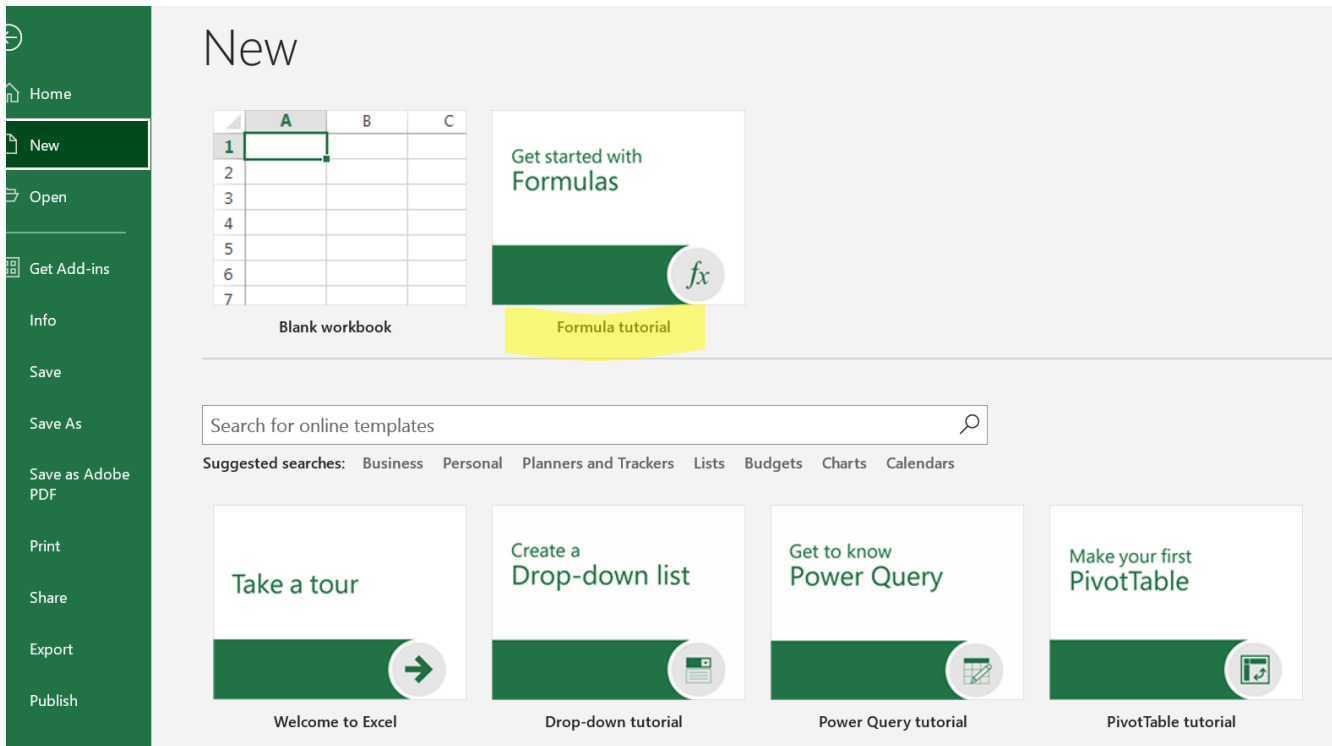


# Excel Tips: Some tips on how to create a spreadsheet

## OVERALL NOTES:

- 1) Excel has tutorials within the program you can use and you can find these when you open excel:



**Basics: doing math with Excel**

You can Add, Subtract, Multiply, and Divide in Excel without using any built-in functions. You just need to use some basic operators: +, -, \*, /. All formulas start with an equals (=) sign.

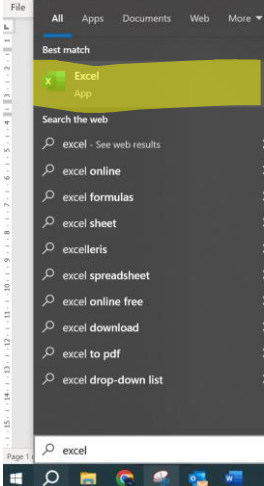

- 1 To **Add**, select cell F3, type =C3+C4, then press **Enter**.
- 2 To **Subtract**, select cell F4, type =C3-C4, then press **Enter**.
- 3 To **Multiply**, select cell F5, type =C3\*C4, then press **Enter**.
- 4 To **Divide**, select cell F6, type =C3/C4, then press **Enter**.

Numbers to use:	Operation:	Formulas:	Answers
1	Addition (+)		
2	Subtraction (-)		
	Multiplication (*)		
	Division (/)		
	Power (^)		

**CHECK THIS OUT**  
Change the numbers here, and watch the formula results automatically change.

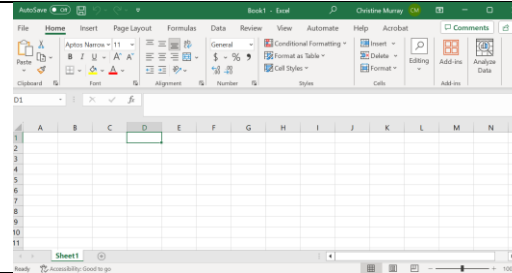
**EXTRA CREDIT**  
You can raise the power by using the (^) symbol. Enter it with a space.

- 2) There are lots of free tutorials online and videos on Youtube so if there is something you want to learn you can google it 😊 For example: <https://www.youtube.com/watch?v=XyvWSy8KkMs&list=PLFEeyzc1BStzieKwLLJijGQBFC-ovfKrn>
- 3) There are multiple ways of doing different things in Excel.
  - a. Below are some examples ways of doing different tasks.
  - b. You will likely find multiple different methods of doing things as you work in the software and access online learning resources.

Action	Notes	Picture
<p>How to find excel</p>	<p>If you have Microsoft Office you probably have Excel.</p> <p>If you are unsure, you can search your computer</p>	 <p>The screenshot shows the Windows search interface. At the top, there are tabs for 'All', 'Apps', 'Documents', 'Web', and 'More'. Under the 'All' tab, the 'Best match' section shows 'Excel App' with a green checkmark. Below this, the 'Search the web' section lists several search results: 'excel - See web results', 'excel online', 'excel formulas', 'excel sheet', 'excelleris', 'excel spreadsheet', 'excel online free', 'excel download', 'excel to pdf', and 'excel drop-down list'. The search bar at the bottom contains the text 'excel'.</p>
<p>Starting a document</p>	<p>When you open Excel you will get a home screen that shows what kind of documents you can open and options</p>	 <p>The screenshot shows the Microsoft Excel home screen. At the top, it says 'Good morning'. Below this, there are several options for opening documents: 'New', 'Recent', 'Workbooks', 'Related to Excel', 'Excel Online', 'Excel for iPad', 'Excel for Android', and 'Excel for iPhone'. The 'New' option is highlighted with a yellow box. The 'Workbooks' option is also highlighted with a yellow box. The 'Recent' option is highlighted with a yellow box. The 'Related to Excel' option is highlighted with a yellow box. The 'Excel Online' option is highlighted with a yellow box. The 'Excel for iPad' option is highlighted with a yellow box. The 'Excel for Android' option is highlighted with a yellow box. The 'Excel for iPhone' option is highlighted with a yellow box. The 'More templates' link is also visible.</p>

