

SPREADSHEET (Excel 2007)

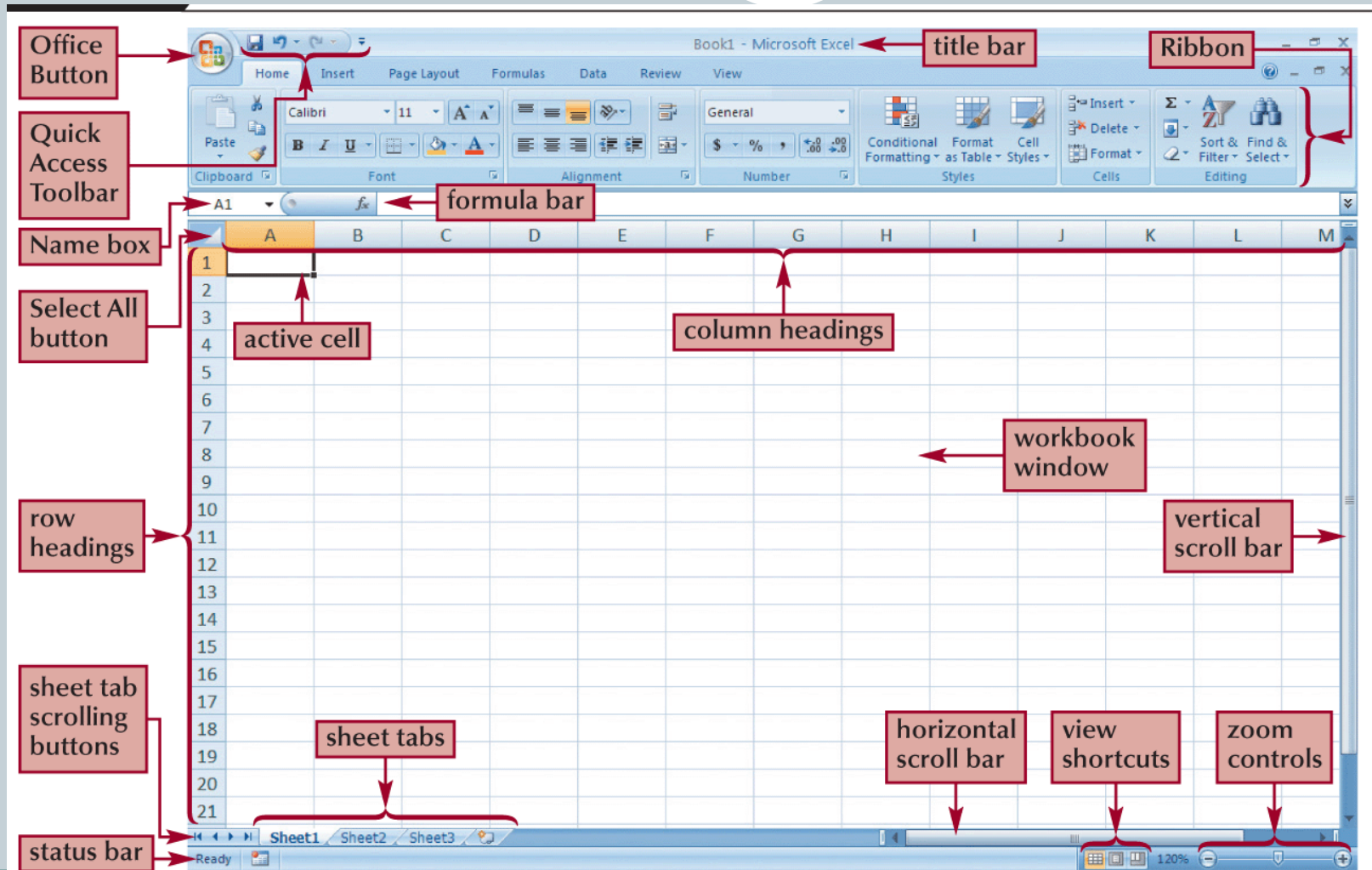
1

UNIT 04
BY
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Spreadsheet

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- **Microsoft Office Excel 2007** (or **Excel**) is a computer program used to enter, analyze, and present quantitative data
- A **spreadsheet** is a collection of text and numbers laid out in a rectangular grid.
 - Often used in business for budgeting, inventory management, and decision making
- **What-if analysis** lets you change one or more values in a spreadsheet and then assess the effect those changes have on the calculated values



Navigating the Excel worksheet

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Press	To move the active cell
↑, ↓, ←, →	Up, down, left, or right one cell
Home	To column A of the current row
Ctrl+Home	To cell A1
Ctrl+End	To the last cell in the worksheet that contains data
Enter	Down one row or to the start of the next row of data
Shift+Enter	Up one row
Tab	One column to the right
Shift+Tab	One column to the left
Page Up, Page Down	Up or down one screen
Ctrl+Page Up, Ctrl+Page Down	To the previous or next sheet in the workbook

Features of Excel

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- **Design goals and approach**
 - In previous releases of Microsoft Office applications, people used a system of **menus, toolbars, task panes, and dialog boxes** to get their work done.
 - Now that the programs do so much more, the menus and toolbars system does not work as well. Too many program features are too hard for many users to find.
 - For this reason, the overriding design goal for the **Office Fluent UI** is to make it easier for people to find and use the full range of features these applications provide.
 - With these goals in mind, Microsoft developed a results-oriented approach that makes it much easier to produce great results using the 2007 Microsoft Office applications.
 - This approach – covered in this booklet – includes new concepts such as Buttons, Ribbon (Groups & Commands), Mini Toolbar, Contextual Tabs, Galleries and Live Preview.

- **Microsoft Office Button** 

- **Excel Options – Use to Customize the Quick Access Toolbar**



Office Button

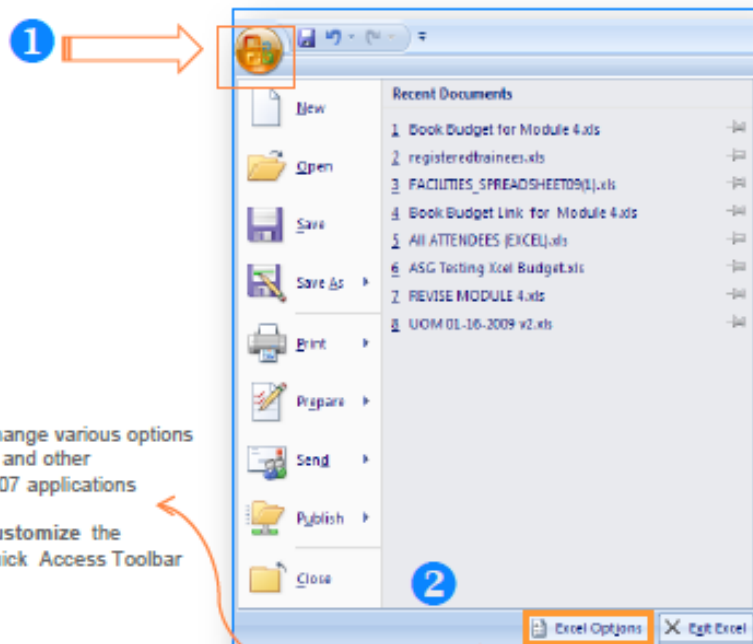
- Change various options in, and other 2007 applications
- Customize the Quick Access Toolbar

The screenshot shows the Microsoft Office 2007 interface. On the left, the Office Button is highlighted with a blue circle and the number '1'. An arrow points from the Office Button to the Excel Options dialog box. The Excel Options dialog box is open, showing the 'Customize' tab. The 'Customize the Quick Access Toolbar' section is visible, with a list of commands to be added to the toolbar. The number '2' is placed at the bottom of the Excel Options dialog box. The number '3' is placed to the right of the Excel Options dialog box, with the word 'CUSTOMIZE' written vertically next to it.

- **Microsoft Office Button**

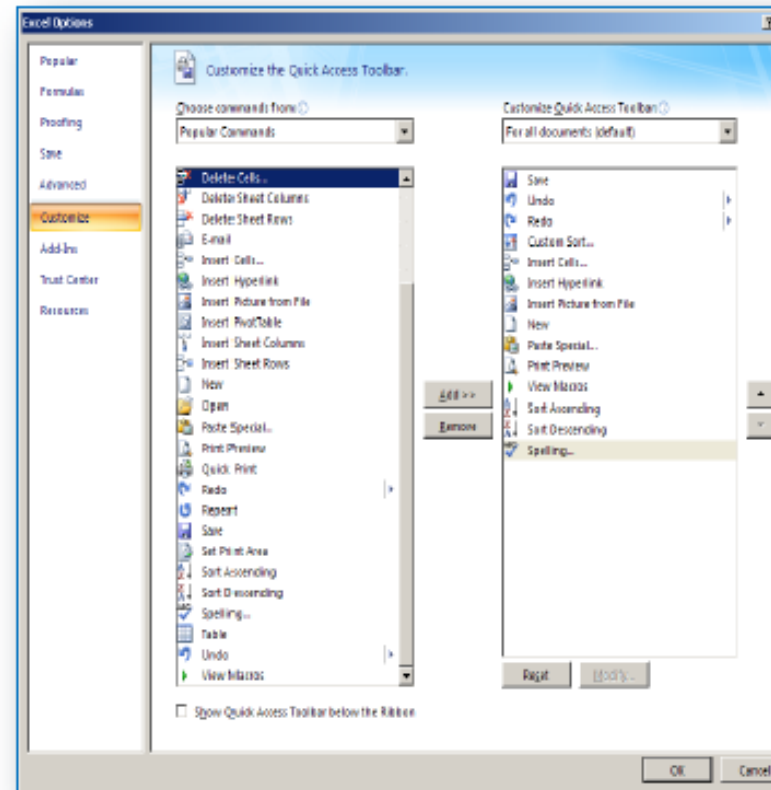


- **Excel Options** – Use to **Customize** the Quick Access Toolbar



- Change various options in, and other 2007 applications
- Customize the Quick Access Toolbar

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Excel Options

- **Quick Access Toolbar**
 - The Quick Access Toolbar (**QAT**) is a customizable toolbar that contains a set of commands that are independent of the tab that is currently displayed.

The Quick Access Toolbar can be located in one of two places:

- Upper-left corner next to the Microsoft Office Button  (default location)



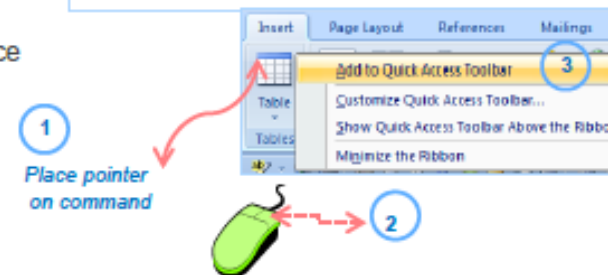
- Below the Ribbon, which is part of the Microsoft Office Fluent user interface



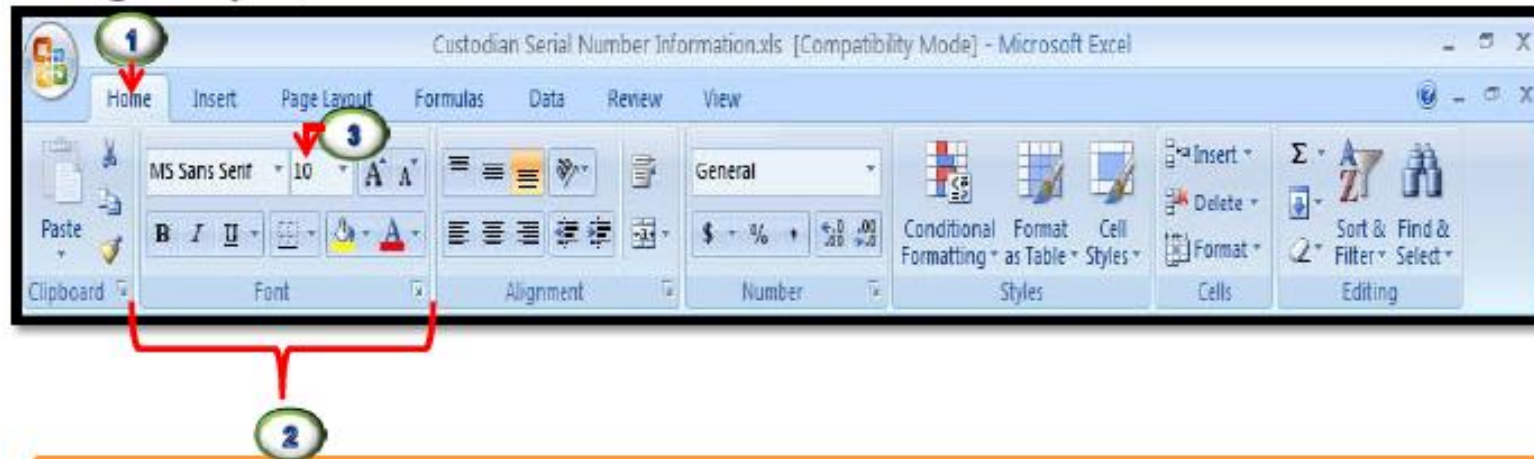
Shortcut :

Adding a Command to **QAT**:

1. Place mouse pointer on the command (e.g. **Table** in figure below)
2. Right Click
3. Click Add to Quick Access Toolbar



- **What's on the Ribbon?**
- The three parts of the Ribbon are tabs, groups, and commands.



