

Spreadsheets

- 20.1 Create a Data Model
- 20.2 Test the Data Model
- 20.3 Manipulate Data
- 20.4 Present Data

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Spreadsheets

Cell References

Columns

Yellow Cell Reference – B2

Green Cell Reference – D3

Rows

Column Reference G

This is a **range** of cells. More than one cell has been selected. **G6:G11**

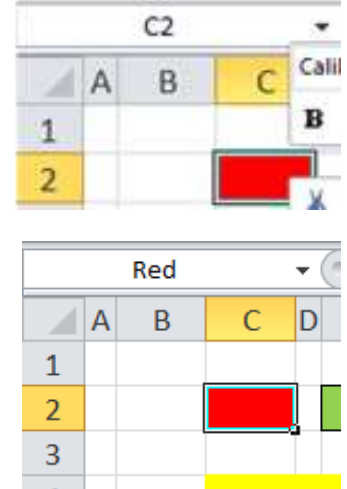
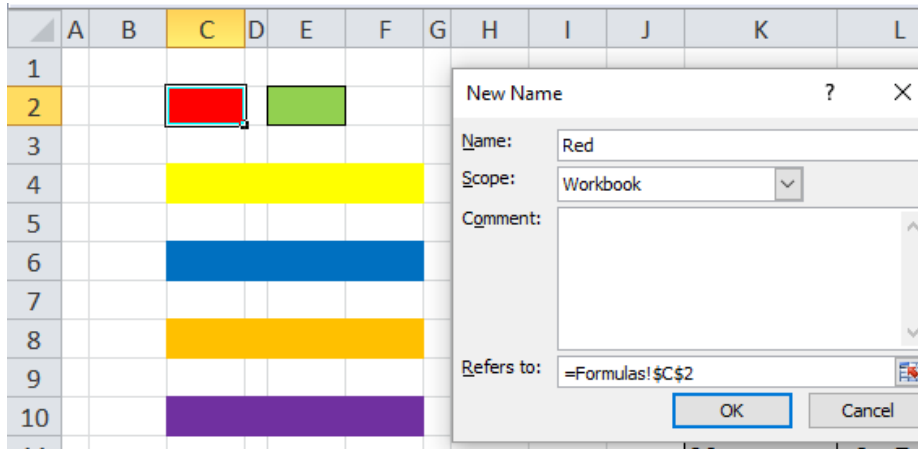
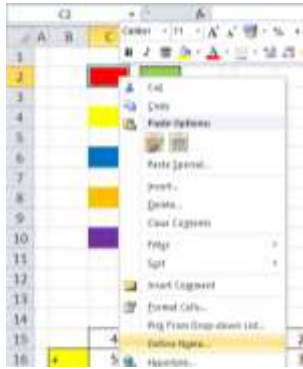
A range will be typically used when you are calculating values from a number of cells.

1				
2				
3				
4				
5				
6				35
7				53
8				3
9				52
10				35
11				31
12	Total			209

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Named cells >> Right Click on the Cell >> Select Define Name >> Enter New Name for Cell

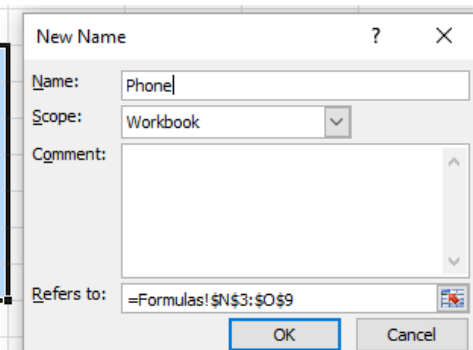


Named ranges >> Right Click on the Cell >> Select Define Name >> Enter New Name for Range

	M	N	O
1			
2		Mobile Phone	Price
3		Samsung s3	£ 250.00
4		Iphone 4	£ 300.00
5		Samsung s4	£ 275.00
6		I phone 5	£ 250.00
7		Galaxy Fame	£ 160.00
8		I Phone 5s	£ 360.00
9		SamsungNote 3	£ 250.00
10		Total	



Mobile Phone	Price
Samsung s3	£ 250.00
Iphone 4	£ 300.00
Samsung s4	£ 275.00
I phone 5	£ 250.00
Galaxy Fame	£ 160.00
I Phone 5s	£ 360.00
SamsungNote 3	£ 250.00
Total	

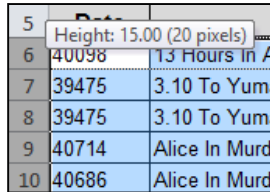


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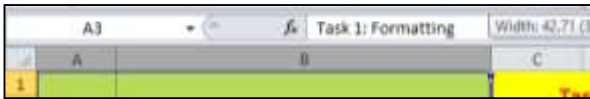
Spreadsheets

Formatting

Adjusting Column and Rows

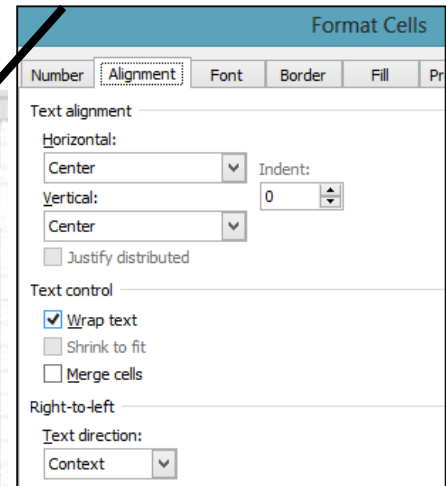


5 Height: 15.00 (20 pixels)
6 40098 13 Hours In A Warehouse
7 39475 3.10 To Yuma
8 39475 3.10 To Yuma
9 40714 Alice In Murderland
10 40686 Alice In Murderland



A3 Task 1: Formatting Width: 42.71 (90)

Text formatting including alignment and wrapping.



Format Cells

Number Alignment Font Border Fill Pr

Text alignment

Horizontal: Center Indent: 0

Vertical: Center

Justify distributed

Text control

Wrap text

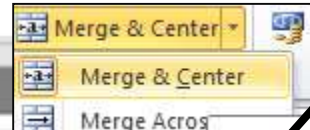
Shrink to fit

Merge cells

Right-to-left

Text direction: Context

Merging Cells

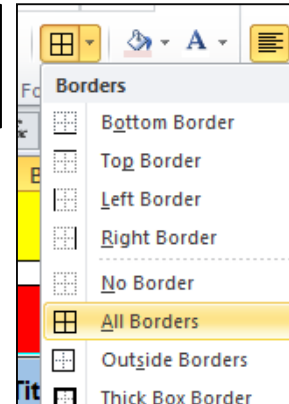


Merge & Center

Merge & Center

Merge Across

Borders and Shading



Borders

- Bottom Border
- Top Border
- Left Border
- Right Border
- No Border
- All Borders
- Outside Borders
- Thick Box Border

Currency



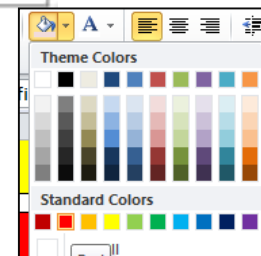
Conditional Formatting

£ English (U.K.)

\$ English (U.S.)

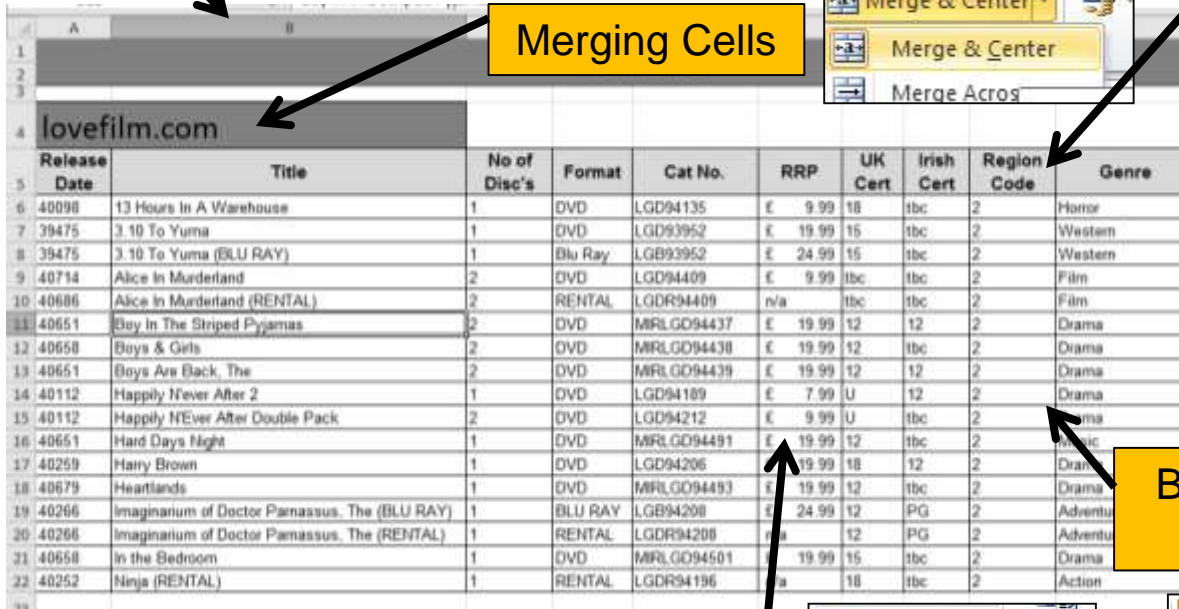
€ Euro (€ 123)

More Accounting Formats...