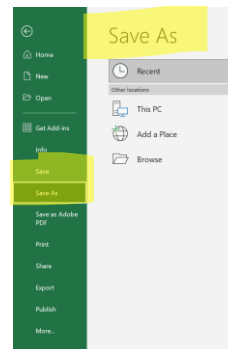
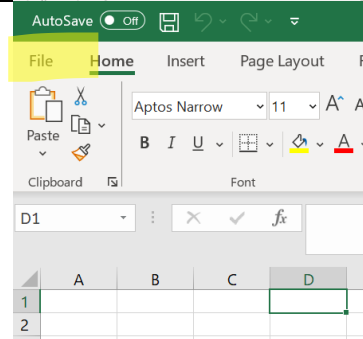
Open a blank workbook

This is what a blank workbook looks like before you make any changes



Save your workbook

File – save as – insert file name – save to file

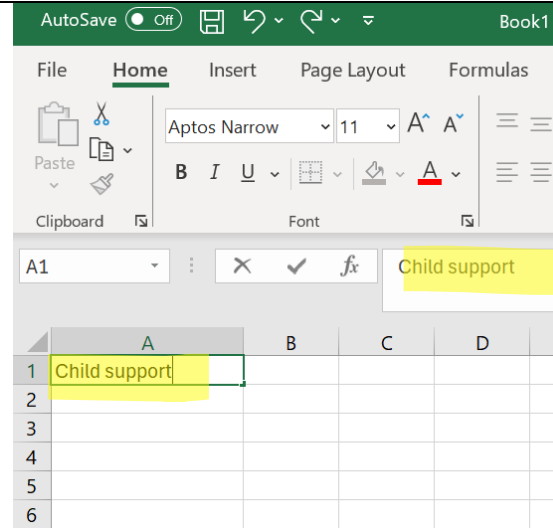


**See Video from Microsoft on the above steps:** <https://www.youtube.com/watch?v=qhzJeyO0ZMs>

Video also talks about template options available

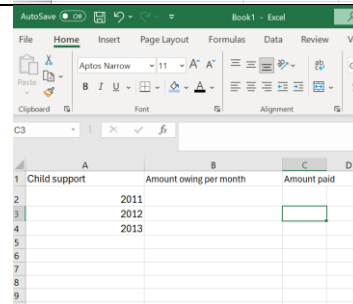
Add Text

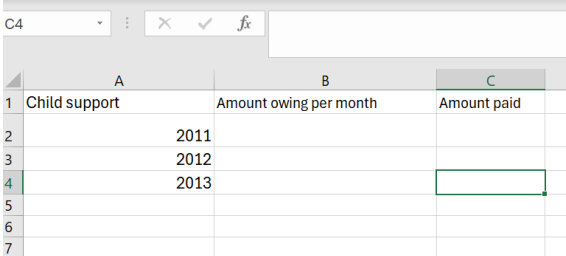
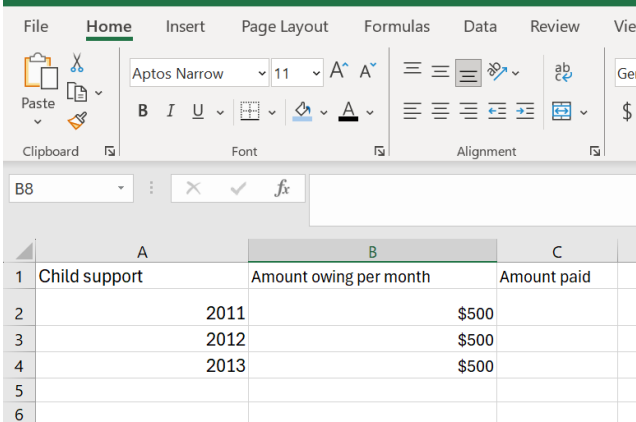
Type in information to your workbook... you can change the type size and format of text – pick the column and row you want to type into and start typing

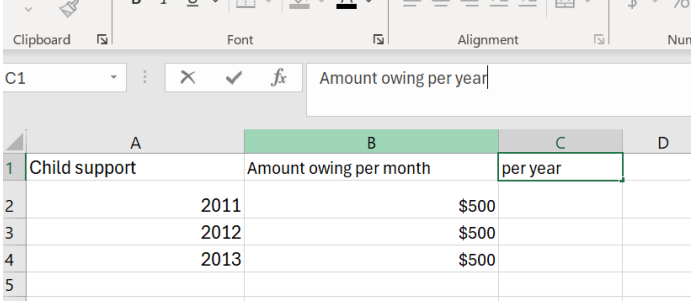
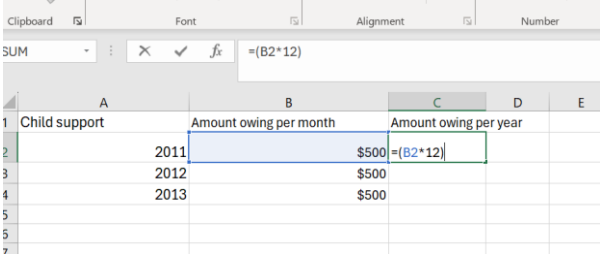


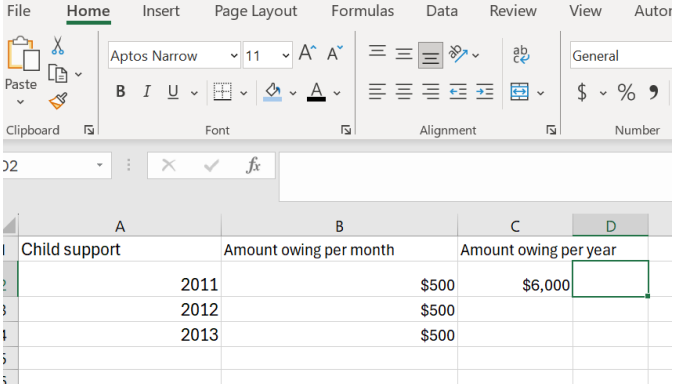
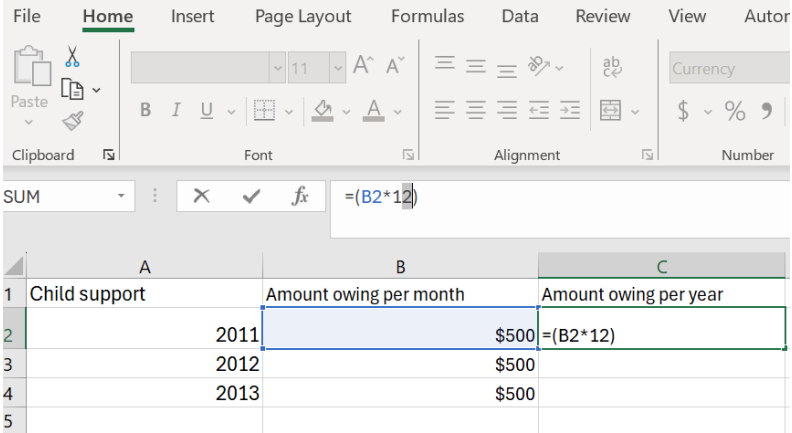
Add other headings to outline your chart

