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**DEVELOP AND USE COMPLEX
SPREADSHEETS**
(EXCEL 2010)

BSBITU402A



By

The Software Publications Writing Team



Software Publications

Develop and use complex spreadsheets (Excel 2010)

This book supports BSBITU402A Develop and use complex spreadsheets in the Business Services Training Package.

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Learning Outcomes

At the end of this section you should be able to -

- Work with named ranges
- Manage multiple worksheets (copy, move, delete and insert worksheets)
- Create formulas across worksheets
- Insert/remove page breaks
- Link workbooks
- Consolidate data

Names

A cell or a range of cells can be given a name which can be used instead of cell references. Some advantages of using names are listed below.

- Easier identifier than cell references.
- Reduces the risk of using an incorrect cell reference in a formula.
- Enables you to move quickly to an area within the worksheet.
- Can be used to reference across worksheets.

Defining a Name

Exercise 68

- 1 Open the workbook called **Te Kea Trading**.

In this exercise, names will be assigned for the columns containing figures. These names will then be inserted when using Sum and Average functions.

- 2 Click on cell B7 and drag down to B14.
- 3 Click in the Name Box at the left of the Formula bar (which presently displays **B7**).

- 4 Type: **cost**
- 5 Press Enter.

- 6 Define names for the following ranges.

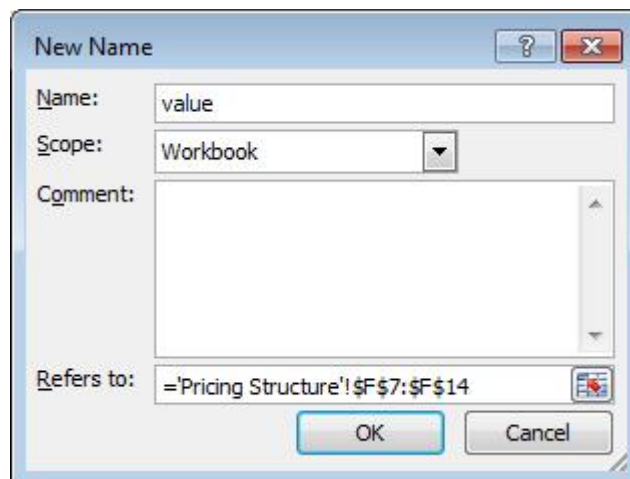
retail C7:C14
margin D7:D14
quantity E7:E14

- 7 An alternative method is to use the Define Name dialog box as follows.

- a Select the range F7:F14.
- b On the Formulas Ribbon click on **Define Name** in the Defined Names Group.

Type: **value**

	Product	Cost Price
7	Calendars	\$ 11.00
8	Saucepans	75.00
9	Electric Jug	42.00
10	Men's Sweatshirt	24.00
11	Weedeater	185.00
12	T-Shirts	15.00
13	Garden Shed	295.00
14	Crockpot	120.00





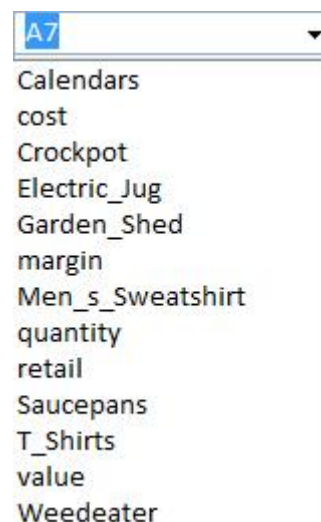
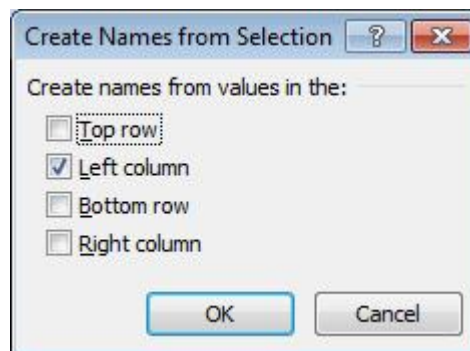
- c Click on OK.