Theme Colors

Standard Colors

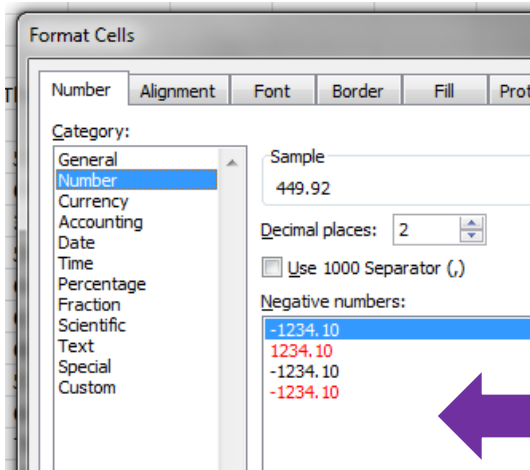


Release Date	Title	No of Disc's	Format	Cat No.	RRP	UK Cert	Irish Cert	Region Code	Genre
40098	13 Hours In A Warehouse	1	DVD	LGD94135	£ 9.99	18	tbc	2	Horror
39475	3.10 To Yuma	1	DVD	LGD93952	£ 19.99	15	tbc	2	Western
39475	3.10 To Yuma (BLU RAY)	1	Blu Ray	LGB93952	£ 24.99	15	tbc	2	Western
40714	Alice In Murderland	2	DVD	LGD94409	£ 9.99	tbc	tbc	2	Film
40686	Alice In Murderland (RENTAL)	2	RENTAL	LGDR94409	n/a	tbc	tbc	2	Film
40651	Boy In The Striped Pyjamas	2	DVD	MIRLGD94437	£ 19.99	12	12	2	Drama
40658	Boys & Girls	2	DVD	MIRLGD94438	£ 19.99	12	tbc	2	Drama
40651	Boys Are Back, The	2	DVD	MIRLGD94439	£ 19.99	12	12	2	Drama
40112	Happily N'ever After 2	1	DVD	LGD94189	£ 7.99	U	12	2	Drama
40112	Happily N'ever After Double Pack	2	DVD	LGD94212	£ 9.99	U	tbc	2	Drama
40651	Hard Days Night	1	DVD	MIRLGD94481	£ 19.99	12	tbc	2	Drama
40259	Harry Brown	1	DVD	LGD94206	£ 19.99	18	12	2	Drama
40679	Heartlands	1	DVD	MIRLGD94483	£ 19.99	12	tbc	2	Drama
40266	Imaginarium of Doctor Parnassus, The (BLU RAY)	1	BLU RAY	LGB94208	£ 24.99	12	PG	2	Adventure
40266	Imaginarium of Doctor Parnassus, The (RENTAL)	1	RENTAL	LGDR94208	n/a	12	PG	2	Adventure
40658	In the Bedroom	1	DVD	MIRLGD94501	£ 19.99	15	tbc	2	Drama
40252	Ninja (RENTAL)	1	RENTAL	LGDR94196	n/a	18	tbc	2	Action

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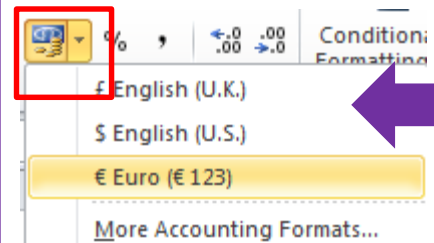
Spreadsheets

Number Formatting



Tip: Formatting

You can format a number in numerous ways including using the methods shown on the left.

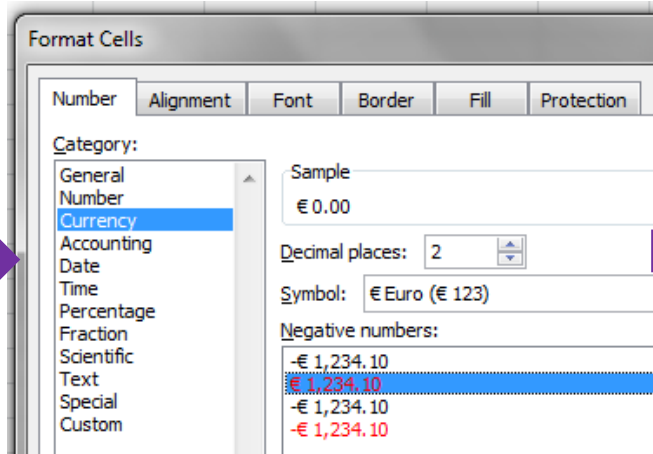


Tip: Currency

Sometimes a 0 will be displayed as a **dash** when the numbers have been formatted as a Currency using the method shown on the left.

You need to ensure the formatting of the cell is set to **Currency** and not **Accounting**.

€	65.65
€	75.75
€	-
€	87.00
€	-

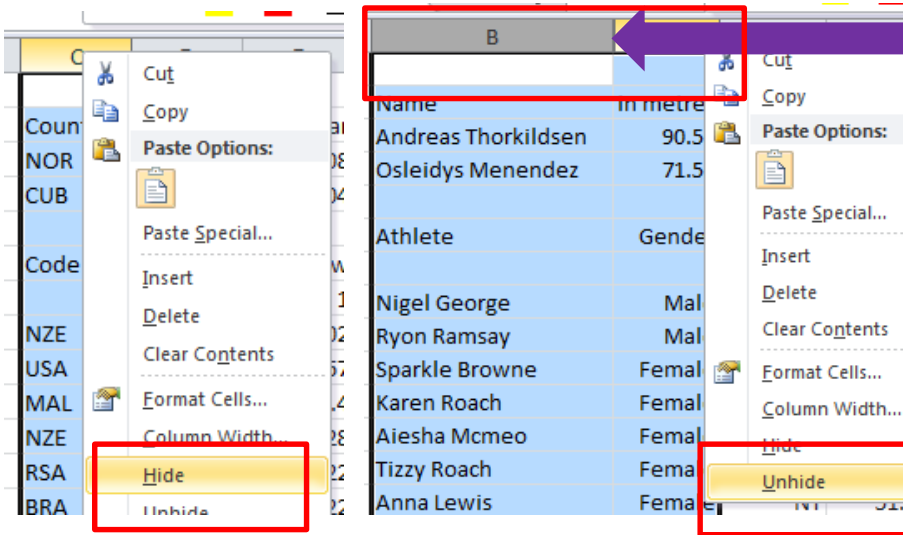


€	65.65
€	75.75
€	0.00
€	87.00
€	0.00

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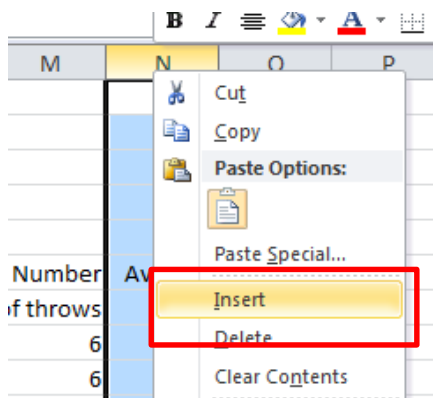
Hide and Show Columns/Rows:



To **hide/show** Rows or Columns to you need to right click on either the **column letter** or **row number**. You then need to select **hide/show**.

If you have hidden the **C Column** then you would have to select the **B & D** columns to unhide the **C** column.

Insert and Delete Columns/Rows:

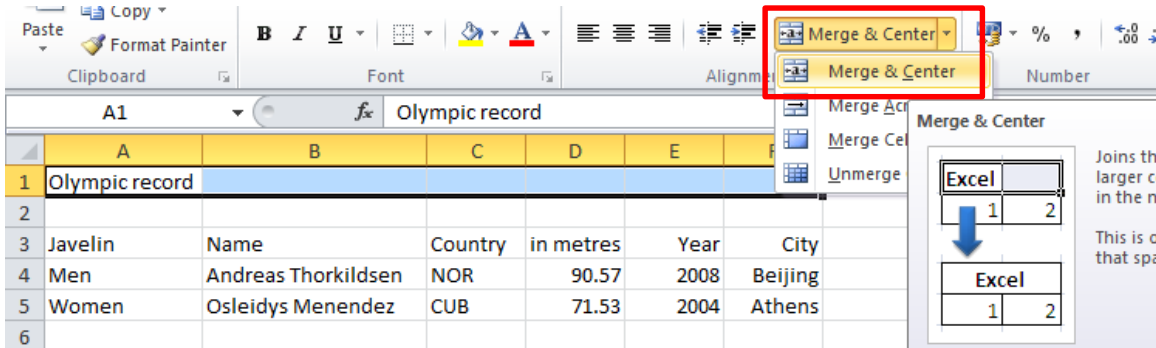


- 1) First select either the column letter or row
- 2) Right click your mouse >> select insert
- 3) This will **insert a row** before the selected column or row.
- 4) If you would like to **delete** a row or column you simply highlight the **row number** or **column letter** >> **right click** >> **Select Delete**.

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Merging Cells:



Tip: Merging Cells

1. Highlight the cells you want to merge
2. Click on the Merge & Center Icon

Shading and Patterns:



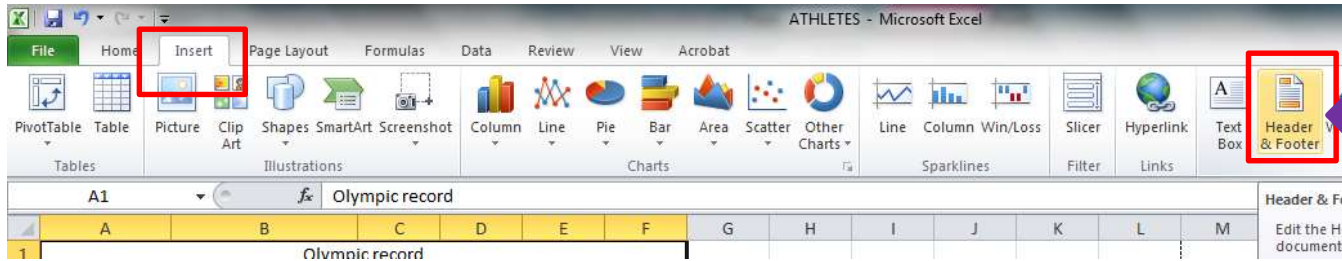
Tip: Shading Cells

You may be asked to put a specific pattern into a cell. You can do this by right clicking your mouse and selecting the **Fill** Option. You can then select the **pattern** and colour

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Headers & Footers

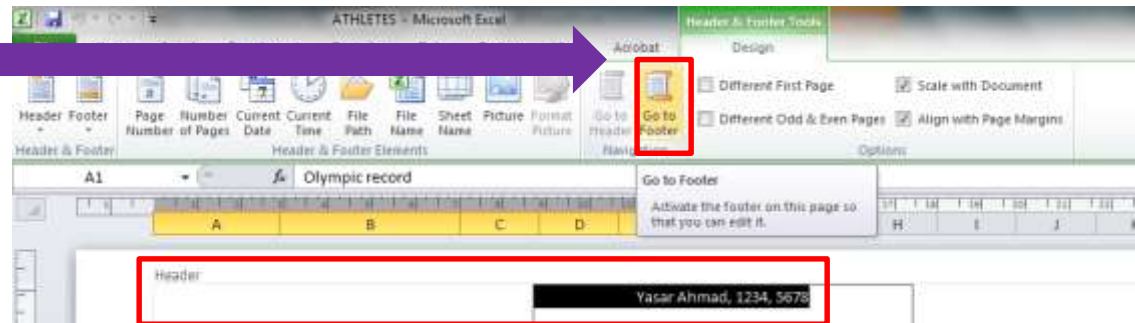


Header & Footer

Click on **Insert** for header and footer.

