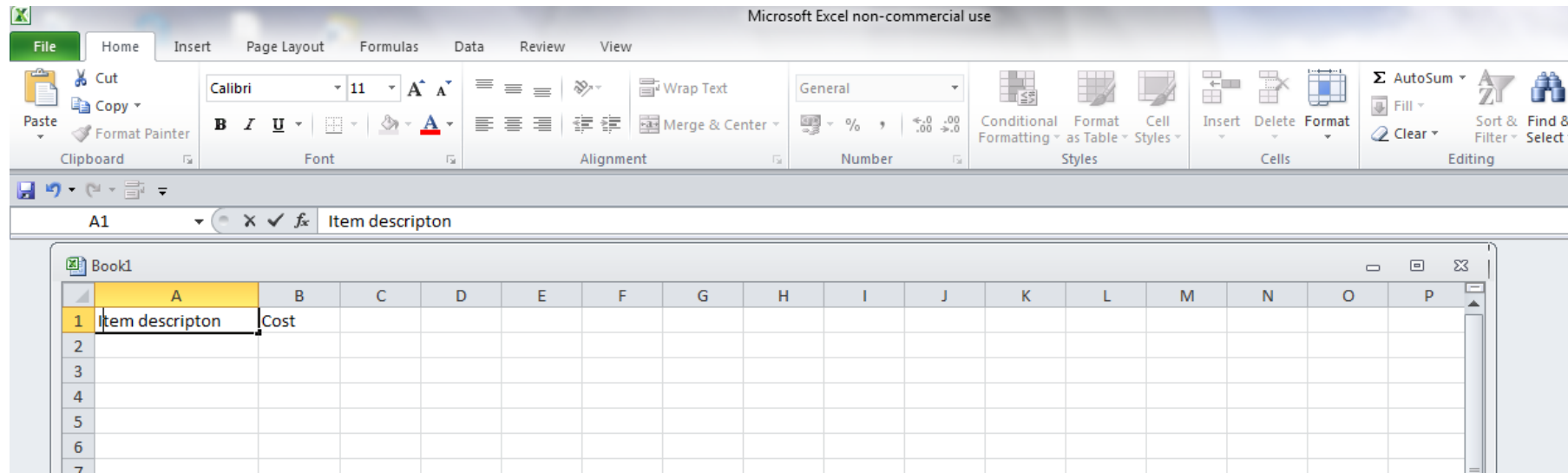


Spread Sheets in XL

1 Domestic expenditure

Excel allows multiple calculations to be executed and recorded. This example shows how to record and total a simple list of domestic purchases.

Start by entering some headings in the first row. If the wording of the description is wider than the column width, place the cursor on the dividing line between columns A and B, hold the left key down and drag the line sideways to suit. Select the cell in which to type, with the cursor. A black frame will appear around the cell. Type the required text in the cell.



Placing the cursor on the total cell and selecting Autosum and sum will cause the following to appear on the screen. The software has selected a range of cells to be added. Note the formulae that has been generated in the panel above the spreadsheet. Press enter on the keyboard to complete the calculation.

The screenshot shows the Microsoft Excel interface with the following data in the spreadsheet:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Item description	Cost														
2	Vegatables	2.5														
3	Milk	2														
4	Meat	2														
5	New Coat	40														
6	New Shoes	30														
7	Travel January	50														
8	Total	=SUM(B2:B7)														
9		SUM(number1, [number2], ...)														
10																
11																
12																
13																
14																
15																
16																
17																

The formula bar shows the formula: `=SUM(B2:B7)`

The taskbar at the bottom shows the system tray with the date 17/01/2015 and time 16:07.

Calculation completed.

The screenshot shows the Microsoft Excel interface with the 'Formulas' tab selected. The spreadsheet contains the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Items	Cost											
2	Vegatables	2.5											
3	Milk	2											
4	meat	5											
5	New coat	40											
6	New shoes	30											
7	travel January	50											
8	Total	129.5											
9													
10													
11													
12													
13													
14													
15													
16													
17													

Alan Paul

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