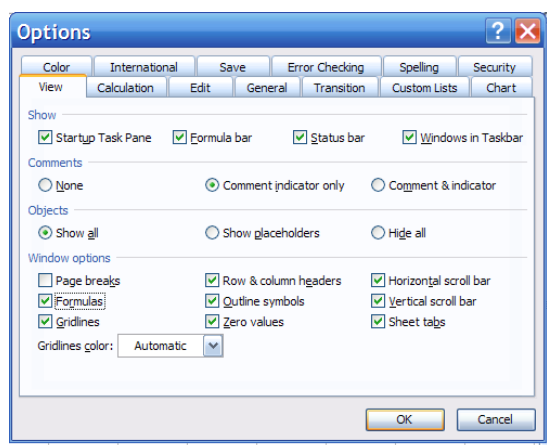


EXCEL CALCULATIONS

Show your workings!

Remember at school when you had to show your working out for every calculation that you did? Excel can do that for you. Simply choose the Tools menu, and then select Options. Make sure you are looking at the View Tab and click the formulas box near the bottom. When you click OK the spreadsheet will show the formulas working behind your values.

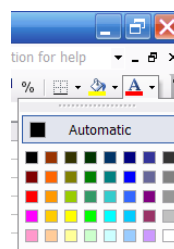
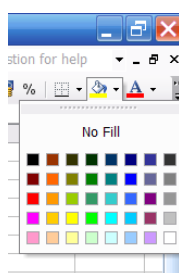
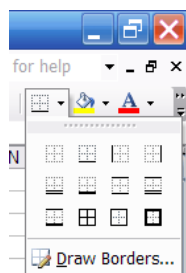


Add more information

Another useful trick is inserting rows and columns so that you can add in extra information. Just highlight the column to the right of where you want an extra one or the row below where you want an extra one. Go to the Insert menu and select row or column. You can add in your extra information and any values will be updated automatically.

Lots of fancy bits!

Shading and borders can add emphasis to your work. Just ensure that you have the correct part of the spreadsheet highlighted and choose the right tool.



Have a go

Open the literacy and numeracy spreadsheet that you created last time. Experiment with borders, colours and some shading.

A word of warning

Some fonts look better than other in colour

Shading can be effective at highlighting specific areas but too much colour can hit you in the face.

Borders help your work to stand out but can look crowded if overused.