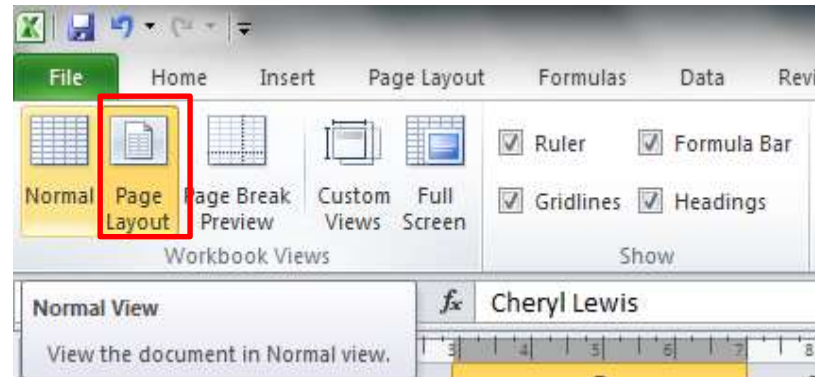
Footer

You can switch from header and footer. You can also add file names, paths etc.



Back to Normal View

You can go back to the normal view if you select **any cell** and then click on **Normal**.



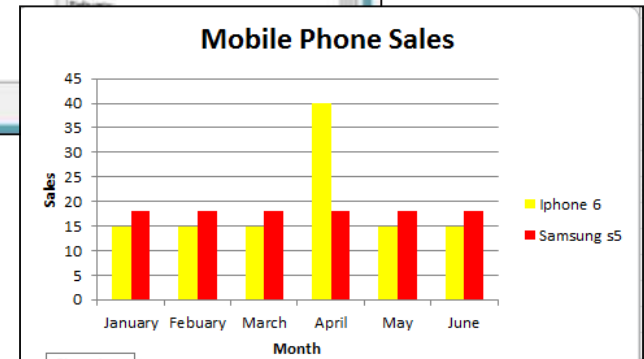
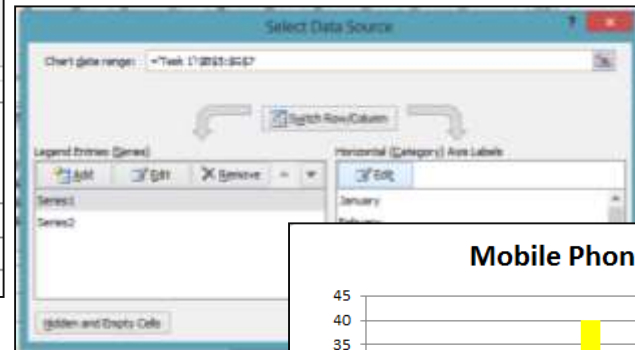
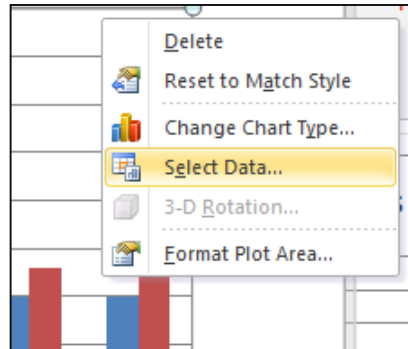
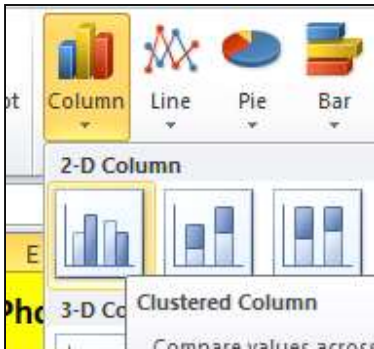
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Creating Graphs

	A	B	C	D	E	F	G
1	Task 1: Mobile Phone Sales						
2							
3							
4	Sales						
5		January	February	March	April	May	June
6	lphone 6	15	15	15	40	15	15
7	Samsung s5	18	18	18	18	18	18
8	Sony Xperia	5	5	5	5	5	5

- **Highlight** the cells that will be required to create the **chart**.
- Select the correct chart (Bar, Pie, line etc.)
- You add **labels to your axis** by using the select **data option**.

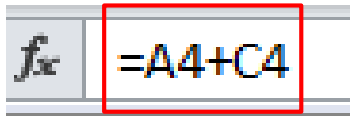


A graph is used to visual display data which is easy to read and interpret.

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Formulas



	A	B	C	D	E
1					
2					
3					
4	6	+	54	60	
5					
6	4	-	65	-61	
7					
8	3	x	45	135	
9					
10	29	-	23	6	

=D3*E3

=D3-J10

=D3/J10

- **Formulas** can be typed into the formula to bar to work out simple calculations.
- A formula will begin with a **= (equal sign)**.
- Refer to the **cell reference (A4)** before you write your formula .
- You can either **type the cell reference** or **click on the cell**.
- You can create simple formulas to:
 - **ADD (+)**
 - **Multiply (*)**
 - **Subtract (-)**
 - **Divide (/)**
- Even if you **update the numbers** in the cell the formula will **automatically** work out the **new value**.

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Simple Functions

Cell Range for Total, Max & Min (Jan Sales).

Cell Range for Total & Average (Monthly Sales).

=SUM(B6:G6)

The **=Sum Function** will calculate the **total (Sum)** of the numbers in the range.

=AVERAGE(B6:G6)

The **=Average Function** will calculate the **average of the numbers within the range.**

	January	February	March	April	May	June	Total	Average
iPhone 6	15	15	15	40	15	15	115	19.167
Samsung s5	18	18	18	18	18	18	108	18
Sony Xperia	5	5	5	5	5	5	30	5
Other	6	2	30	4	1	10	53	8.8333
Total:	44	40						
Max:	18	18						
Min	5	2						

f_x =MAX(B6:B9)

The **=Max Function** will find the **highest** number in the **range**.

f_x =MIN(B6:B9)

The **=Min Function** will find the **lowest** number in the **range**.

Functions are **predefined formulas** and are already available in **Excel**.

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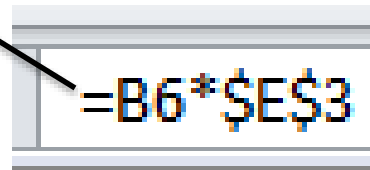
Spreadsheets

Absolute Reference & Relative Reference

Task 2: Percentages				
	10%		25%	
	Student Discount	New Student Price	Staff Discount	
Price				
119.95	£ 12.00	£ 107.95	£ 29.99	£ 77.96
229.45	£ 22.95	£ 206.51	£ 57.36	£ 149.15
360.59	£ 36.06	£ 324.53	£ 81.13	£ 243.40
439.95	£ 44.00	£ 395.96	£ 109.99	£ 285.97
539.99	£ 54.00	£ 485.99	£ 135.00	£ 350.99

When you use **AutoFill** to **duplicate a formula** into the cells **below** then you must use **absolute cell referencing** if you want the cells to be **referencing** to **one particular cell**.

Absolute cell referencing will **lock** in a particular cell. To absolute cell reference you must insert a **dollar sign** **before Letter and number of the cell**.



All the prices will be multiplied by the **%** in **E3**.

The **Price** is **relative referencing**. When the formula is **dragged down** the **formula references** to **the next price**.

Percentages	
25%	
Staff Discount	New Staff Price
£ 29.99	£ 77.96
£ 57.36	£ 149.15

In the example to the left if you do not use **absolute cell referencing** on the **25%** then the Price will be multiplied against the content in **E4**.

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=Count and CountA

Numbers	
The Range	1
	3
	1
	4
	4
	34

=Count(Range)

This function will count the cells within the range that **contain only numbers.**

Count Numbers	
---------------	--

Count Numbers	=COUNT(Count All Phones
Max	COUNT(value1, [value2], ...)	
Min		Samsung

Mobile Brands	
The Range	Apple
	Apple
	Samsung
	Sony
	Apple
	Blackberry
	Sony
	Apple
	Apple
	Samsung
HTC	
Sony	

=CountA(Range)

This function will count all the cells within the range that **are not empty.**

Count All Phones	
------------------	--

Count All Phones	=COUNTA(Count All Bags
Apple	COUNTA(value1, [value2], ...)	
Samsung		Marc Jacobs

**The count function will only Count the cells.
Do not get confused with Sum.**

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Count IF

=Countif(Range,Criteria)

This function will **count** the cells which contains a **specific criteria** from the **range**

Example: We need to count the **Prada** bags from the range.

Prada	=COUNTIF(TopShop
Marc Jacobs	COUNTIF(range, criteria)	

HandBags	
The Range	MARC JACOBS
	LOUIS VUITTON
	MARC JACOBS
	PRADA
	MARC JACOBS
	MARC JACOBS
	HERMES
	MARC JACOBS
	FENDI
	LOUIS VUITTON
	MARC JACOBS
	PRADA

Count All Bags	
Prada	
Marc Jacobs	
All bags apart from Marc Jacobs	

Some times you may have to count all cells **apart** from a **certain criteria**.

