

On the following pages are printouts of your formula sheets. These have been included for you to check that you are "on the right track".

Sorting 1

Model Answer **A**

Headers (or column headings) stayed at the top of the table

	A	B	C	D
1	Date	Chq_No	Particulars	Amount
2	1-May-07	125361	Computer Shop	\$12.00
3	1-May-07	125370	Cash	\$23.50
4	5-May-07	125363	Cash	\$100.00
5	10-May-07	125368	Clothing Co	\$105.00
6	12-May-07	125374	Big Fresh	\$115.00
7	12-May-07	125371	HB Polytechnic	\$130.00
8	12-May-07	125362	Groceries	\$123.56
9	14-May-07	125373	Landlord	\$130.00
10	15-May-07	125369	Landlord	\$150.00
11	18-May-07	125382	Motor Co	\$160.00
12	20-May-07	125377	Motor Co	\$160.00
13	24-May-07	125380	Resene	\$189.00
14	28-May-07	125381	Restaurant	\$365.00
15	30-May-07	125983	Sherwoods	\$540.00
16	30-May-07	125375	Scott & Ricketts	\$450.00

Look in the **Date** column - is it sorted in ascending order (A-Z or low to high order)?

Because you DID NOT select any data, the rows (or records) HAVE STAYED CORRECTLY TOGETHER

Model Answer **B**

	A	B	C	D
1	Date	Chq_No	Particulars	Amount
2	1-May-07	125361	Computer Shop	\$12.00
3	12-May-07	125362	Groceries	\$123.56
4	5-May-07	125363	Cash	\$100.00
5	10-May-07	125368	Clothing Co	\$105.00
6	15-May-07	125369	Landlord	\$150.00
7	1-May-07	125370	Cash	\$23.50
8	12-May-07	125371	HB Polytechnic	\$130.00
9	14-May-07	125373	Landlord	\$130.00
10	12-May-07	125374	Big Fresh	\$115.00
11	30-May-07	125375	Scott & Ricketts	\$450.00
12	20-May-07	125377	Motor Co	\$160.00
13	24-May-07	125380	Resene	\$189.00
14	28-May-07	125381	Restaurant	\$365.00
15	18-May-07	125382	Motor Co	\$160.00
16	30-May-07	125983	Sherwoods	\$540.00

Look in the **Cheque No** column - is it sorted in ascending order (A-Z or low to high order)?

	A	B	C	D
1	Date	Chq No	Particulars	Amount
2	1-May-07	125361	Computer Shop	\$12.00
3	1-May-07	125370	Cash	\$23.50
4	5-May-07	125363	Cash	\$100.00
5	10-May-07	125368	Clothing Co	\$105.00
6	12-May-07	125362	Groceries	\$123.56
7	12-May-07	125371	HB Polytechnic	\$130.00
8	12-May-07	125374	Big Fresh	\$115.00
9	14-May-07	125373	Landlord	\$130.00
10	15-May-07	125369	Landlord	\$150.00
11	18-May-07	125382	Motor Co	\$160.00
12	20-May-07	125377	Motor Co	\$160.00
13	24-May-07	125380	Resene	\$189.00
14	28-May-07	125381	Restaurant	\$365.00
15	30-May-07	125375	Scott & Ricketts	\$450.00
16	30-May-07	125983	Sherwoods	\$540.00

Where the **dates** are the "same" the **Cheque No** should now be in ascending order

	A	B	C	D
1	Date	Chq No	Particulars	Amount
2	12-May-07	125374	Big Fresh	\$115.00
3	5-May-07	125363	Cash	\$100.00
4	1-May-07	125370	Cash	\$23.50
5	12-May-07	125362	Clothing Co	\$123.56
6	10-May-07	125368	Clothing Co	\$105.00
7	1-May-07	125361	Clothing Co	\$12.00
8	12-May-07	125371	HB Polytechnic	\$130.00
9	14-May-07	125373	Landlord	\$150.00
10	15-May-07	125369	Landlord	\$130.00
11	18-May-07	125382	Motor Co	\$160.00
12	20-May-07	125377	Motor Co	\$140.00
13	24-May-07	125380	Restaurant	\$365.00
14	28-May-07	125381	Restaurant	\$189.00
15	30-May-07	125375	Scott & Ricketts	\$450.00
16	30-May-07	125983	Sherwoods	\$540.00