There are three basic components to the Ribbon. It's good to know what each one is called so that you understand how to use it.

- 1** Tabs. There are seven basic ones across the top. Each represents an activity area
- 2** Groups. Each tab has several groups that show related items together.
- 3** Commands. A command is a button, a box to enter information, or a menu.

Everything on a tab has been carefully selected according to user activities. For example, the **Home** tab contains all the things you use most often, such as the commands in the **Font** group for changing text font: Font, Font Size, Bold, Italic, and so on.

To Minimize the Ribbon

Users can minimize the Ribbon to provide more screen space

Normal view of Ribbon



To minimize, place your mouse pointer anywhere on the ribbon Tabs (e.g. *Home*, *Insert*, etc.) and click with your right mouse button to open Quick Access dialogue box.

Select/ Click on 'Minimize the Ribbon'



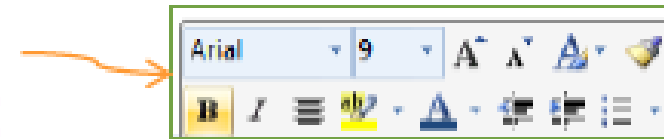
Ribbon after minimized



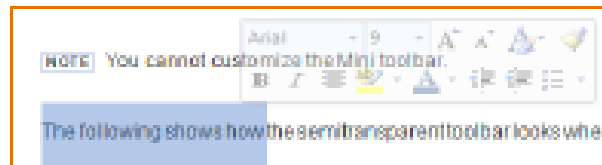
Note: When you click on a Tab the Ribbon will reveal the Commands associated with the Tab again. You can press **Ctrl + F1** again to restore the Ribbon to Normal view).

Keyboard
Shortcut
Ctrl + F1

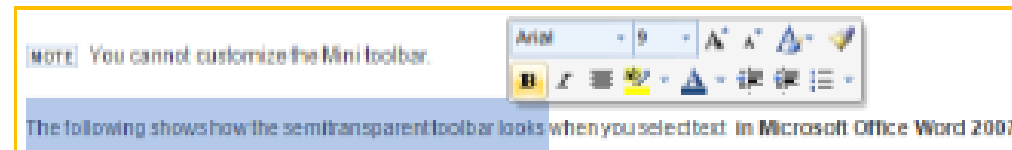
- **Add formatting to your document by using the Mini toolbar:**



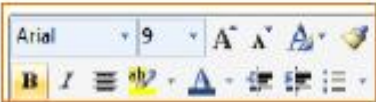
- When you select text, you can show or hide a handy, miniature, semitransparent toolbar called the Mini toolbar. The Mini toolbar helps you work with fonts, font styles, font sizing, alignment, text color, indent levels, and bullet features.
- **NOTE** You cannot customize the Mini toolbar.
- The following shows how the semitransparent toolbar looks when you select text in Microsoft Office 2007.




- The following shows the Mini toolbar when you rest your pointer on it. To use the toolbar, click any of the available commands.

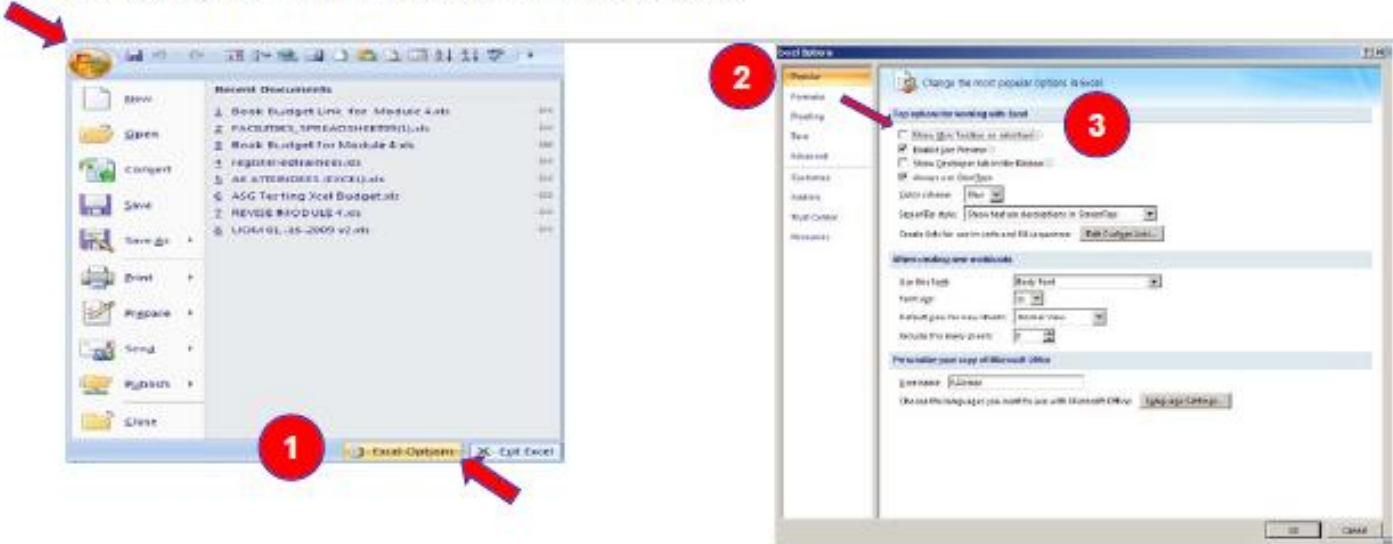


Turn off the Mini toolbar:



Excel

- 1. Click the Microsoft Office Button  , and then click Excel Options.
- 2. Click Popular, and then under Top options for working with Excel.
- 3. Clear the Show Mini Toolbar on selection check box.



- **What are Contextual Tabs?**
 - Certain sets of commands are only relevant when objects of a particular type are being edited.
 - **For example:**
 - Headers/Footers *for* Excel
(1 Tab) [Design]
 - Chart Tools in Excel (3 Tabs)
[Design, Layout, Format]

- **What are Galleries?**

- Galleries simplify the process of producing professional looking documents, or spreadsheets.

Main Appearance Features:

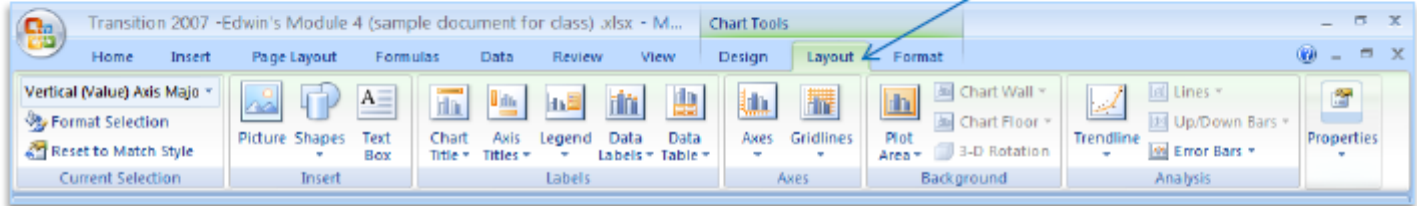
- Galleries enable users to easily find and select a design for their work.
- Galleries work with '*Live Preview*' [enables the user to view the **result** before applying it to their document.]

Following are examples for applying the Gallery feature:

- Charts in Excel

• **Chart Tools:**

- In Excel 2007 you can use the **Chart Tools** tab to access the **Layout** tab



The Layout Tab in Excel 2007 has 6 primary Groups

Current Selection	Provides options to select and format various parts of the chart [e.g., chart area, chart title, horizontal axis, legend etc.]
Insert	Insert pictures, graphs, text boxes
Labels	Choose the placement of the Chart title, Axis Titles, Legend, Data Labels, Data Table, or remove them.
Axes	Choose the placement of Axes, or remove them. Choose Major or Minor gridlines, or remove them.
Background	Change various plot options, add 3-D rotation viewpoint, change chart 3-D wall, or floor
Analysis	Analyzes charts by adding trendlines, or error bars for the various chart types

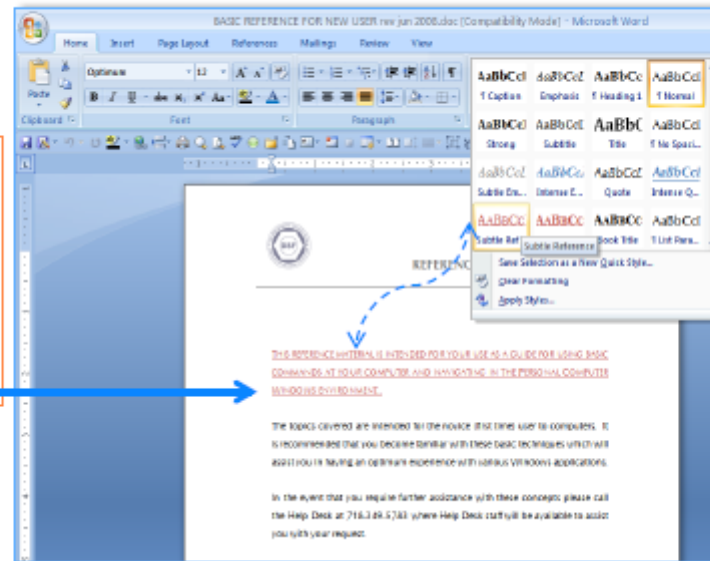


• Live Preview

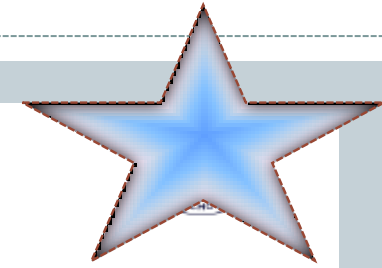
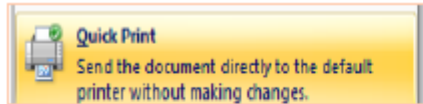
- Live Preview is a new technology that shows the results of applying an editing or formatting change as the user moves the pointer over the results presented in a Gallery.

- On the Home tab, in the Styles group, right-click the style that you want to change in the Quick Style gallery.

- A 'Live Preview' shows the results of the style choice in the figure.



KEY FEATURES




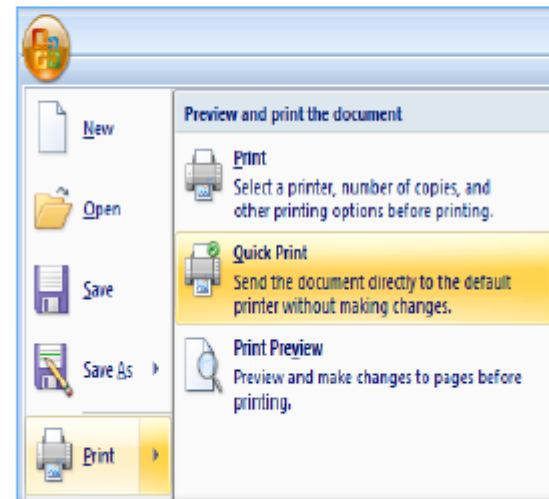
• QUICK PRINT

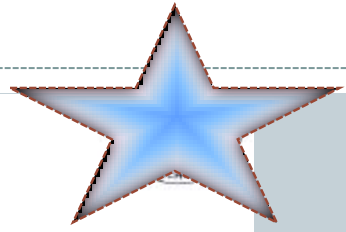
- Use Quick Print if you do not have to choose the printer, or make changes to your document. The print dialog box will not appear. Documents go directly to the printer.