Decide what you want to show in your chart and how it makes sense to organizing it



<p>Resize Columns or rows</p>	<p>You can select your own size for these or have excel resize – go to top of column and drag to change size</p>	
<p>Add data</p>	<p>Add the inputs you want into the rows and columns – in this example we have added \$500 per month as child support owing for 2011, 2012 and 2013</p>	

<p>Make changes</p>	<p>Say you want to make a change to your headings because you want to organize the information differently – click on the cell you want to change and type in the new heading</p>	 <p>The screenshot shows an Excel spreadsheet with the following data:</p> <table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Child support</td> <td>Amount owing per month</td> <td>per year</td> <td></td> </tr> <tr> <td>2</td> <td>2011</td> <td>\$500</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>2012</td> <td>\$500</td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>2013</td> <td>\$500</td> <td></td> <td></td> </tr> <tr> <td>5</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		A	B	C	D	1	Child support	Amount owing per month	per year		2	2011	\$500			3	2012	\$500			4	2013	\$500			5																						
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5																																																		
<p>Input a complete the calculation</p>	<p>Say you want to calculate the amount owing per year from the information you have already inputted... you can add a formula</p>	 <p>The screenshot shows an Excel spreadsheet with the following data:</p> <table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Child support</td> <td>Amount owing per month</td> <td>Amount owing per year</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>2011</td> <td>\$500</td> <td>=B2*12</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>2012</td> <td>\$500</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>2013</td> <td>\$500</td> <td></td> <td></td> <td></td> </tr> <tr> <td>5</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>6</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>7</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		A	B	C	D	E	1	Child support	Amount owing per month	Amount owing per year			2	2011	\$500	=B2*12			3	2012	\$500				4	2013	\$500				5						6						7					
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<p>Complete the calculation</p>	<p>After you have inserted the formula you want hit the Tab key and your formula will calculate</p>	 <p>The screenshot shows the Excel ribbon with the 'Home' tab selected. The formula bar displays a calculation that has resulted in the value \$6,000. The spreadsheet below has the following data:</p> <table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Child support</td> <td>Amount owing per month</td> <td>Amount owing per year</td> <td></td> </tr> <tr> <td>2</td> <td>2011</td> <td>\$500</td> <td>\$6,000</td> <td></td> </tr> <tr> <td>3</td> <td>2012</td> <td>\$500</td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>2013</td> <td>\$500</td> <td></td> <td></td> </tr> </tbody> </table>		A	B	C	D	1	Child support	Amount owing per month	Amount owing per year		2	2011	\$500	\$6,000		3	2012	\$500			4	2013	\$500		
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<p>Change your formula</p>	<p>For example if you realized child support for 2011 was only payable for 10 months (not 12) you can change your formula by typing in the adjustment</p>	 <p>The screenshot shows the same Excel spreadsheet as above, but the formula bar now displays <math>=(B2*10)</math>. The spreadsheet data is as follows:</p> <table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Child support</td> <td>Amount owing per month</td> <td>Amount owing per year</td> </tr> <tr> <td>2</td> <td>2011</td> <td>\$500</td> <td><math>=(B2*10)</math></td> </tr> <tr> <td>3</td> <td>2012</td> <td>\$500</td> <td></td> </tr> <tr> <td>4</td> <td>2013</td> <td>\$500</td> <td></td> </tr> </tbody> </table> <p>Type in change to 10</p>		A	B	C	1	Child support	Amount owing per month	Amount owing per year	2	2011	\$500	$=(B2*10)$	3	2012	\$500		4	2013	\$500						
	A	B	C																								
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4	2013	\$500																									



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Paste Clipboard Font Alignment Number

SUM  $= (B2*10)$

	A	B	C
1	Child support	Amount owing per month	Amount owing per year
2	2011	\$500	$= (B2*10)$
3	2012	\$500	
4	2013	\$500	
5			
6			

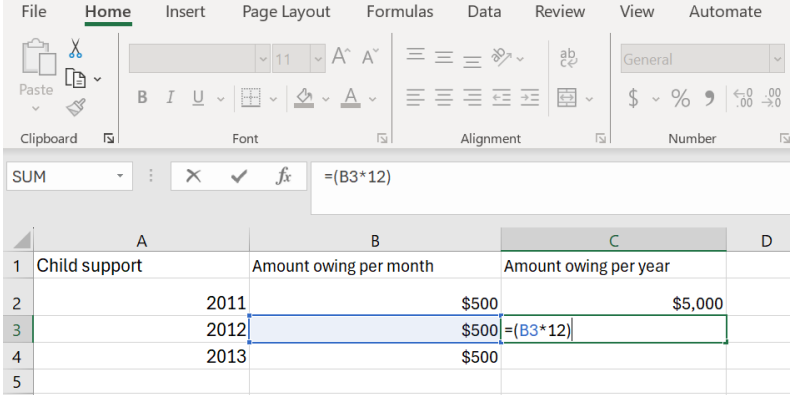
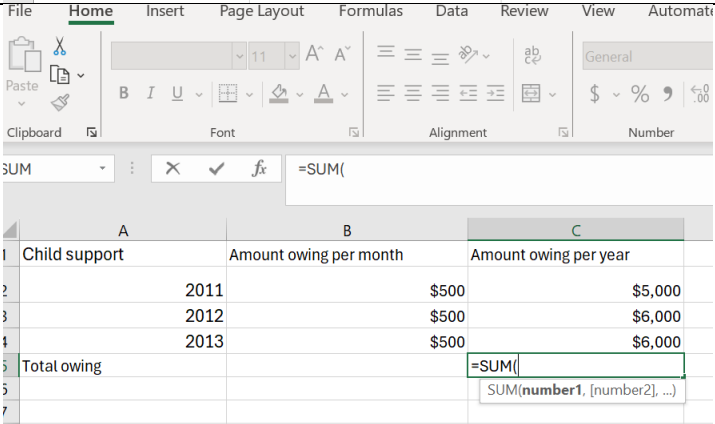
Hit Tab key again and it will recalculate

