

EXCEL TEMPLATES OPERATIONS GUIDE

EXCEL TEMPLATES were developed by McGraw-Hill to accompany **INTRODUCTION TO FINANCIAL ACCOUNTING FOR BUSINESS, 2nd Edition, by Edmonds & Olds**. It is designed to provide you, the student, with experience in using microcomputers in accounting by working selected problems at the end of chapters, using spreadsheet templates developed for Microsoft Excel. The purpose of this guide is to provide general software operating instructions as well as to provide specific help in completing Excel Template problems. The guide is divided into five sections:

Using Excel: This section is an abbreviated guide to using Excel spreadsheet software. It is not meant to be a comprehensive user's manual; rather, it is an introduction to the terminology, features and keystrokes necessary to work with Excel Templates.

Installation and Configuration: This section will lead you through the steps necessary to copy Excel Template problems on your computer's hard drive.

Using Excel Templates: This section will provide information on the general operating conventions of the software. It will detail the use of specific keys on the computer keyboard and point out features that are common to all screens and data input routines.

Step-by-Step Example: In this section, you will have the opportunity to work through a representative problem to develop a feel for using the software. Although the problem may cover areas of accounting not yet learned, it is suggested that this exercise be completed to familiarize you with the software rather than trying to understand the specific accounting concepts.

Guide to Individual Problems: This section will outline individual differences or special procedures of which you should be aware.

USING EXCEL

WHAT IS AN EXCEL SPREADSHEET

An Excel spreadsheet is a grid of 16,384 rows and 256 columns that allow you to enter and manipulate numbers and text and to create graphs.

SCREEN TERMINOLOGY (Refer to Figure 1.)

Toolbar - Key #1

The row of buttons below the menu bar of the application window gives quick access to commands and tools such as bold, italic, and formatting.

Formula Bar - Key #2

The location below the toolbar where text, values and formulas are displayed as they are entered and edited.

Document Window - Key #3

Excel allows more than one document to be open simultaneously. Therefore, each document appears in its own document window. Use the Window menu on the menu bar to see a list of the current open documents.

Rows - Key #4

Rows are designated by a number along the left side of the document window. The rows are numbered from 1 through 16,384.

Columns - Key #5

Columns are designated by letters across the top of the document window. There are 256 columns labeled A through Z, AA through AZ, BA through BZ, etc. through IV.

Cells - Key #6

The intersection of a column and a row forms a cell. Each cell has an address composed of the column letter and the row number. It is displayed on the left side of the formula bar. For example, cell C8 is located at column C, row 8.

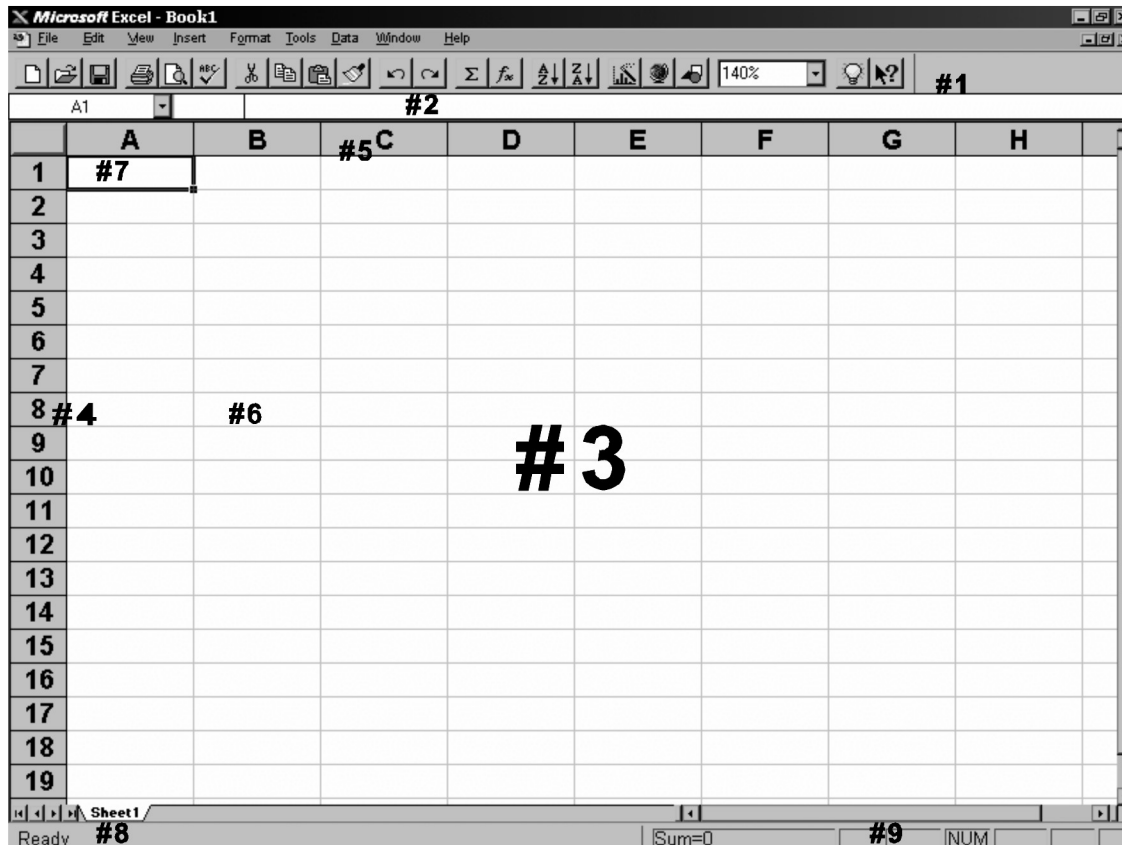


Figure 1

Ranges

A range is one or more contiguous cells that have been selected. It is identified by the upper left and lower right cell addresses separated by a colon. For example, A1:F15 is the rectangular block of cells covered by this address range. Many features in Excel require that a range of cells be selected before performing an action.