QUICK PRINT:

Applies to programs that use the Microsoft Office Fluent user interface:

- To print without using the Print dialog box, click the Microsoft Office Button, 
- Point to the arrow next to Print, and then click Quick Print





GETTING HELP

Microsoft Office 2007 provides extensive help to assist you with completing your documents. Each application has a Table of Contents filled with information and demonstrations.

1. Press **F1** on your keyboard, or click the question mark on the far right above the ribbon:



2. Click the Book to show the Table of Contents:

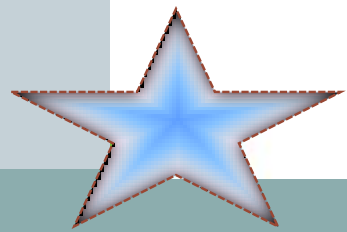
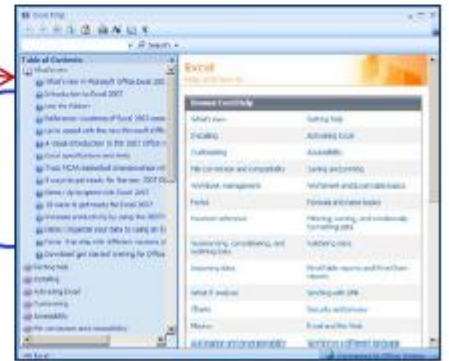


3. Click a book to see the topics



4. **CLICK** a title to reveal a topic

What's New? Topic listing



Microsoft Excel 2007

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Introduction to Spreadsheet Programs



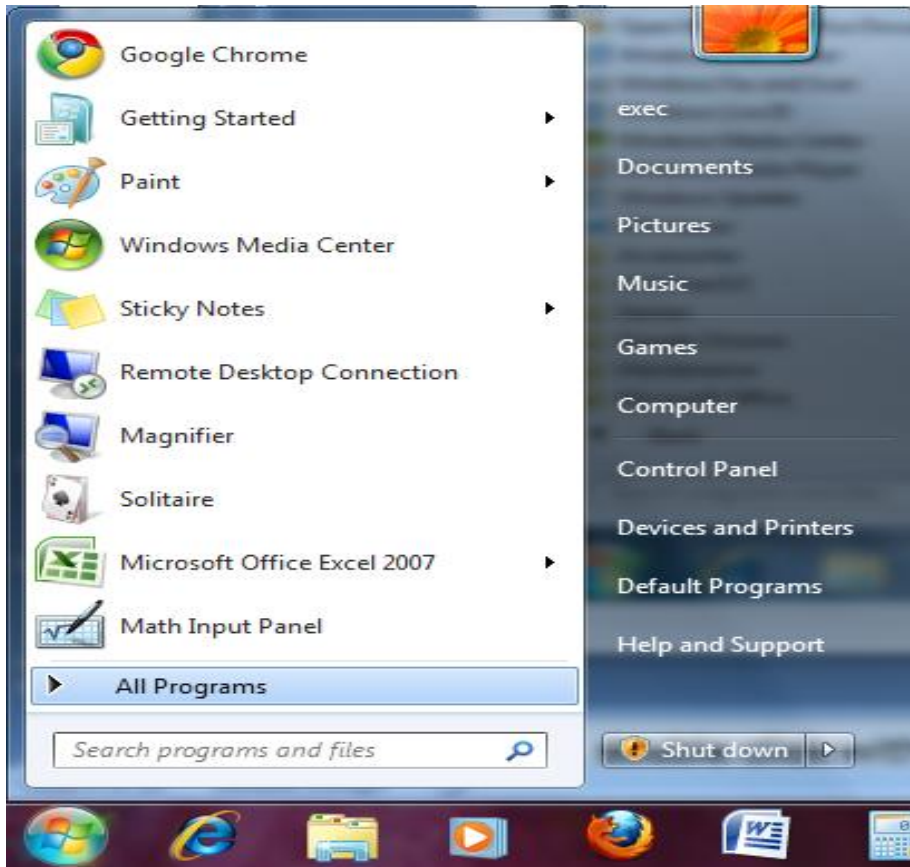
Introduction to Excel Objectives

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Objectives

- After completing this lesson, you will be able to:
- Identify the components of a spreadsheet.
- Enter data into a spreadsheet.
- Perform basic mathematical tasks in a spreadsheet.
- Insert charts in a spreadsheet.
- Printing a spreadsheet.

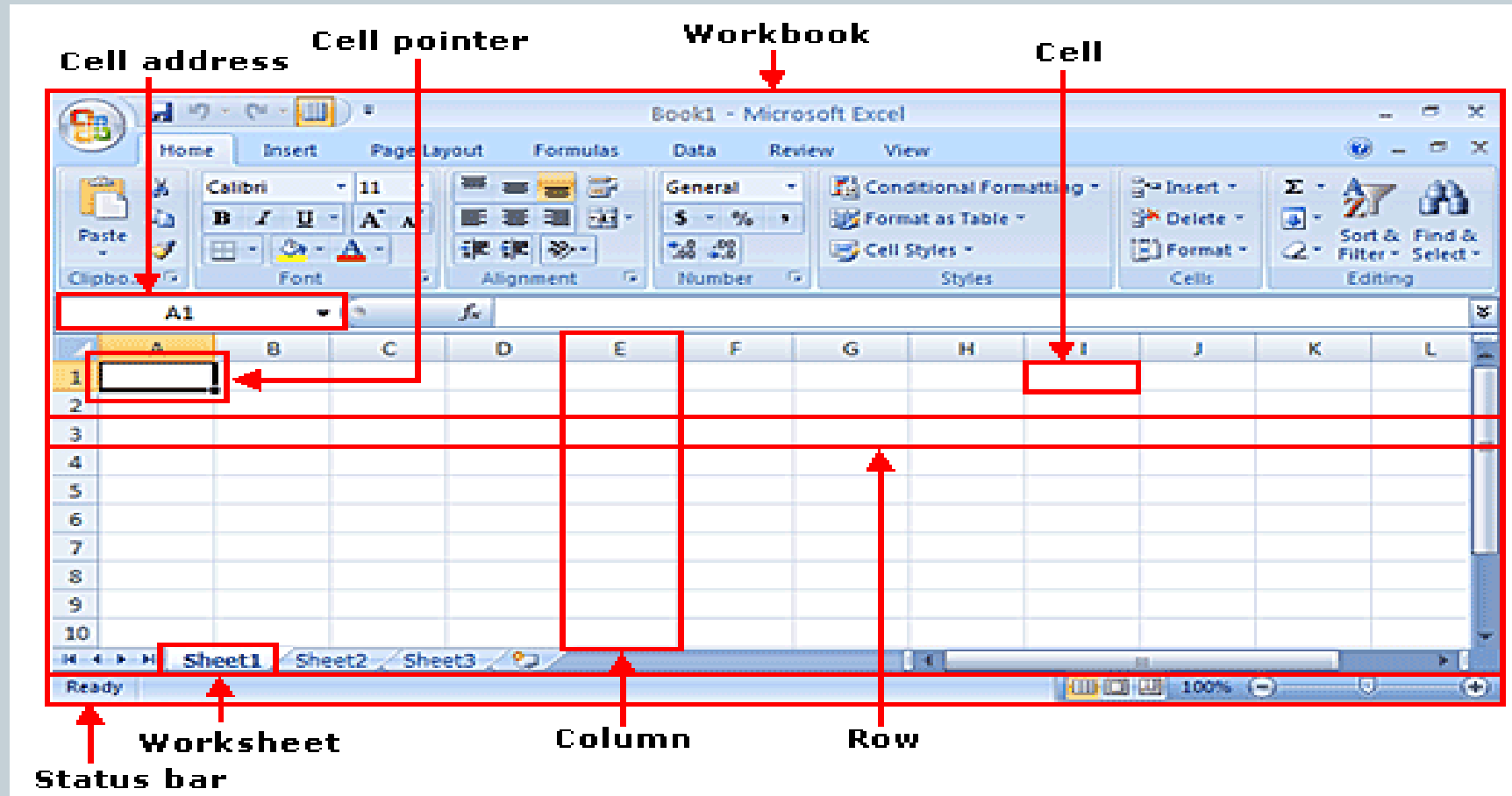
GETTING STARTED



To open Excel, click the **Start** button, point to **All Programs**, point to **Microsoft Office**, and then click **Microsoft Office Excel 2007**.

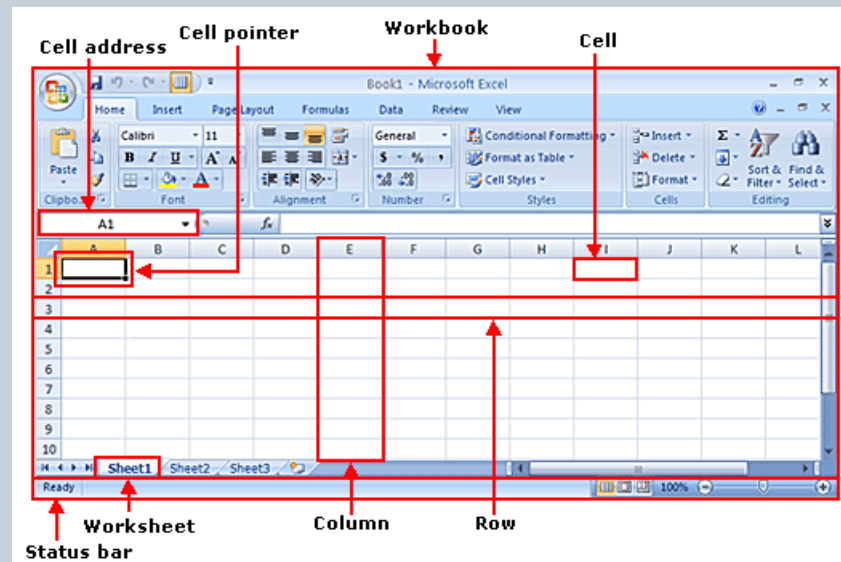
Overview of Spreadsheet Programs

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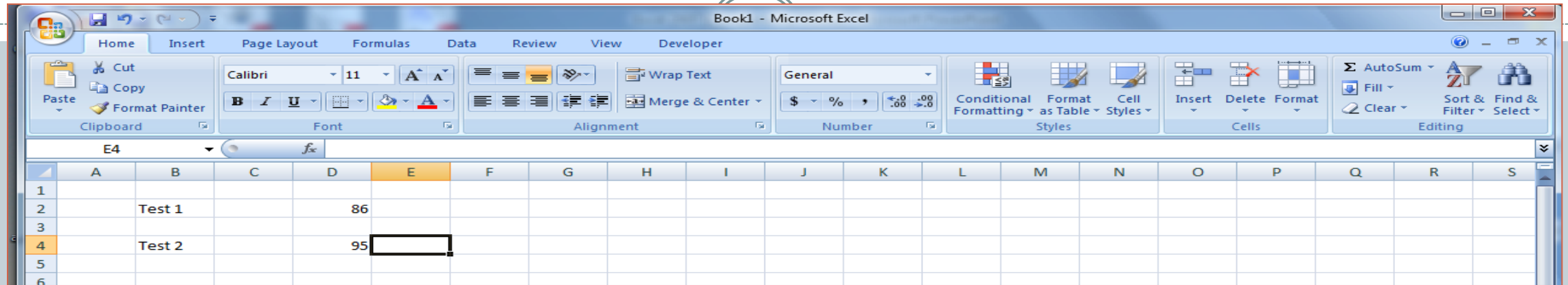


Overview of Spreadsheet Programs

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Working in a Spreadsheet



To work with a spreadsheet, you enter data in the cells of the spreadsheet.

- You enter data by clicking a cell and typing the data.
- To replace data in a cell, you click the specific cell and type the new data.
- To edit data in a cell, you double click in the cell and type additional data.

Note: when editing data, a blinking cursor appears.

Working in a spreadsheet (cont.)

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You can enter three types of data in a spreadsheet:

- **Text**: Text data has no numeric value associated with it.
- **Numbers**: A number has a constant numeric value, such as the test scores attained by a student.
- **Formulas and functions**: Formulas and functions are mathematical equations.