In this example you we want to **count** all the brands **apart** from **Marc Jacobs**

=countif(Range, "<>Marc Jacobs")

=Countif(Range,"Prada") or =Countif(Range,"I19")
Not: =Countif(Range,"<>criteria")

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Count Functions with Criteria's

Cars Brands			
The Range	Nissan	PathFinder	2014
	Toyota	land cruiser	2008
	GMC	Yukon	2007
	Mercedes	clclass	2014
	Nissan	PathFinder	2009
	Toyota	land cruiser	2008
	GMC	Yukon	2013
	Mercedes	clclass	2007
	Toyota	land cruiser	2014
	chevrolet	Captiva	2009
	Nissan	PathFinder	2012
	chevrolet	trailblazer	2013

=Count
=CountA
=Countif

Instructions:

In the cells shaded
the correct Count

Some times you may have to use the following to find a specific criteria:

< - less than

> - more than

= - equal to

=countif(range, ">=2012")

Count All Cars	PathFinder	Year >=2012
Toyota	Yukon	2014
Nissan	land cruiser	<=2011
All car Brands apart from Toyota	All car models apart from land cruiser	All car models apart from 2013

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Count Functions

=Count(Range) - This will count a range of cells which only includes numbers.

=CountA(Range, Criteria) - This will count all the cells which are not empty.

=Countif(Range, Criteria) - This will count a range of cells which includes a specific criteria.

Not =Countif(Range, "<>Criteria") – This will count everything apart from the specific criteria.

12	Count All Books	=COUNTA(A4:A10)
13	Sales from Virgin	=COUNTIF(B4:B10,"virgin")
14	Sales from Amazon	=COUNTIF(B4:B10,A14)
15	Not HMV	=COUNTIF(B4:B10,"<>HMV")

=CountA

Not Count

=CountIF(Range, Criteria)

When you reference to a criteria you can either write the criteria in speech marks or reference to a cell that contains the criteria.

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Count Function Exam Examples

Use a COUNTIF function in cell C7 to count the number of products made by the Supplier with a Ccode that matches the contents of cell B7. This function must include both absolute and relative referencing and must not use a named range. Do not count any entries in rows 1 to 23.

Replicate this function into cells C8 to C21 to count the number of products in stock made by each Supplier.

In cell C2 use a function to count the number of trips to the destination where the value in the Dcode column matches the contents of cell B2. This function must use the correct named range.

Replicate this function into cells C3 to C8 to calculate the number of trips booked to each of the other destinations.

In cell B11 use a function to count the number of item codes in this invoice.

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Sum IF

Books	Shop	Price	Student Discount	Student Discount Value	Final Price inc discount
Diary of a Wimpy Kid:	Virgin	£ 5.50	Yes	£ 0.5	£ 4.95
Harry Potter and the Sorcerer's Stone	Amazon	£ 6.00	no	£ -	£ 6.00
The Heroes of Olympus	Virgin	£ 4.50	Yes	£ 0.4	£ 4.05
The Hunger Games	Amazon	£ 5.50	No	£ -	£ 5.50
The Maze Runner	HMV	£ 6.50	Yes	£ 0.6	£ 5.85
The Book with No Pictures	Virgin	£ 3.50	Yes	£ 0.3	£ 3.15
Mockingjay	Amazon	£ 5.00	No	£ -	£ 5.00
Count All Books	7			Total	
Sales from Virgin	3			Highest	
Sales from Amazon	0			Lowest	
Not HMV	6			Average	
Sumif (Final Price)					
Sumup total Virgin Sales	=SUMIF(B4:B10,"virgin",F4:F10)				
Sumup total Amazon Sales					

Range: The criteria is "virgin". Look at the table and highlight the range of cells which includes "Virgin".

Criteria: You can either reference to a cell or write the criteria in quotation marks.

SumRange: This will sum up only the criteria values from the sum range.

Criteria
↓
=SUMIF(B4:B10,"virgin",F4:F10)

Range

Sum_Range

A **sumif** will only **sum** (add) up from a **specific criteria** (condition) from the **sum_range**.

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Sum IF with Absolute and Relative Cell Referencing

IF $=SUMIF(\$B\$5:\$B\$12,H5,\$E\$5:\$E\$12)$

Mobile Phone	Brand	Year of Release	Price	Sales	Total (Price*Sales)				
Xperia M	Sony	2014	£ 119.95	23	2,758.85	Sony	77	2012	
Iphone 5	Apple	2013	£ 229.45	42	9,636.90	Samsung	40	2013	
HTC One	HTC	2013	£ 360.50	12	4,327.08	Apple	45	2014	
Samsung Galaxy S	Samsung	2012	£ 439.95	12	5,279.40				
Iphone 4	Apple	2013	£ 539.95	3	1,619.97				
Samsung S5	Samsung	2014	£ 475.45	23	10,935.12				
Samsung S4 Mini	Samsung	2013	£ 400.25	5	2,001.25				
Xperia Z	Sony	2012	£ 250.50	54	13,529.16				

Task 4: Sumifs (Part 2)

$=SUMIF(\$B\$5:\$B\$12,H5,\$E\$5:\$E\$12)$

Mobile Phone	Brand	Year of Release	Price	Sales	Total (Price*Sales)				
Xperia M	Sony	2014	£ 119.95	23	2,758.85	Sony	77	2012	
Iphone 5	Apple	2013	£ 229.45	42	9,636.90	Samsung	40	2013	
HTC One	HTC	2013	£ 360.50	12	4,327.08	Apple	45	2014	
Samsung Galaxy S	Samsung	2012	£ 439.95	12	5,279.40				
Iphone 4	Apple	2013	£ 539.95	3	1,619.97				
Samsung S5	Samsung	2014	£ 475.45	23	10,935.12				
Samsung S4 Mini	Samsung	2013	£ 400.25	5	2,001.25				
Xperia Z	Sony	2012	£ 250.50	54	13,529.16				

Task 4: Sumifs (Part 2)

The **Range** and the **Sum Range** have **absolute cell referencing**.

When the formula is replicated the absolute cell referenced cells will stay the same and will not move position.

H5 is **relative cell referencing**. It will move down when the formula is replicated.

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Average IF

Mobile Phone	Brand	Year of Release	Price	Sales	Sum IF	
Xperia M	Sony	2014	£ 119.95	23	Sales (refer to E column)	
Iphone 5	Apple	2013	£ 229.45	42	Sony	77
HTC One	HTC	2013	£ 360.59	12	Samsung	40
Samsung Galaxy S4	Samsung	2012	£ 439.95	12	Apple	45
Iphone 4	Apple	2013	£ 539.99	3	Average IF	
Samsung S5	Samsung	2014	£ 475.44	23	Sales (refer to E column)	
Samsung S4 Mini	Samsung	2013	£ 400.25	5	Sony	38.5
Xperia Z	Sony	2012	£ 250.54	54	Samsung	13.33333333
			Sum	274	Apple	22.5

Range

Average Range

Criteria

```
=AVERAGEIF($B$5:$B$12,G12,$E$5:$E$12)
```

```
AVERAGEIF(range, criteria, [average_range])
```

A **averageif** will work out the **average** from a **specific criteria** (condition) from the **average_range**.

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SumIF Function Exam Examples

In cell C2 use a function that includes both absolute and relative referencing to calculate the sum of the Minutes column if the SCode column contains **GBA**. Do not include rows 1 to 10.

Replicate this function into cells C3 to C8 to sum the total Minutes for each SCode.

In cell D2 use a function to add the total number of days (using the Duration column) booked for this destination. This function must use the correct named ranges.

Replicate this function into cells D3 to D8 to calculate the total number of days booked for the other destinations.

In cell C11 use a function to add the total number of days (using the Duration column) for holidays starting in the month of January. This function must include both absolute and relative referencing and must not use a named range.

Replicate this function into cells C12 to C22 to calculate the total number of days booked for the other months in 2010.

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Spreadsheets

IF Statement

If the **units sold** is **more than or equal** to the **targets sales** than the **target has been met**.

	Tv Shows	Season	Units Sold	Target Sales	Price	VAT	Final Price	Total Sum	on target	
4										
5	Once Upon A Time	2	23	15	£12.50	£ 2.19	£ 14.69	£ 337.81	=IF(C5>=D5,"on target","off target")	1) Apply f-c 2) Work ou
6	The Walking Dead	3	45	20	£13.50	£ 2.36	£ 15.86	£ 713.81		4) Work ou

1. Logical Test

Is units sold more than or equal to the target sales.

2. If the statement is **true** then the **"true statement"** will be printed in the cell.

3. If the statement is **false** then the **"false statement"** will be printed in the cell.

=IF(C5>=D5,"on target","off target")

1. Logical Test

2. True

3. False

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IF Statement with a Calculation

If student discount has been given (“**Yes**”) then for the **true statement** you have to calculate **10% of Price**. This will be the value for the **student discount**. If the student discount does not contain “**Yes**” than the **false value (0)** will be shown.

1. Logical Test

Does the Cell in D4 equal “Yes”

2. If the **Logical Test is true** then the calculation (**10% of the price**) will be shown.

3. If the statement is **false** then the false value (**0**) will be shown.

	A	B	C	D	E	F
1	Task 1 - Book					
2						
3	Books	Shop	Price	Student Discount	Student Discount Value	Final Price inc discount
4	Diary of a Wimpy Kid:	Virgin	£ 5.50	Yes	=IF(D4="Yes",C4*10%,0)	
5	Harry Potter and the Sorcerer's Stone	Amazon	£ 6.00			

=IF(D4="Yes",C4*10%,0)

1. Logical Test

2. True

3. False

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Spreadsheets

Nested IF

A nested if will contain **more than one true statement**. In this example the delivery type will be either **A, B or Free**.

The Nested if will check the first logical Test. If the first test is false then it will check the next logical test. If both tests are false then the false value will be shown.

