2000 MOUS Certification Objectives** at the end of the book map to where specific MOUS skills can be found in each lesson and where students can find additional practice.

Helpful New Features

The Illustrated Series responded to Customer Feedback by adding a **Project Files list** at the back of the book for easy reference, Changing the red font in the Steps to green for easier reading, and Adding New Conceptual lessons to units to give students the extra information they need when learning Office 2000.

New Exciting Case and Innovative On-Line Companion

There is an exciting new case study used throughout our textbooks, a fictitious company called MediaLoft, designed to be "real-world" in nature by introducing the kinds of activities that students will encounter when working with Microsoft Office 2000. The **MediaLoft Web site**, available at www.course.com/illustrated/medialoft, is an innovative Student Online Companion which enhances and augments the printed page by bringing students onto the Web for a dynamic and continually updated learning experience. The MediaLoft site mirrors the case study used throughout the book, creating a real-world intranet site for this chain of bookstore cafés. This Companion is used to complete the WebWorks exercise in each unit of this book, and to allow students to become familiar with the business application of an intranet site.

Enhance Any Illustrated Text with these Exciting Products!

Course CBT

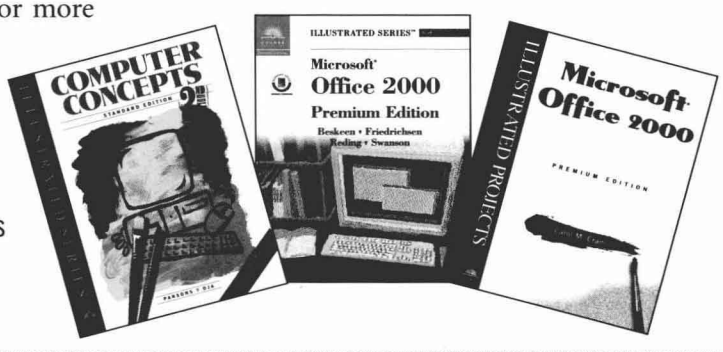
Enhance your students' Office 2000 classroom learning experience with self-paced computer-based training on CD-ROM. Course CBT engages students with interactive multimedia and hands-on simulations that reinforce and complement the concepts and skills covered in the textbook. All the content is aligned with the MOUS (Microsoft Office User Specialist) program, making it a great preparation tool for the certification exams. Course CBT also includes extensive pre- and post-assessments that test students' mastery of skills.

Course Assessment

How well do your students *really* know Microsoft Office? Course Assessment is a performance-based testing program that measures students' proficiency in Microsoft Office 2000. Previously known as SAM, Course Assessment is available for Office 2000 in either a live or simulated environment. You can use Course Assessment to place students into or out of courses, monitor their performance throughout a course, and help prepare them for the MOUS certification exams.

Create Your Ideal Course Package with CourseKits™

If one book doesn't offer all the coverage you need, create a course package that does. With Course Technology's CourseKits—our mix-and-match approach to selecting texts—you have the freedom to combine products from more than one series. When you choose any two or more Course Technology products for one course, we'll discount the price and package them together so your students can pick up one convenient bundle at the bookstore.



For more information about any of these offerings or other Course Technology products, contact your sales representative or visit our web site at:

www.course.com

Instructor's Resource Kit

The Instructor's Resource Kit is Course Technology's way of putting the resources and information needed to teach and learn effectively into your hands. With an integrated array of teaching and learning tools that offers you and your students a broad range of technology-based instructional options, we believe this kit represents the highest quality and most cutting edge resources available to instructors today. Many of these resources are available at www.course.com. The resources available with this book are:

MediaLoft Web site Available at **www.course.com/illustrated/medialoft**, this innovative Student Online Companion enhances and augments the printed page by bringing students onto the Web for a dynamic and continually updated learning experience. The MediaLoft site mirrors the case study used throughout the book, creating a real-world intranet site for this fictitious company, a national chain of bookstore cafés. This Companion is used to complete the WebWorks exercise in each unit of this book, and to allow students to become familiar with the business application of an intranet site.

Instructor's Manual Available as an electronic file, the Instructor's Manual is quality-assurance tested and includes unit overviews, detailed lecture topics for each unit with teaching tips, an Upgrader's Guide, solutions to all lessons and end-of-unit material, and extra Independent Challenges. The Instructor's Manual is available on the Instructor's Resource Kit CD-ROM, or you can download it from **www.course.com**.

Course Test Manager Designed by Course Technology, this Windows-based testing software helps instructors design, administer, and print tests and pre-tests. A full-featured program, Course Test Manager also has an online testing component that allows students to take tests at the computer and have their exams automatically graded.