File Home Insert Page Layout Formulas Data Review View Automate Help

Paste Clipboard Font Alignment Number

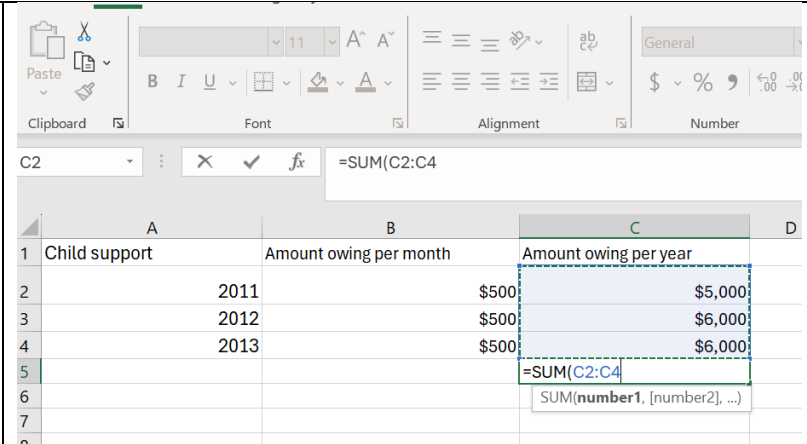
D2

	A	B	C	D	E
1	Child support	Amount owing per month	Amount owing per year		
2	2011	\$500	\$5,000		
3	2012	\$500			
4	2013	\$500			
5					
6					
7					

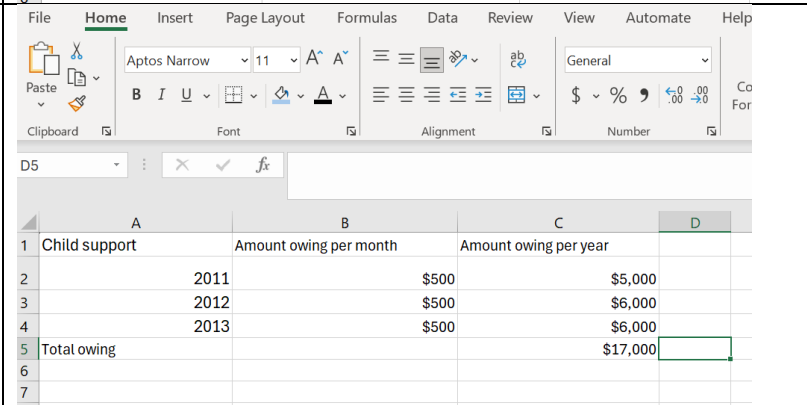
<p>Add formulas to other cells</p>	<p>Repeat the same steps for other calculations</p>	 <p>The screenshot shows the Excel interface with the 'Home' tab selected. The formula bar displays <code>=B3*12</code>. The spreadsheet data is as follows:</p> <table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Child support</td> <td>Amount owing per month</td> <td>Amount owing per year</td> <td></td> </tr> <tr> <td>2</td> <td>2011</td> <td>\$500</td> <td>\$5,000</td> <td></td> </tr> <tr> <td>3</td> <td>2012</td> <td>\$500</td> <td><code>=B3*12</code></td> <td></td> </tr> <tr> <td>4</td> <td>2013</td> <td>\$500</td> <td></td> <td></td> </tr> </tbody> </table>		A	B	C	D	1	Child support	Amount owing per month	Amount owing per year		2	2011	\$500	\$5,000		3	2012	\$500	<code>=B3*12</code>		4	2013	\$500							
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3	2012	\$500	<code>=B3*12</code>																													
4	2013	\$500																														
<p>Once you have done that you can calculate the total of all of the child support owing</p>	<p>Use the Sum function in Excel... start by typing <code>=SUM</code> into the cell you want the total in</p>	 <p>The screenshot shows the Excel interface with the 'Home' tab selected. The formula bar displays <code>=SUM(</code>. A dropdown menu is visible with the option <code>SUM(number1, [number2], ...)</code>. The spreadsheet data is as follows:</p> <table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Child support</td> <td>Amount owing per month</td> <td>Amount owing per year</td> <td></td> </tr> <tr> <td>2</td> <td>2011</td> <td>\$500</td> <td>\$5,000</td> <td></td> </tr> <tr> <td>3</td> <td>2012</td> <td>\$500</td> <td>\$6,000</td> <td></td> </tr> <tr> <td>4</td> <td>2013</td> <td>\$500</td> <td>\$6,000</td> <td></td> </tr> <tr> <td>5</td> <td>Total owing</td> <td></td> <td><code>=SUM(</code></td> <td></td> </tr> </tbody> </table>		A	B	C	D	1	Child support	Amount owing per month	Amount owing per year		2	2011	\$500	\$5,000		3	2012	\$500	\$6,000		4	2013	\$500	\$6,000		5	Total owing		<code>=SUM(</code>	
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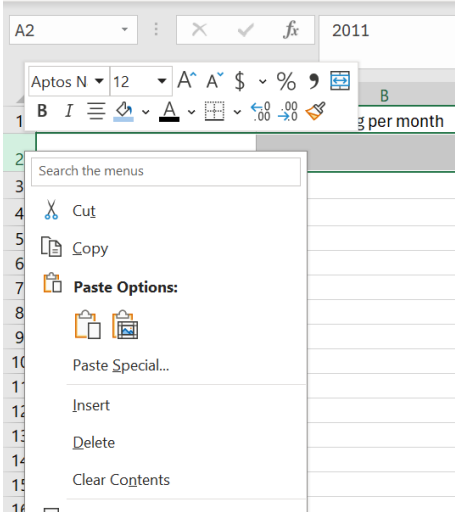
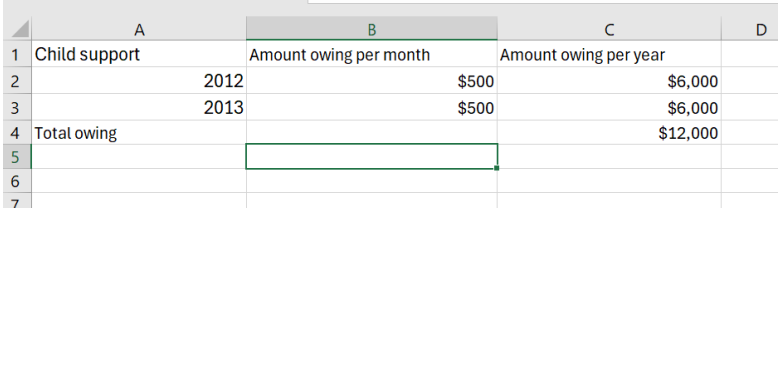
Pick the totals you want

You can do this by writing them in or highlighting the cells you want totaled. And then hit the tab key