Create a Name

A name can be assigned to a cell in a column or row that has previously been entered into the worksheet. Product names can be assigned to each of the costing/calculation cells as follows.

Exercise 69

- 1 Click on cell A7 and drag diagonally to G14.
- 2 On the Formulas Ribbon click on  **Create from Selection** in the Defined Names Group. Ensure *Left column* is selected.
- 3 Click on OK.
- 4 Click on the Name Box  and the names will display as shown at the right.
- 5 Click on a name to see the cells that have been assigned to that product name.





Using a Name with a Formula

Exercise 70

- 1 In cell B16, type: **=sum(cost)**
- 2 Press Ctrl Enter.
- 3 Format cell B16 to Currency by pressing Ctrl 1 and selecting Currency. Click on OK.
The Total Cost displays the result \$767.00 and the Formula bar shows the entry as =SUM(cost).
- 4 Click on cell C16.
- 5 Type: **=sum(retail)** and press Ctrl Enter to display the result for the total price.
- 6 Format to Currency as in step 3.

Exercise 71



Calculate the Total %Margin formula as follows.

- 1 Click on cell D16 and type: **=(C16-B16)/C16**
- 2 Press Ctrl Enter. Alternatively insert the operators into the Formula bar and click on the required cells.
- 3 Format cell D16 to Percentage and two decimal places by clicking on the Percent Style button  on the Home Ribbon, then on the Increase Decimal button  twice to display 27.82%.
- 4 Click on cell E16 and type: **=sum(quantity)**
- 5 Press Tab.
- 6 In cell F16 type: **=sum(value)**
- 7 Press Ctrl Enter.
- 8 Format F16 to Currency.

Using a Name in the Formula Palette

In the following exercise you will add a formula to calculate the average of the %Margin column.

Exercise 72

- 1 Click on cell A18 and type: **Average Margin** in bold then press Tab.
- 2 In cell B18 click on  of the AutoSum button  and select Average.
- 3 Type: **margin**

Te Kea Trading Comp Pricing Structure for Decembe				
Product	Cost Price	Retail Price	% Margin	
Calendars	\$ 11.00	\$ 18.95	41.95%	
Saucepans	75.00	95.00	21.05%	
Electric Jug	42.00	75.50	44.37%	
Men's Sweatshirt	24.00	42.95	44.12%	
Weedeater	185.00	269.90	31.46%	
T-Shirts	15.00	24.85	39.64%	
Garden Shed	295.00	375.50	21.44%	
Crockpot	120.00	159.90	24.95%	
	\$767.00	\$1,062.55	27.82%	
Average Margin	=AVERAGE(margin)			

- 4 Press Ctrl Enter.
- 5 Format to Percentage and two decimal places. The average margin result displays as 33.62%.
- 6 Delete the contents of cells B16 to D16 then press Ctrl Home (to return to cell A1).

Using a Name with Go To


Names can be used to move quickly to a designated area of your worksheet.

Exercise 73

- F5 1 Press Ctrl G OR on the Home Ribbon click on

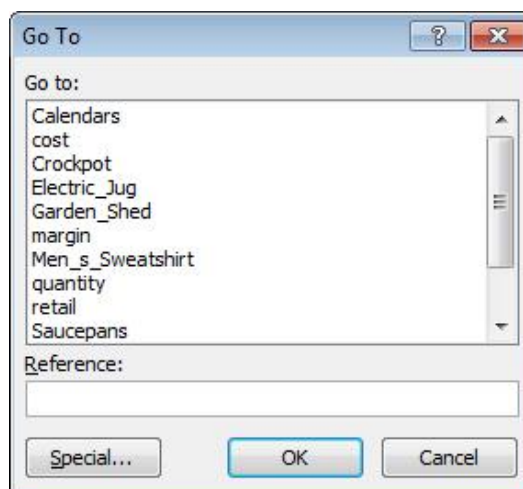


the Find & Select button and select


 Go To...