Course Faculty Online Companion You can browse this textbook's password-protected site to obtain the Instructor's Manual, Solution Files, Project Files, and any updates to the text. Contact your Customer Service Representative for the site address and password.

Project Files Project Files contain all of the data that students will use to complete the lessons and end-of-unit material. A Readme file includes instructions for using the files. Adopters of this text are granted the right to install the Project Files on any standalone computer or network. The Project Files are available on the Instructor's Resource Kit CD-ROM, the Review Pack, and can also be downloaded from www.course.com.

Solution Files Solution Files contain every file students are asked to create or modify in the lessons and end-of-unit material. A Help file on the Instructor's Resource Kit includes information for using the Solution Files.

Figure Files Figure files contain all the figures from the book in bitmap format. Use the figure files to create transparency masters or in a PowerPoint presentation.

WebCT WebCT is a tool used to create Web-based educational environments and also uses WWW browsers as the interface for the course-building environment. The site is hosted on your school campus, allowing complete control over the information. WebCT has its own internal communication system, offering internal e-mail, a Bulletin Board, and a Chat room.

Course Technology offers pre-existing supplemental information to help in your WebCT class creation, such as a suggested Syllabus, Lecture Notes, Figures in the Book / Course Presenter, Student Downloads, and Test Banks in which you can schedule an exam, create reports, and more.

此为试读,需要完整PDF请访问: www.ertongbook.com

Preface

Welcome to *Microsoft Excel 2000—Illustrated Introductory Edition.* This highly visual book offers users a hands-on introduction to aspects of Microsoft Excel 2000 and also serves as an excellent reference for future use. If you would like additional coverage of Microsoft Excel 2000, we also offer *Microsoft Excel 2000—Illustrated Second Course*, a logical continuation of the Introductory Edition.

► Organization and Coverage

This text contains eight units that cover basic through intermediate Excel skills. In these units, students learn how to build, edit, and format worksheets and charts, work with formulas and functions, and manage workbooks.

► About this Approach

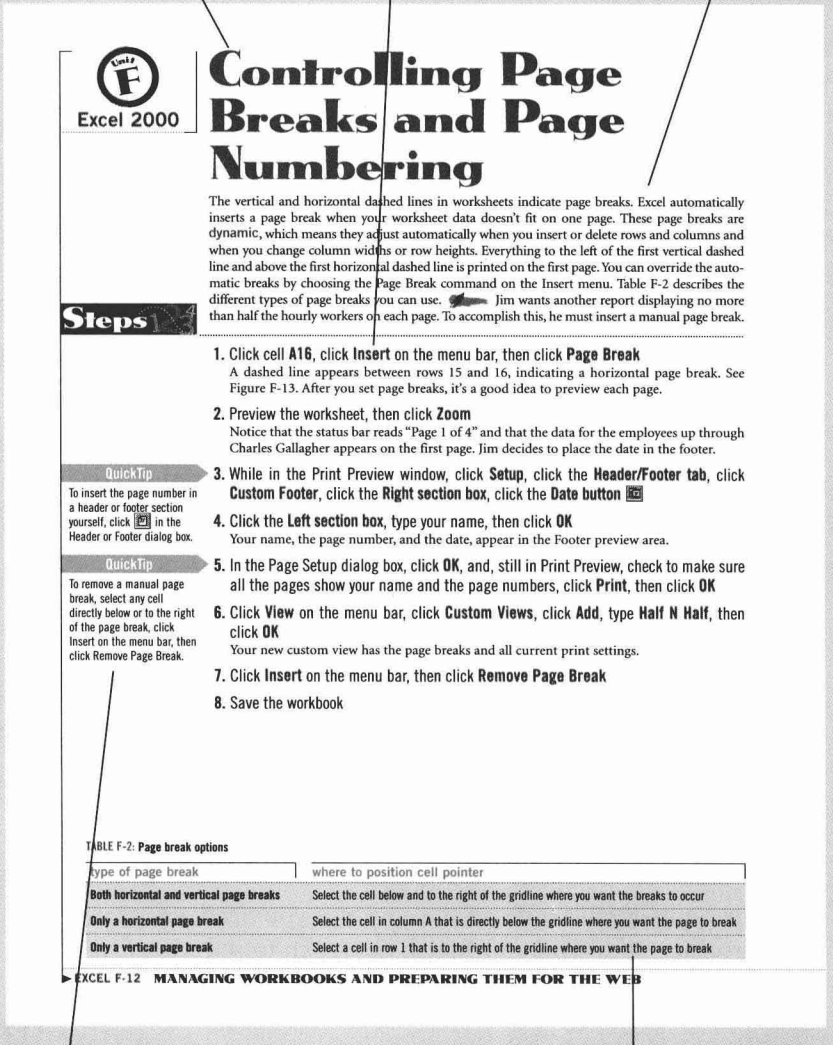
What makes the Illustrated approach so effective at teaching software skills? It's quite simple. Each skill is presented on two facing pages, with the step-by-step instructions on the left page, and large screen illustrations on the right. Students can focus on a single skill without having to turn the page. This unique design makes information extremely accessible and easy to absorb, and provides a great reference for after the course is over. This hands-on approach also makes it ideal for both self-paced or instructor-led classes.

