

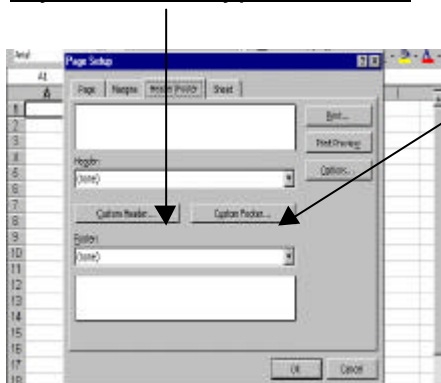
Spreadsheet: Headers and Footers

A **header** is a piece of text that is printed at the top of every page in a document.

A **footer** is a piece of text that is printed at the bottom of every page in a document.

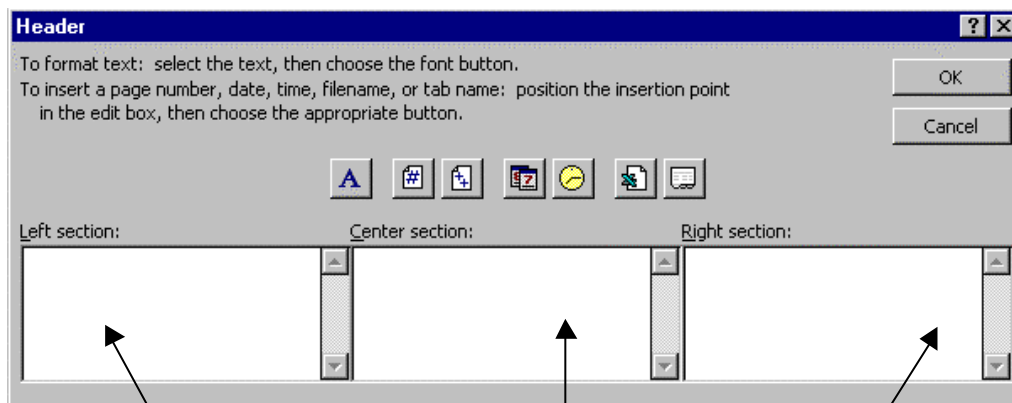
How to make a header or footer

1. Click the **View** menu and then click **Header and Footer**.
2. The Page Setup box will appear on your screen.
3. **If you want to type a header** – click the **Custom Header...** button.



If you want a footer –
click the **Custom Footer...** button.

4. The header or footer box will appear on the screen. The header or footer can be placed on the left, centre or right of the page. Follow the instructions below.



Left section:


Center section:

Right section:

Click in the box to tell the computer where to put the text. E.g. If you click in the center section, the header or footer you type will appear in the centre of the page.

5. Now **type** the text that you want as a header or a footer.
6. Click **OK**, to accept the text you have just entered and OK again to close down the Page Setup box

How to add page numbering

1. Click the **View** menu and then **Header and Footer**.
2. Follow the instructions for creating headers and footers.
So **if** you want to type a **header** – click the **Custom Header...** button **or**
if you want to type a **footer** – click the **Custom Footer...** button.
3. To **align** (line up) the text, click in the **Left section: Center section: or Right section**. You should see a flashing cursor.
4. Click the **Insert Page Number** tool. The icon is a small square button with a blue border and a white background. Inside the square, there is a blue page number '1' and a small blue plus sign to its right.
5. Type any other text that you want to appear as a header or footer and when finished click **OK**.
6. When finished with the headers and footers, click **OK**.

Remember:

You may need to get a **Print Preview** to see the headers and footers on the page **OR** go to **View, Page Layout**

Spreadsheet: Calculate percentages

Percentages can be calculated easily using a spreadsheet. Here are some examples of when percentage would be useful.

E.g. Working out VAT and/or Income Tax. Looking at Profit and/or Loss, if an increase or decrease in sales should occur (This is often called a cash flow forecast).

How to calculate percentage:

1. Move to the cell where you want the answer to go.
2. Type an equal sign. So type = (This tells the spreadsheet that you are typing a formula).
3. Click the **number** that you want to work out the percentage for Or
Type the **cell reference** of the number (E.g. D5).
4. Now type a multiply sign. So type *
5. Type the **percentage** that you want to work out. So type the number followed by % (E.g. Type 10%).
6. Press **Enter**.
7. If you want to find out how to add a percentage to a number, see below

To calculate a percentage and add it to the original number:

1. Move to the cell where you want the answer to go.
2. Type an equal sign =
3. Click the **number** that you want to work out the percentage for Or
Type the **cell reference** of the number (E.g. D5).
4. Now type a multiply sign *
5. Type the **percentage plus 100 e.g. 117.5** (if you want to work out VAT and add it back onto item) that you want to work out followed by % (E.g. Type 117%).
6. Press **Enter**.