Where the **Particulars** are the "same" the **Amount** should now be in descending order
Values should be high to low order

Answer Exercise 2

Chicken Costings formulas:

Chick Costs sheet

	A	B	C	D	E	F	G	H
1	SS2							
2	COSTINGS FC							
3	Item	No	Per Item	Cost	GST	Total cost	Discount	Discounted price
4					0.15		0.025	
5								
6	Chicken mash	12	11.5	=B6*C6	=D6*E\$4	=D6+E6	=F6*G\$4	=F6-G6
7	Grit	5	42	=B7*C7	=D7*E\$4	=D7+E7	=F7*G\$4	=F7-G7
8	Wire mesh	3	115	=B8*C8	=D8*E\$4	=D8+E8	=F8*G\$4	=F8-G8
9	Infrared light bulbs	15	8.5	=B9*C9	=D9*E\$4	=D9+E9	=F9*G\$4	=F9-G9
10								
11	Total Cost			=SUM(D6:D9)	=SUM(E6:E9)	=SUM(F6:F9)	=SUM(G6:G9)	=SUM(H6:H9)

GST Table formulas:

GST calcs sheet

	A	B	C
1			
2		GST	0.15
3	Amount	GST	Total
4	10	=A4*C\$2	=A4+B4
5	20	=A5*C\$2	=A5+B5
6	30	=A6*C\$2	=A6+B6
7	40	=A7*C\$2	=A7+B7
8	50	=A8*C\$2	=A8+B8
9	60	=A9*C\$2	=A9+B9

12	Amount	10	20	30	40	50	60
13	GST	=B12*\$C2	=C12*\$C2	=D12*\$C2	=E12*\$C2	=F12*\$C2	=G12*\$C2
14	Total	=SUM(B12:B13)	=SUM(C12:C13)	=SUM(D12:D13)	=SUM(E12:E13)	=SUM(F12:F13)	=SUM(G12:G13)

Total amounts sheet

	A	B	C	D
1	Particulars	Amount	GST	Total Cost
2			0.15	
3	Sherwoods	540	=B3*C\$2	=B3+C3
4	Cash	100	=B4*C\$2	=B4+C4
5	Big Fresh	115	=B5*C\$2	=B5+C5
6	Landlord	150	=B6*C\$2	=B6+C6
7	Resene	189	=B7*C\$2	=B7+C7
8	Scott & Ricketts	450	=B8*C\$2	=B8+C8
9	Motor Co	160	=B9*C\$2	=B9+C9
10	HB Polytechnic	130	=B10*C\$2	=B10+C10
11	Landlord	130	=B11*C\$2	=B11+C11
12	Motor Co	160	=B12*C\$2	=B12+C12
13	Computer Shop	12	=B13*C\$2	=B13+C13
14	Groceries	123.56	=B14*C\$2	=B14+C14
15	Restaurant	365	=B15*C\$2	=B15+C15
16	Clothing Co	105	=B16*C\$2	=B16+C16
17	Cash	23.5	=B17*C\$2	=B17+C17
18	Totals	=SUM(B3:B17)	=SUM(C3:C17)	=SUM(D3:D17)

Claim back sheet

	A	B	C	D	E	F	G
1	Petrol Expen						
2							
3							
4	Month	January	February	March	April	May	June
5	Petrol	423.5	438	535.5	530.8	640.3	683.8
6	Claim back	=B5*\$A7	=C5*\$A7	=D5*\$A7	=E5*\$A7	=F5*\$A7	=G5*\$A7
7	0.025						

Answer Exercise 3

Sales Tax formulas:

	A	B	C	D	E	F	G
1	SALES TAX TABLE						
2							
3	Item Code No	No sold	Net cost	Sales Tax	Gross Cost	Total Cost	
4	A512	5	8.5	=C4*G\$7	=C4+D4	=B4*E4	
5	A513	8	16.95	=C5*G\$7	=C5+D5	=B5*E5	
6	A514	2	82	=C6*G\$7	=C6+D6	=B6*E6	Sales Tax %
7	A515	3	45	=C7*G\$7	=C7+D7	=B7*E7	0.0825
8	A516	7	15	=C8*G\$7	=C8+D8	=B8*E8	
9	A517	3	7	=C9*G\$7	=C9+D9	=B9*E9	
10	A518	12	1	=C10*G\$7	=C10+D10	=B10*E10	
11	A519	8	3.55	=C11*G\$7	=C11+D11	=B11*E11	