Each lesson, or "information display," contains the following elements:

Each 2-page spread focuses on a single skill.

Clear step-by-step directions explain how to complete the specific task, with what students are to type in green. When students follow the numbered steps, they quickly learn how each procedure is performed and what the results will be.

Concise text that introduces the basic principles discussed in the lesson. Procedures are easier to learn when concepts fit into a framework.



Unit F
Excel 2000

Controlling Page Breaks and Page Numbering

The vertical and horizontal dashed lines in worksheets indicate page breaks. Excel automatically inserts a page break when your worksheet data doesn't fit on one page. These page breaks are dynamic, which means they adjust automatically when you insert or delete rows and columns and when you change column widths or row heights. Everything to the left of the first vertical dashed line and above the first horizontal dashed line is printed on the first page. You can override the automatic breaks by choosing the Page Break command on the Insert menu. Table F-2 describes the different types of page breaks you can use. Jim wants another report displaying no more than half the hourly workers on each page. To accomplish this, he must insert a manual page break.

Steps

1. Click cell **A16**, click **Insert** on the menu bar, then click **Page Break**
   A dashed line appears between rows 15 and 16, indicating a horizontal page break. See Figure F-13. After you set page breaks, it's a good idea to preview each page.
2. Preview the worksheet, then click **Zoom**
   Notice that the status bar reads "Page 1 of 4" and that the data for the employees up through Charles Gallagher appears on the first page. Jim decides to place the date in the footer.

QuickTip
To insert the page number in a header or footer section yourself, click in the Header or Footer dialog box.

3. While in the Print Preview window, click **Setup**, click the **Header/Footer tab**, click **Custom Footer**, click the **Right section box**, click the **Date button**
4. Click the **Left section box**, type your name, then click **OK**
   Your name, the page number, and the date, appear in the Footer preview area.

QuickTip
To remove a manual page break, select any cell directly below or to the right of the page break, click Insert on the menu bar, then click Remove Page Break.

5. In the Page Setup dialog box, click **OK**, and, still in Print Preview, check to make sure all the pages show your name and the page numbers, click **Print**, then click **OK**
6. Click **View** on the menu bar, click **Custom Views**, click **Add**, type **Half N Half**, then click **OK**
   Your new custom view has the page breaks and all current print settings.
7. Click **Insert** on the menu bar, then click **Remove Page Break**
8. Save the workbook

TABLE F-2: **Page break options**

type of page break	where to position cell pointer
Both horizontal and vertical page breaks	Select the cell below and to the right of the gridline where you want the breaks to occur
Only a horizontal page break	Select the cell in column A that is directly below the gridline where you want the page to break
Only a vertical page break	Select a cell in row 1 that is to the right of the gridline where you want the page to break

► EXCEL F-12 MANAGING WORKBOOKS AND PREPARING THEM FOR THE WEB

Hints as well as trouble-shooting advice, right where you need it – next to the step itself.

Quickly accessible summaries of key terms, toolbar buttons, or keyboard alternatives connected with the lesson material. Students can refer easily to this information when working on their own projects at a later time.

The Illustrated Series Offers the Entire Package for your Microsoft Office 2000 Needs

Office 2000 MOUS Certification Coverage

The Illustrated Series offers a growing number of Microsoft-approved titles that cover the objectives required to pass the Office 2000 MOUS exams. After studying with any of the approved Illustrated titles (see list on inside cover), you will have mastered the Core and Expert skills necessary to pass any Office 2000 MOUS exam with flying colors. In addition, **Excel 2000 MOUS Certification Objectives** at the end of the book map to where specific MOUS skills can be found in each lesson and where students can find additional practice.

Helpful New Features

The Illustrated Series responded to Customer Feedback by adding a **Project Files list** at the back of the book for easy reference, Changing the red font in the Steps to green for easier reading, and Adding New Conceptual lessons to units to give students the extra information they need when learning Office 2000.