Active Cell - Key #7

Data can only be entered into one cell at a time. This cell is referred to as the *active cell*, recognizable by a heavy border surrounding it. The mouse, arrow keys, and various key combinations move the active cell around the spreadsheet. The active cell's address is displayed on the left side of the formula bar.

Cell Pointer - Key #7

The cell pointer highlights the active cell in the spreadsheet. You may move the cell pointer through the spreadsheet by using the keyboard or mouse. Table 1 below provides more information about moving through the spreadsheet.

Status Line - Key #8

The status line is a bar at the bottom of the screen that indicates what Excel is prepared to do next. It will show prompts, explanations, and guidance for current actions.

Indicators - Key #9

Indicators are located at the bottom right corner of the screen. For example, indicators such as CAPS or NUM inform you which functions are turned on.

MOUSING AROUND THE SPREADSHEET

Excel is designed to be used with a mouse. Most actions are performed with the left mouse button, including selecting all menu options. The right mouse button is used only to bring up shortcut menus in various places in the Excel window. This manual, unless otherwise indicated, refers to clicking the left mouse button.

There are three main actions performed with the mouse:

1. Point and click. Point at something on the screen and click. This action will normally select something such as a menu item, cell, or file name.
2. Drag. Point at something on the screen, click and hold down the left mouse button and drag the mouse across the desktop. This action will select a range of cells or move an item.
3. Double click. Press the mouse button twice in rapid succession. This action will produce varying results depending upon what is double clicked, but in most cases, it will perform the obvious in the current situation. For example, in the Open dialog box, double clicking on a file name opens the file.

The following mouse actions may be used to move through a document window:

Use the vertical and horizontal scroll bars at the right and bottom of the document window to move through the spreadsheet. **NOTE:** Using one of the scroll bars does not activate a cell or range of cells; it is simply used to view sections of the document.

Click on a particular cell to activate it.

Click and drag the mouse to select a range of cells.

Click on the letter at the top of each column to select the entire column. Click and drag across the letters to select more than one column.

Click on the number along the left side of the document window to select the entire row. Click and drag up or down the numbers to select more than one row.

Hold the Ctrl key and click on various cells, column letters, or row numbers to activate non-contiguous cells or cell ranges.

To select a contiguous range of cells, click on the upper left cell of the range. Next, press the Shift key while clicking in the lower right corner of the range.

To move to a particular cell in the spreadsheet, choose **E**dit **G**oto or press the F5 function key to bring up the Goto dialog box, and enter the desired cell address in the **R**eference box.

CELL POINTER MOVEMENT USING THE KEYBOARD

In addition to using a mouse, you may also use the keyboard to move around the spreadsheet (refer to Table 1).

Table 1 - Common Keyboard Movement

Excel	ACTION
↑ or ↓ Arrow	Moves the cellpointer up or down one cell.
← or → Arrow	Moves the cellpointer left or right one cell.
Ctrl-↑, ↓, ←, →	Moves the cellpointer to the intersection of a blank and nonblank cell.
Home	Moves to column A of the current row.
Ctrl-Home	Moves to the first cell of the sheet (usually A1).
Ctrl-End	Moves to the last nonblank cell of the sheet.
PgUp	Moves up one screen.
PgDn	Moves down one screen.
Alt-PgUp	Moves left one screen.
Alt-PgDn	Moves right one screen.

LAUNCHING THE PROGRAM

Click the Start button, point to **P**rograms, and then click on the Microsoft Excel program icon.

MENUS

Main Menu

To access a Menu, click on the menu item with the mouse. Next click on the desired option in the menu to activate it (refer to Figure 2.)

With the keyboard, you may access the main menus by pressing the Alt key and the underlined letter of the menu item (e.g., Alt-F will display the **F**ile menu). Then use the up and down arrow keys to highlight the desired option and press <↓ENTER> to activate it, or press the underlined letter of the option.

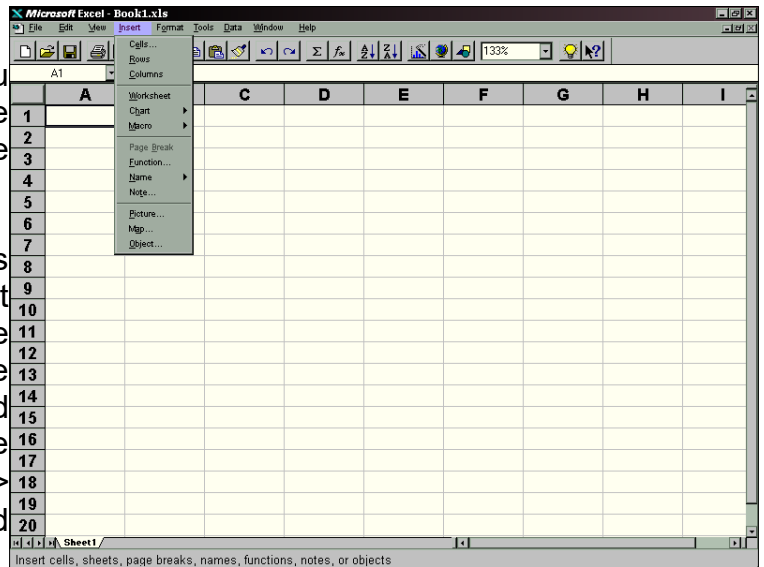
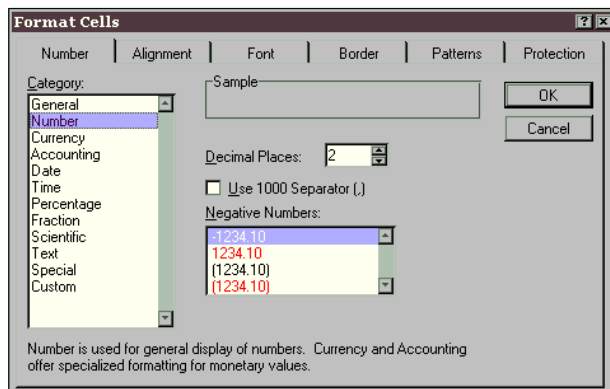


Figure 2

Dialog Boxes

Items on a menu followed by ellipses (...) will display a dialog box where more action must be taken to complete the option. Items without ellipses will execute immediately.