Spreadsheet: Averages

How to calculate averages:

1. Move to the cell where you want the answer to go.
2. Type an equal sign. So type = (This tells the spreadsheet that you are typing a formula).
3. Type **Average**, then type open bracket (
4. Click on the first cell of the column or row of figures you want to average
5. Type a colon :
6. Click on the last cell of the column or row of figures you want to average, then type close bracket)
7. Press **Enter**

Your formula should look something like this =Average(A2:A8)

If you want to average cells which are not situated next to each other in a row or column, as below you need to separate each cell with a comma , e.g. =Average(A1,B2,A3)

| | A | B | C |
|---|----|----|---|
| 1 | 35 | | |
| 2 | | 45 | |
| 3 | 47 | | |

Spreadsheet: Logical Formulas

Averages and Percentages are called 'Arithmetic' formulas, ones that perform calculations using, addition, subtraction, multiplication, division.

Excel also allows you to perform 'Logical' functions. These do not add, subtract etc they perform logical functions.

The one we are using is the **IF** function, e.g. IF it is raining we will stay in, IF not we will get out, or, IF the amount in Total cell is greater than 1,500 insert the text over budget, if not insert the text OK. Before you do Logical Functions you need to know what Comparison Operators are and how you might use them.

Comparison Operators

| Arith. Operator | Meaning | Example |
|-----------------|--------------------------|---------|
| = | Equal to | A1=B1 |
| < | Less than | A1<B1 |
| <= | Less than or equal to | A1<=B1 |
| > | Greater than | A1>B1 |
| >= | Greater than or equal to | A1>=B1 |
| <> | Not equal to | A1<>B1 |

How to perform basic logical functions:

| | A | B | C |
|---|---------------------------------|------------|---|
| 1 | <u>Stationery Budget</u> | | |
| 2 | | | |
| 3 | Budget | 75 | |
| 4 | Item | £'s | |
| 5 | Envelopes | 20 | |
| 6 | Paper | 15 | |
| 7 | Printer Cartridge | 25 | |
| 8 | Total | 60 | |
| 9 | Over Budget | | |

In the above example we want to show in B9 if the Stationery Budget of £75 (in B3) is over budget or not.

1. Move to the cell where you want the function to be, (in above example B9)
2. Type an equal sign. So type = (This tells the spreadsheet that you are typing a formula).

3. Type **IF**(
4. Click on the cell you want to perform the logical function on, (in above example B8 – the amount spent).
5. Now type the `Comparison Operator' you require (see above for more on Comparison Operators) (in the above example it would be > greater than).
6. Now click on the cell which contains the amount you want to make the comparison with, (in the above example B3 – which is the total budget)
7. Now type a comma , and the text which you want to appear if the result of the above formula is true, make sure the text is in speech marks (in above example the text could be "Over Budget").
8. Now type another comma , and type the text you want to appear if the result of the formula is not true, again make sure the text is in speech marks (in above example the text could be "OK, under budget").
9. Type **)** and press **Enter**.

The formula will look like this

=IF(B8>B3,"Over Budget","OK – under Budget")

Read through the formula from left to right

1. **=** always signifies a formula
2. **IF** is the logical function
3. **(** brackets or parentheses enclose the different components of formulas
4. **Logical Test**, if B8 is bigger than B3
5. Comma , separates the Logical Test from the true and false statements
6. If the Logical Test is true (i.e. B8 is bigger than B3) the text **Over Budget** will appear. Make sure this text/value is in speech marks
7. If the Logical Test is false (i.e. B8 is not bigger than B3) the text **OK – under Budget** will appear. Make sure this text/value is in speech marks
8. **)** ends the formula

Remember: You can also set several IF functions statements within the formula, e.g. see your exercises for this function which gives the example of assigning grades for different students depending on their score, IF the mark is 80 or above give an A, IF it is 60 or above give a B, IF it is 50 or above give a C, if it is below 50 give a F.