New Exciting Case and Innovative On-Line Companion

There is an exciting new case study used throughout our textbooks, a fictitious company called MediaLoft, designed to be "real-world" in nature by introducing the kinds of activities that students will encounter when working with Microsoft Office 2000. The **MediaLoft Web site**, available at www.course.com/illustrated/medialoft, is an innovative Student Online Companion which enhances and augments the printed page by bringing students onto the Web for a dynamic and continually updated learning experience. The MediaLoft site mirrors the case study used throughout the book, creating a real-world intranet site for this chain of bookstore cafés. This Companion is used to complete the WebWorks exercise in each unit of this book, and to allow students to become familiar with the business application of an intranet site.

Enhance Any Illustrated Text with these Exciting Products!

Course CBT

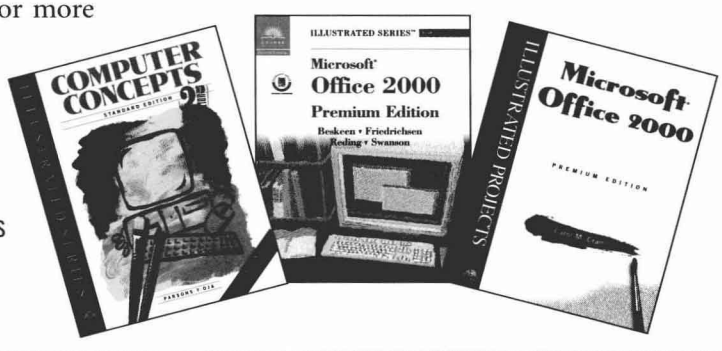
Enhance your students' Office 2000 classroom learning experience with self-paced computer-based training on CD-ROM. Course CBT engages students with interactive multimedia and hands-on simulations that reinforce and complement the concepts and skills covered in the textbook. All the content is aligned with the MOUS (Microsoft Office User Specialist) program, making it a great preparation tool for the certification exams. Course CBT also includes extensive pre- and post-assessments that test students' mastery of skills.

Course Assessment

How well do your students *really* know Microsoft Office? Course Assessment is a performance-based testing program that measures students' proficiency in Microsoft Office 2000. Previously known as SAM, Course Assessment is available for Office 2000 in either a live or simulated environment. You can use Course Assessment to place students into or out of courses, monitor their performance throughout a course, and help prepare them for the MOUS certification exams.

Create Your Ideal Course Package with CourseKits™

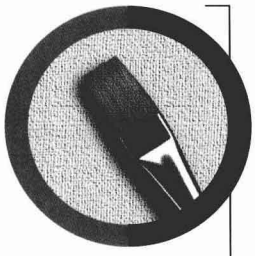
If one book doesn't offer all the coverage you need, create a course package that does. With Course Technology's CourseKits—our mix-and-match approach to selecting texts—you have the freedom to combine products from more than one series. When you choose any two or more Course Technology products for one course, we'll discount the price and package them together so your students can pick up one convenient bundle at the bookstore.



For more information about any of these offerings or other Course Technology products, contact your sales representative or visit our web site at:

www.course.com

Brief Contents



Exciting New Features and Products V
Preface VI

Excel 2000

Getting Started with Excel 2000 .....EXCEL A-1
Building and Editing Worksheets .....EXCEL B-1
Formatting a Worksheet .....EXCEL C-1
Working with Charts .....EXCEL D-1
Working with Formulas and Functions .....EXCEL E-1
Managing Workbooks and Preparing Them for the Web .....EXCEL F-1
Automating Worksheet Tasks .....EXCEL G-1
Using Lists .....EXCEL H-1