Within a dialog box there may be many options from which to choose (refer to Figure 3.) Use the mouse to select a particular option or press the Tab key to move from one area of the dialog box to another. When the changes are complete, click on the OK button or press <↓ENTER> to accept the changes. To keep the prior

setting, click on the Cancel button or press the Esc key.

Shortcut Menus

Clicking the right mouse button accesses shortcut menus. These menus provide convenient and efficient means of making changes in the spreadsheet. Shortcut menus combine the most common formatting and editing options into a single menu.

Click the right mouse button while a cell or range of cells is selected in a worksheet. The shortcut menu opens as shown in Figure 4.

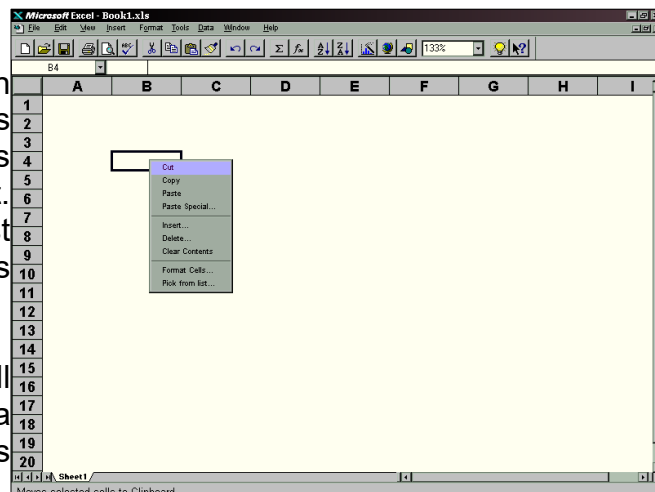


Figure 4

Click the right mouse button on the toolbar to quickly open, close or customize toolbars. For more information, refer to the Excel user manual.

FORMATTING CELLS

Select the cell or range of cells to be formatted. Choose **F**ormat, **C**ells... to bring up the Format Cells dialog box (refer to Figure 3.) You may also click the right mouse button while you have selected a cell or range of cells to bring up a shortcut menu (refer to Figure 4.) Click on Format Cells... on this menu and the Format Cells dialog box will appear. Click on the Number Tab. The left side of the box lists the various numeric format categories while the right side of the box lists any formatting options. Scroll through the options and double click on the desired format to apply it to the selected cells. Table 2 includes examples of numeric formatting:

Table 2 - Numeric Cell Formats

DISPLAY	FORMAT
2.47 or 5673	General (default)
18,564.00	Number, 2 decimal places, comma selected
\$14.96	Currency, 2 decimal places, dollar sign selected
57.5%	Percent, 1 decimal place
3/3/95	Date
6.45E+00	Scientific, 2 decimal places
6438.0	Number, 1 decimal, comma not selected

NOTE: Phone numbers, zip codes, and social security numbers are not generally considered numbers. Excel assumes entries such as 555-1212 or 97405-1234 are text unless an operator, such as an equal sign (=), is placed in front of the entry.

CONTENTS OF A CELL

Cells may contain values, formulas, functions or text.

Values

Values are usually entered as numbers. When entered into a cell, values are right justified by default. This data can be used in mathematical calculations.

To enter a numeric value, select a cell or range of cells, type the number, then press <␣ENTER>. Numeric formatting in Excel is applied to a cell or range of cells rather than to the data itself. When a value is placed in a cell, it will be shown with the current cell formatting. If you want the number 1234 in a cell to represent dollars, type 1234 and press <␣ENTER>, then apply formatting to the cell (refer to Table 2 in the "Formatting Cells" section above.)

NOTE: You need not enter zeros after the decimal point. Excel will handle this for you based on the number of decimal places specified when setting the numeric format for the cell.

Formulas

Formulas perform mathematical calculations on the numerical contents of a cell or range of cells. All formulas must start with an equal sign (=). Below, Table 3 lists the mathematical operators that can be used in a formula:

Table 3 - Mathematical Operators

OPERATOR	OPERATION
^	Exponentiation
+	Addition
-	Subtraction
*	Multiplication
/	Division
\	Division, integer result

The standard precedence for arithmetic calculation is multiplication and division

before addition and subtraction unless there are parentheses, in which case, the calculations within parentheses are performed first. If there is more than one occurrence of any arithmetic operator, the calculations occur from left to right.

To create a formula, begin with an equal sign (=). Then type the cell addresses or numbers that you wish to include in the calculations with the appropriate operators and parentheses. Spaces are not valid in a formula. Table 4 displays some common types of formulas.

NOTE: You may use actual numbers in a formula, but if there is already a cell with that value in it, use the cell address.

Table 4 - Typical Formulas

FORMULA	ACTION
=A7+B7+C7	Adds contents of the listed cells.
=D10/C10	Divides contents of the listed cells.
=F15*G2	Multiplies the contents of the listed cells.
=-A7+B74	Gives a negative value to the first cell and adds the second cell to it.
=(G15-D12)/G18*(A9+H7)	Performs calculations within parentheses first, then multiplies and divides from left to right.