The Go To dialog box displays a list of all names in the worksheet and all past cell references that have been used to move to a cell quickly.

- 2 Double click on **retail**. Cells C7 to C14 will be selected.
- 3 Press Ctrl G. Type: **F16** and click on OK.




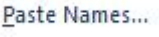
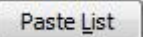
Tip

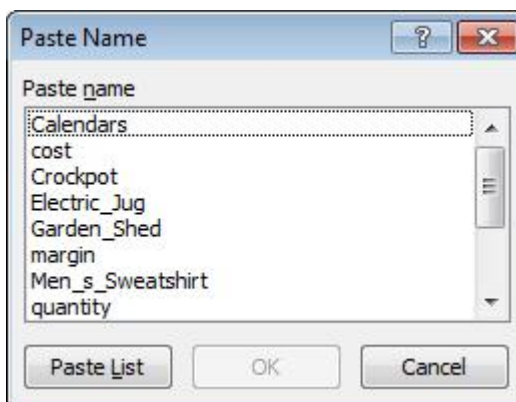
Alternatively a named range can be selected from the Name Box . (Past cell references will not be listed.)

Pasting a List of Names

A list showing the name, the worksheet name and the cell reference(s) can be pasted into your worksheet as follows.

Exercise 74

- 1 Click on cell A21.
- 2 On the Formulas Ribbon click on  and select . The Paste Name dialog box will display.
- 3 Click on .
- 4 Click away from the list to deselect. The list will be displayed as shown below.




21	Calendars	=Pricing Structure!\$B\$7:\$G\$7
22	cost	=Pricing Structure!\$B\$7:\$B\$14
23	Crockpot	=Pricing Structure!\$B\$14:\$G\$14
24	Electric_Jug	=Pricing Structure!\$B\$9:\$G\$9
25	Garden_Shed	=Pricing Structure!\$B\$13:\$G\$13
26	margin	=Pricing Structure!\$D\$7:\$D\$14
27	Men_s_Sweatshirt	=Pricing Structure!\$B\$10:\$G\$10
28	quantity	=Pricing Structure!\$E\$7:\$E\$14
29	retail	=Pricing Structure!\$C\$7:\$C\$14
30	Saucepans	=Pricing Structure!\$B\$8:\$G\$8
31	T_Shirts	=Pricing Structure!\$B\$12:\$G\$12
32	value	=Pricing Structure!\$F\$7:\$F\$14
33	Weedeater	=Pricing Structure!\$B\$11:\$G\$11




Note Names can be specified from any worksheet; all names will be displayed in the Name box and the relevant worksheet name will appear when the list is pasted.

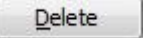
Deleting Names

Exercise 75



- 1 On the Formulas Ribbon click on the Name Manager button .
- 2 Select the *Garden_Shed* name.

	Electric_Jug	{= 42.00 *," 75.50 *...}	=Pricing Structure!...	Workbook
	Garden_Shed	{= 295.00 *," 375.5...}	=Pricing Structure!...	Workbook
	margin	{=41.95%;"21.05...}	=Pricing Structure!...	Workbook


- 3 Click on  and click on OK. Click on Close.
- 4 Save the workbook and close.

Working with Multiple Worksheets

The following exercises will show you how to work across worksheets, copy data, format worksheets, insert formulas across worksheets, etc.




Moving Data across Worksheets

Exercise 76

- 1 Open the workbook called **Flower Shop** and select cells A11 to E17.
- Ctrl X 2 Click on the Cut button  and click on the Sheet2 tab.
- 3 Click on cell A3 and press Enter to paste into the cell. When data is pasted into the worksheet it is removed from the Clipboard.
- 4 Click on the Sheet1 tab and click on A1.
- 5 Copy the heading to the Clipboard.
- 6 Click on the Sheet2 tab (cell A1) and paste the heading.
- 7 Rename Sheet1 as **Jan-Apr** and Sheet2 as **May-Aug**.
- 8 Save and close the workbook.