Excel 2000 MOUS Certification Objectives 1
Project Files 7
Glossary 9
Index 13

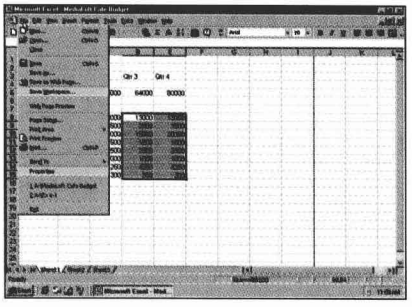
Contents

Exciting New Features and Products V
Preface VI

Excel 2000

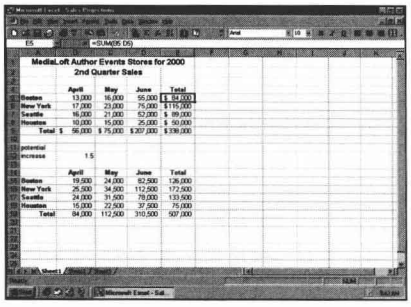
Getting Started with Excel 2000 EXCEL A-1
Defining Spreadsheet Software ..... EXCEL A-2
Starting Excel 2000 ..... EXCEL A-4
Viewing the Excel Window ..... EXCEL A-6
Personalized toolbars and menus in Excel 2000 ..... EXCEL A-7
Opening and Saving a Workbook ..... EXCEL A-8
Entering Labels and Values ..... EXCEL A-10
Navigating a worksheet ..... EXCEL A-11
Previewing and Printing a Worksheet ..... EXCEL A-12
Using Zoom in Print Preview ..... EXCEL A-12
Getting Help ..... EXCEL A-14
Changing the Office Assistant ..... EXCEL A-14
Closing a Workbook and Exiting Excel ..... EXCEL A-16
Concepts Review ..... EXCEL A-18
Skills Review ..... EXCEL A-20
Independent Challenges ..... EXCEL A-21
Visual Workshop ..... EXCEL A-24

Building and Editing Worksheets EXCEL B-1
Planning and Designing a Worksheet ..... EXCEL B-2
Editing Cell Entries and Working with Ranges ..... EXCEL B-4
Using range names in a workbook ..... EXCEL B-5
Entering Formulas ..... EXCEL B-6
Order of precedence in Excel formulas ..... EXCEL B-7
Introducing Excel Functions ..... EXCEL B-8
Using the MIN and MAX functions ..... EXCEL B-9



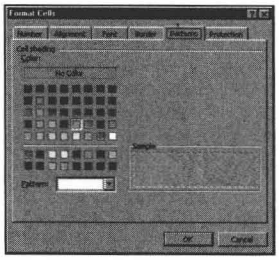
Contents

Copying and Moving Cell Entries ..... EXCEL B-10
Using the Office Clipboard ..... EXCEL B-11
Understanding Relative and Absolute Cell References ..... EXCEL B-12
Using a mixed reference ..... EXCEL B-12
Copying Formulas with Relative Cell References ..... EXCEL B-14
Filling cells with sequential text or values ..... EXCEL B-14
Copying Formulas with Absolute Cell References ..... EXCEL B-16
Copying and moving using named ranges ..... EXCEL B-17
Naming and Moving a Sheet ..... EXCEL B-18
Moving and copying worksheets ..... EXCEL B-19
Concepts Review ..... EXCEL B-20
Skills Review ..... EXCEL B-21
Independent Challenges ..... EXCEL B-22
Visual Workshop ..... EXCEL B-24



Formatting a Worksheet EXCEL C-1

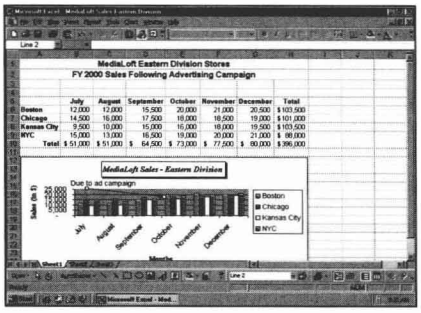
Formatting Values ..... EXCEL C-2
Using the Format Painter ..... EXCEL C-3
Using Fonts and Font Sizes ..... EXCEL C-4
Using the Formatting toolbar to change fonts and font sizes ..... EXCEL C-4
Changing Attributes and Alignment of Labels ..... EXCEL C-6
Using AutoFormat ..... EXCEL C-7
Adjusting Column Widths ..... EXCEL C-8
Specifying row height ..... EXCEL C-8
Inserting and Deleting Rows and Columns ..... EXCEL C-10
Using dummy columns and rows ..... EXCEL C-11
Applying Colors, Patterns, and Borders ..... EXCEL C-12
Using color to organize a worksheet ..... EXCEL C-12
Using Conditional Formatting ..... EXCEL C-14
Deleting conditional formatting ..... EXCEL C-15
Checking Spelling ..... EXCEL C-16
Modifying the spell checker ..... EXCEL C-16

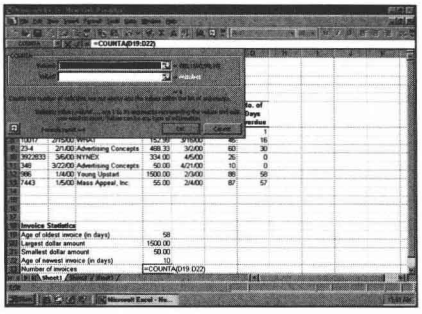


Concepts Review ..... EXCEL C-18
Skills Review ..... EXCEL C-19
Independent Challenges ..... EXCEL C-21
Visual Workshop ..... EXCEL C-24