Functions

Functions are special formulas built into Excel that perform complicated calculations. They begin with an equal sign (=) followed by the function name, then arguments surrounded by parentheses. Function syntax consists of: `=fcname(argument1,argument2,...,argumentn)`. The arguments are information necessary for the function to perform the desired calculation. Not all arguments are mandatory in a function. Review the Excel user manual or the Help text to determine which arguments may or may not be required. The Function Wizard is also helpful. Access the Function Wizard by choosing **I**nsert, **F**unction... from the Main Menu.

Common Functions

=SUM(*list*)

Use: Adds the values in the given list of cells.

Example: =SUM(A1:A45)

Will total the values in cells A1 through A45.

Example: =SUM(A1:A45,B12,C7:C14)

Will total the values in the listed cells.

=AVERAGE(*list*)

Use: Calculates the mean average of a group of numbers. This function interprets any cell containing text as a zero value and ignores blank cells.

Example: =AVERAGE(A1:A45)

Will average the values in cells A1 through A45.

=COUNT(*list*)

Use: Counts the number of cells in a range. Cells containing text or blank cells are not counted.

Example: =COUNT(G3:K3)

Counts how many numbers are in cells G3 through K3.

=PMT(*rate,nper,pv,fv,type*)

Use: Gives the periodic payment for an annuity. The arguments *fv* and *type* are not mandatory.

Example: =PMT(8%/12,30*12,49000)

Will give the monthly payment on \$49,000 at 8% over 30 years.

Example: =PMT(B3,C3,D3)

Will calculate the payment based on the values entered in cells B3, C3 and D3.

=IF(condition,true_expression,false_expression)

Use: Performs decision-making tests in situations with at least two possible outcomes.

Example: =IF(B2=0,0,A2/B2)

Will check the contents of cell B2; if it equals zero, it will place a zero in the cell. Otherwise, it will divide the contents of A2 by B2 and place the results in the cell.

Example: =IF(C7>=50,"Yes","No")

Will check the contents of cell C7; if it is greater than or equal to 50, it will place Yes in the cell. Otherwise, it will place No in the cell.

Dates in Excel

To enter a date, type it in using one of the suggested formats listed in Table 5. To change the way the date is displayed, use Format Cells from the menu bar or shortcut menu. For more information, see the Excel user manual or online help screens.

Table 5 - Typical Date Formats

DATE
3/4/99
4-Mar-99
4-Mar
March 4, 1999

Point Method to Create Formulas and Functions

To build formulas and functions, use the point method. Type the equal sign (=) to begin the formula, and then use your movement keys (mouse or keyboard) to select the cell you want to reference. Notice that the cell address now appears in the formula bar. Type the next operator (+, -, /, *, etc.). You may then move to the next cell you want to reference. Repeat this procedure until you have built the formula you want, then press <␣ENTER>.

For functions, you may also use the point method. Type in the function name and opening parenthesis [e.g., =SUM(]. Select the first cell of the range of cells that you want to sum. That address will appear in the function [e.g., =SUM(A1)]. Click and drag on the desired range of cells and the range will appear in the formula bar [e.g., =SUM(A1:A10)]. Close the parentheses and press <␣ENTER> [e.g., =SUM(A1:A10)].

NOTE: Each time you select a cell or range of cells, a marquee will appear around the selection, illustrating what range will be used in a formula.

AutoSum Button (Σ)

Use the AutoSum button on the toolbar to enter the Sum function. Select the cell in which the Sum function will appear. Click once on the AutoSum button (Σ). Excel will show a marquee around the range of cells it assumes you want to use. If it is the desired range, click on the AutoSum button (Σ) again or press <␣ENTER>. If it is not the desired range, simply click and drag on the cells desired to move the marquee to a new range. Press <␣ENTER> to paste the formula into the cell.

Text

Text is all other data entered in a spreadsheet and is usually used to describe values. Excel determines that data is text if the first character of the data is a letter of the alphabet (except dates; refer to the "Dates in Excel" section above.)

When you type text and press <␣ENTER>, Excel will left justify the data by default. If you want to center or right justify, click on the center or right justify buttons on the toolbar.

For more alignment options, use **F**ormat, **C**ells..., Alignment from the menu bar or the shortcut menu (click the right mouse button on a selected range of cells). Select the desired alignment from the Alignment dialog box, then click on OK or press <␣ENTER>.

EDITING CELL CONTENTS

Re-entering the data in a cell is one way to edit a cell. You may also select the desired cell and click inside the Formula bar to place your cursor in the cell contents. In addition, you may press the edit function key (F2), or double-click on the cell to edit data directly in the cell.

Table 6 shows keyboard movement that assists with editing:

Table 6 - Editing Keys

KEY	ACTION
← or →	Moves the cursor 1 character left or right.
CTRL-→	Moves to the next word or reference.
CTRL-←	Moves to the previous word or reference.
End	Moves the cursor to the end of the edit line.
ESC	Ends the edit mode.
Home	Moves to the beginning of the edit line.
Ins	Toggles between insert and typeover mode.
Backspace	Deletes 1 character to the left.
DEL	Deletes 1 character to the right.

After making desired changes to the cell contents, press <⏏ENTER>. If you have made a change and decide you do not want it, press ESC to return to the ready mode.

COPYING CELL CONTENTS

Copying from One Cell to Another Cell

Select the source cell (the cell you want to copy) and choose **E**dit, **C**opy or you may click on the Copy button  on the toolbar. A marquee will appear around the cell. Select the destination cell (the cell you want to copy to) and choose **E**dit,

Paste or you may click on the Paste button  on the toolbar. To indicate that you can paste again, the marquee will continue to spin around the original cell until you take the next action or press the Esc key. If you are copying something once, you can press <⏏ENTER> in the destination cell to complete the copy.