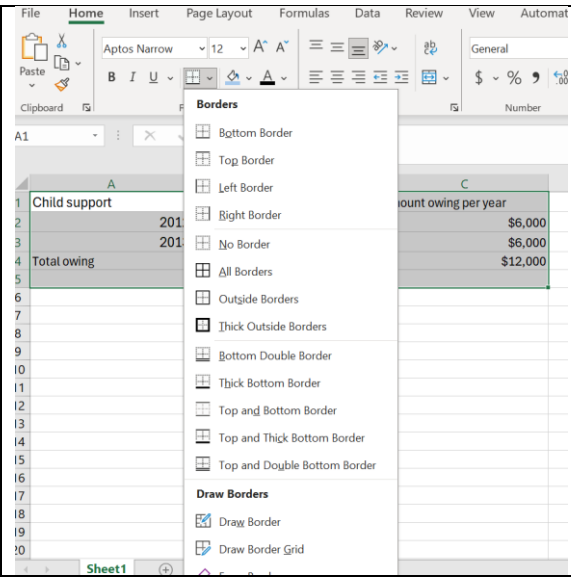
You will have the total of the sum of the three years



<p>Delete a row</p>	<p>Lets say you don't want to include 2011 in your calculations... right click on the row you want deleted and select delete.. it will delete your row</p>																																									
<p>Check your numbers</p>	<p>If you have inputted your formula correctly the row will be deleted and your formula will also be updated to reflect the change</p>	 <table border="1" data-bbox="747 715 1524 1103"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Child support</td> <td>Amount owing per month</td> <td>Amount owing per year</td> <td></td> </tr> <tr> <td>2</td> <td>2012</td> <td>\$500</td> <td>\$6,000</td> <td></td> </tr> <tr> <td>3</td> <td>2013</td> <td>\$500</td> <td>\$6,000</td> <td></td> </tr> <tr> <td>4</td> <td>Total owing</td> <td></td> <td>\$12,000</td> <td></td> </tr> <tr> <td>5</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>6</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>7</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		A	B	C	D	1	Child support	Amount owing per month	Amount owing per year		2	2012	\$500	\$6,000		3	2013	\$500	\$6,000		4	Total owing		\$12,000		5					6					7				
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5																																										
6																																										
7																																										
<p><b>NOTE:</b> there are many different formulas you can use in your spreadsheet. For example:  <a href="https://www.simplilearn.com/tutorials/excel-tutorial/excel-formulas">https://www.simplilearn.com/tutorials/excel-tutorial/excel-formulas</a></p>																																										

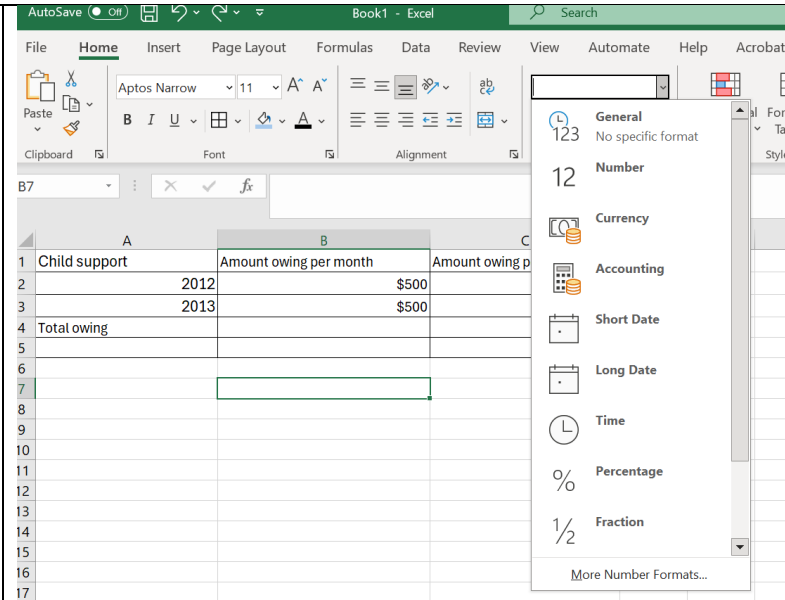
Add gridlines to your chart

Select the cells you want to have a grid and use the border function



Consider the format you want to use for your table

Go to format dropdown menu and select the format you want ... the top picture is in “general format” and the second picture is in accounting format.



Consider if the format you have selected is appropriate?

As you can see from this example, “Accounting” might not be the best option for our chart as it shows the years represented in \$ values.

	A	B	C	D
1	Child support	Amount owing per month	Amount owing per year	
2	\$	2,012.00	\$ 500.00	\$ 6,000.00
3	\$	2,013.00	\$ 500.00	\$ 6,000.00
4	Total owing		\$	12,000.00
5				

**NOTE:** you can look online to find out more about the different formats and which one you might want to use to display your dates <https://www.goskills.com/Excel/Resources/Excel-number-format>

Use 2 formats in one chart

You can use 2 formats in one chart. For example, by selecting the rows I want to use accounting for I can apply that format to only those rows.

	A	B	C
Child support	Amount owing per month	Amount owing p	
2012	500		
2013	500		
Total owing			

AutoSave Off Book1 - Excel Search

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Clipboard Paste Font Alignment Number

Aptos Narrow 11 A^ A^ B I U Font Alignment Number Accounting \$ % .00 .00

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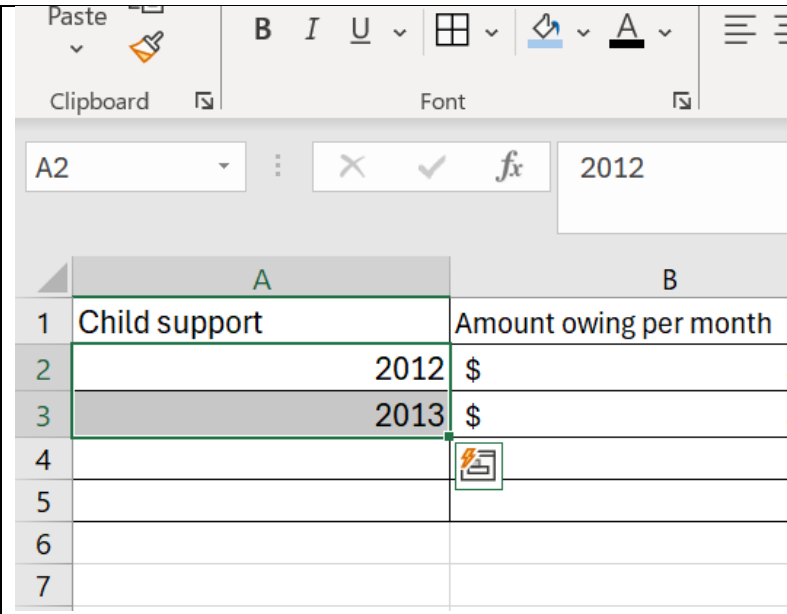
	A	B	C	D
1	Child support	Amount owing per month	Amount owing per year	
2	2012	\$ 500.00	\$ 6,000.00	
3	2013	\$ 500.00	\$ 6,000.00	
4	Total owing		\$ 12,000.00	
5				
6				



Autopopulate a pattern

I want to calculate child support from 2012 to 2022... Excel will pick up the pattern from me and I don't have to type all of the years out...