Working with Charts EXCEL D-1
Planning and Designing a Chart ..... EXCEL D-2
Creating a Chart ..... EXCEL D-4
Moving and Resizing a Chart ..... EXCEL D-6
Identifying chart objects ..... EXCEL D-7
Editing a Chart ..... EXCEL D-8
Rotating a chart ..... EXCEL D-8
Formatting a Chart ..... EXCEL D-10
Enhancing a Chart ..... EXCEL D-12
Changing text font and alignment in charts ..... EXCEL D-12
Annotating and Drawing on a Chart ..... EXCEL D-14
Exploding a pie slice ..... EXCEL D-15
Previewing and Printing a Chart ..... EXCEL D-16
Using the Page Setup dialog box for a chart ..... EXCEL D-16
Concepts Review ..... EXCEL D-18
Skills Review ..... EXCEL D-20
Independent Challenges ..... EXCEL D-22
Visual Workshop ..... EXCEL D-24

Working with Formulas and Functions EXCEL E-1
Creating a Formula with Several Operators ..... EXCEL E-2
Using Paste Special to paste formulas and values and to perform calculations ..... EXCEL E-3
Using Names in a Formula ..... EXCEL E-4
Producing a list of names ..... EXCEL E-5
Generating Multiple Totals with AutoSum ..... EXCEL E-6
Quick calculations with AutoCalculate ..... EXCEL E-7



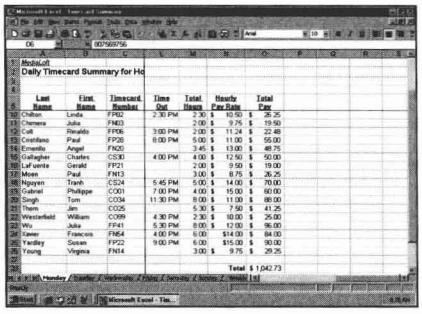


此为试读,需要完整PDF请访问: www.ertongbook.com

Contents

Using Dates in Calculations ..... EXCEL E-8
Using date functions ..... EXCEL E-8
Custom number and date formats ..... EXCEL E-9
Building a Conditional Formula with the IF Function ..... EXCEL E-10
Inserting and deleting selected cells ..... EXCEL E-11
Using Statistical Functions ..... EXCEL E-12
Using the Formula Palette to enter and edit formulas ..... EXCEL E-13
Calculating Payments with the PMT Function ..... EXCEL E-14
Calculating future value with the FV function ..... EXCEL E-15
Displaying and Printing Formula Contents ..... EXCEL E-16
Setting margins and alignment when printing part of a worksheet ..... EXCEL E-17
Concepts Review ..... EXCEL E-18
Skills Review ..... EXCEL E-19
Independent Challenges ..... EXCEL E-20
Visual Workshop ..... EXCEL E-24

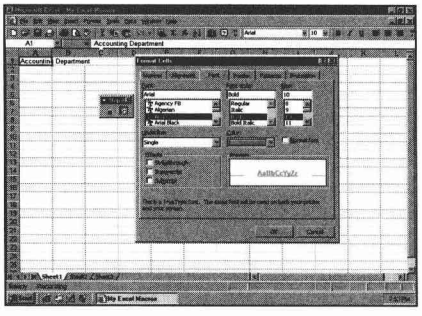
Managing Workbooks and Preparing Them for the Web EXCEL F-1
Freezing Columns and Rows ..... EXCEL F-2
Splitting the worksheet into multiple panes ..... EXCEL F-3
Inserting and Deleting Worksheets ..... EXCEL F-4
Specifying headers and footers ..... EXCEL F-5
Consolidating Data with 3-D References ..... EXCEL F-6
Consolidating data from different workbooks using linking ..... EXCEL F-7
Hiding and Protecting Worksheet Areas ..... EXCEL F-8
Changing workbook properties ..... EXCEL F-9
Saving Custom Views of a Worksheet ..... EXCEL F-10
Using a workspace ..... EXCEL F-11
Controlling Page Breaks and Page Numbering ..... EXCEL F-12
Using Page Break Preview ..... EXCEL F-13