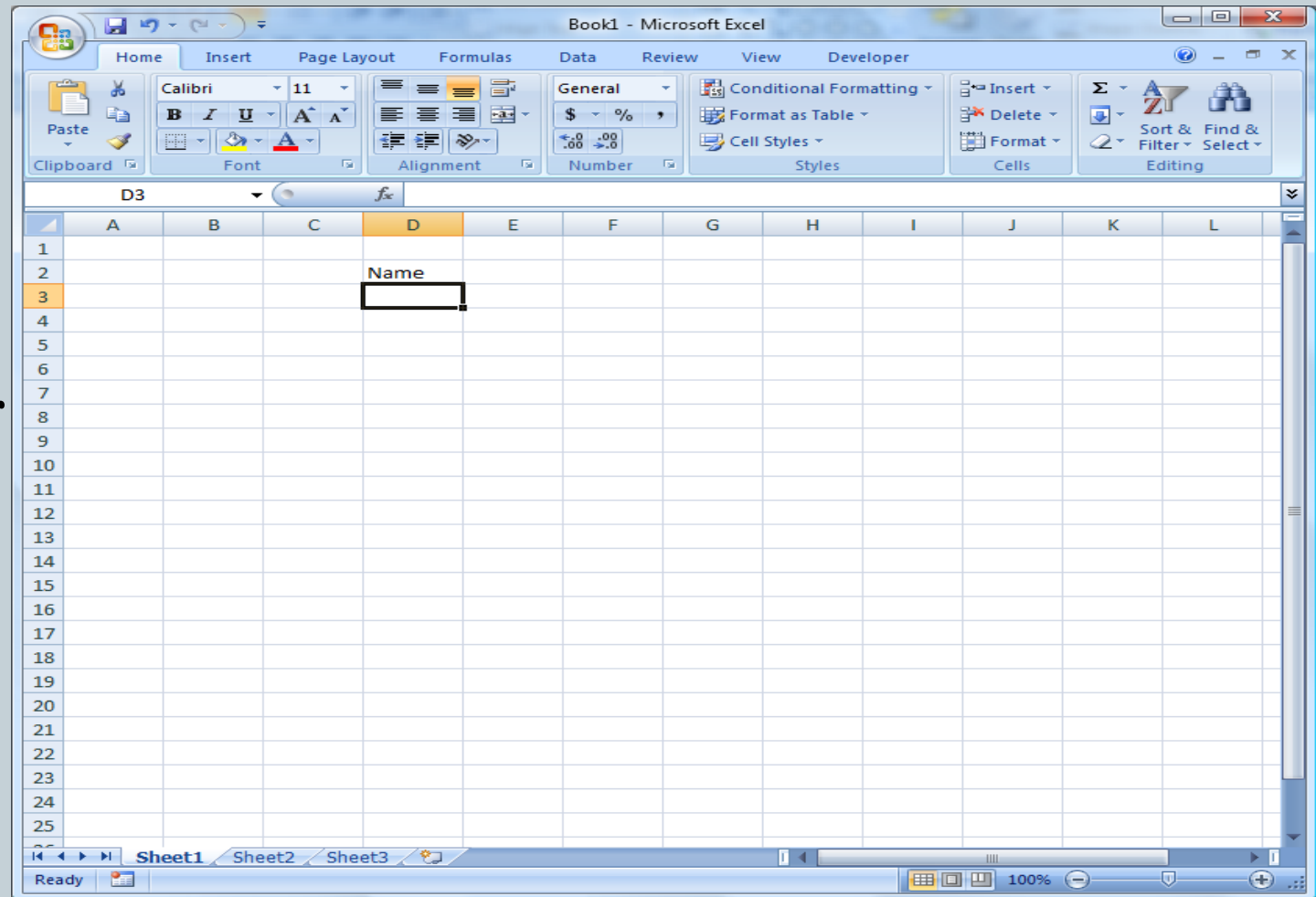
Enter Data

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To **ENTER** data:

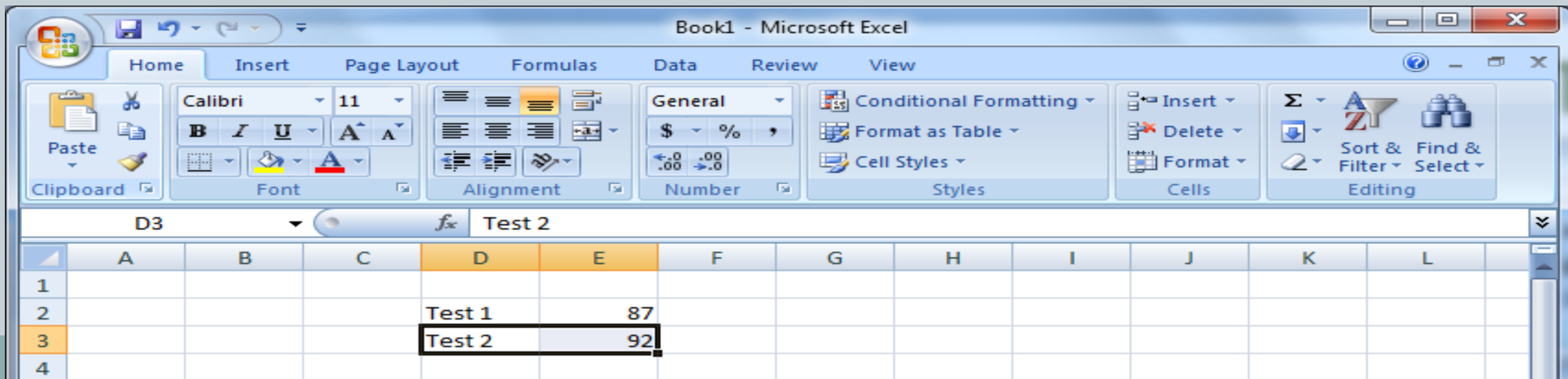
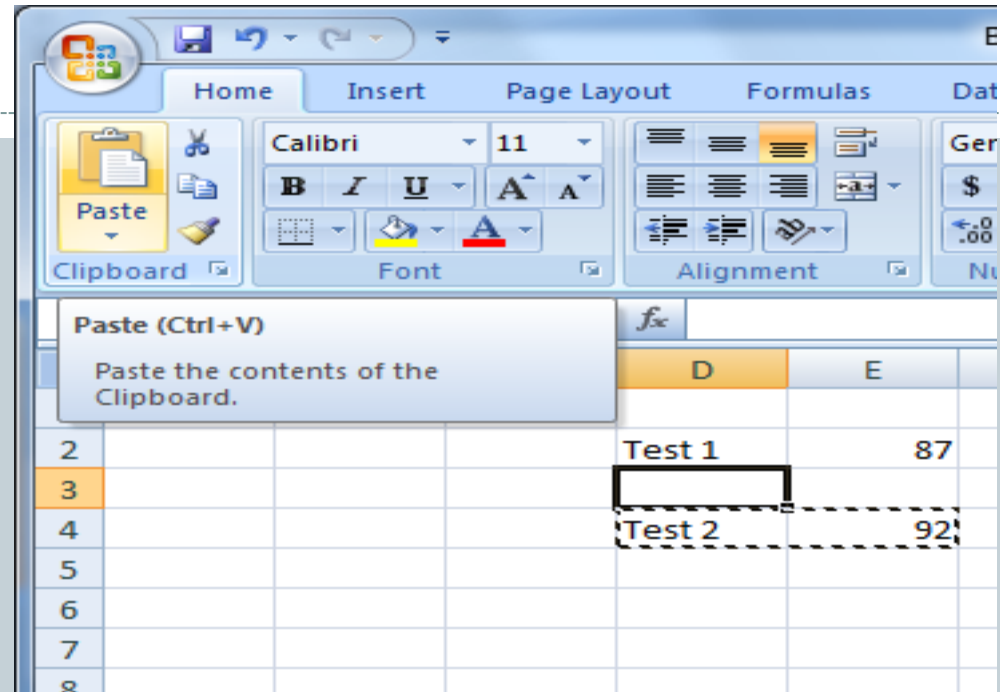
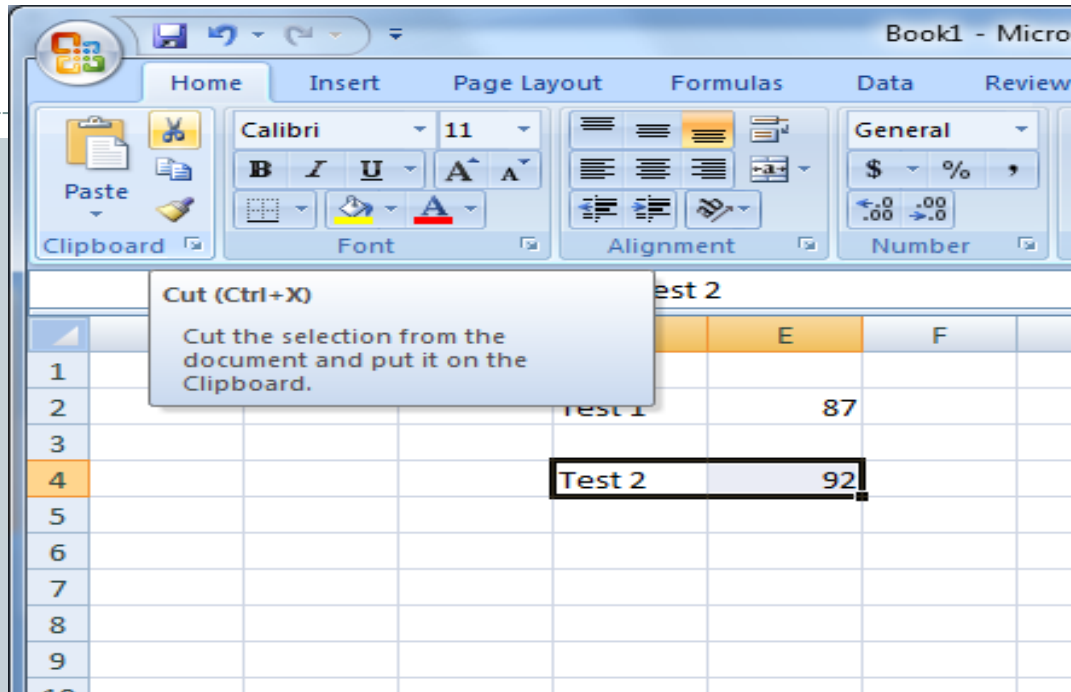
- click on the cell
- type information
- press ENTER.

The data can be both number



Cutting & Pasting data

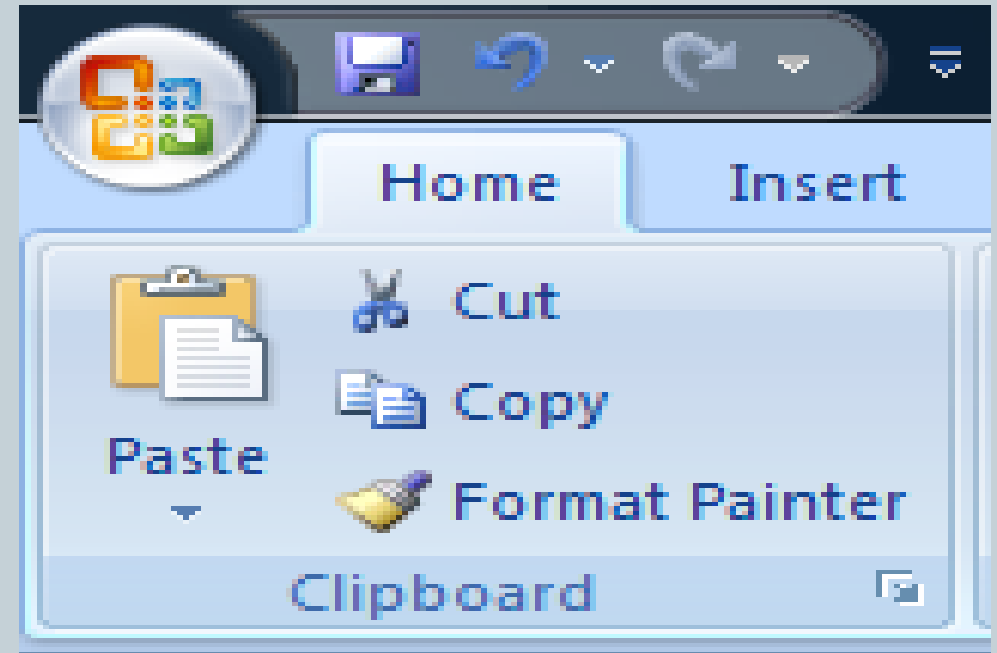
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Cutting & Pasting data (cont.)