Copying from One Cell to Many Cells

Select the source cell and choose **E**dit, **C**opy, or you may click on the Copy button on the toolbar. A marquee will then appear around the cell. Select the destination range and choose **E**dit, **P**aste, or click on the Paste button on the toolbar.

Copying from Many Cells to Many Cells

Select the source range of cells and choose **E**dit, **C**opy, or click on the Copy button on the toolbar. A marquee will appear around the range. Select the upper left cell in the destination range, then choose **E**dit, **P**aste, or click on the Paste button on the toolbar.

MOVING CELL CONTENTS

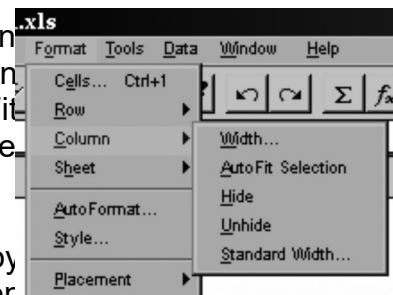
Select the source cell or range of cells and choose **E**dit, **C**ut, or click on the Cut button  on the toolbar. A marquee will appear around the cell. Select the upper left cell in the destination range, then choose **E**dit, **P**aste, or click on the Paste button on the toolbar.

NOTE: Because the destination will assume the size of the source, select only the upper left cell of the destination range if more than one cell is being moved or copied.

CHANGING COLUMN WIDTH

If the column width is too narrow for the text, it will exceed the boundaries of the column. If there is data in the cell next to it, the text will appear truncated. When the column width is too narrow for a value and the cell format is general, the value will appear in scientific notation (e.g., 1.2E+09). All other formats will appear as pound signs (#####) when the value is too large.

To adjust the width of one column, select a cell in the column to be adjusted. Choose **F**ormat, **C**olumn and the Column dialog box will appear (refer to Figure 5.) Select **A**utoFit Selection and the column will adjust to the best width for the selected data.



You may also use the mouse to adjust column width by placing your mouse pointer on the vertical line between column letters. When you have moved your pointer to the correct place, the pointer becomes a double horizontal arrow. Click and drag to the desired width. If you double click on the vertical line, it will choose the best width from the cell with the longest contents in the column.

Figure 5

INSERTING COLUMNS AND ROWS

Use Insert to add blank cells, ranges of cells or entire blank rows or columns. Excel shifts the other cells of the worksheet to make room and adjusts references in formulas to reflect the new locations. Excel applies appropriate formats to the inserted cells if the surrounding cells have formatting. Rows are inserted above the active cell(s) and columns are inserted to the left of the active cell(s).

Insert an Entire Row or Column

Select a cell or range of cells below (or to the right) where the row(s) or column(s) is to be inserted. Click Insert, then Column or Row. Excel will insert an entire blank row or column in the worksheet. If more than one cell was selected across a row or down a column then a corresponding number of rows or columns will be inserted.

Insert a Partial Row or Column

Select a cell or range of cells below (or to the right) where the partial row(s) or column(s) is to be inserted. Click on Insert, Cells. The Insert Dialog box will appear. Click on Shift Cells Down to insert a partial row or Shift Cells Right to insert a partial column and click on OK. If more than one cell was selected across a row or down a column then a corresponding number of cells will be inserted.

Note: You may also access the Insert command from the shortcut menu by pressing the right mouse button inside the selected range of cells.

SORTING

Sorting is used to rearrange data in the worksheet using sort keys. The first sort key sorts all of the data, the second and third sort keys sort within the previous key. To sort rows using up to three columns as your sort keys, select a cell in the list to be sorted. Choose Sort... from the Data menu. The sort dialog box will appear (see Figure 6.). Excel automatically highlights the contiguous data cells, and uses them as the list to be sorted. Indicate whether your list has header rows by clicking the correct option at the bottom of the dialog box. Next, select the first sort key from the Sort By dropdown menu. If you want to sort on more than one key, make your desired selections from one or both of the Then By dropdown menus.

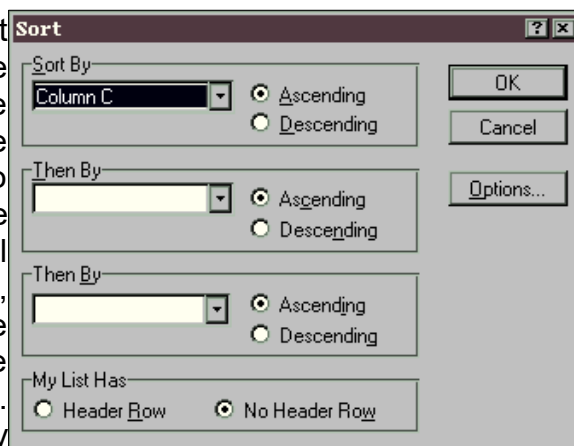


Figure 6

To sort lists with headings positioned to the left of the data, you will click Options from the Sort dialog box, then choose Sort Left to Right from the Orientation options. Click OK, and then choose any other desired Sort options from the dialog box.