Creating a Hyperlink between Excel Files ..... EXCEL F-14
Using hyperlinks to navigate large worksheets ..... EXCEL F-14
Inserting a picture ..... EXCEL F-15
Saving an Excel file as an HTML Document ..... EXCEL F-16
Send a workbook via e-mail ..... EXCEL F-17
Concepts Review ..... EXCEL F-18
Skills Review ..... EXCEL F-19
Independent Challenges ..... EXCEL F-20
Visual Workshop ..... EXCEL F-24

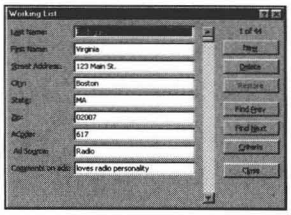
Automating Worksheet Tasks EXCEL G-1
Planning a Macro ..... EXCEL G-2
Macros and viruses ..... EXCEL G-3
Recording a Macro ..... EXCEL G-4
Using templates to create a workbook ..... EXCEL G-5
Running a Macro ..... EXCEL G-6
Editing a Macro ..... EXCEL G-8
Adding comments to code ..... EXCEL G-9
Using Shortcut Keys with Macros ..... EXCEL G-10
Using the Personal Macro Workbook ..... EXCEL G-12
Working with the Personal Macro Workbook ..... EXCEL G-13
Adding a Macro as a Menu Item ..... EXCEL G-14
Creating a Toolbar for Macros ..... EXCEL G-16
Concepts Review ..... EXCEL G-18
Skills Review ..... EXCEL G-20
Independent Challenges ..... EXCEL G-21
Visual Workshop ..... EXCEL G-24

Using Lists EXCEL H-1
Planning a List ..... EXCEL H-2
Lists versus databases ..... EXCEL H-3
Creating a List ..... EXCEL H-4
Maintaining the quality of information in a list ..... EXCEL H-5
Adding Records with the Data Form ..... EXCEL H-6



Finding Records ..... EXCEL H-8
Using wildcards to fine-tune your search ..... EXCEL H-9
Deleting Records ..... EXCEL H-10
Advantage of deleting records from the worksheet ..... EXCEL H-11
Sorting a List by One Field ..... EXCEL H-12
Rotating and indenting to improve label appearance ..... EXCEL H-13
Sorting a List by Multiple Fields ..... EXCEL H-14
Specifying a custom sort order ..... EXCEL H-15
Printing a List ..... EXCEL H-16
Setting a print area ..... EXCEL H-17
Concepts Review ..... EXCEL H-18
Skills Review ..... EXCEL H-19
Independent Challenges ..... EXCEL H-20
Visual Workshop ..... EXCEL H-24

Excel 2000 MOUS Certification Objectives 1
Project Files 7
Glossary 9
Index 13



Getting Started with Excel 2000

Objectives

- Define spreadsheet software
- Start Excel 2000
- View the Excel window
- MOUS Open and save a workbook
- MOUS Enter labels and values
- MOUS Preview and print a worksheet
- MOUS Get Help
- Close a workbook and exit Excel

In this unit, you will learn how to start Microsoft Excel 2000 and use different elements of the Excel window. You will also learn how to open and save existing files, enter data in a worksheet, and use the extensive Help system. Jim Fernandez is the office manager at MediaLoft, a nationwide chain of bookstore cafés selling books, CDs, and videos. MediaLoft cafés also sell coffee and pastries to customers. Jim uses Excel to analyze a worksheet that summarizes budget information for the MediaLoft Café in the New York City store.

Defining Spreadsheet Software

Microsoft Excel is an electronic spreadsheet program that runs on Windows computers. You use an **electronic spreadsheet** to perform numeric calculations rapidly and accurately. See Table A-1 for common ways spreadsheets are used in business. The electronic spreadsheet that you produce when using Excel is also referred to as a **worksheet.** Excel helps Jim produce professional-looking documents that can be updated automatically so they always have accurate information. Figure A-1 shows a budget worksheet that Jim created using pencil and paper, while Figure A-2 shows the same worksheet Jim created using Excel.

Details

The advantages of using Excel include:

Enter data quickly and accurately

With Excel, you can enter information faster and more accurately than when using the pencil-and-paper method. For example, in the MediaLoft NYC Café budget, certain expenses such as rent, cleaning supplies, and products supplied on a yearly plan (coffee, creamers, sweeteners) remain constant for the year. You can copy the expenses that don't change from quarter to quarter, and then use Excel to calculate Total Expenses and Net Income for each quarter by simply supplying the data and formulas.

Recalculate data easily

Fixing typing errors or updating data using Excel is easy, and the results of a changed entry are recalculated automatically. For example, if you receive updated expense figures for Quarter 4, you simply enter the new numbers and Excel recalculates the worksheet.