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- To **COPY** contents of a cell:
 - Click on the cell,
 - Select the Home tab,
 - Click Copy from the Clipboard Group.
- To **PASTE** contents of a cell:
 - click on the cell,
 - Select the Home tab,
 - click Paste from the Clipboard Group.



Selecting cells

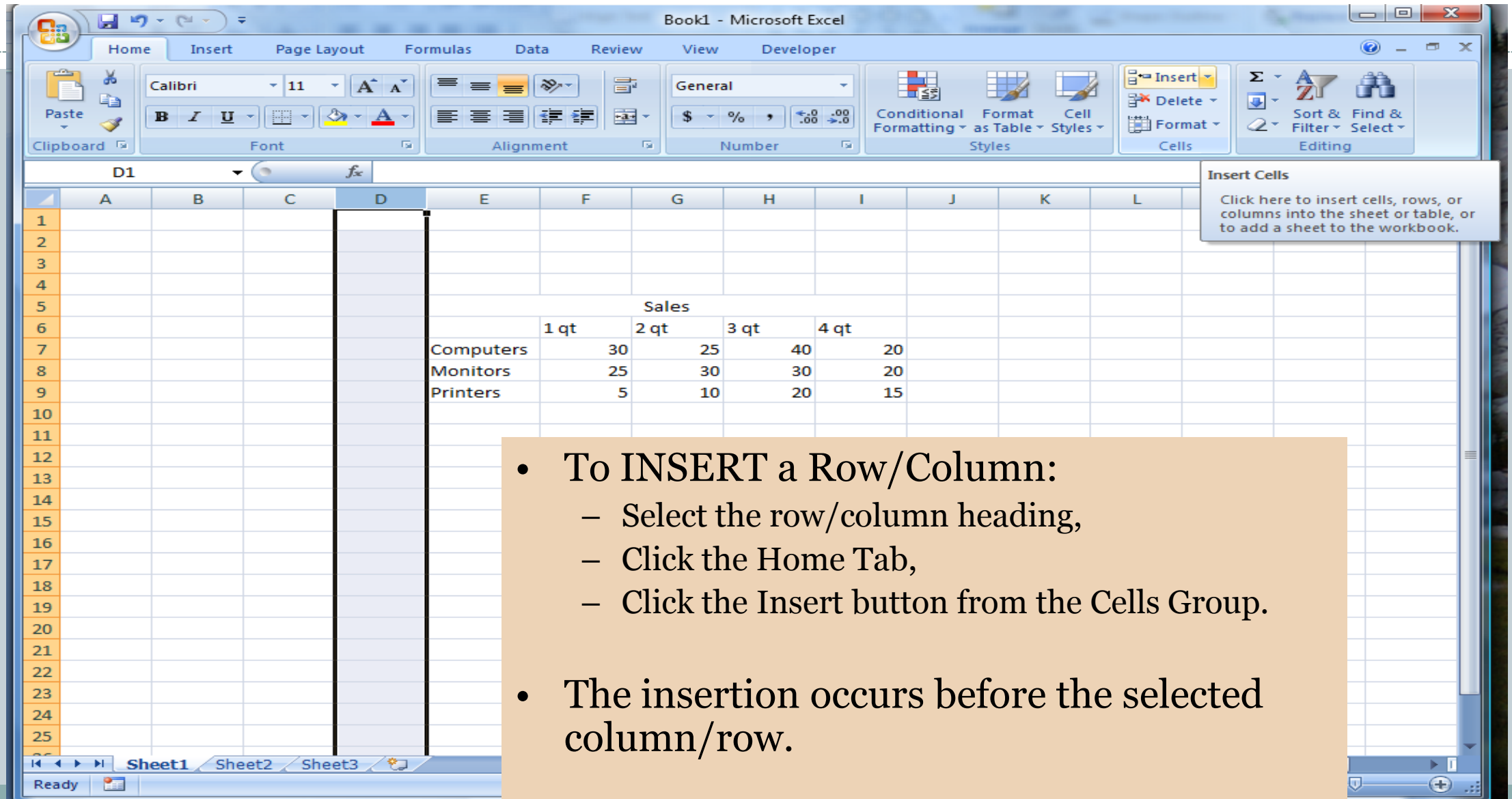
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- To select a range of cells in a column/row, click the left mouse button in a cell & drag the mouse pointer to highlight the cells of your choice.

The screenshot shows the Microsoft Excel interface with the ribbon set to 'Home'. The active cell is D3, containing the text 'Sales'. A range of cells from D3 to H7 is selected, highlighted in orange. The data in this range is as follows:

	1 qt	2 qt	3 qt	4 qt
Computers	30	25	40	20
Monitors	25	30	30	20
Printers	5	10	20	15

Adding rows & columns



The screenshot shows the Microsoft Excel interface with the 'Insert Cells' dialog box open. The dialog box contains the text: 'Click here to insert cells, rows, or columns into the sheet or table, or to add a sheet to the workbook.' The spreadsheet shows a table of sales data with columns for '1 qt', '2 qt', '3 qt', and '4 qt' and rows for 'Computers', 'Monitors', and 'Printers'. The column 'D' is selected, and the 'Insert Cells' dialog box is positioned over it.

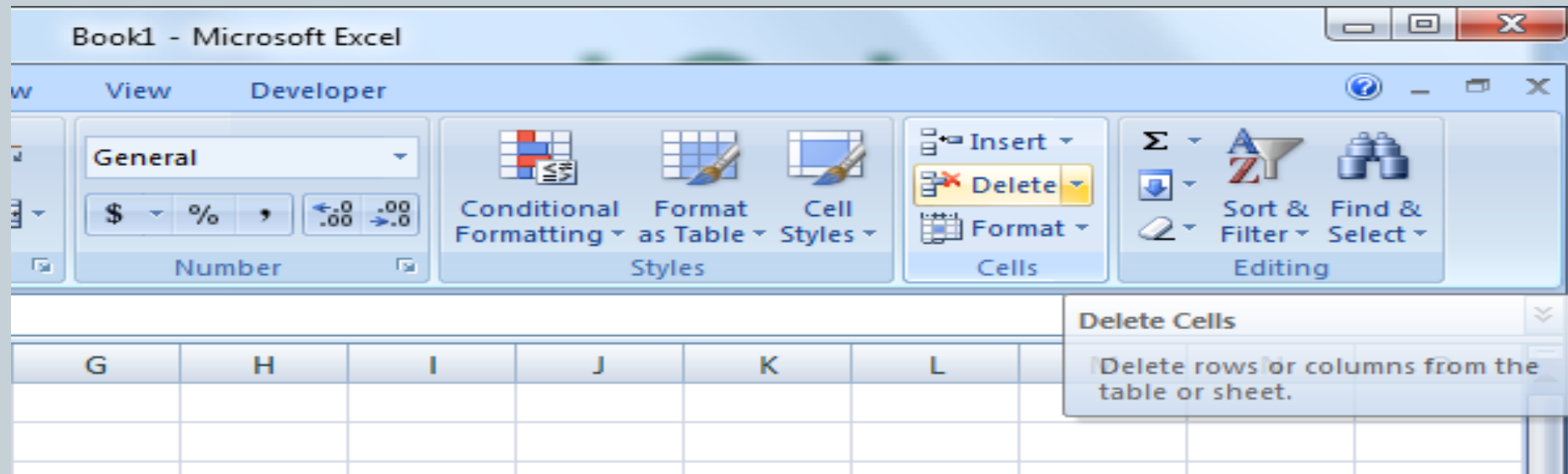
Sales				
	1 qt	2 qt	3 qt	4 qt
Computers	30	25	40	20
Monitors	25	30	30	20
Printers	5	10	20	15

- To INSERT a Row/Column:
 - Select the row/column heading,
 - Click the Home Tab,
 - Click the Insert button from the Cells Group.
- The insertion occurs before the selected column/row.

Deleting Rows and Columns

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- To delete a column/row:
 - click the column/row heading
 - click the Delete button on the Cells Group of the Home Ribbon.

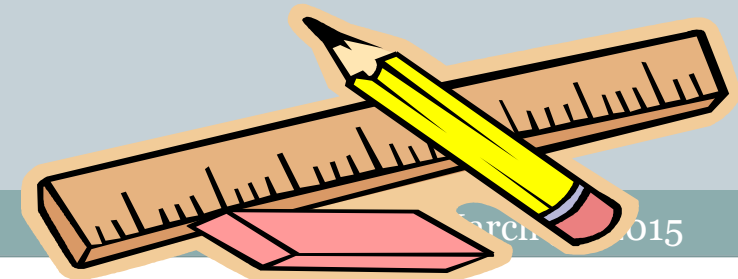


Finding the right size

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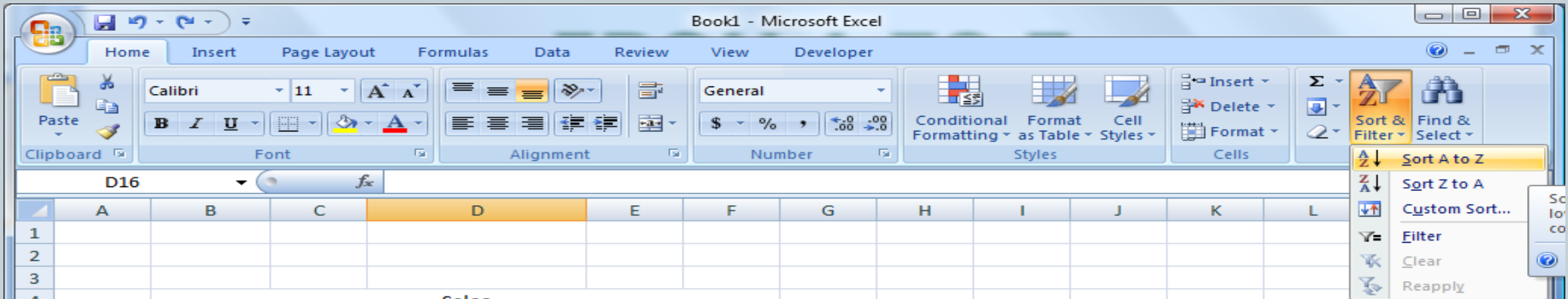


- You can expand the width of a column or the height of the row to increase the visible space in each cell.
- To begin changing the width of the column , move the mouse pointer over the right edge of column heading until the mouse pointer changes to a double-headed arrow.