Pick the cells with the start of the pattern (2012 and 2013 in this case) and drag the bottom right corner to the designed end of your pattern.



Clipboard		Font		Alignm	
42				2012	
	A		B		
1	Child support		Amount owing per month		
2		2012	\$	500.00	
3		2013	\$	500.00	
4		2014			
5		2015			
5		2016			
7		2017			
3		2018			
9		2019			
0		2020			
1		2021			
2		2022			
3					
4					
5					
6					

Autopopulate the same data

You want to insert that \$500 per month of child support was owing for all of the years 2012 to 2022...

You can do the same thing (click the cells you want to copy and drag down the cells to the bottom of the area you want them copied)

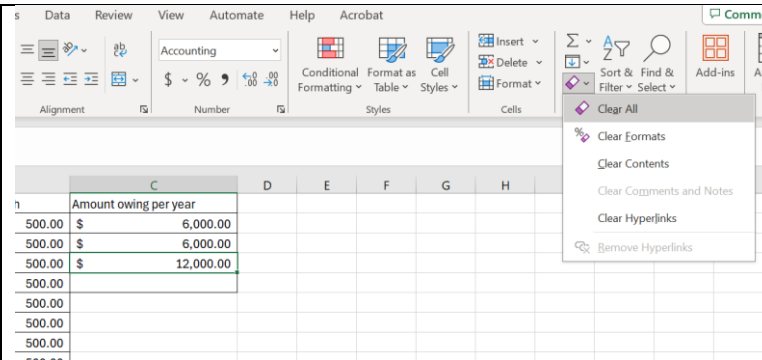
The screenshot shows an Excel spreadsheet with the following data:

	A	B	C
1	Child support	Amount owing per month	Amount owing per year
2	2012	\$ 500.00	\$ 6,000.00
3	2013	\$ 500.00	\$ 6,000.00
4	2014	\$ 500.00	\$ 12,000.00
5	2015	\$ 500.00	
6	2016	\$ 500.00	
7	2017	\$ 500.00	
8	2018	\$ 500.00	
9	2019	\$ 500.00	
10	2020	\$ 500.00	
11	2021	\$ 500.00	
12	2022	\$ 500.00	
13			

The formula bar at the top shows the formula: `=SUM(C2:C3)`

Clear formatting of a cell

Now that you are calculating from 2012 to 2022 you don't want the calculation to stay in Cell C4... You can clear the formula by using the clear all function for the cell you have highlighted (in this case the calculation of the sum of support owing for 2012 and 2013).



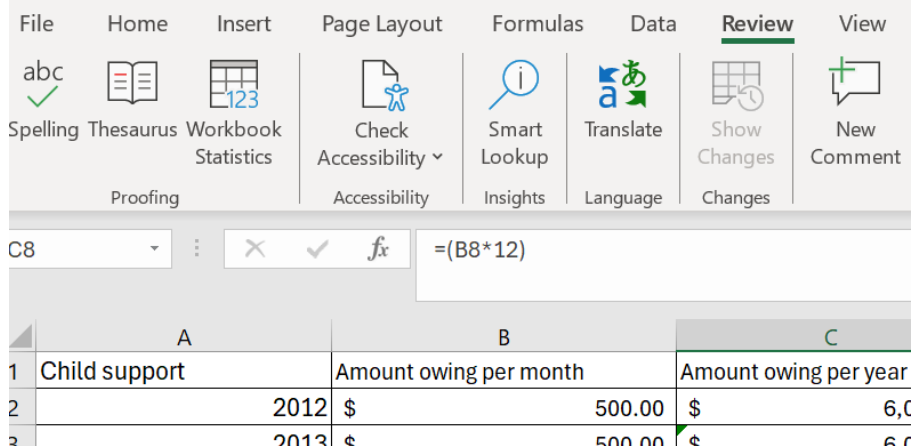
Repeat a formula

To use the same formula and inputs for all of the years after 2013 you can select the formula you want to copy and drag it down to the cells you want it copied in

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D
1	Child support	Amount owing per month	Amount owing per year	
2	2012	\$ 500.00	\$ 6,000.00	
3	2013	\$ 500.00	\$ 6,000.00	
4	2014	\$ 500.00	\$ 6,000.00	
5	2015	\$ 500.00	\$ 6,000.00	
6	2016	\$ 500.00	\$ 6,000.00	
7	2017	\$ 500.00	\$ 6,000.00	
8	2018	\$ 500.00	\$ 6,000.00	
9	2019	\$ 500.00	\$ 6,000.00	
10	2020	\$ 500.00	\$ 6,000.00	
11	2021	\$ 500.00	\$ 6,000.00	
12	2022	\$ 500.00	\$ 6,000.00	
13			\$ -	
14				
15				

The formula bar at the top shows the formula  $= (B8*12)$ .

<p>Spell check your document</p>	<p>Go to review tab and pick spell check function</p>	 <p>The screenshot shows the Microsoft Excel interface with the Review tab selected. The ribbon includes options for Spelling, Thesaurus, Workbook Statistics, Check Accessibility, Smart Lookup, Translate, Show Changes, and New Comment. Below the ribbon, the formula bar shows the formula <math>=B8*12</math> for cell C8. The worksheet below has columns A, B, and C, and rows 1, 2, and 3.</p> <table border="1" data-bbox="741 501 1655 645"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Child support</td> <td>Amount owing per month</td> <td>Amount owing per year</td> </tr> <tr> <td>2</td> <td>2012</td> <td>\$ 500.00</td> <td>\$ 6,000.00</td> </tr> <tr> <td>3</td> <td>2013</td> <td>\$ 500.00</td> <td>\$ 6,000.00</td> </tr> </tbody> </table>		A	B	C	1	Child support	Amount owing per month	Amount owing per year	2	2012	\$ 500.00	\$ 6,000.00	3	2013	\$ 500.00	\$ 6,000.00
	A	B	C															
1	Child support	Amount owing per month	Amount owing per year															
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3	2013	\$ 500.00	\$ 6,000.00															
<p>Text Wrapping</p>	<p>Insert text and format so it is all in one cell</p>	<p>Before text wrapping:</p>																