DOCUMENT FORMATTING

Depending on your hardware, what appears on the screen is what will print out on your printer. Formatting can improve the appearance of your printed documents. The most common formatting tools are located on the Formatting

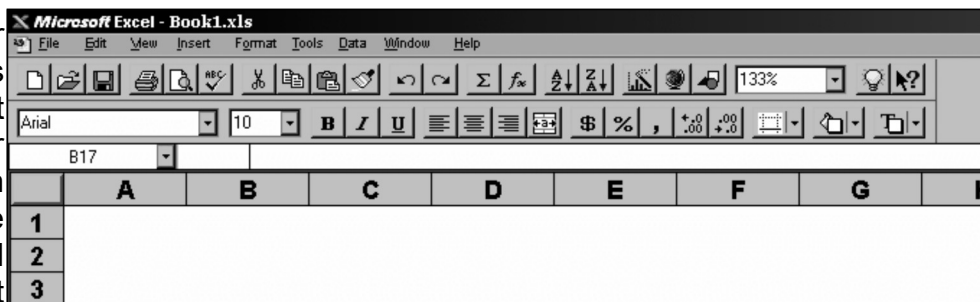


Figure 7

Toolbar, which is shown as the second toolbar in Figure 7. To bring this toolbar up, choose Toolbars from the View menu, and then place a check in the Formatting box. Be sure the Show ToolTips box is clicked at the bottom of this dialog box. ToolTips are the toolbar descriptions that display when you point your mouse arrow on the button. Click on OK.

Remember to always select the cell or range of cells to be affected before you apply formatting.

Additional formatting options are selected from the Format, Cells.... Menu. Choose the Number, Alignment, Font, Border, Patterns or Protection tabs for the desired formatting options. (See Figure 8).

To remove all cell formatting, choose Edit, Clear, Formats. This will remove any cell formatting from the selected range, including numeric formats. To remove only a particular format, choose the menu options as if you were going to set the format, and then turn it off.

Wrapping Text

If text in a cell is too long and you do not want to widen the column, choose Format, Cells...., then click on the alignment tab to display the Alignment dialog box shown in Figure 8. Click on Wrap Text to adjust the cell height and wrap the text on multiple lines as needed, within the cell.

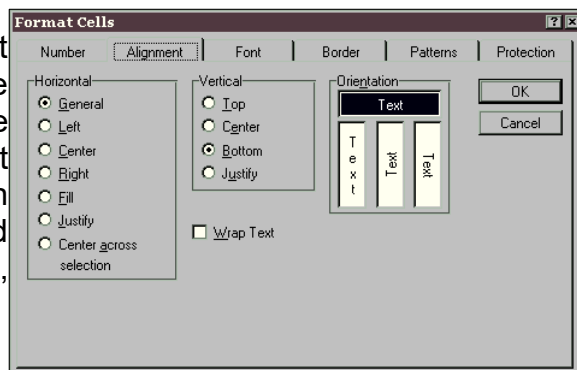
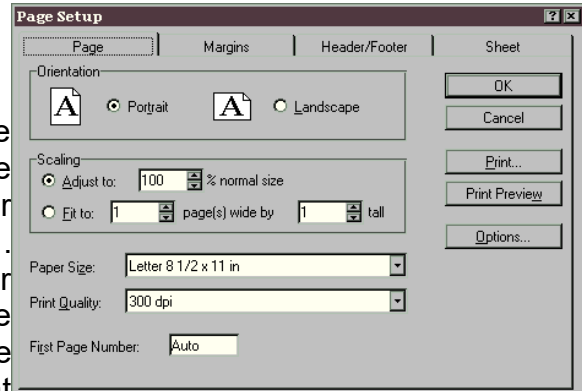


Figure 8

Page Setup

Unless changed, the default page setup includes portrait orientation, alignment with the top and left margin, a header that centers the filename at the top, and a footer that centers the page number. To change these within your worksheet, choose **File, Page Setup...** The Page Setup dialog box will appear as shown in Figure 9. Some of the changes you may want to make are listed below. To change the print orientation of the document, click on either **Portrait** or **Landscape** from the Page tab.



To center your document between the left and right margins, click on the Margins tab, then click the Center on Page: **H**orizontally box.

To change a header or footer, click on the Header/Footer tab, and then select a header and footer from the suggestions in the dropdown lists. You may also create your own by clicking on the **C**ustom Header or **C**ustom Footer buttons.

Print Titles are data in a document that are printed on every page. For example, a row of titles at the top of each column describing the column data may be set to print at the top of every page. To set a print title, click on the Sheet tab. Point and click in the Print Titles section, then use your mouse to select the applicable rows or columns from the worksheet. You may also type the range into the Print Titles section using cell references, such as A1:B6.

NOTE: If you set a print title, do not include it in the print area or it will print twice on the first page; once as a title and once as part of the print area.

When you are finished with the Page Setup dialog box, click on OK or press <ENTER>.

Page Breaks

You can set horizontal or vertical page breaks individually, or you can set page break that is both horizontal and vertical.

For a horizontal page break, click on the row number along the left side of the worksheet that you want to begin printing on the new page. Click on **I**nsert, **P**age **B**reak. A dotted line will appear across the top edge of the row to indicate the page break.

For a vertical page break, choose the column that is to begin printing on the new

page. Click on the column letter at the top of the worksheet, then click on **I**nsert, Page **B**reak. A dotted line will appear along the left edge of the column to indicate the page break.

To set both horizontal and vertical page breaks, click on the cell that is to begin on the new page. Click on **I**nsert, Page **B**reak. Dotted lines will appear above and to the left of the selected cell to indicate the page breaks.

To remove a page break, select a cell in the row in which the page break occurs. Choose **I**nsert, Remove Page **B**reak and the dotted line will disappear to indicate the page break has been withdrawn.

PRINTING A FILE

There are two ways to print a document. You may click on the Print button on the toolbar, which sends your document directly to the printer using previously set print options, or you may choose **F**ile, **P**rint to display the print dialog box (see Figure 10.) You may change the print options in the dialog box, then click on OK to begin printing the document.

Print Preview

This feature shows you exactly how your data will print to your printer. While previewing your print job, you have the ability to make changes in your page setup, adjust margins and column widths. Access **P**rint **P**review from the **F**ile menu or from within the print dialog box.