Perform a what-if analysis

One of the most powerful decision-making features of Excel is the ability to change data and then quickly view the recalculated results. Anytime you use a worksheet to answer the question "what if," you are performing a **what-if analysis.** For instance, if the advertising budget for a quarter is increased to $3,600, you can enter the new figure into the worksheet and immediately see the impact on the overall budget.

Change the appearance of information

Excel provides powerful features for enhancing a spreadsheet so that information is visually appealing and easy to understand. You can use boldface type and shade text headings or numbers to add emphasis to key data in the worksheet.

Create charts

Excel makes it easy to create charts based on information in a worksheet. With Excel, charts are automatically updated as data changes. The worksheet in Figure A-2 includes a pie chart that graphically shows the distribution of the MediaLoft NYC Café's budget expenses for the year 2000.

Share information with other users

Because everyone at MediaLoft is now using Microsoft Office, it's easy to share worksheet data among colleagues. For example, you can complete the MediaLoft budget that your manager started creating in Excel. Simply access the files you need or want to share through the network or from a disk, and then make any changes or additions.

Create new worksheets from existing ones quickly

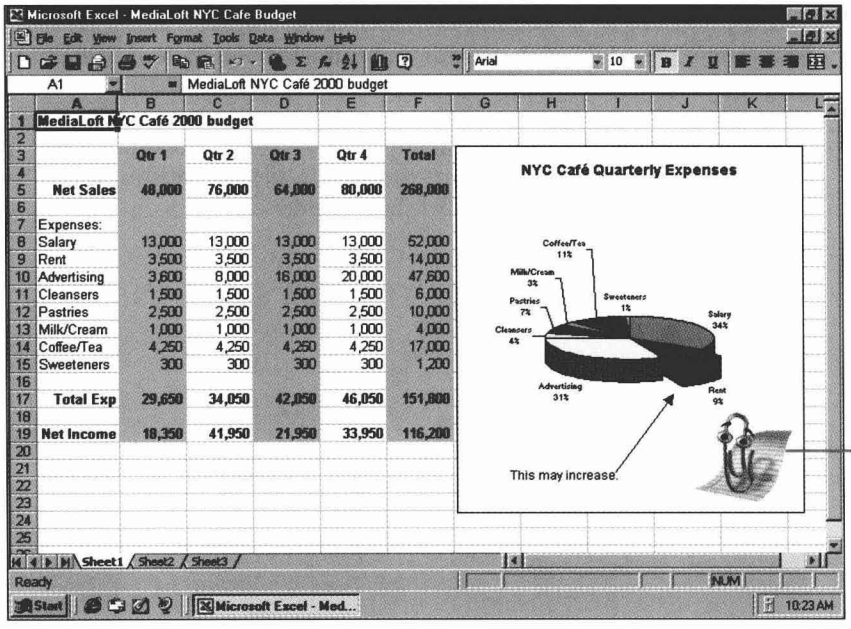
It's easy to take an existing Excel worksheet and quickly modify it to create a new one. When you are ready to create next year's budget, you can open the file for this year's budget, save it with a new file name, and use the existing data as a starting point.

FIGURE A-1: Traditional paper worksheet

MediaLoft NYC Café Budget

	Qtr1	Qtr 2	Qtr 3	Qtr 4	Total
Net Sales	48,000	76,000	64,000	80,000	268,000
Expenses					
Salary	13,000	13,000	13,000	13,000	52,000
Rent	3,500	3,500	3,500	3,500	14,000
Advertising	3,600	8,000	16,000	20,000	47,600
Cleaners	1,500	1,500	1,500	1,500	6,000
Pastries	2,500	2,500	2,500	2,500	10,000
Milk/Cream	1,000	1,000	1,000	1,000	4,000
Coffee/Tea	4,250	4,250	4,250	4,250	17,000
Sweeteners	300	300	300	300	1,200
Total Expenses	29,650	34,050	42,050	46,050	151,800
Net Income	18,350	41,950	21,950	33,950	116,200

FIGURE A-2: Excel worksheet



Office Assistant provides help when needed

TABLE A-1: Common business uses for spreadsheets

spreadsheets are used to:	by:
Maintain values	Calculating numbers
Represent values visually	Creating charts based on worksheet figures
Create consecutively numbered pages using multiple workbook sheets	Printing reports containing workbook sheets
Organize data	Sorting data in ascending or descending order
Analyze data	Creating data summaries and short-lists using PivotTables or AutoFilters
Create what-if data scenarios	Using variable values to investigate and sample different outcomes

此为试读,需要完整PDF请访问: www.ertongbook.com