- 1. Logical Test 1**
Does the Cell in C4 equal "A"
 - If the **Logical Test 1** is true then **3.50** will be printed.
 - 3. Logical Test 2**
Does the Cell in C4 equal "B"
 - If the **Logical Test 2** is true then **4.50** will be printed.
- If both logical tests are false the false value (0) will be printed.

	A	B	C	D
1				
2				
3				
4	Once Upon A Time	Adventure	=IF(C4="a",3.50,IF(C4="b",4.50,0))	

=IF(C4="a",3.50,IF(C4="b",4.50,0))



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Exam Question Example: Nested IF

In cell F27 use a formula to calculate the discount using the *Sub total*, *Number of units* and the three discount rates A, B and C.

Multiply the *Sub total* by:

- Discount **A** if less than 5 units are sold True
- Discount **B** if between 5 and 19 (inclusive) units are sold True
- Discount **C** if 20 or more units are sold. False

	A	B	C	D	E	F
8	Invoice created by:					
9	Yasar Ahmad 1234 5678					
10						
11	Number of items	5				
12	Number of units	31				
13						
14	Discount percentage rates					
15	Discount A	0.05				
16	Discount B	0.1				
17	Discount C	0.15				
18						
19	Item	Item Code	Type	Unit Cost	Units	Item Total
20	Trail Special	M0027	Mountain	1369	5	6845
21	Roadster 3	R0021	Road	487	5	2435
22	Diamond Mountain	M0018	Mountain	224	10	2240
23	Trekkerz	H0044	Hybrid	500	10	5000
24	Trekkerz Topper	H0046	Hybrid	800	1	800
25						
26	Sub total					17320
27	Discount amount					
28	Invoice total					

B12:
Logical Test
(Number of Units)

Step 1: Identify the cells which cells will be used for the formula. Cells are shaded in Yellow for now. (**B12, B15, B16, B17 & F26**)

Step 2: Identify the cell which will be used for the logical Test (**B12**).

Step 3: Identify the Logical Tests and True Conditions.

Step 4: Identify the False Condition.

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Exam Question Example: Nested IF (Working out the True and False Conditions)

In cell F27 use a formula to calculate the discount using the **Sub total** Number of units and the **three** discount rates A, B and C.

Multiply the **Sub total** by:

- Discount A if **less than 5** units are sold **True**
- Discount B if between 5 and **19 (inclusive)** units are sold **True**
- Discount C if **20 or more** units are sold. **False**

	A	B	C	D	E	F
8	Invoice created by:					
9	Yasar Ahmad 1234 5678					
10						
11	Number of items	5				
12	Number of units	31				
13						
14	Discount percentage rates					
15	Discount A	0.05				
16	Discount B	0.1				
17	Discount C	0.15				
18						
19	Item	Item Code	Type	Unit Cost	Units	Item Total
20	Trail Special	M0027	Mountain	1369	5	6845
21	Roadster 3	R0021	Road	487	5	2435
22	Diamond Mountain	M0018	Mountain	224	10	2240
23	Trekkerz	H0044	Hybrid	500	10	5000
24	Trekkerz Topper	H0046	Hybrid	800	1	800
25						
26	Sub total					17320
27	Discount amount					
28	Invoice total					

B12:
Logical Test
(Number of Units)

If(B12<5,
Discount A
B15,

Lowest
5

If(B12<20,
Discount B
B16,

Highest
20

Discount C
B17))

* F26

Remember to **close the Brackets**. Always close with a **black bracket**.

F26:
Sub Total

```
=IF(B12<5,B15,IF(B12<20,B16,B17))*F26
```

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Spreadsheets

If Statement Exam Example

In cell D11 use a formula to return **N** if the value in the Minutes late column is less than or equal to zero or to return **Y** if the value in the Minutes late column is greater than zero.

Nested IF Exam Examples

In cell H4 enter a formula to display the word **Yes** if the hours worked are greater than the contract hours, display the word **No** if the hours worked are the same as the contract hours or display the word **Incomplete** if the hours worked are less than the contract hours.

```
=if(Hours Worked > Contract Hours, "Yes",  
    if(Hours Worked = Contract Hours, "No", "Incomplete"))
```

In cell E3 enter a formula to display the viewing cost if a local taxi is used. If the distance to the property is:

- less than 5 kilometres, the cost will be **2 dollars**
- 5 kilometres or more and less than 15 kilometres, the cost will be **5 dollars**
- 15 kilometres or more, the cost will be **10 dollars**.

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Nested IF Exam Examples

In the *Unit Retail* column (Cell F24) use an IF function to calculate the retail price of each unit.

If the *Code* is *D* then multiply the named cell *Discount* by the *Unit Purchase* price.

If the *Code* is *N* then multiply the named cell *Normal* by the *Unit Purchase* price.

If the *Code* is *P* then multiply the named cell *Premium* by the *Unit Purchase* price.

If the *Code* is not *D*, *N* or *P* then return the *Unit Purchase* price.

Replicate this function so that the *Unit Retail* price for each item is shown.

In cell J2 use a formula to calculate the sales commission on this property. The sales commission is \$10,000 plus:

- If the property has an *Area (sq ft)* of less than or equal to 500 square feet (sq ft), *5% of the Price*
- If the property has an *Area (sq ft)* greater than 500 square feet (sq ft) and less than 4000 square feet (sq ft), *7.5% of the Price*
- If the property has an *Area (sq ft)* greater than or equal to 4000 square feet (sq ft), *10% of the Price*

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Spreadsheets

Vlookup

Using **VLOOKUP** is similar to looking up a person's name in a telephone book to get a telephone number. **VLOOKUP** looks at a **value in one column**, and **finds its corresponding value on the same row in another column**.

BOOK NAME (Lookup Value)	Author (Lookup)	Shop (Lookup)	Stock Level (Lookup)	Book Level (Return V)	Book Author	Book Shop	Book Price (Price % percentage)	Book Weight (Price Constant (Weight))
Catching Fire	Suzanne Collins	Amazon	5	£	4.00	101		
The Fall of Arthur	J.R.R. Tolkien	Poetry's Books	4	£	6.00	52		
Harry Potter And The Order Of The Phoenix	J.K. Rowling	Virgin	5	£	4.00	71		
Integers	Veronica Roth	Poetry's Books	15	£	5.00	55		
The Hunger Games	Suzanne Collins	Amazon	5	£	4.00	52		
The Heroes of Olympus	Rick Riordan	Amazon	12	£	4.00	101		
Harry Potter and the Sorcerer's Stone	J.K. Rowling	Books & More	5	£	4.00	71		
Allegiant	Veronica Roth	Amazon	4	£	6.00	51		
The Fault In Our Stars	John Green	Amazon	5	£	4.00	52		
Mockingjay	Suzanne Collins	abooks	3	£	4.00	71		
The Secret Garden	Jane Austine	abooks	5	£	4.00	51		
Harry Potter And The Chamber Of Secrets	J.K. Rowling	Virgin	5	£	4.00	52		
The Lightning Thief	Rick Riordan	Amazon	4	£	4.00	101		
The Place Between	James Dashner	abooks	11	£	4.00	71		
Looking For Alaska	John Green	Amazon	5	£	4.00	52		
The Last Olympian	Rick Riordan	Virgin	5	£	4.00	51		
The Rule of Four	James Dashner	Poetry's Books	5	£	6.00	71		
The Train's Curse	Rick Riordan	abooks	3	£	4.00	51		
Harry Potter and the Deathly Hallows	J.K. Rowling	Amazon	5	£	4.00	71		
Gregor The Inventor	Suzanne Collins	Amazon	5	£	4.00	101		
Dangerous	Veronica Roth	abooks	15	£	4.00	71		
The Last Hope	Rick Riordan	Amazon	5	£	4.00	51		
The Death Cure	James Dashner	Amazon	4	£	6.00	51		
Harry Potter and the Half-Blood Prince	J.K. Rowling	Amazon	5	£	4.00	101		
Year of the Jungle	Suzanne Collins	Amazon	3	£	4.00	71		
The Hobbit	J.R.R. Tolkien	Poetry's Books	11	£	6.00	51		
The Heroes of Olympus	Rick Riordan	Virgin	2	£	4.00	51		
Harry Potter And The Order Of The Phoenix	J.K. Rowling	Amazon	12	£	4.00	51		
The Eye of Herod	James Dashner	Amazon	3	£	4.00	101		
The Maze Runner	James Dashner	Amazon	5	£	4.00	101		
Harry Potter And The Order Of The Phoenix	J.K. Rowling	Amazon	5	£	4.00	51		
The Eye of Herod	James Dashner	Amazon	3	£	4.00	101		

Table_Array or lookup table

We need to use a lookup function to find the corresponding data from the lookup table for each book title .

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Spreadsheets

Vlookup

1. Lookup_Value

BOOK NAME (Lookup Value)	Author (LOOKUP)	Shop (LOOKUP)	Stock Level (Lookup)
Divergent	=VLOOKUP(A4		
The Fall of Arthur	VLOOKUP(lookup value, table_array, col_index_		

2. Table_Array

BOOK NAME (Lookup Value)	Author	Shop	St L
1			
2	Catching Fire	Suzanne Collins	Amazon
3	The Fall of Arthur	J. R. R. Tolkien	Powell's Books
4	Harry Potter And The Goblet Of Fire	J. K. Rowling	Virgin
5	Insurgent	Veronica Roth	Powell's Books
6	The Hunger Games	Suzanne Collins	Amazon
7	The Heroes of Olympus	Rick Riordan	Powell's Books
8	Harry Potter and the Sorcerer's Stone	J. K. Rowling	Books A Million

Lookup_Value

Output value

1) Select the **lookup value**. The **lookup value** will appear also in the **lookup table (table_array)**.

2) Select the **lookup table (table_array)**. This may be in the same sheet, next tab or another excel file. Select the **lookup value** and then the **output value**.

Make sure you **absolute cell reference** the **table_array**.

Tip: If the table array is on an external sheet then it will automatically Absolute Cell Reference the table.