Print Area

Unless a print area is defined or a print area selected, Excel will print all of the data in a document.

If you always plan to print the same range of cells, you may set it as a print area. Select the range of cells to print, and then choose **F**ile, **P**rint **A**rea, **S**et Print Area. Vertical and horizontal dotted lines will appear in the document, illustrating the print margins and the location of page breaks in the document. To remove the print area, choose, **F**ile, **P**rint **A**rea, **C**lear Print Area.

In many cases, your worksheet will contain more than one range of cells that you wish to print individually. You can use your mouse to highlight the desired print

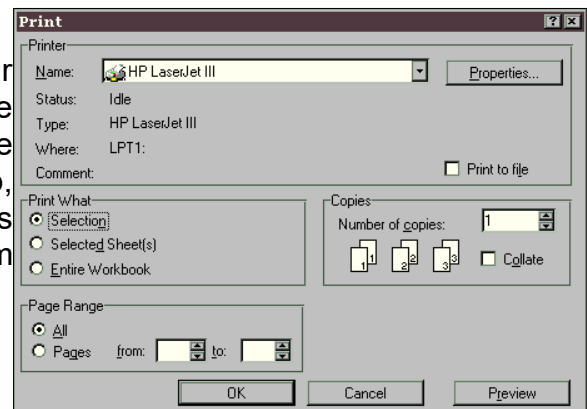


Figure 10

range. Select **File, Print**, then choose the **Selection** option from the Print What section of the dialogue box.

SAVING A FILE

To save a file the first time, choose **File, Save** (or **Save As**) and the Save As dialog box will appear (see Figure 11). Type a filename and click on OK or press <ENTER>. Excel will automatically add the extension .XLS, the default file extension.

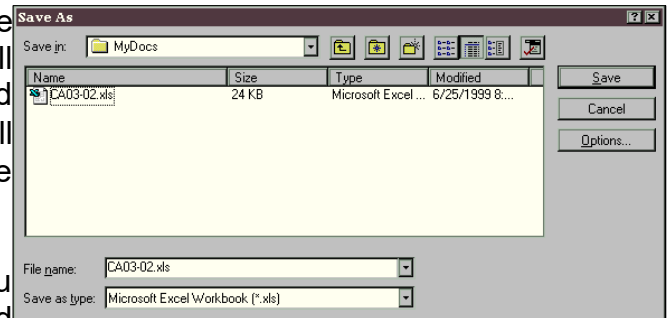


Figure 11

To save a file using a different filename, choose **File, Save As**, and you will be prompted for a filename in the Save As dialog box. Type the desired filename and click on OK or press <ENTER>.

OPENING AN EXISTING FILE

Choose **File, Open** and the File Open dialog box will appear (see Figure 12.) A list of files in the current directory will be displayed. Use the scroll bar if necessary to bring the desired filename into view and double click on it to open it.

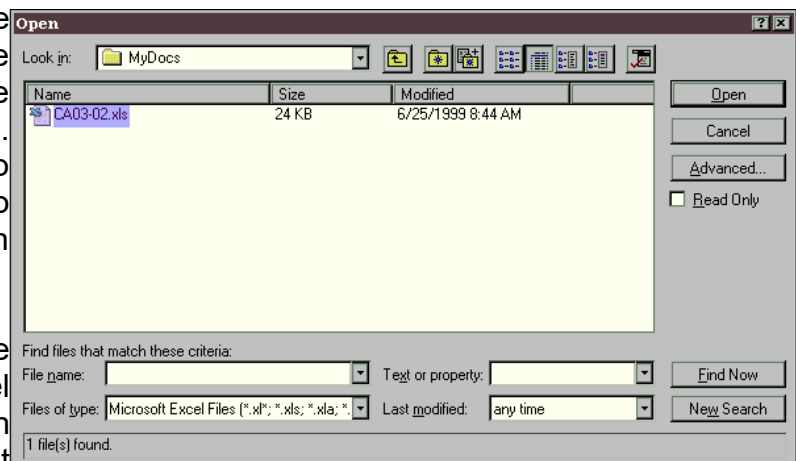


Figure 12

CLOSING A FILE

Choose **File, Close**. If the file has not been saved, you will be prompted to save it. If you choose **Yes**, the file will be saved with the current filename and the document window will be closed. If you choose **No**, the document window will be closed without saving the

file.

HELP

To open the help window, choose **H**elp from the menu bar and search for an applicable topic. You may also press the help key (F1). This will bring up information sensitive to your current screen. In addition, most dialog boxes have a context-sensitive help button.

EXITING EXCEL

Choose **F**ile, **E**xit to close the application window. If an open file has not been saved, you will be prompted to save it. If you choose **Y**es, the file will be saved with the current filename and Excel will be closed. If you choose **N**o, Excel will close without saving the file. You may also close Excel by clicking on the close button in the upper right corner of the Excel window.

INSTALLATION AND CONFIGURATION

INSTALLING EXCEL TEMPLATES FOR EXCEL ON YOUR HARD DRIVE:

There are many ways to copy files from a CD to your hard drive. These directions use Windows Explorer to accomplish the task.

1. Place the installation CD in your CD Rom drive:.
2. Access Windows Explorer by right clicking on the Start button, then click on Explore from the list box.
3. Create an Excel Templates folder on your hard drive. To do this, click the disk drive or folder that is to contain the new folder. Select New from the File menu, and then click Folder. Type the folder name, then press <↵ENTER>.
4. Select the files to be copied: Click on the CD Rom: drive to display the files on the CD you have placed in the drive. To select all the files, click on Edit, and then choose Select All.
5. Copy the selected files: Click on Edit, then choose Copy.
6. Click on the new directory you created to contain the Excel Template files.
7. Paste the selected files: Click on Edit, then choose Paste.
5. The Excel Template files will be copied into the Excel Template folder you have created. For example, you may have created a folder now called C:\Garrison Excel Templates to hold your Excel Templates. If you click on this folder, the copied files will be displayed within the contents of C:\Garrison Excel Templates.