Answer Exercise 4

Bonus Lufthansa formulas:

Bonus Miles sheet

	A	B	C	D	E	F
1	BONUS MILES ON LUFTHANSA			Bonus -	0.025	Gay Robertson
2				Cost per mile -	0.19	
3	ROUTE	Economy	Bonus	Cost		
4		Class	Miles			
5						
6	Dubai-Karachi	20000	=B6*E\$1	=B6*E\$2		
7	Bangkok-Manila	25000	=B7*E\$1	=B7*E\$2		
8	Hong Kong-Japan	30000	=B8*E\$1	=B8*E\$2		
9	Asia-Australia	40000	=B9*E\$1	=B9*E\$2		
10	Within South America	25000	=B10*E\$1	=B10*E\$2		
11	South America-Germany	90000	=B11*E\$1	=B11*E\$2		

Air Miles sheet

	A	B	C	D
1	AIR MILES ON LUFTHANSA			
2				
3	ROUTE	Economy	Air miles	Business Class
4		Class	0.025	0.0825
5				
6	Dubai-Karachi	20000	=\$B6*C\$4	=\$B6*D\$4
7	Bangkok-Manila	25000	=\$B7*C\$4	=\$B7*D\$4
8	Hong Kong-Japan	30000	=\$B8*C\$4	=\$B8*D\$4
9	Asia-Australia	40000	=\$B9*C\$4	=\$B9*D\$4
10	Within South America	25000	=\$B10*C\$4	=\$B10*D\$4
11	South America-Germany	90000	=\$B11*C\$4	=\$B11*D\$4

Answer Exercise 5

Song Income formulas:

Income Report sheet

	A	B	C	D	E
1	SONG INCOME REPORT				
2					
3	COMPOSER: BROWNE				
4	SONG TITLE	NET SALES	ROYALTY	MANU.COSTS	NET INCOME
5	The Kid and I	122356.61	=B5*B\$21	=B5*E\$21	=B5-C5-D5
6	Crazy to Think!	54667.92	=B6*B\$21	=B6*E\$21	=B6-C6-D6
7	Why this System?	885443.91	=B7*B\$21	=B7*E\$21	=B7-C7-D7
8					
9	COMPOSER: SMITH				
10	SONG TITLE	NET SALES	ROYALTY	MANU.COSTS	NET INCOME
11	Beaks Around Us	553889.04	=B11*B\$22	=B11*E\$21	=B11-C11-D11
12	Intrigue at the Station	857443.25	=B12*B\$22	=B12*E\$21	=B12-C12-D12
13	The Exile	956441.89	=B13*B\$22	=B13*E\$21	=B13-C13-D13
14					
15	REPORT TOTALS				
16	SONG TITLE	NET SALES	ROYALTY	MANU.COSTS	NET INCOME
17	Browne	=SUM(B5:B7)	=SUM(C5:C7)	=SUM(D5:D7)	=B17-C17-D17
18	Smith	=SUM(B11:B13)	=SUM(C11:C13)	=SUM(D11:D13)	=B18-C18-D18
19					
20	ROYALTY %			MANUFACTURING COSTS	
21	Browne	0.13		All songs	0.263
22	Smith	0.135			

Commission sheet

	A	B	C	D	E	F
1						
2		Commission	0.0085	0.0115	0.015	0.022
3						
4		NET SALES				
5	Browne	1062468.44	=\$B5*C\$2	=\$B5*D\$2	=\$B5*E\$2	=\$B5*F\$2
6	Smith	2367774.18	=\$B6*C\$2	=\$B6*D\$2	=\$B6*E\$2	=\$B6*F\$2

Answer Exercise 9

Time and date calcs formulas: (some columns have been "squashed" up)