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Spreadsheets

Vlookup

3. col_Index_num

BOOK NAME (Lookup Value)	Author	Shop	Stock Level	Rating
Catching Fire	Suzanne Collins	Amazon	0	5
The Fall of Arthur	J. R. R. Tolkien	Powell's Books	4	5
Harry Potter And The Goblet Of Fire	J. K. Rowling	Virgin	0	4
Insurgent	Veronica Roth	Powell's Books	15	5
The Hunger Games	Suzanne Collins	Amazon	0	5

3) Select the **column** in the table for the **output value**.

In this example the shop is in the **third column** of the **selected table** so therefore you would write **3**.

4. Range_Lookup

Range_Lookup

`=VLOOKUP(A4,'Task 1 - LOOKUP Table'!A2:C33,3,TRUE)`

`=VLOOKUP(A4,'Task 1 - LOOKUP Table'!A2:C33,3,FALSE)`

4) You need to select **false** which is an **exact match**. This means the **Vlookup** will **only find an exact match** for the **output value**.

Remember to close the brackets.

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Spreadsheets

Look up a Output Value from a Table Array

Tip: When you are looking at the **table array** you must start from the cell you are **looking up**.
In this Example:

Lookup Value – **Player Name (C5)**

Lookup Output – **Goals Scored (E5)**

The output value will always be **right** of the **lookup value**.

Player Name	Club	Goals Scored
David de Gea	Man Utd	
Sergio Busquets	Barcelona	
Manuel Neuer	Bayern Munich	
David Silva	Man City	
Zlatan Ibrahimovic	PSG	
Xabi Alonso	Real Madrid	
Yaya Toure	Man City	
Mesut Ozil	Arsenal	
Gerard Pique	Barcelona	
Radamel Falcao	Monaco	
Franck Ribery	Bayern Munich	
Sergio Ramos	Real Madrid	

Lookup Value

Lookup Output

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Spreadsheets

Approximate Lookup

Lookup Value →

Code	DVD Name	Genre
A00555	Rush Hour	Action
D00888	The Hobbit	Adventure
C00555	Pride & Prejudice	Drama
C00555	Titanic	Drama
A00555	THOR	Action
A00555	Iron Man	Action
C00555	Life Of Pi	Drama
A00555	The host	Action
B00222	Sinister	Horror
B00222	The Ring	Horror
D00888	The hunger games	Adventure
B00222	The Conjuring	Horror

Table Array →

A	Action
B	Horror
C	Drama
D	Adventure

Lookup Value →

Pupil Name	Percentage	Grade
Mohammed	96	A*
Abdulla	67	C
Yousef	54	D
John	70	B
Khalid	55	D
Rashid	86	A
Hammad	82	A
Ahmed	25	U
Hatem	55	D
Majed	38	F
Hassan	99	A*
Ronaldo	81	A

Table Array →

20	U
30	F
40	E
50	D
60	C
70	B
80	A
90	A*

When the lookup value **does not have an exact match** in the **table array** then you have to use an **approximate match**. With the **grades example** if the **percentage (%) is 90 or more** than the grade will be **A***.

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HLOOKUP works **horizontally**. You will be required to select the **row** rather than a **column** for a **VLOOKUP**.

Ma	AD	DS	SA	CI
Manager	Admin	Deputy	Sales	Cleaner

`=HLOOKUP(P4, 'Job Codes'!B2:F3, 2, FALSE)`

1) Select the lookup value.

`=HLOOKUP(P4, 'Job Codes'!B2:F3, 2, FALSE)`

2) Select the Table Array and absolute cell reference if required.

`=HLOOKUP(P4, 'Job Codes'!B2:F3, 2, FALSE)`

3) Select the Row to find the output data. In this case the data is in Row 2.

`=HLOOKUP(P4, 'Job Codes'!B2:F3, 2, FALSE)`

4) You need to select Approximate or exact match.

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Spreadsheets

LOOKUP

SUM =LOOKUP(E6,\$C\$6:\$C\$15,\$B\$6:\$B\$15)

Branch	Sales Person Name	Order ID
Leeds	Lionel Messi	4541
Manchester	Cristiano Ronaldo	4542
Leeds	Andres Iniesta	4543
London	Zlatan Ibrahimovic	4544
Leeds	Radamel Falcao	4545
Manchester	Robin van Persie	4546
Liverpool	Andrea Pirlo	4547
Liverpool	Yaya Toure	4548
Manchester	Edinson Cavani	4549
Liverpool	Sergio Aguero	4550

Order ID	Sales Person Name	Branch
4541		
4544		
4549		
4542	Cristiano Ronaldo	Manchester

1. Lookup Value

3. [Result_Vector]

2. Lookup_Vector



Looks up a value either from a **one-row** or **one-column range** or from an **array**.

Provided for **backward Compatibility**

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Spreadsheets

LOOKUP

SUM X ✓ fx =LOOKUP(E6,\$A\$12:\$D\$12,\$B\$6:\$B\$9)

	A	B	C	D	E	F	G	H
1	Lookup							
2								
3	Task2: Using the Bar Code Look up the Item Name and Supplier Code for each Item.							
4								
5	Supplier Code	Item			Bar Code	Item Name	Supplier Code	
6	L34GG	Milk			4542			
7	MA455	Eggs			4543			
8	LE2234	Bread			4541			
9	L676GF	Butter			4544	Butter	L676GF	
10								
11	Bar Code							
12	4541	4542	4543	4544				
13								

3. [Result_Vector]

1. Lookup Value

2. Lookup_Vector

`=LOOKUP(E6,A12:D12,B6:B9)`

LOOKUP(lookup_value, lookup_vector, [result_vector])

LOOKUP(lookup_value, array)

The **Lookup_Vector** and the **Result Vector** needs to be the **same length** (number of cells).

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Spreadsheets

Using Extract with LOOKUP Functions

Lookup Value



Barcode	Brand
AB00123	
BC00765	
EF0123	
CD00769	
EF00183	
AB00324	
EF00725	
AB00226	
DE00127	
AB00153	
CD00123	
EF00130	

Table Array



A	Samsung
B	Nokia
C	Apple
D	LG
E	Sony

In this example the first character of the Barcode needs to be used as a single lookup value in the Table array shown below the table. **The match will be an exact Match.**

4	AB00123	=VLOOKUP(LEFT(A4,1),	Pathfi
5	BC00765	LEFT(text, [num chars])	

Cell Reference for lookup

Number of Characters looking up from left

4	AB00123	=VLOOKUP(LEFT(A4,1),\$A\$17:\$B\$21,2,FALSE)	BI00
5	BC00765	VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])	

Extract Functions:

Left: Returns the specified number of characters from the **start** of a text string.

Right: Returns the specified number of characters from the **end** of a text string.

Mid: Returns the character from the **middle** of a text string, given a **starting position** and **length**.

In cell C20 use a formula to look up the type of cycle. Use the first character of the *Item Code* as the single lookup value and the named range *Type* for the array.

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Spreadsheets

Lookup Exam Examples

In cell D22 use a lookup function to show the Job Description. Use the Code column for the lookup value and the Job codes table for the array. This function must include both absolute and relative referencing and must not use a named range.

Replicate this function so that the job description is shown for each of the other employees.

In cell G22 use a formula to calculate the pay for this employee. This will look up the rate of pay from the named range RATE and multiply it by the number of hours worked. Choose an appropriate format for this cell. This function must not include absolute cell referencing.

Replicate this formula so that the amount of pay is shown for each of the other employees.

In cell D22 use a lookup function to show the job description. Use the Job code column for the lookup value and the range code for the array.

Replicate this function for each employee.

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Spreadsheets

Lookup Exam Examples

In the Destination column use a lookup function to show the destination name. Use the Code column for the lookup value and the file **JXDEST.CSV** for the array. This function must include both absolute and relative referencing and must not use a named range.

Replicate this function so that the destination name is shown for each of the codes.

In the Name column use a lookup function to show the staff name. Use the SCode column for the lookup value and the external file **N8CODE.CSV** for the array. Make sure that you use both absolute and relative referencing within your function.

Replicate this function so that the names for each of the 7 members of staff are shown.

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Spreadsheets

Test the Data Model (Test Table)

	A	B	C	D
1	Task 3: (Tr			
2				
3	Bonus Type	Bonus per Goal		
4	Bonus A	£ 1,000.00		
5	Bonus B	£ 1,500.00		
6	Bonus C	£ 5,000.00		
7				
8	Basic Bonus:	£ 15,000.00		
9				
10	Name	Goals	Bonus Type (A,B,C)	Final Bonus
11	Ronaldo	35	Bonus C	£ 190,000.00
12	Messi	17	Bonus B	£ 40,500.00
13	Rooney	29	Bonus B	£ 58,500.00
14	Silva	5	Bonus A	£ 20,000.00
15	Xavi	12	Bonus A	£ 27,000.00

Use a nested if statement to work out the Bonus Type (A,B,C) & Final Bonus

Add **Basic Bonus** to (Goals* Bonus Type):

- If goals scored is less than is **less than 16** than goal bonus is type **A**.
- More than or equal to **16** and **less than 30** than goal bonus is type **B**.
- More than or equal to **30** than goal bonus is type **C**.

Input			Output		
Cell reference	Data chosen	Test Data Type	Cell reference	Expected	Actual
B11	1	Extreme	C11	Bonus A	Bonus A
B12	25	Normal	C12	Bonus B	Bonus B

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Spreadsheets

Test the Data Model (2015 Nov Example)

- 11 In cell G4 enter a formula to calculate the pay for this employee using their pay rate and hours worked.

Select appropriate data that you can enter into cell F4 to test this formula. Enter this data in the *Data chosen* column of the test table in your Evidence Document.

Record in the *Expected* column of your test table the value you expect to see in cell G4.

Enter your test data into cell F4 and record the result in the *Actual* column of your test table.

	A	B	C	D	E	F	G	H
1	TWCT – Week 14 Payroll							
2	Employees							
3	Payroll Number	Employee	Pay code	Pay rate	Contract hours	Hours worked	Pay	Overtime?
4	T0042	Hernandez	B2	9	35	25	225	
5	T0046	Castro	F1	7.5	35		0	

Pay rate	Contract hours	Hours worked	Pay
9	35	25	=D4*F4
7.5	35		0

Input		Output		
Cell reference	Data chosen	Cell reference	Expected	Actual
F4	25	G4	225	225

Tip: You should always expect to see the actual outcome before you complete the formula.