SETTING UP EXCEL TO DEFAULT TO THE EXCEL TEMPLATES FOLDER:

For ease of file access, you may wish to change Excel's default data folder to the new folder you created.

1. Open Excel.
2. Select **T**ools from the main menu and then select **O**ptions.
3. Click on the tab at the top labeled General.
4. Click in the box to the left of the **D**efault File Location, and edit it to contain the name of the directory you created above. For example, it may show C:\Wild Excel Templates as your desired directory.
5. Click on the OK button.

DISPLAYING THE FORMATTING TOOLBAR

Excel's formatting toolbar displays buttons that perform many of the common formatting tasks. These helpful shortcuts are used in the Step-by-Step Example section of this Guide.

1. Select **V**iew from the main menu, and then select **T**oolbars...
2. Click to select Formatting.
3. Be sure the **S**how ToolTips box is clicked at the bottom of this dialog box. ToolTips are the toolbar descriptions that display when you point your mouse arrow on the button.
4. Click on OK.

USING EXCEL TEMPLATES

FOLLOWING THE GUIDE TO INDIVIDUAL PROBLEMS

The Guide to Individual Problems, which is the last part of this Guide, is designed to help you:

1. Open the correct file.
2. Enter your name and class name.
3. Enter your problem solution.
4. Print your solution, providing a suggested print area.

1. Open the File

The first step in any problem is to open the file. Click on **F**ile, **O**pen.... Click on the file you want to open, and then click on <OK>.

2. Enter Your Name and Class

Position your cursor in the cell to the right of the label "Student Name:." Type your name as you want it to appear in the printout of your worksheet. Press <↓ENTER>. Your cursor should now be in the cell to the right of the "Class:" label. Type in the name of your class, then press <↓ENTER>.

3. Enter Your Problem Solution

The Guide to Individual Problems will indicate which parts of the textbook problem are included in the Excel Template. If no such indication is given, the entire problem is included in the Template. The Excel functions used to arrive at the correct solution are listed.

The areas designated for your solutions are located below the Student Name and Class Identification cells. Use your right mouse or other movement keys to position the contents of the window so that the problem area is visible.

The background of the solutions is set to blue. Your data is entered in the cells formatted with yellow backgrounds. Comments are used in some of the cells to help you start entering the appropriate data. Be sure you have Excel options set to display comment indicators in the upper-right corners of cells with comments, and to display the text of the comments when you rest the pointer over cells that contain them:

- a. On the Tools menu, click Options, and then click the View tab.
- b. Under Comments, click Comment indicator only. Click on or arrow to the cell and begin to type.

4. Print Your Solution

Print Areas are defined in many of the Worksheets. To print the entire problem, choose **P**rint... from the **F**ile menu, then click on <OK>. You may also use the print button from the standard Excel button bar.

To print only a portion of your solution, use your mouse to highlight the area you want to print, and then choose **P**rint... from the **F**ile menu. Set the Print What section to **S**electionn. You may preview what your printed page will look like by clicking on the Print **P**revieww button, or you may send the job to the printer by clicking on <OK>.

SAVING

SAVE OFTEN!! On the toolbar of your Excel screen is a button that looks like a diskette. This is the Save button. Click on it to save your document. Note that when you close the document or exit Excel, you will be prompted to save the document if it has been changed but has not been saved. Click on **Y**es to save your file.

GUIDE TO INDIVIDUAL PROBLEMS

Most of the problems include numerical information from the textbook. This allows you to copy and paste numbers from the given data area to the solution you are creating. This given data is found in the Worksheet next to Worksheet containing the problem. The Tab is labeled as Given along with the problem number.

Comments are used in some of the cells to help you start entering the appropriate data in individual problems. Be sure you have Excel options set to display comment indicators in the upper-right corners of cells with comments, and to display the text of the comments when you rest the pointer over cells that contain them:

1. On the Tools menu, click Options, and then click the View tab.
2. Under Comments, click Comment indicator only.

Verification is used for many of the entries in the solutions. Examples and explanation of the different types of verification can be found in the Step-By-Step Example above.

Note to Instructors: The instructor version of Excel Template problems begins with the letter "s" to indicate the problem is a solution. All other information in this guide is the same.

For each problem, follow these general instructions:

1. Choose Open from the File menu. Locate the file for the correct chapter, for example: Ch02.xls. Select the file, and then click on <OK>. Click on the tab labeled with the problem you will work on; for example: P02-26.
2. Enter your Name and Class in the appropriate location.
3. Enter the appropriate data in the yellow cells, as prompted by the comments that appear in cells containing comment indicators.
4. To print the problem, choose Print... from the File menu. Click on <OK>.

The following table shows problems that have accompanying Excel Templates:

CHAPTER	EXCEL PROBLEMS
Chapter 1	1-34A 1-35A 1-35B
Chapter 3	3-31A
Chapter 4	4-25A 4-28A 4-27B
Chapter 5	5-19A 5-20A 5-21A
Chapter 6	6-19A 6-20A
Chapter 7	7-21A 7-24A
Chapter 8	8-27A 8-28A 8-30A
Chapter 9	9-25A 9-27A
Chapter 10	10-27A 10-31A
Chapter 11	11-23A 11-26A 11-29A
Chapter 12	12-14A 12-15A 12-19A
Chapter 13	13-33B 13-34B
Chapter 14	14-18A 14-22A 14-23A 14-24A 14-17B 14-24B