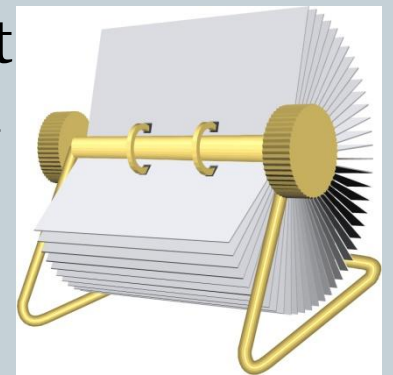


From a to z

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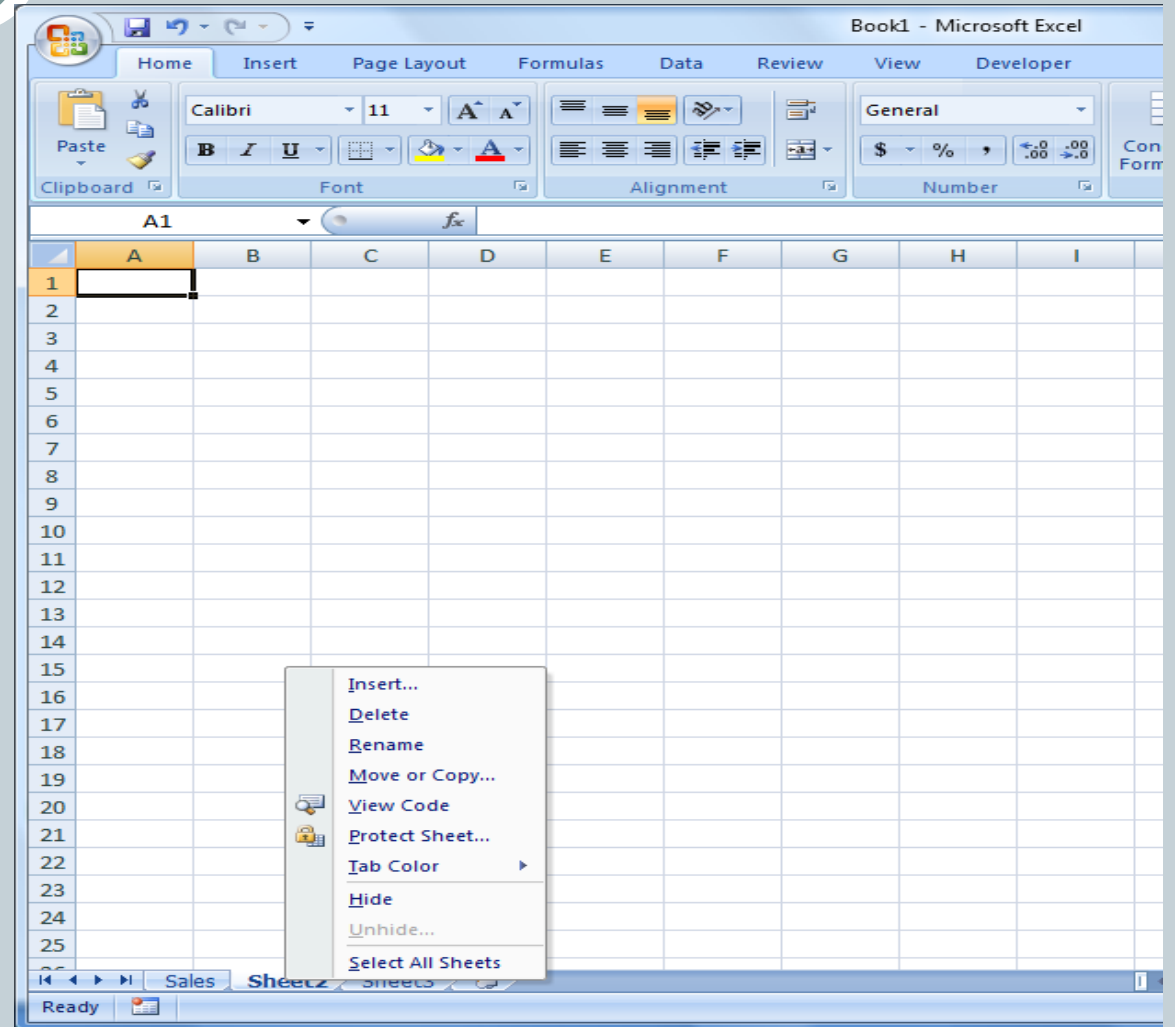
- You may want to organize or rearrange data in your worksheet. To sort data in the worksheet, click the column heading and then click **Sort & Filter** in the Editing Group on the Home Tab.



Editing spreadsheets

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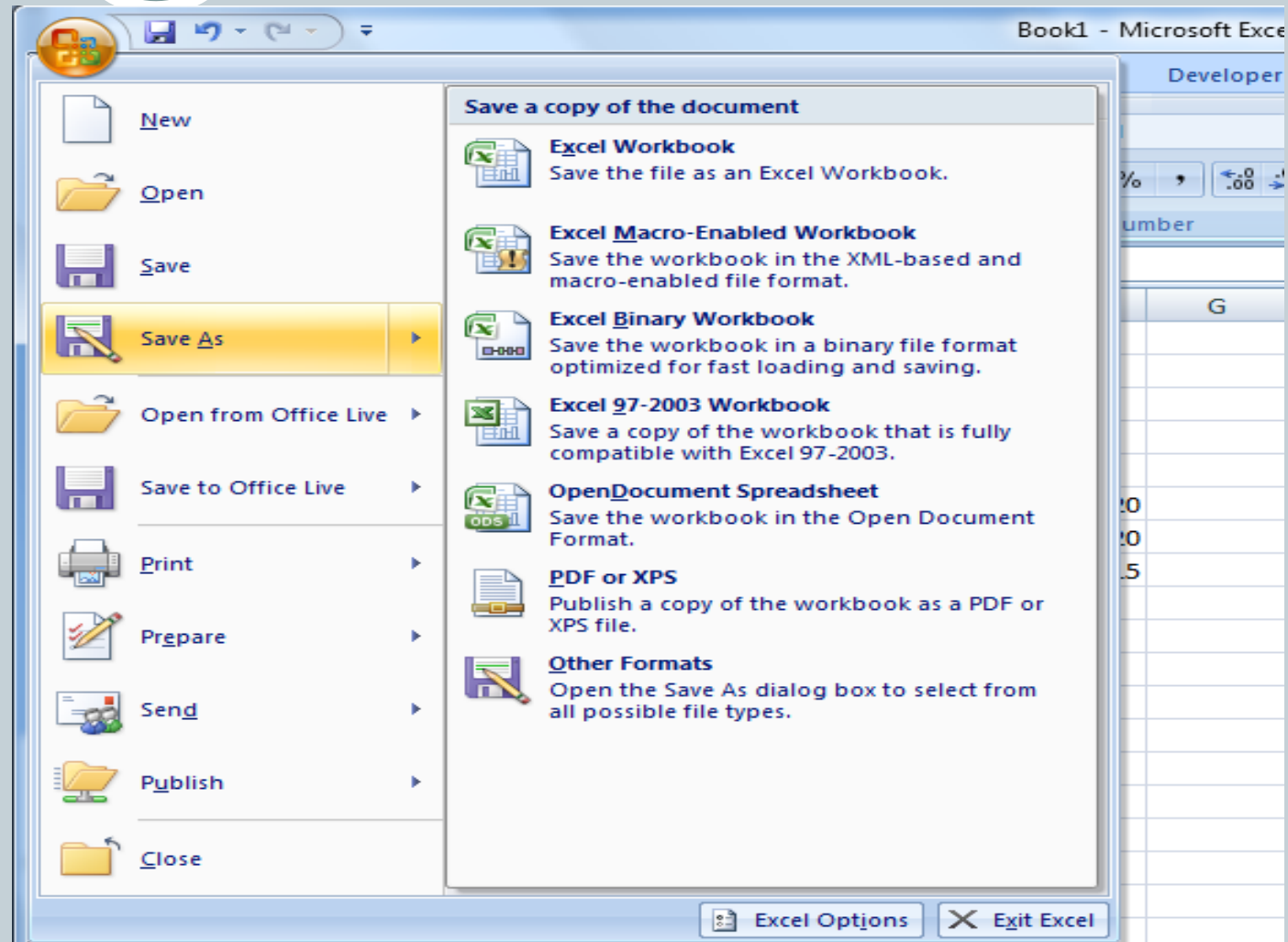
- To rename a worksheet:
 - double-click the sheet tab
 - type the new name
 - press ENTER
- You can also Delete & Insert a Worksheet as well.



Save your work

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To save a workbook, click the **Office button**, click **Save As** and choose how do you want to save.



Inserting a chart

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Book1 - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Column Pie Bar Other Charts

2-D Column

3-D Column

Cylinder

Cone

Pyramid

	A	B	C
1	Sales		
2		1 qt	2 qt
3	Computer	30	25
4	Monitors	25	30
5	Printers	5	10

Book1 - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Chart 2

	A	B	C	D	E	F	G	H
1	Sales							
2		1 qt	2 qt	3 qt	4 qt			
3	Computer	30	25	40	20			
4	Monitors	25	30	30	20			
5	Printers	5	10	20	15			

Chart 2

Style 1

Computers

Monitors

Printers

1 qt 2 qt 3 qt 4 qt

Average: 22.5 Count: 19

Performing mathematical tasks

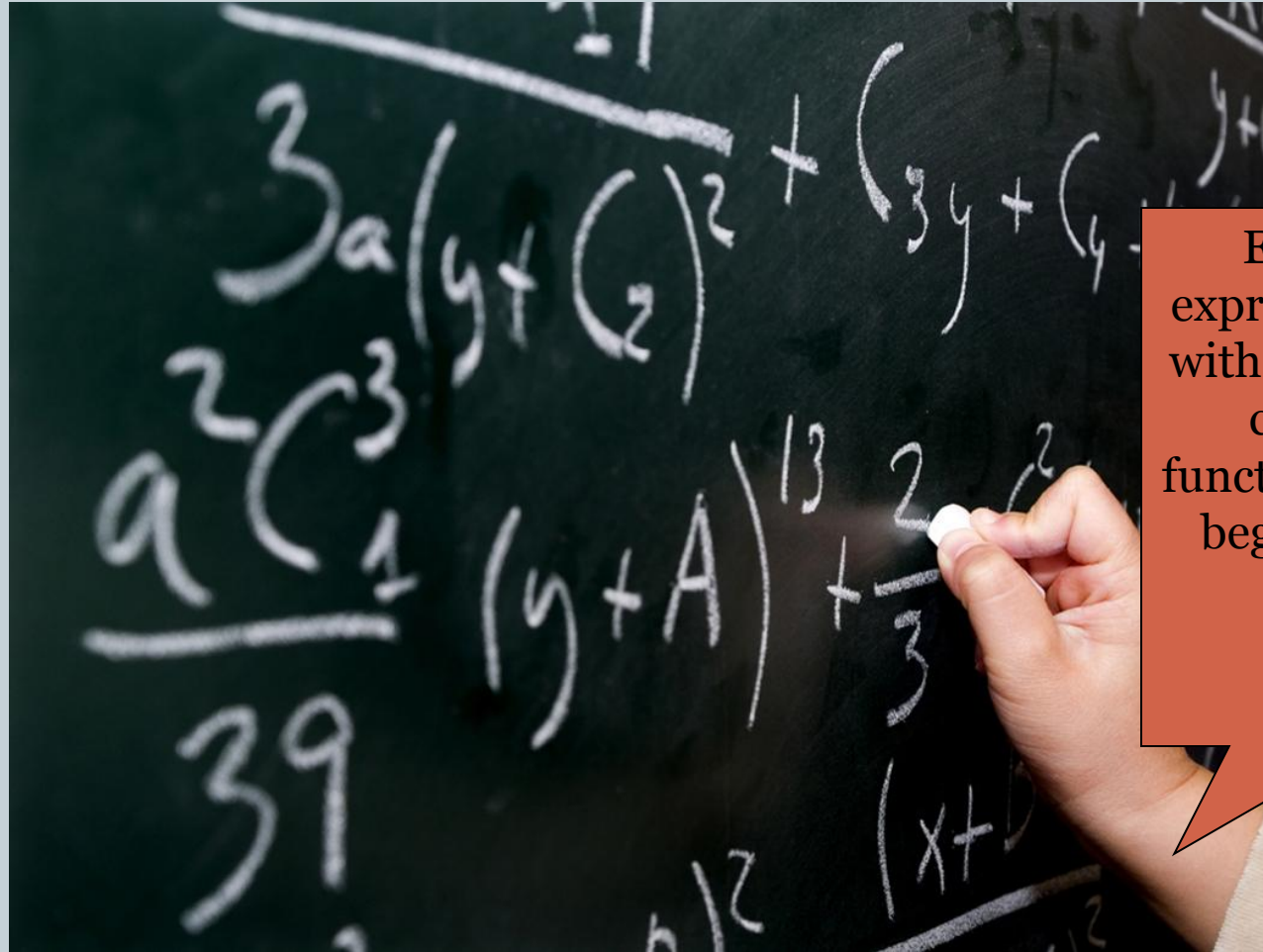
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Formulas & functions

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- The function
`=SUM(B1:B6)`
- The formula
`=B1+B2+B3+B4+B5+B6`



Excel reads any expression that begins with an equal sign as a calculation. All functions and formulas begin with an equal sign.

