

higher education & training

Department: Higher Education and Training **REPUBLIC OF SOUTH AFRICA**



SUBJECT: COMPUTER PRACTICE

LEVEL:N4

MODULE: SPREASHEET

SPREADSHEET

After completing this topic, you will be able to:

- Demonstrate an understanding of the principles of spreadsheet
- Create open and save spreadsheet
- Produce spreadsheet from a given specification

How to align your entries

- Align your entries before you start typing a document or after you have typed it.
- If you align your entries after you have made them, highlight those you wish to change, then click on the Alignment icon you want.

How to format your figures

Change the display of the figures in your worksheet.

Use the number formatting buttons in your formatting toolbar

How to change the decimal places

- Your figures can have up to, e.g. 15 decimal places in your computer memory, but you can change this to the number of decimal spaces you need for your worksheet.
- Do this by using your Decrease or Increase Decimal spaces icons.

2020-05-11

How to increase the decimal spaces

- Highlight the range where you want to increase your decimal spaces.
- Click on the Increase Decimal icon on your Home ribbon.
- Now your decimal spaces will increase by one decimal space with every click you make.

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How to decrease the decimal spaces

- Highlight the range where you want to decrease the decimal spaces.
- Click on the Decrease Decimal icon in your Home menu.
- Now your decimal spaces will decrease by one decimal space with every click you make.

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How to display a percentage sign

- Highlight the range of figures you want to change to a percentage sign.
- Click on the Percent Style icon in your Home menu.
- The number will be multiplied by 100 and the % sign will appear after it.

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How to insert a currency sign

- You can change this currency symbol in your control panel.
- Highlight the figures before which you want to insert your currency sign.
 - Click on the Accounting Number Format in your Home menu

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How to change your currency symbol using the control panel

- Click on start on your desktop.
- Select Settings.
- Select Control Panel.
- Select Region and Language Options.
- Under Region Options, select Customise

- Now select Currency.
- Under Currency, select the Currency symbol and change your currency to, e.g. R.
- Click on Apply and OK, again on Apply and OK, then close the control panel.

How to apply general formatting

- Highlight the range where you want to apply the general format.
- Click on your Home menu and select Number.
- The Format Cells: Number menu will appear.
- Now click on General.
- Click on OK.

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How to hide columns or rows in a worksheet

- Highlight the columns or rows you want to hide.
- Under the Home menu, select Format.
- Click on Hide and Unhide.
- Now select either Hide Rows or Hide Columns.
- The rows or columns will then be hidden.
- You can unhide them later if you want to use them again.

How to hide columns or rows in a worksheet

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How to unhide columns and rows again

- Highlight the rows or columns you want to unhide.
- Click on Format under the Home menu.
- Click on Hide and Unhide.
- Click on Unhide Rows or Unhide Columns.
- Now the rows or columns will be visible again

How to freeze your headings/panes

Use this function to keep your row and column headings visible when you scroll through a lengthy worksheet.

- Select the first cell on the left, the row below the column headings.
- Click on View.
- Select Freeze Panes.
- Scroll down to check that you can see the column heading as you scroll.

How to freeze your headings/panes

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	Kirsten	26/10/1984	4000	320	32				17%			
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How to unfreeze your headings/panes

- Click on the View ribbon.
- Click on Unfreeze Panes

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How to view different parts of your worksheet at the same time

- Point to the split box at the top right-hand side of the horizontal scroll bar.
- Drag the cursor downwards to where you want to spilt the information.
- Or click on View.
- Click on Split.
- Now your window will split into four parts (vertically and horizontally).

How to remove the split on your window

- Double click on the split pointer.
- Or click on View.
- Click on Split.
- Now the spit will be removed.