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Spreadsheets

Test the Data Model

- 12 In cell H4 enter a formula to display the word **Yes** if the hours worked are greater than the contract hours, display the word **No** if the hours worked are the same as the contract hours or display the word **Incomplete** if the hours worked are less than the contract hours.

Contract hours	Hours worked	Pay	Overtime?
35	25	225	=IF(F4>E4,"Yes",IF(E4=F4,"No","Incomplete"))

Select **three** items of appropriate data that you can enter into cell F4 to test this formula. Enter this data in the *Data chosen* column of the test table in your Evidence Document.

Record in the *Expected* column of your test table the output you expect to see in cell H4.

Enter each item of test data into cell F4 and record each result in the *Actual* column of your test table for each item of test data.

Contract hours	Hours worked	Pay	Overtime?	Cell reference	Data chosen	Cell reference	Expected	Actual
35	36	324	Yes	F4	36	H4	Yes	Yes
35	35	315	No	F4	35	H4	No	No
35	34	306	Incomplete	F4	34	H4	Incomplete	Incomplete

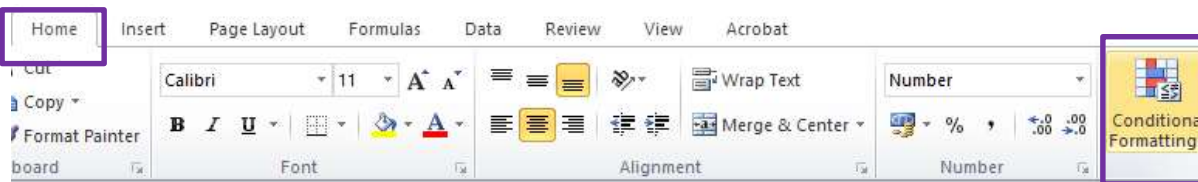
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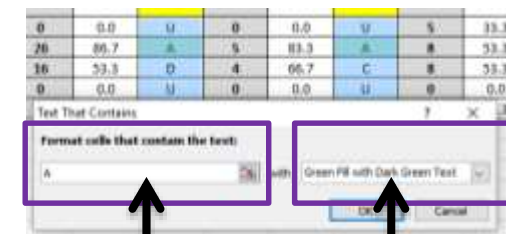
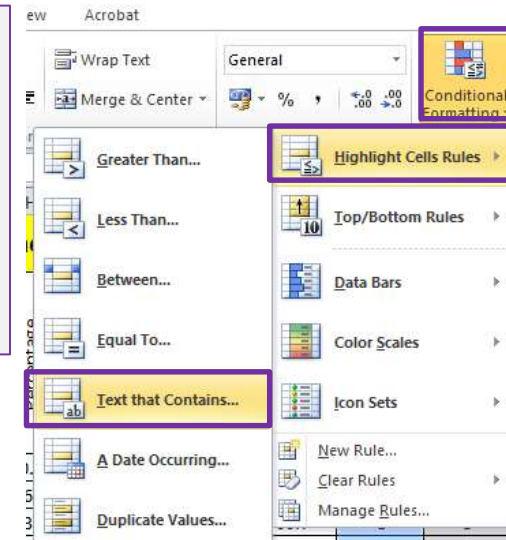
Conditional Formatting

Highlights (Colour scales) cells based on criteria.

- 1) Highlight the cell range in which you wish to apply **Conditional Formatting**.
- 2) Click On **Home** >> **Conditional Formatting**.
- 3) Click on **Highlight Cell Rules**
- 4) Select the **Criteria type** (Less Than, Between, Equal To, Contains etc)
- 5) Enter the **criteria**.



Class Tracking Sheet														
	Class A	Exam Attendance	Word Processing	Percentage	Grade	Database (Access)	Percentage	Grade	Mail Merge & Newsletter	Percentage	Grade	Powerpoint Slide Master	Percentage	Grade
1	James	/	0	0.0	U	0	0.0	U	0	0.0	U	5	33.3	F
2	Abdulla	/	17	63.0	C	26	86.7	A	5	83.3	A	8	53.3	D
3	Mohammed	L	13	48.1	E	16	53.3	D	4	66.7	C	8	53.3	D
4	Ahmed	A	0	0.0	U	0	0.0	U	0	0.0	U	0	0.0	U
5	Bob	/	22	81.5	A	11	43.3	F	5	83.3	A	14	93.3	A*



Criteria

Colour

A*C – Green
D – Amber
Less than D - Red

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Validation

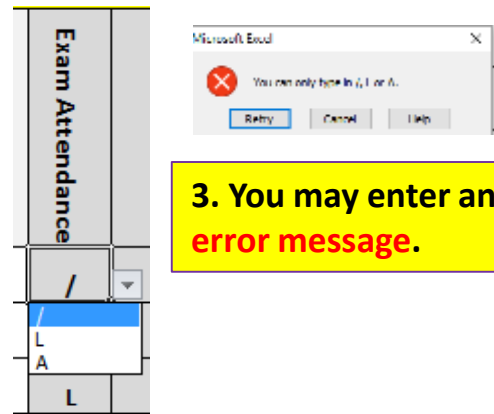
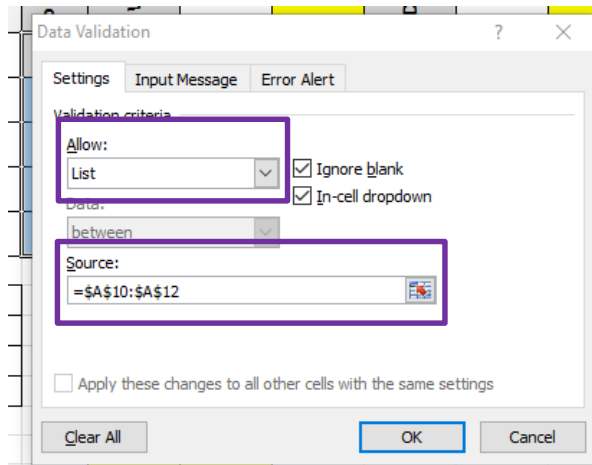
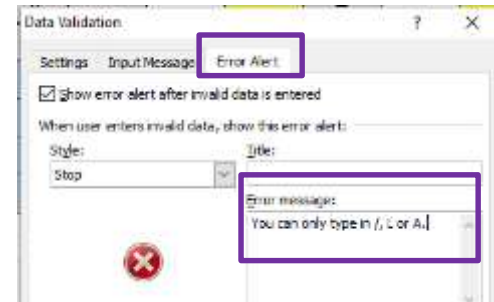
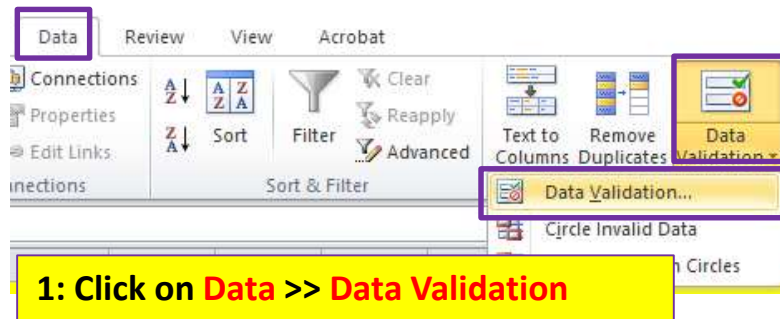
- **Data Validation prevents invalid data from being entered into a cell.**
- For example, you could reject invalid dates or numbers greater than a given value.
- You can also force input to be chosen from a dropdown list of values you specify.

Class A		Exam Attendance
1	James	/
2	Abdulla	/
3	Mohammed	L
4	Ahmad	A
5	Bob	/

Key
/ Present
L Late
A Absent

List Source

This example we have to refer to a **list to lookup specific values** which can be entered into the cell (**/,L or A**)



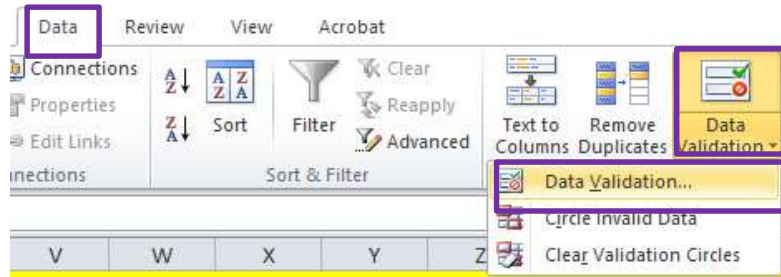
2: Select the **list** and then the **source**

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Validation

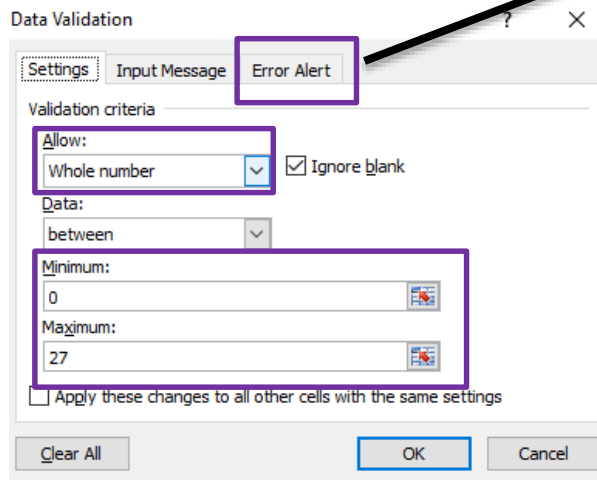
	A	B	U	V
1		Class A	Exam Attendance	Word Processing
2				
3	1	James	/	0
4	2	Abdulla	/	17
5	3	Mohammed	/	13
6	4	Ahmed	A	0
7	5	Bob	/	22



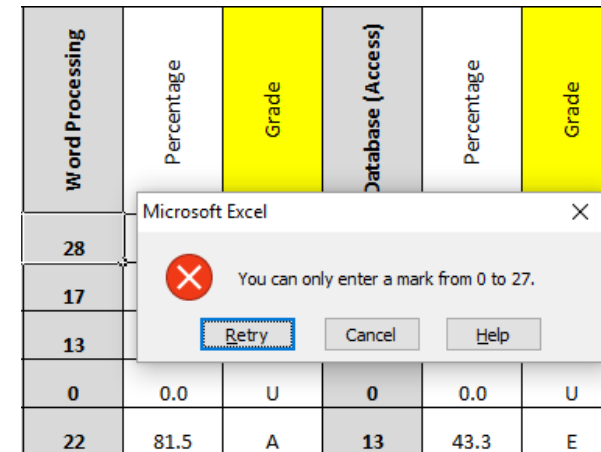
1: Click on **Data** >> **Data Validation**

3. You may enter an error message.

This example we have to only allow **marks to be entered from 0 to 27** for the Word Processing Exam. If a mark **outside of the range** is entered than an error message will be shown.