Formulas & Functions

The screenshot shows the Microsoft Excel interface with the formula bar containing `=SUM(B3:F3)`. A tooltip for the SUM function is visible, displaying `SUM(number1, [number2], ...)`. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	
1		Sales												
2		1 qt	2 qt	3 qt	4 qt		Total							
3	Computer	30	25	40	20		<code>=SUM(B3:F3)</code>							
4	Monitors	25	30	30	20									
5	Printers	5	10	20	15									

The screenshot shows the same Microsoft Excel interface, but now the formula bar is empty and the result of the SUM function is displayed in cell G4. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	
1		Sales												
2		1 qt	2 qt	3 qt	4 qt		Total							
3	Computer	30	25	40	20		115							
4	Monitors	25	30	30	20									
5	Printers	5	10	20	15									

Copy & Paste formulas

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Book1 - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Paste

- Paste
- Formulas**
- Paste Values
- No Borders
- Transpose
- Paste Link
- Paste Special...
- Paste as Hyperlink
- As Picture

	C	D	E	F	G
1	Sales				
2	1 qt	2 qt	3 qt	4 qt	Total
3	25	40	20		115
4	30	30	20		
5	10	20	15		

8
9
10
11
12
13
14
15
16
17

Sheet1 Sheet2 Sheet3

Select destination and press ENTER or choose Paste

Book1 - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Clipboard

Formula Bar: G4 =SUM(B4:F4)

	B	C	D	E	F	G
1	Sales					
2		1 qt	2 qt	3 qt	4 qt	Total
3	Computer	30	25	40	20	115
4	Monitors	25	30	30	20	105
5	Printers	5	10	20	15	50

6
7
8
9
10
11
12
13
14
15
16
17

Sheet1 Sheet2 Sheet3

Select destination and press ENTER or choose Paste

Average: 77.5

Inserting a function

The screenshot shows the Microsoft Excel interface with the 'Formulas' ribbon selected. The 'Insert Function' dropdown menu is open, showing options like Sum, Average, Count Numbers, Max, Min, and More Functions... The spreadsheet data is as follows:

	D	E	F	G	H	I	J	K	L	M
1										
2	1 qt	2 qt	3 qt	4 qt	Total		Average			
3	Computer	30	25	40	20	115	=AVERAGE(B3:E3)			
4	Monitors	25	30	30	20	105	AVERAGE(number1, [number2], ...)			
5	Printers	5	10	20	15	50				
6										
7										
8										
9										
10										
11										
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13										
14										
15										
16										
17										

Sorting Data



- You can rearrange, or **sort**, the records in a table or range based on the data in one or more fields
- The fields you use to order the data are called **sort fields**
- You can sort data in ascending or descending order

Sorting Data



Figure 5-10 ArtObjects table sorted by Artist

art objects appear in alphabetical order by the artists' names

arrow changes to a sort icon

	A	B	C	D	E	F	G	H	I
	ArtID	Artist	Title	Date Acquired	Category	Condition	Location	Appraised Value	
2	38	Acconci	Spring Flowers	5/10/2003	Sculpture	Good	East Pavilion	\$ 800	
3	50	Acconci	Cattle Ranch	4/19/2004	Textile	Good	East Pavilion	\$ 10,000	
4	104	Acconci	Trail End	5/10/2003	Painting	Excellent	East Pavilion	\$ 8,000	
5	42	Ames	Coffee on the Trail	8/9/2003	Painting	Good	East Pavilion	\$ 7,544	
6	13	Aserty	Superstitions	1/10/2009	Painting	Excellent	Courtyard	\$ 78,000	
7	21	Aserty	Bead Wall	1/10/2004	Installation	Excellent	Courtyard	\$ 14,000	
8	34	Aserty	Beaver Pole Jumble	1/10/2007	Installation	Excellent	South Pavilion	\$ 28,000	

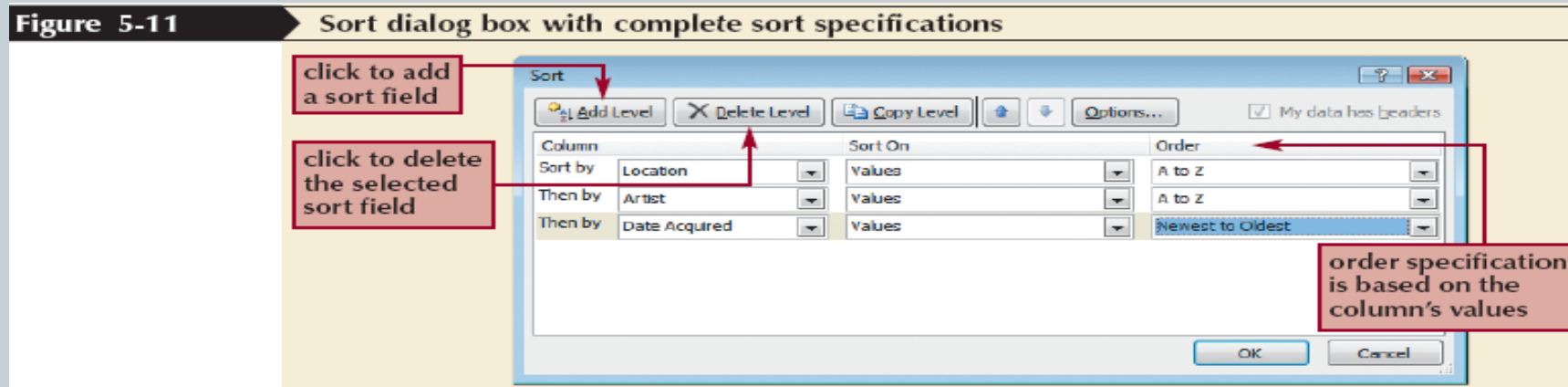
Sorting Multiple Columns using the Sort Dialog Box



- Click any cell in a table or range
- In the Sort & Filter group on the Data tab, click the Sort button to open the Sort dialog box
- If the Sort by row exists, modify the primary sort by selections; otherwise, click the Add Level button to insert the Sort by row
- Click the Sort by arrow, select the column heading that you want to specify as the primary sort field, click the Sort On arrow to select the type of data, then click the Order arrow to select the sort order

Sorting Multiple Columns using the Sort Dialog Box

- To sort by a second column, click the Add Level button to add the first Then by row. Click the Sort by arrow, select the column heading that you want to specify as the secondary sort field, click the Sort On arrow to select the type of data, then click the Order arrow to select the sort order
- To sort by additional columns, click the Add Level button and select appropriate Then by, Sort On, and Order values
- Click the OK button



Sorting Using a Custom List

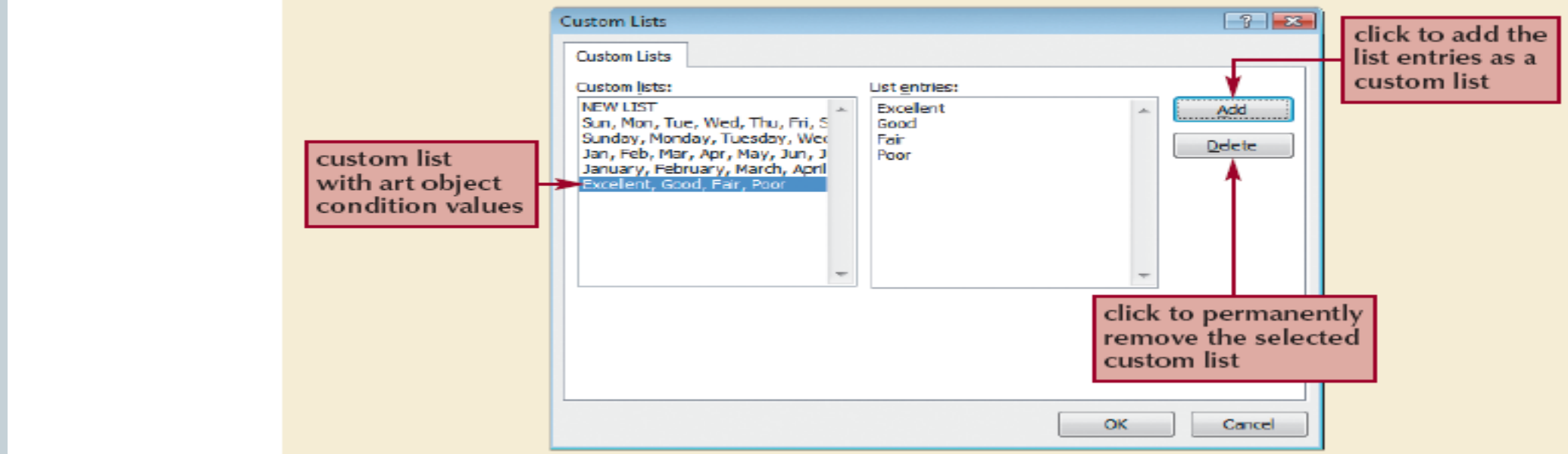


- A **custom list** indicates the sequence in which you want data ordered
- In the Sort & Filter group on the Data tab, click the Sort button
- Click the Order arrow, and then click Custom List
- In the List entries box, type each entry for the custom list, pressing the Enter key after each entry
- Click the Add button
- Click the OK button

Sorting Using a Custom List



Figure 5-13 Custom Lists dialog box with custom list defined



Filtering Using One Column



Figure 5-14

Filter menu for the Category column

LaFouch Museum - Microsoft Excel

	A	B	C	D	E	F	G	H
	Art#	Artist	Title	Date Acquired	Category	Condition	Location	Appraised Value
2	21	Aserty	Bead Wall	7/18/2004	Painting	Excellent	Courtyard	\$ 14,000
3	63	Aserty	Asleep in the garden		Painting	Excellent	Garden	\$ 110,000
4	34	Aserty	Beaver Pole Jumble		Painting	Excellent	South Pavilion	\$ 28,000
5	91	Carpenter	Off the Grid		Painting	Excellent	Garden	\$ 8,000
6	95	Lerman	Life is Sweet		Painting	Excellent	South Pavilion	\$ 25,000
7	13	Aserty	Superstitions		Painting	Excellent	Courtyard	\$ 78,000
8	53	Bindner	Blue Eyed Indian		Painting			\$ 40,000
9	66	Waid	Untitled (still life)		Painting			\$ 19,500
10	104	Acconci	Trail End		Textile			\$ 8,000
11	55	Budd	Starlit Evening		Painting	Excellent	East Pavilion	\$ 9,500
12	97	Cardenas	Ceremonial Sticks		Painting	Excellent	East Pavilion	\$ 15,000
13	103	Cox	Crying Hats		Painting	Excellent	East Pavilion	\$ 10,000
14	59	Dawson	Dwelling		Painting	Excellent	East Pavilion	\$ 16,000
15	5	DiGrigoro	The Hang		Painting	Excellent	East Pavilion	\$ 8,000
16	110	Fratt	Friends		Painting	Excellent	East Pavilion	\$ 16,000

items in the Category column

Filtering Using One Column

ArtObjects table filtered to show only paintings

Figure 5-15

The screenshot shows the Microsoft Excel interface with the 'Table Tools' ribbon active. The 'Filter' icon in the 'Sort & Filter' group is highlighted with a red box and an arrow pointing to the 'Category' column header. A red box with an arrow points to the 'Painting' entries in the 'Category' column, stating 'only records with a Category value of "Painting" are displayed'. Another red box with an arrow points to the status bar at the bottom, which reads 'Ready 57 of 116 records found', stating 'status bar indicates the number of records displayed'. The table data is as follows:

	A	B	C	D	E	F	G	H	I
1	ArtID	Artist	Title	Date Acquired	Category	Condition	Location	Appraised Value	
2	13	Aserty	Superstitions	1/10/2009	Painting	Excellent	Courtyard	\$ 78,000	
4	53	Bindner	Blue Eyed Indian	1/10/2009	Painting	Excellent	Courtyard	\$ 40,000	
6	66	Waid	Untitled (still life)	12/13/2008	Painting	Excellent	Courtyard	\$ 19,500	
7	104	Acconci	Trail End	5/10/2003	Painting	Excellent	East Pavilion	\$ 8,000	
12	55	Budd	Starlit Evening	1/10/2004	Painting	Excellent	East Pavilion	\$ 9,500	
13	97	Cardenas	Ceremonial Sticks	1/23/2004	Painting	Excellent	East Pavilion	\$ 15,000	
15	103	Cox	Crying Hats	5/11/2004	Painting	Excellent	East Pavilion	\$ 10,000	
16	59	Dawson	Dwelling	7/16/2004	Painting	Excellent	East Pavilion	\$ 10,000	
17	8	DiGrigoro	The Hang	7/16/2004	Painting	Excellent	East Pavilion	\$ 10,000	
19	110	Fratt	Friends	7/18/2004	Painting	Excellent	East Pavilion	\$ 10,000	
21	72	Garin	Funnel	7/18/2004	Painting	Excellent	East Pavilion	\$ 10,000	
23	113	Gonzales	Dark Canyon	8/16/2004	Painting	Excellent	East Pavilion	\$ 7,500	
27	41	Hamend	Night Version	8/16/2004	Painting	Excellent	East Pavilion	\$ 3,800	
28	29	Hofmann	Horseshoe Falls	8/16/2004	Painting	Excellent	East Pavilion	\$ 15,000	
29	31	Ingraham	Inside/Out	8/16/2004	Painting	Excellent	East Pavilion	\$ 3,500	
31	51	Kerrihard	Night Version	8/16/2004	Painting	Excellent	East Pavilion	\$ 7,000	
32	88	Kollasch	Lessons	8/16/2004	Painting	Excellent	East Pavilion	\$ 3,700	
35	107	Long	Horse Corral	8/16/2004	Painting	Excellent	East Pavilion	\$ 12,500	