Copying Data from Worksheet to Worksheet


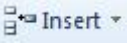

Exercise 77

- 1 Open the workbook called **Jessie's Clothing Stores**.
- 2 On the Sydney worksheet click on cell A13 and type the following.
The above figures are net figures for the months indicated.
- Ctrl C 3 Press Ctrl Enter and click on the Copy button .
- 4 Click on the Auckland sheet tab.
- Ctrl V 5 Click on A13 and click on the Paste button .
- 6 Click on the Christchurch sheet tab.
- 7 Click on A13 and click on the Paste button .
- 8 Save the workbook.

Moving, Copying and Inserting New Worksheets

Sometimes it may be necessary to insert, copy or delete a worksheet.

Exercise 78


- 1 Click on the Sydney sheet tab, then on the Home Ribbon click on  of the Insert button  and select  **Insert Sheet** . A worksheet is inserted in front of the current worksheet.
- 2 Rename Sheet1 as **Summary**.
- 3 Save the workbook.

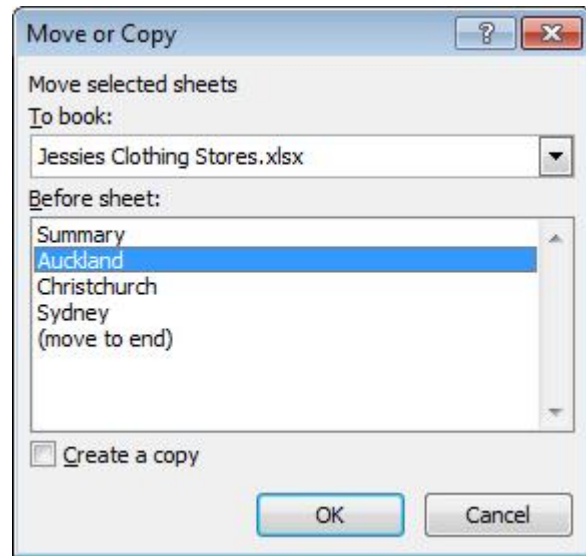
Exercise 79

- 1 Click and drag the Sydney sheet tab across to the end of the Christchurch sheet tab. The Sydney sheet is moved to that position.

Note Alternatively from the Home Ribbon the Format, Move or Copy Sheet option can be used.

You will now move the Christchurch worksheet so it is before Auckland.


- 2 Click on the Christchurch sheet tab to display the worksheet.
- 3 On the Home Ribbon click on  and select Move or Copy Sheet, and click on Auckland as shown at the right.
- 4 Click on OK.
- 5 Move the Christchurch worksheet back between the Auckland and Sydney worksheets using either the dialog box or the mouse.







- 6 Click on the Sydney sheet tab.
- 7 Hold down the Ctrl key, and click and drag the Sydney sheet tab to the far right. A copy of the Sydney sheet tab will be named as Sydney (2).
- 8 Double click on Sydney (2) and rename as **Brisbane**.
- 9 Modify the subheading to *Brisbane* instead of *Sydney*.
- 10 Select cells A6 to D9 and enter the following data. Widen column A as necessary.

	A	B	C	D	E
1	JESSIE'S CLOTHING STORES				
2	SALES FOR 1ST QUARTER 2011 - BRISBANE AREA				
3					
4		January	February	March	TOTALS
5					
6	Redcliffe	2561	1954	2675	7190
7	Mount Gravatt	1859	2010	2987	6856
8	Slacks Creek	1245	1654	1745	4644
9	West End	1675	1773	2134	5582
10					
11	TOTAL	7340	7391	9541	24272
12					
13	The above figures are net figures for the months indicated.				

- 11 Click on the Summary sheet tab.

Note The sheet tab scrolling buttons  at the bottom left corner of the screen are used to navigate between worksheets by right clicking on the buttons and selecting a sheet name. The buttons will scroll across tabs if they exceed the screen width.

- 12 Click on the  of the Delete button  and select . (If the worksheet contained data you would need to click on  to confirm the deletion.)
- 13 Save and close the workbook.