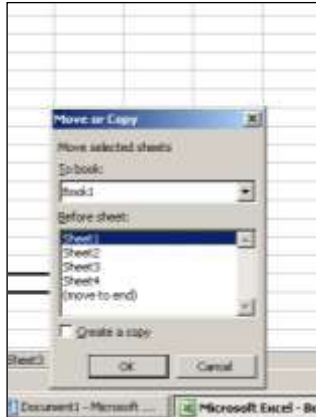


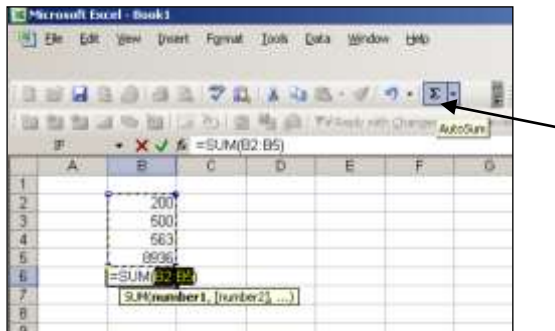
HOW TO MAKE UP A SIMPLE SPREADSHEET

WHEN STARTING A NEW SPREADSHEET IT COMES STANDARD WITH 4 SEPARATE TABS/ SHEETS, IF YOU WANT TO DELETE OR INSERT SOME OF THESE JUST DO A **RIGHT CLICK ON THE TAB** AND CHOOSE **DELETE OR INSERT**, YOU CAN ALSO MOVE THEM AROUND BY CLICKING ON **MOVE OR COPY**.



BY RIGHT CLICKING ON THE TAB, YOU CAN ALSO **RENAME THE TAB** FROM *SHEET 1* TO I.E. *MFANZ BUDGET* ETC.

TO ADD UP NUMBERS/ AMOUNTS SELECT THE CELL WHERE YOU WANT THE TOTAL, THEN GO TO THE TOOLBAR AND CLICK ON THE **AUTOSUM** AND THEN DRAG WITH THE CURSOR THE AMOUNTS/ NUMBERS YOU WANT TO ADD TOGETHER.

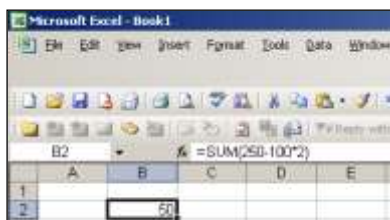


IF YOU WANT TO ADD, SUBTRACT, MULTIPLY AND DIVIDE, YOU WILL NEED TO MAKE UP YOUR OWN FORMULA.

SELECT A CELL, TYPE IN THE FOLLOWING: =SUM(AMOUNT.....

THEN TO **ADD** TYPE IN: **+**, TO **SUBTRACT** TYPE IN: **-**, TO **MULTIPLY** TYPE IN: ***** AND TO **DIVIDE** TYPE IN: **/**

SO AN EXAMPLE OF A FORMULA IS: =SUM(250-100*2), TO **FINISH THE FORMULA** ALWAYS **END** WITH A CLOSED BRACKET **)**, THEN HIT **ENTER**.

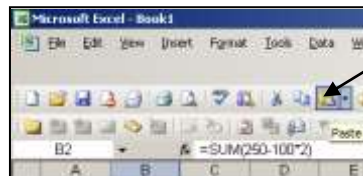
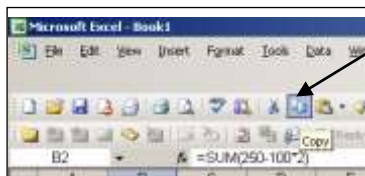


WHEN YOU WANT TO **COPY AND PASTE** FROM ONE CELL TO THE OTHER, YOU CAN

USE THE TOOLBAR FOR THIS OR VERY SIMPLE, SELECT THE CELL AND PRESS THE **Ctrl** **BUTTON** TOGETHER WITH THE **C** LETTER ON YOUR KEYBOARD, THIS WAY YOU HAVE **COPIED THE CELL CONTENTS**.

NOW PICK AN OTHER CELL WHERE YOU WANT TO PASTE THE CONTENTS INTO, AND PRESS **Ctrl** AGAIN TOGETHER WITH THE **V** LETTER ON YOUR KEYBOARD, AND YOU **PASTE THE INFORMATION INTO ANOTHER CELL**.