Statistics sheet

	A	B	C	D	E	F
1	Date	Chq No	Particulars	Amount		
2	39232	125983	Sherwoods	540		
3	39232	125375	Scott & Ricketts	450	Smallest amount	=MIN(D2:D16)
4	39230	125381	Restaurant	365	Largest amount	=MAX(D2:D16)
5	39226	125380	Resene	189	No of cheques	=COUNT(D2:D16)
6	39222	125377	Motor Co	160		
7	39220	125382	Motor Co	160		
8	39217	125369	Landlord	150		
9	39214	125371	HB Polytechnic	130		
10	39216	125373	Landlord	130		
11	39214	125362	Groceries	123.56		
12	39214	125374	Big Fresh	115		
13	39212	125368	Clothing Co	105		
14	39207	125363	Cash	100		
15	39203	125370	Cash	23.5		
16	39173	125361	Computer Shop	12		
17			Average Amount	=AVERAGE(D2:D16)		
18			Average >100	=AVERAGE(D2:D13)		
19			Average Date	=AVERAGE(A2:A16)		

Date & time sheet

	A	B	C	D	E	F	G	H
1	Date	Chq No	Particulars					
2	39203	12538	Cash	23.5				
3	39203	12538	Computer	12				
4	39207	12538	Cash	100				
5	39212	12538	Clothing	105				
6	39214	12538	Big Fresh	115				
7	39214	12538	Groceries	123				
8	39214	12538	HB	130				
9	39216	12538	Landlord	130				
10	39217	12538	Landlord	150				
11	39220	12538	Motor	160				
12	39222	12538	Motor	160				
13	39226	12538	Resene	189				
14	39230	12538	Resene	365				
15	39232	12538	Scott	450	Current time	=NOW()		
16	39232	12538	Sherwoods	540	Print Date	40988	Due Date	=F16+20
17					Print Time	0.388194444444444		
18	=DAYS360(A2,A16)							
19					Start time	0.389583333333333		
20					End time	0.413194444444444		
21					Time taken	=MINUTE(F20-F19)		
22								
23					Hour calculation	=HOUR(F25-F24)	=MINUTE(F25-F24)	
24					start time	0.39375		
25					end time	0.6875		

Look at F16 (Ctrl+ ;) and F17 (ctrl+shift+;) These date and time cells **do not change** BUT Excel stores them as values representing the unchanging date and unchanging time - YOURS WILL BE DIFFERENT!

If function sheet

	A	B	C	D	E
1	Date	Chq No	Particulars	Amount	=NOW()
2	41057	125381	Restaurant	365	=IF(D2>300,"High Cost","Low Cost")
3	41059	125375	Scott & Ricketts	450	=IF(D3>300,"High Cost","Low Cost")
4	41059	125983	Sherwoods	540	=IF(D4>300,"High Cost","Low Cost")
5	41041	125374	Big Fresh	115	=IF(D5>300,"High Cost","Low Cost")
6	41034	125363	Cash	100	=IF(D6>300,"High Cost","Low Cost")
7	41030	125370	Cash	23.5	=IF(D7>300,"High Cost","Low Cost")
8	41039	125368	Clothing Co	105	=IF(D8>300,"High Cost","Low Cost")
9	41000	125361	Computer Shop	12	=IF(D9>300,"High Cost","Low Cost")
10	41041	125362	Groceries	123.56	=IF(D10>300,"High Cost","Low Cost")
11	41041	125371	HB Polytechnic	130	=IF(D11>300,"High Cost","Low Cost")
12	41044	125369	Landlord	150	=IF(D12>300,"High Cost","Low Cost")
13	41043	125373	Landlord	130	=IF(D13>300,"High Cost","Low Cost")
14	41049	125377	Motor Co	160	=IF(D14>300,"High Cost","Low Cost")
15	41047	125382	Motor Co	160	=IF(D15>300,"High Cost","Low Cost")
16	41053	125380	Resene	189	=IF(D16>300,"High Cost","Low Cost")

Answer Exercise 10

Stock Control formulas:

Re order sheet

	A	B	C	D	E	F	G
1	Stc			Printin	40988		
2				Due D	=E1+30		
3		Item		In	Stock	Reorder	
4	Des	Value	Min.	Stock	Value	Number	Value
5	Birc	0.24	100	12	=B5*D5	=IF(D5<C5,C5-D5,0)	=F5*B5
6	Glu	0.9	50	45	=B6*D6	=IF(D6<C6,C6-D6,0)	=F6*B6
7	Pac	1.2	23	23	=B7*D7	=IF(D7<C7,C7-D7,0)	=F7*B7
8	Per	0.05	23	45	=B8*D8	=IF(D8<C8,C8-D8,0)	=F8*B8
9	Rul	0.8	12	44	=B9*D9	=IF(D9<C9,C9-D9,0)	=F9*B9
10	Sell	0.5	24	23	=B10*D10	=IF(D10<C10,C10-D10,0)	=F10*B10
11							
12	Ave	=AVERAGE(B5:B10)					
13				Total	=SUM(E5:E10)		=SUM(G5:G10)
14							

Answer Exercise 11

Student Results formulas:

Exercise 11

Financial Loan formulas:

	A	B	C	D	E	F
1				YOURNAME		
2				Loan		
3						
4	Amount	55000		Term (mont	=B5*12	
5	Term(yrs)	15				
6	Interest per annum	0.085		Monthly Pay	=PMT(B6/12,F4,-B4,0,1)	
7						
8						
9						
10						
11	Total actually paid back	=F6*F4				
12	Interest paid on loan	=B11-B4				
13						

Passes sheet

	A	B	C	D	E
1	CREATING IMAGES ASSI				
2			Value of Assignment		Resit date
3			40		
4	Final Result	NAME	Assign 1		=D24+14
5	=IF(C5>=32,"Pass",C5/C\$3)	Anna	39		
6	=IF(C6>=32,"Pass",C6/C\$3)	Chris	27		
7	=IF(C7>=32,"Pass",C7/C\$3)	Courtenay	30		
8	=IF(C8>=32,"Pass",C8/C\$3)	Courtney	37		
9	=IF(C9>=32,"Pass",C9/C\$3)	Fred	32		
10	=IF(C10>=32,"Pass",C10/C\$3)	Gay	28		
11	=IF(C11>=32,"Pass",C11/C\$3)	Haley	38		
12	=IF(C12>=32,"Pass",C12/C\$3)	James	32		
13	=IF(C13>=32,"Pass",C13/C\$3)	Josephine	33		
14	=IF(C14>=32,"Pass",C14/C\$3)	Kamila	25		
15	=IF(C15>=32,"Pass",C15/C\$3)	Michael	32		
16	=IF(C16>=32,"Pass",C16/C\$3)	Molly	29		
17	=IF(C17>=32,"Pass",C17/C\$3)	Noah	27		
18	=IF(C18>=32,"Pass",C18/C\$3)	Paul	23		
19	=IF(C19>=32,"Pass",C19/C\$3)	Sam	37		
20	=IF(C20>=32,"Pass",C20/C\$3)	Sue	34		
21	=IF(C21>=32,"Pass",C21/C\$3)	Tania	30		
22	=IF(C22>=32,"Pass",C22/C\$3)	Thomas	32		
23	=IF(C23>=32,"Pass",C23/C\$3)	Trevor	30		
24	=COUNTIF(A5:A23,"Pass")	Total Passes		39118	

On the following pages are printouts of your formula sheets. These have been included for you to check that you are "on the right track".

Exercise 11

Financial Loan formulas:

	A	B	C	D	E	F
1				YOURNAME		
2				Loan		
3						
4	Amount	55000		Term (mont	=B5*12	
5	Term(yrs)	15				
6	Interest per annum	0.085		Monthly Pay	=PMT(B6/12,F4,-B4,0,1)	
7						
8						
9						
10						
11	Total actually paid back	=F6*F4				
12	Interest paid on loan	=B11-B4				
13						

Exercise 12

Budget formulas:

Pay Back Loan sheet

	A	B	C	D	E	F	G
1						sta	0.538194444444444
2						fin	0.544444444444444
3						hor	=MINUTE(G2-G1)
4							
5							
6		January	February	March	Totals		
7	Ba	1500	1000	1000			
8							
9	In						
10	F	1758	1485	2120		=SUM(B10:D10)	
11	N	23	28	1000		=SUM(B11:D11)	
12	Tc	=SUM(B10:B11)	=SUM(C10:C11)	=SUM(D10:D11)		=SUM(B12:D12)	
13							
14	Es						
15	L	=pmt(\$D\$3	=pmt(\$D\$3	=pmt(\$D\$3		=SUM(B15:D15)	
16	F	800	800	800		=SUM(B16:D16)	
17	£	450	750	400		=SUM(B17:D17)	
18	\	80	1000	50		=SUM(B18:D18)	
19	Tc	=SUM(B15:B18)	=SUM(C15:C18)	=SUM(D15:D18)		=SUM(B19:D19)	
20							
21	Pr	=B7+B12:B19	=C7+C12:C19	=D7+D12:D19			
22							
23	Ma	=MAX(B15:D18)					
24	Av	=AVERAGE(B10:D10)					
25	Co	=IF(B21>=2000,B21*4%,0)	=IF(C21>=2000,C21*4%,0)	=IF(D21>=2000,D21*4%,0)			
26	Ov	=IF(B15>20%*B21,"Yes","No")	=IF(C15>20%*C21,"Yes","No")	=IF(D15>20%*D21,"Yes","No")			

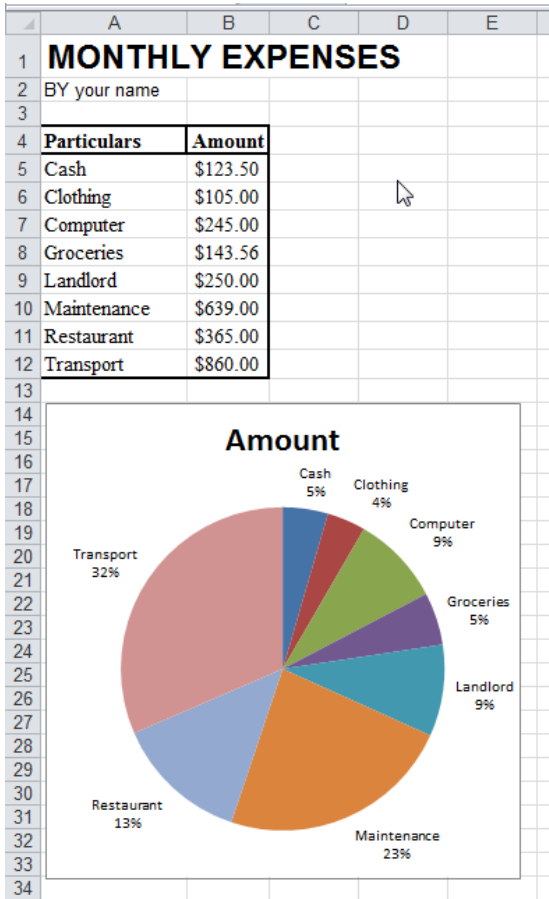
PMT sheet

	A	B	C	D
1	Amount	8500	Term (months)	=B2*12
2	Term (yrs)	2		
3	Interest per annum	0.125	Monthly Payment	=PMT(B3/12,D1,-B1)
4				

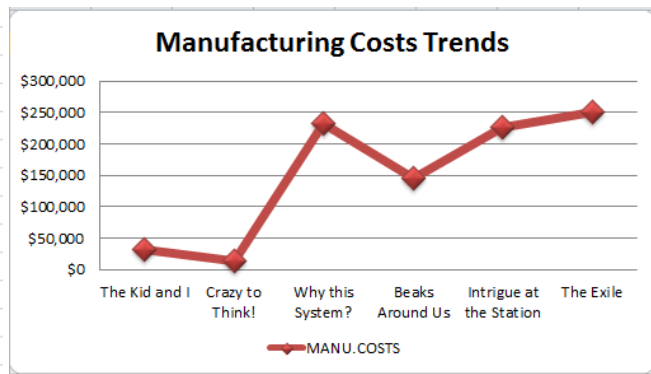
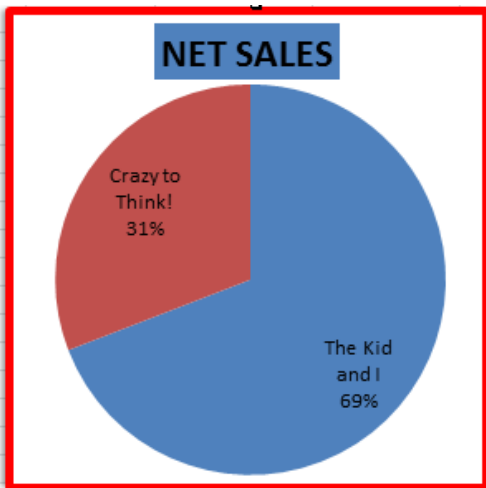
Exercise 13