	A	B	C	D
1	Child support	Amount owing per month	Amount owing per year	
2	2012	\$ 500.00	\$ 6,000.00	
3	2013	\$ 500.00	\$ 6,000.00	
4	2014	\$ 500.00	\$ 6,000.00	
5	2015	\$ 500.00	\$ 6,000.00	
6	2016	\$ 500.00	\$ 6,000.00	
7	2017	\$ 500.00	\$ 6,000.00	
8	2018	\$ 500.00	\$ 6,000.00	
9	2019	\$ 500.00	\$ 6,000.00	
10	2020	\$ 500.00	\$ 6,000.00	
11	2021	\$ 500.00	\$ 6,000.00	
12	2022	\$ 500.00	\$ 6,000.00	
13	Total support owing by Ms. A to Ms. B for child X		\$ -	
14				
15				

Click on the text wrapping box and it will make all of the text in Cell A13:

File Home Insert Page Layout Formulas Data Review

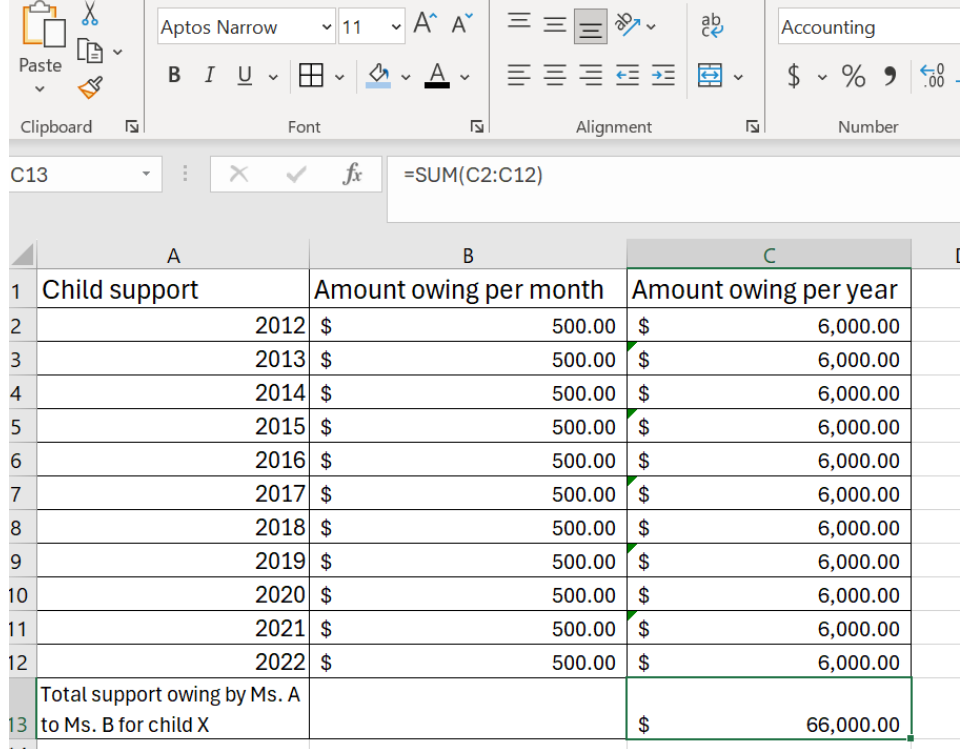
Clipboard Font Alignment

Clipboard Font Alignment

13 Total support owing by Ms. A to Ms. B for c

A	B	C
Child support	Amount owing per month	Amount owing p
2012	\$ 500.00	\$
2013	\$ 500.00	\$
2014	\$ 500.00	\$
2015	\$ 500.00	\$
2016	\$ 500.00	\$
2017	\$ 500.00	\$
2018	\$ 500.00	\$
2019	\$ 500.00	\$
2020	\$ 500.00	\$
2021	\$ 500.00	\$
2022	\$ 500.00	\$
Total support owing by Ms. A to Ms. B for child X		\$



<p>Recalculate the total owing for the additional years</p>	<p>Use the sum function to add up cells. You can enter =SUM(C2:C12 )</p>	 <p>The screenshot shows the Excel ribbon with the 'Accounting' group selected. The formula bar displays '=SUM(C2:C12)'. The spreadsheet below has the following data:</p> <table border="1" data-bbox="741 510 1701 1023"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Child support</td> <td>Amount owing per month</td> <td>Amount owing per year</td> </tr> <tr> <td>2</td> <td>2012</td> <td>\$ 500.00</td> <td>\$ 6,000.00</td> </tr> <tr> <td>3</td> <td>2013</td> <td>\$ 500.00</td> <td>\$ 6,000.00</td> </tr> <tr> <td>4</td> <td>2014</td> <td>\$ 500.00</td> <td>\$ 6,000.00</td> </tr> <tr> <td>5</td> <td>2015</td> <td>\$ 500.00</td> <td>\$ 6,000.00</td> </tr> <tr> <td>6</td> <td>2016</td> <td>\$ 500.00</td> <td>\$ 6,000.00</td> </tr> <tr> <td>7</td> <td>2017</td> <td>\$ 500.00</td> <td>\$ 6,000.00</td> </tr> <tr> <td>8</td> <td>2018</td> <td>\$ 500.00</td> <td>\$ 6,000.00</td> </tr> <tr> <td>9</td> <td>2019</td> <td>\$ 500.00</td> <td>\$ 6,000.00</td> </tr> <tr> <td>10</td> <td>2020</td> <td>\$ 500.00</td> <td>\$ 6,000.00</td> </tr> <tr> <td>11</td> <td>2021</td> <td>\$ 500.00</td> <td>\$ 6,000.00</td> </tr> <tr> <td>12</td> <td>2022</td> <td>\$ 500.00</td> <td>\$ 6,000.00</td> </tr> <tr> <td>13</td> <td colspan="2">Total support owing by Ms. A to Ms. B for child X</td> <td>\$ 66,000.00</td> </tr> </tbody> </table>		A	B	C	1	Child support	Amount owing per month	Amount owing per year	2	2012	\$ 500.00	\$ 6,000.00	3	2013	\$ 500.00	\$ 6,000.00	4	2014	\$ 500.00	\$ 6,000.00	5	2015	\$ 500.00	\$ 6,000.00	6	2016	\$ 500.00	\$ 6,000.00	7	2017	\$ 500.00	\$ 6,000.00	8	2018	\$ 500.00	\$ 6,000.00	9	2019	\$ 500.00	\$ 6,000.00	10	2020	\$ 500.00	\$ 6,000.00	11	2021	\$ 500.00	\$ 6,000.00	12	2022	\$ 500.00	\$ 6,000.00	13	Total support owing by Ms. A to Ms. B for child X		\$ 66,000.00
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<p>Make your table look the way you want it (adjust text, color and size)</p>	<p>You just need to select the cells you want to change and</p>	<p>Just like in word, you can bold text:</p>																																																								

apply the appropriate formatting to them

The screenshot shows the Microsoft Excel interface. The ribbon includes the 'Font' group with options for Bold (B), Italic (I), Underline (U), and text color. The 'Number' group shows currency symbols (\$, %) and a decimal format (.00). The spreadsheet has a title 'Child support' in cell A1. The data is organized as follows:

	A	B	C	D
1	<b>Child support</b>	<b>Amount owing per month</b>	<b>Amount owing per year</b>	
2	2012	\$ 500.00	\$ 6,000.00	

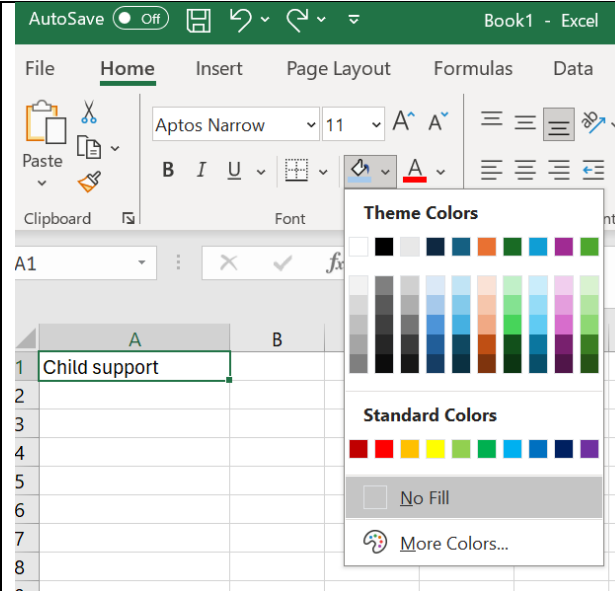
Change the font:

The image shows a screenshot of the Microsoft Word interface. The font selection menu is open, displaying various font options. The 'Arial' font is highlighted in yellow. Below the font list, a table is visible with the following content:

Amount owing per year	
\$	6,000.00
\$	6,000.00
\$	6,000.00
\$	6,000.00
\$	6,000.00
\$	6,000.00
\$	6,000.00
\$	6,000.00
\$	6,000.00
\$	6,000.00
\$	6,000.00
\$	6,000.00
\$	6,000.00
\$	6,000.00
\$	6,000.00

Adding highlighting

Pick the column and row you want to add highlight to and pick the color



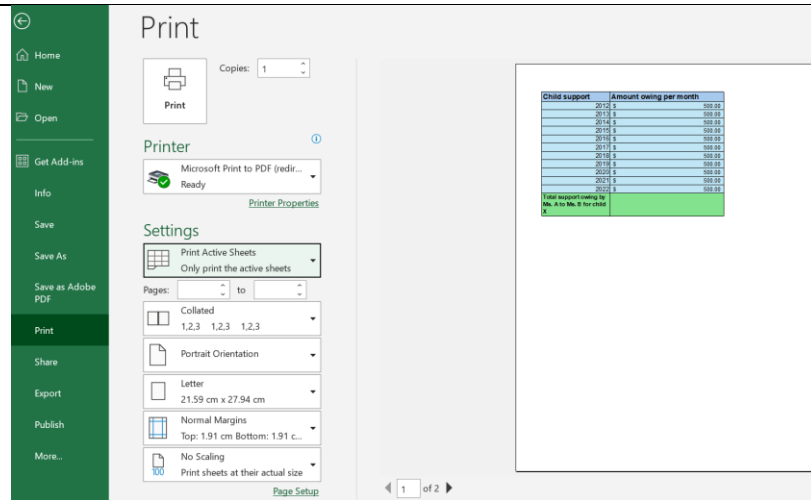
Review your chart and make further changes

Is it easy to read? Does it convey the information you want to? Are the colors and styles appropriate? For example if you are printing this you might not want any color but if you are saving as a PDF and only using electronically color might be find.

	A	B	C
1	<b>Child support</b>	<b>Amount owing per month</b>	<b>Amount owing per year</b>
2	2012	\$ 500.00	\$ 6,000.00
3	2013	\$ 500.00	\$ 6,000.00
4	2014	\$ 500.00	\$ 6,000.00
5	2015	\$ 500.00	\$ 6,000.00
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	<b>Total support owing by Ms. A to Ms. B for child X</b>		\$ 66,000.00
13			
14			

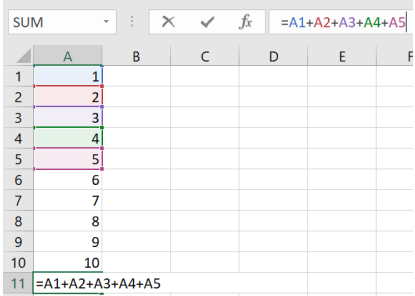
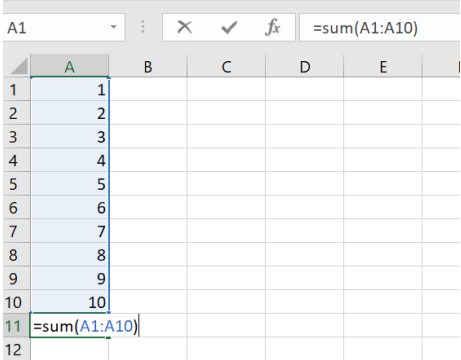
Printing your document: Watch a how to video before you print!!

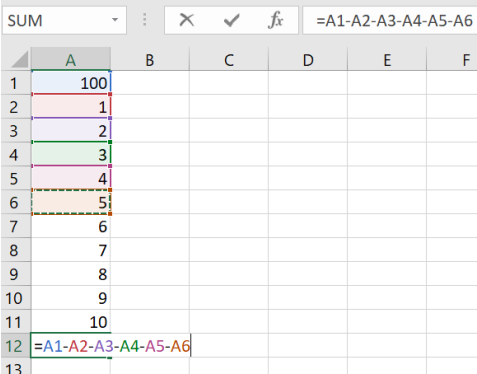
Sometimes hitting Print does not work because your document will not be on one page – for example the spreadsheet is not that helpful if it prints on two pages.. This can be very frustrating



**NOTE: How to video to print spreadsheets onto one page:**  
<https://www.youtube.com/watch?v=bz9Y5G5KfxI>

**Common forumla summary:**

<p><b>Adding</b></p>	<p>Add numbers</p>	<p>In result cell, enter "=", then one by one, click each cell to be added, followed by "+"</p> <p>SYMBOL: +</p>	
<p><b>SUM function</b></p>	<p>Add numbers with less effort</p>	<p>In result cell, enter "= SUM (" , then select all cells to be added, and end with ")". Hit enter.</p> <p>e.g. "=SUM(A1:A10)"</p>	

<b>Subtraction</b>	Subtract numbers	In result cell, enter "=", then select first number, followed by "-", number to be subtracted, and "-CELL" for each additional number to be subtracted.  SYMBOL: -	
<b>Multiplication</b>	Multiply numbers	SYMBOL: *	=A1*A2*A3
<b>Division</b>	Divide numbers	SYMBOL: /	=A1/A2