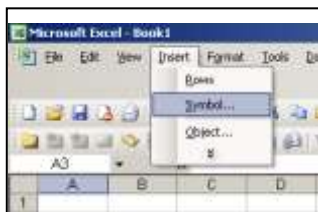
ALTERNATIVELY YOU CAN USE THE TOOLBAR BY SELECTING THE CELL YOU WANT TO COPY AND CLICK ON THE **COPY BUTTON** ON THE TOOLBAR AND THEN SELECT A CELL WHERE YOU WANT TO PASTE THE INFORMATION INTO AND CLICK ON THE **PASTE BUTTON** ON THE TOOLBAR.



SAME APPLIES IF YOU WANT TO **CUT AND PASTE**, YOU SELECT THE CELL YOU WANT TO CUT THE INFORMATION FROM THEN CLICK ON THE **CUT BUTTON** (*LITTLE SCISSORS*) ON THE TOOLBAR AND SELECT THE CELL YOU WANT TO PASTE THE INFORMATION INTO, AND CLICK ON THE **PASTE BUTTON** ON THE TOOLBAR.

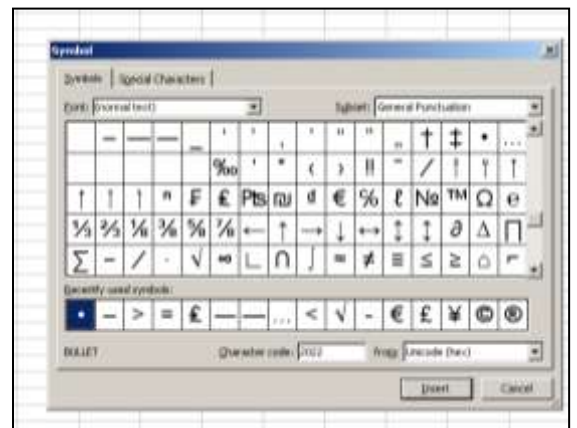


YOU ARE NOT ABLE TO INSERT BULLET POINTS AS YOU ARE ABLE IN WORD OR POWERPOINT, WHAT I USUALLY DO IS USE A **SYMBOL** AND TYPE IN THE TEXT AND THEN USE THE **INDENT BUTTON** ON THE TOOLBAR TO INDENT THE TEXT AND MAKE IT STAND OUT. CLICK ON INSERT ON THE TOOLBAR AND SELECT SYMBOL.



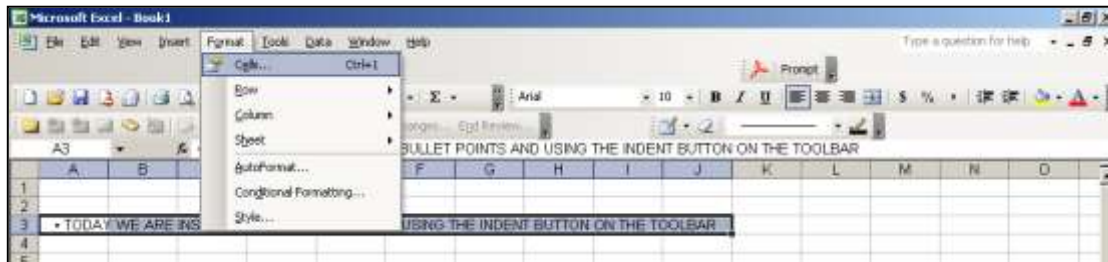
CLICK ON SYMBOL AND FIND THE BULLET POINT YOU WOULD LIKE TO USE. CLICK ON INSERT AND THEN ON THE CLOSE BUTTON.

ONCE YOU HAVE TYPED IN YOUR TEXT AFTER THE BULLET POINT, SELECT THE CELL YOU HAVE WRITTEN INFORMATION IN AND THEN CLICK ON THE **INDENT BUTTON** ON THE TOOLBAR.

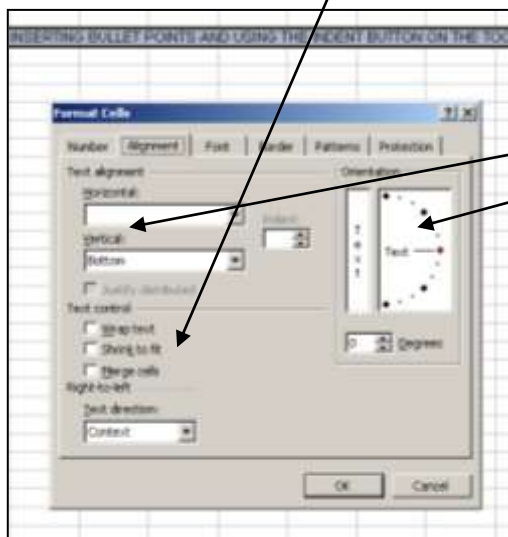




TO **MERGE OR WRAP TEXT**, SELECT THE CELLS YOU WANT MERGED AND THEN CLICK ON **FORMAT** ON THE TOOLBAR AND SELECT **CELLS**.