A	B	C	D	E	F	G
1					start time	0.102777777777778
2		Gay's Company			finish time	0.132638888888889
3					how long it took	=MINUTE(G2-G1)
4		Three Monthly Budget				
5						
6		January	February	March	Totals	
7	Bank Balance	1500	1000	1000		
8						
9	Income					
10	Receipts from sales	1758				=SUM(B10:D10)
11	Interest on Deposits	28				=SUM(B11:D11)
12	Total Income	=SUM(B10:B11)	=SUM(C10:C11)	=SUM(D10:D11)		=SUM(B12:D12)
13						
14	Expenses					
15	Loan calculation	=PMT(\$D\$3	=PMT(\$D\$3	=PMT(\$D\$3		=SUM(B15:D15)
16	Property Rental	800		800		=SUM(B16:D16)
17	Sundry Running Expe	450		400		=SUM(B17:D17)
18	Vehicle maintenance	80		50		=SUM(B18:D18)
19	Total Expenses	=SUM(B15:B18)	=SUM(C15:C18)	=SUM(D15:D18)		=SUM(B19:D19)
20						
21	Profit	=B7+B12-B19		=D7+D12-D19		
22						
23	Maximum expense	=MAX(B15:D18)				
24	Average of Receipts from sales of goods	=AVERAGE(B10:D10)				
25	Commission	=IF(B21>=2000,B21*4%,0)	=IF(C21>=2000,C21*4%,0)	=IF(D21>=2000,D21*4%,0)		
26	Over 20% of Profit	=IF(B15>B21*20%,"Yes","No")	=IF(C15>C21*20%,"Yes","No")	=IF(D15>D21*20%,"Yes","No")		
27						

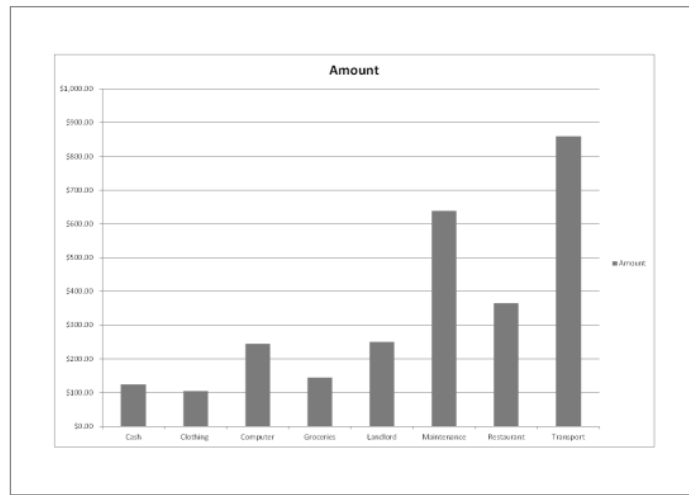
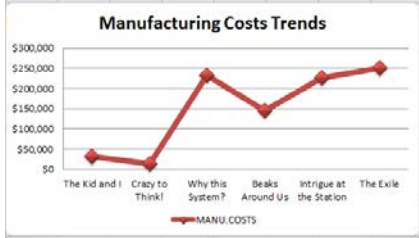
Exercise 16