2: Select the **Whole Number** and then enter the **Min** and **Max** numbers in the range.



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Rounding

	Round to 1DP	Round Up	Round Down	INT
65.69	=ROUND(C3,1)	=ROUNDUP(C3,0)	=ROUNDDOWN(C3,0)	=INT(C3)
75.75	=ROUND(C4,1)	=ROUNDUP(C4,0)	=ROUNDDOWN(C4,0)	=INT(C4)
64.23	=ROUND(C5,1)	=ROUNDUP(C5,0)	=ROUNDDOWN(C5,0)	=INT(C5)
87.87	=ROUND(C6,1)	=ROUNDUP(C6,0)	=ROUNDDOWN(C6,0)	=INT(C6)
34.23	=ROUND(C7,1)	=ROUNDUP(C7,0)	=ROUNDDOWN(C7,0)	=INT(C7)
Total	=ROUND(SUM(D3:D7),0)	=ROUNDUP(SUM(E3:E7),0)	=ROUNDDOWN(SUM(F3:F7),0)	=INT(SUM(G3:G7))



	Round to 1DP	Round Up	Round Down	INT
£65.69	£65.70	£66.00	£65.00	£65.00
£75.75	£75.80	£76.00	£75.00	£75.00
£64.23	£64.20	£65.00	£64.00	£64.00
£87.87	£87.90	£88.00	£87.00	£87.00
£34.23	£34.20	£35.00	£34.00	£34.00
Total	£328.00	£330.00	£325.00	£325.00

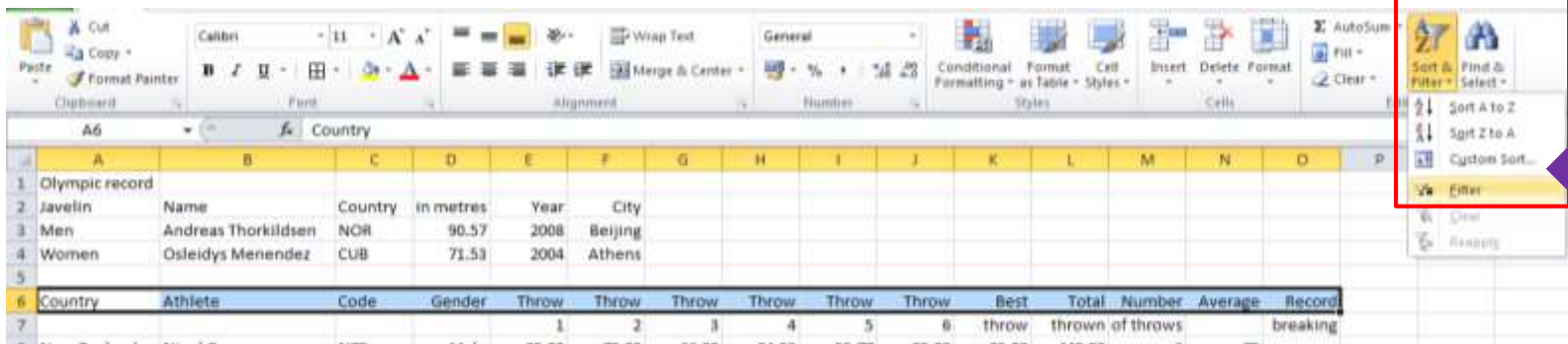
=ROUND	Rounds a number to a specified number of digits.
=ROUNDDOWN	Rounds a number down, towards zero
=ROUNDUP	Rounds a number up, away from zero
=INT	Rounds the number down to the nearest integer

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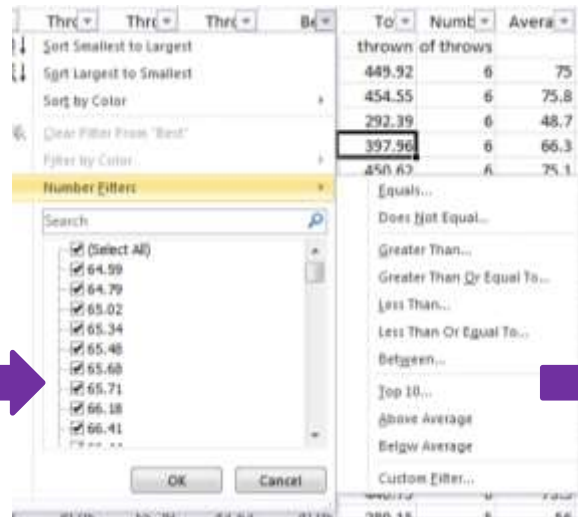
Spreadsheets

Filtering

Tip: Filtering is used to **interrogate the data** very similar to how a query works in Access. Highlight the cells you want to filter and then select the filter icon from the tool bar.



Data can be sorted



Tip:

You can tick the data you would like to show.

Tip: You can also do additional filters:

Equals ---- =

Greater Than --- >

Greater Than Or Equal To --- >=

Less Than ---- <

Between ---- Data **And** Data

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Spreadsheets

Filtering

Interrogate the data to find all the calls where the Length is Long and where the SCode is VCR or RSP

Print this data.

Make sure that your name, Centre number and candidate number are printed in the header of the page.

Interrogate the data to find all the calls where the Length is Long

Print this data.

Make sure that your name, Centre number and candidate number are printed in the header of the page.

Interrogate the data, to find all the Red items with a Unit Purchase price between 0.51 and 0.58 Euros.

Interrogate the data to find all the items where the Dcode is CUB or USA and the discount is Y.

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Spreadsheets

Show Formulas



Total thrown	Number of throws	Average	Record breaking
=SUMIF(E8:J8,"<>NT",E8:J8)	=COUNTIF(E8:J8,"<>NT")	=ROUND(L8/M8,1)	=IF(D8="Male",IF(K8>\$D\$3,"yes","no"),IF(K8>\$D\$4,"Yes","no"))
=SUMIF(E9:J9,"<>NT",E9:J9)	=COUNTIF(E9:J9,"<>NT")	=ROUND(L9/M9,1)	=IF(D9="Male",IF(K9>\$D\$3,"yes","no"),IF(K9>\$D\$4,"Yes","no"))
=SUMIF(E10:J10,"<>NT",E10:J10)	=COUNTIF(E10:J10,"<>NT")	=ROUND(L10/M10,1)	=IF(D10="Male",IF(K10>\$D\$3,"yes","no"),IF(K10>\$D\$4,"Yes","no"))
=SUMIF(E11:J11,"<>NT",E11:J11)	=COUNTIF(E11:J11,"<>NT")	=ROUND(L11/M11,1)	=IF(D11="Male",IF(K11>\$D\$3,"yes","no"),IF(K11>\$D\$4,"Yes","no"))
=SUMIF(E12:J12,"<>NT",E12:J12)	=COUNTIF(E12:J12,"<>NT")	=ROUND(L12/M12,1)	=IF(D12="Male",IF(K12>\$D\$3,"yes","no"),IF(K12>\$D\$4,"Yes","no"))

Tip: Make you can see the **full formula** – you may have to adjust the column widths before you print.

To **show formulas click** on the **formula tab** and click on **show formulas**.
To Return to normal view you have to click the Show Formulas Icon.

You will definitely be asked to print your formulas.

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Spreadsheets

Printing & Saving

Country/Region	Name	Country	Birthdate	Year	City
New Zealand	Karen Hoach	NZ	Female	30.08	19.94
New Zealand	Alana Wilson	NZ	Female	05.22	16.14
Malaysia	Chewin Kapteke	MY	Female	30.08	20.07
Kenya	Wicks Crooks	KE	Female	35.07	01.11
New Zealand	Olivia Sampson	NZ	Female	05.10	21.08
Thailand	Sudjai Buranathai	TH	Male	05.13	01.12
Sri Lanka	Yohan Marios	LK	Male	01.10	20.79
New Zealand	Cheryl Lewis	NZ	Female	01	05.25
South Africa	Karen Parkes	ZA	Female	21.19	06.25
Spain	Carla Cecilia	ES	Female	24.01	25.08
Kenya	Christy Richards	KE	Female	12.29	22.72
China	Wen Hui	CN	Male	05.15	01.08

Tip: Make sure you select the appropriate print settings.

Settings

- Print Selection
Only print the current selection
- Print Active Sheets
Only print the active sheets
- Print Entire Workbook
Print the entire workbook
- Print Selection
Only print the current selection

Tip: If you are asked to show row or column headings then select this option.

1) Click on **Custom scaling options >> Sheet**

Page Setup

Page | Margins | Header/Footer | **Sheet**

Orientation: Portrait | Landscape

Print: Gridlines | Black and white | Draft quality | **Row and column headings**

Page order: Down, then over | Over, then down

Tip: Make sure all the columns fit to one page if requested.

No Scaling: Print sheets at their actual size

Fit Sheet on One Page: Shrink the printout so that it fits on one page

Fit All Columns on One Page: Shrink the printout so that it is one page wide

Fit All Rows on One Page: Shrink the printout so that it is one page high

Custom Scaling Options...

Fit All Columns on One Page: Shrink the printout so that it is one page wide

Custom Scaling Options...