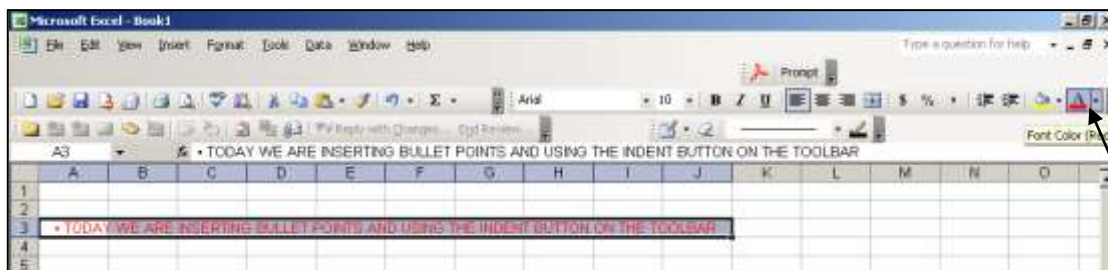


SELECT THE SECOND TAB, **ALIGNMENT** AND YOU WILL SEE THE OPTIONS OF **MERGING TEXT** AND YOU CAN ALSO **WRAP TEXT** (MEANING IT WILL FIT THE WORDS WITHIN A CELL OR SEVERAL CELLS AND WON'T SPILL OVER).

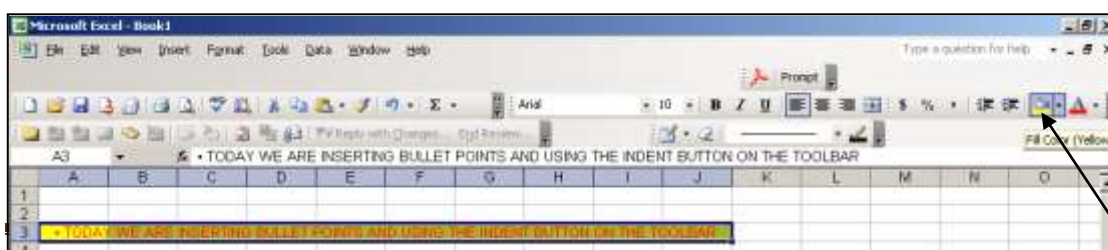


YOU CAN ALSO THEN **ALIGN THE TEXT CENTRED, TOP OR BOTTOM** OR EVEN **TURN THE TEXT VERTICAL**.

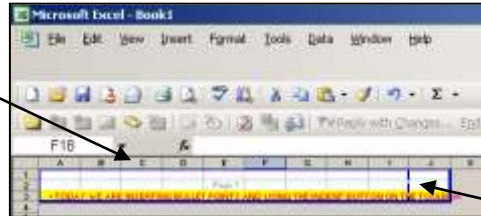
YOU CAN THEN CHANGE THE **COLOUR OF THE WORDS/ NUMBERS** BY CLICKING ON THE TOOLBAR BUTTON, **FONT COLOUR**.



NOW IF YOU WANT TO GIVE THE **CELLS A DIFFERENT COLOUR TOO**, SELECT THE **FILL COLOUR** BUTTON ON THE TOOLBAR.



TO CHECK WHETHER YOUR **INFORMATION** ON THE SPREADSHEET IS **OVERSPILLING ONTO ANOTHER PAGE** OR WANTING TO **INSERT A PAGE BREAK MORE APPROPRIATELY** YOU CAN CHECK THIS BY CLICKING ON THE **VIEW BUTTON** ON THE TOOLBAR AND SELECT **PAGE BREAK VIEW**. YOU WILL END UP WITH A PAGE LOOKING LIKE THIS.



THIS SHOWS THAT THE PAGE IS **TOO WIDE** AND IS **OVERSPILLING TO ANOTHER**

PAGE, WHAT YOU CAN DO IS **DRAG THE BLUE DASHED LINE ACROSS TO THE STRAIGHT BLUE LINE**. SOMETIMES BY **PUTTING THE CURSOR ON THE COLUMN LINE AND DOUBLE CLICK ON IT**

YOU ARE ABLE TO AUTOMATICALLY ADJUST THE WIDTH OF THE COLUMN. THE **CURSOR** WILL *CHANGE* INTO **2 LITTLE ARROWS GOING IN OPPOSITE DIRECTION**.