Exercise 17

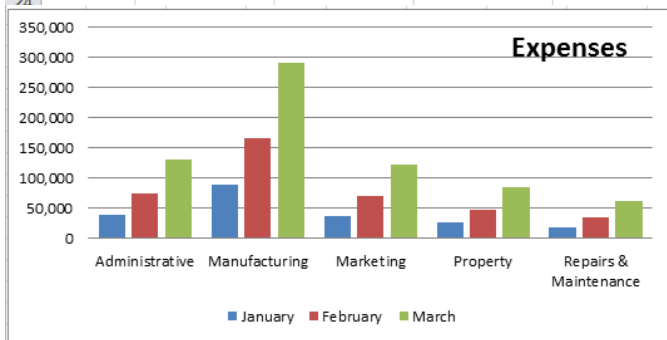


Exercise 18



Exercise 20

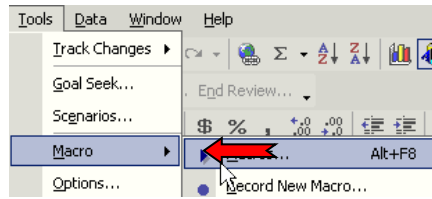
	A	B	C	D	E
1	JOSEPH CRONIN LTD				
2		January	February	March	Quarter Total
3	Revenue				
4	Sales	232898	432989.6	765998.6	=SUM(B4:D4)
5	Other	1232.93	3265.81	2145.99	=SUM(B5:D5)
6	Total Re	=SUM(B4:B5)	=SUM(C4:C5)	=SUM(D4:D5)	=SUM(B6:D6)
7					
8	Expense				
9	Administ	=B\$6*\$B19	=C\$6*\$B19	=D\$6*\$B19	=SUM(B9:D9)
10	Manufac	=B\$6*\$B20	=C\$6*\$B20	=D\$6*\$B20	=SUM(B10:D10)
11	Marketin	=B\$6*\$B21	=C\$6*\$B21	=D\$6*\$B21	=SUM(B11:D11)
12	Property	=B\$6*\$B22	=C\$6*\$B22	=D\$6*\$B22	=SUM(B12:D12)
13	Repairs	=B\$6*\$B23	=C\$6*\$B23	=D\$6*\$B23	=SUM(B13:D13)
14	Total Exp	=SUM(B9:B13)	=SUM(C9:C13)	=SUM(D9:D13)	=SUM(B14:D14)
15					
16	Net Inco	=B6-B14	=C6-C14	=D6-D14	=E6-E14
17					
18	Budget'		Date created:	40990	
19	Admini: 0.17				
20	Manufa: 0.38				
21	Marketi: 0.16		Due again:	=E18+90	
22	Properl: 0.11				
23	Repairs: 0.08				
24					



Extra : Macro – what is macro code?

After recording the macro, and checking that it runs, you can take a look at the macro code

☞ on Tools, Macro, Macros



☞ on macro name

Macro name:
Print_Expenses_section

☞ on

Edit

Visual Basic code will appear –


This is the way Excel records the steps you have taken when recording the macro

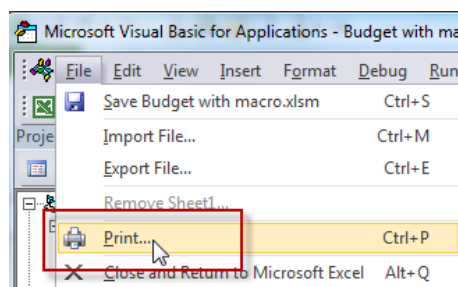
Visual Basic Code	What it is doing!!!
<pre>Sub Print_Expenses_Section() '</pre>	Macro name
<pre> ' Print_Expenses_Section Macro ' Macro recorded 14/01/2007 by Gay Robertson to print ' the expenses section of the current workbook '</pre>	Description
<pre> ' Keyboard Shortcut: Ctrl+Shift+P</pre>	Shortcut key
<pre> Sheets("Budget with loan payment").Select</pre>	Go to sheet
<pre> Range("A14:E19").Select</pre>	Select range


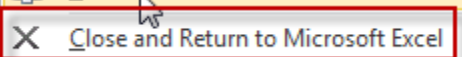
Continued on next page



Visual Basic Code	What it is doing!!!
<pre> With Selection.Font .Name = "Franklin Gothic Book" .Strikethrough = False .Superscript = False .Subscript = False .OutlineFont = False .Shadow = False .Underline = xlUnderlineStyleNone .ColorIndex = xlAutomatic End With </pre>	Change Font type
<pre> With Selection.Font .Name = "Franklin Gothic Book" .Size = 14 .Strikethrough = False .Superscript = False .Subscript = False .OutlineFont = False .Shadow = False .Underline = xlUnderlineStyleNone .ColorIndex = xlAutomatic End With </pre>	Change font size
<pre> Selection.Columns.AutoFit </pre>	Autofit selected columns
<pre> Selection.PrintOut Copies:=1, Collate:=True </pre>	Print selection

Print out macro documentation,  on File,  on Print,  on OK



 on  to close out of EDIT and return to worksheet