Filtering Using Multiple Columns

- If you need to further restrict the records that appear in a filtered table, you can filter by one or more of the other columns
- Each additional filter is applied to the currently filtered data and further reduces the records that are displayed

ArtObjects table filtered to show only paintings in poor condition **Figure 5-16**



	A	B	C	D	E	F	G	H	I
	Arti	Artist	Title	Date Acquired	Category	Condition	Location	Appraised Value	
112	77	Bindner	Bull Riding	1/10/2004	Painting	Poor	East Pavilion	\$ 5,200	
113	52	Curtis	American Rodeo	5/15/2004	Painting	Poor	East Pavilion	\$ 3,500	
114	68	Mogan	Moonlight	4/9/2005	Painting	Poor	East Pavilion	\$ 9,750	
118									

Creating Criteria Filters to Specify More Complex Criteria

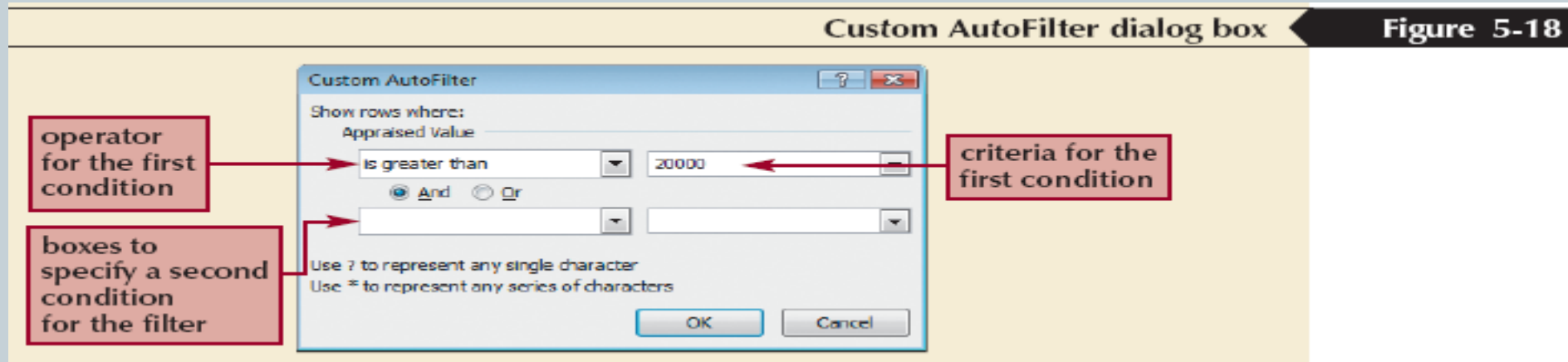


- **Criteria filters** enable you to specify various conditions in addition to those that are based on an “equals” criterion

Figure 5-17 Options for text, number, and date criteria filters

Filter	Criteria	Records displayed
Text	Equals	Exactly match the specified text string
	Does Not Equal	Do not exactly match the specified text string
	Begins With	Begin with the specified text string
	Ends With	End with the specified text string
	Contains	Have the specified text string anywhere
	Does Not Contain	Do not have the specified text string anywhere
Number	Equals	Exactly match the specified number
	Greater Than or Equal to	Are greater than or equal to the specified number
	Less Than	Are less than the specified number
	Between	Are greater than or equal to <i>and</i> less than or equal to the specified numbers
	Top 10	Are the top or bottom 10 (or the specified number)
	Above Average	Are greater than the average
Date	Today	Have the current date
	Last Week	Are in the prior week
	Next Month	Are in the month following the current month
	Last Quarter	Are in the previous quarter of the year (quarters defined Jan, Feb, Mar; Apr, May, June; and so on)
	Year to Date	Are since January 1 of the current year to the current date
	Last Year	Are in the previous year (based on the current date)

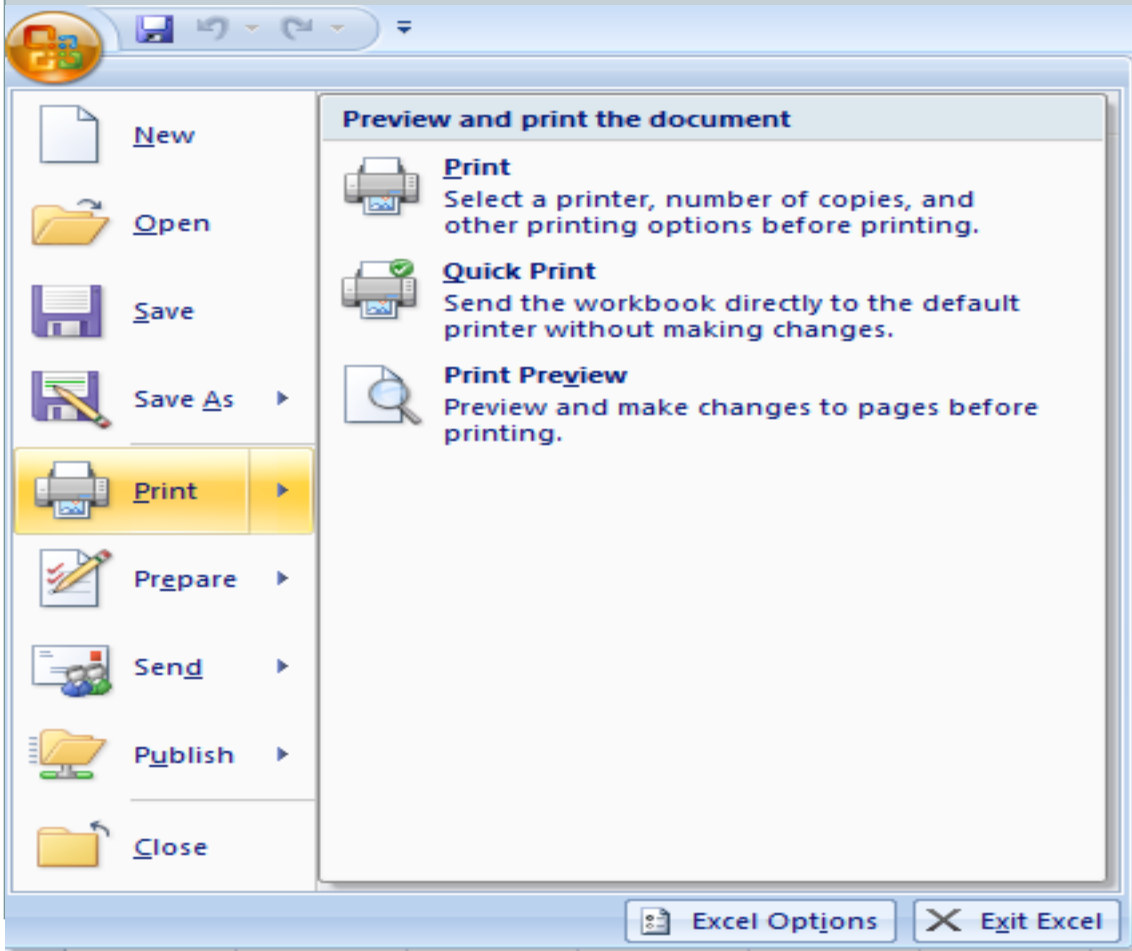
Creating Criteria Filters to Specify More Complex Criteria



How to Print Spreadsheet Data

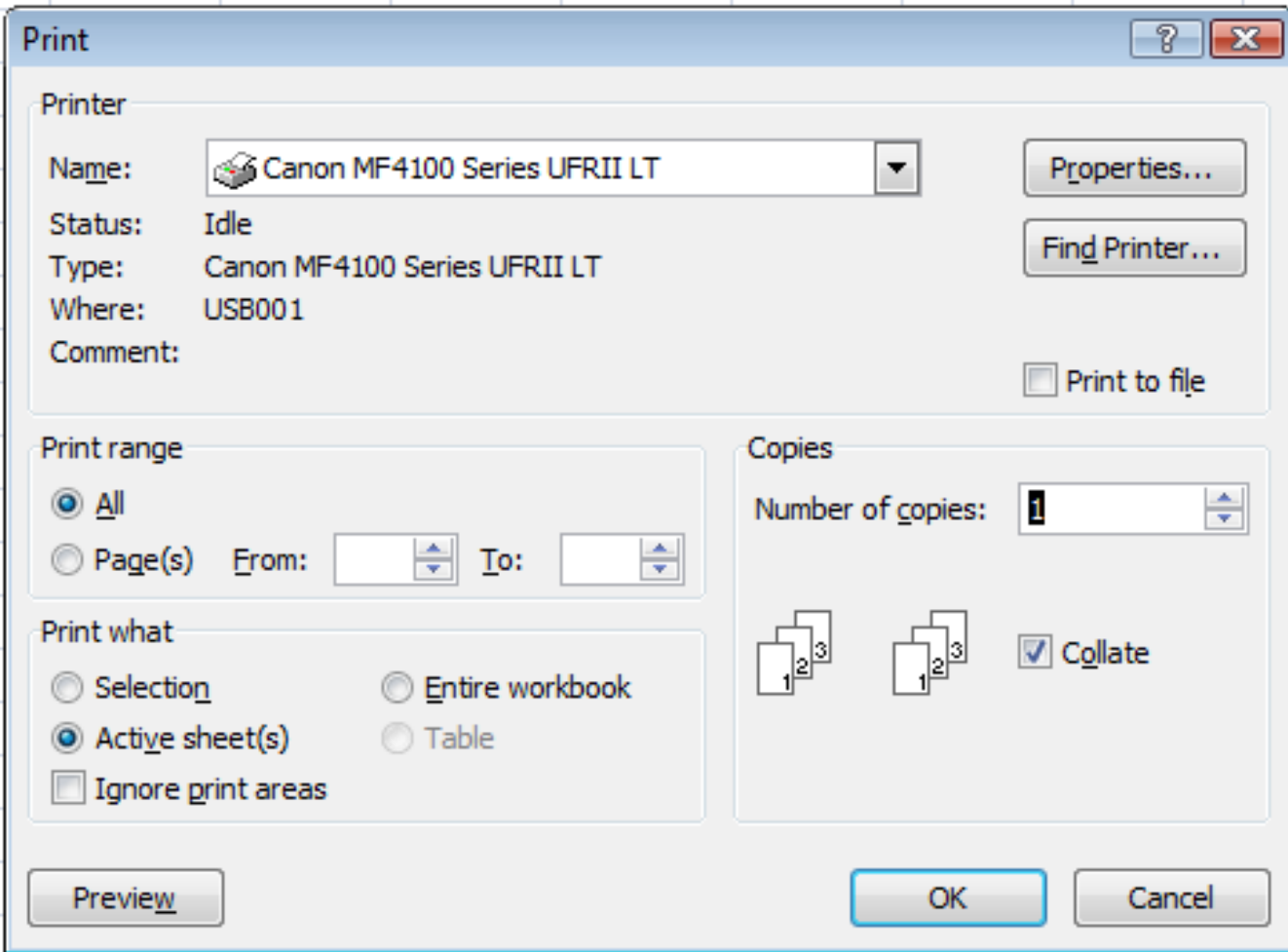
53

To print a spreadsheet, click the **Microsoft Office Button**, point to **Print**, and then click **Print**.



How to Print Spreadsheet Data (cont.)

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To specify the pages that you want to print, in the **Print** dialog box, under **Print range**, in the **From** and **To** boxes, type the pages that you want to print.

