



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



Tshwane South  
TVET College

*"achieve the future"*

**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.

## 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.

## 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.



## 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.

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles

Percent Style (Ctrl+Shift+%)  
Display the value of the cell as a percentage.

	A	B	C
3			
4			
5	INCOME		R 22 138.88
6			
7	13th cheque	R 9 600.00	
8	Basic salary	R 10 000.00	
9	Car allowance	R 650.00	
10	Housing subsidy	R 1 888.88	
11			
12	DEDUCTIONS		R 4 953.88
13			
14	Calls	R 300.55	
15	Medical aid	R 350.55	
16	PAYE	R 3 235.78	
17	Pension	R 567.00	
18	UIF	R 500.00	
19			
20	NET SALARY		R 17 185.00
21			29%

## 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

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles

Accounting Number Format

Choose an alternate currency format for the selected cell.

For instance, choose Euros instead of Dollars.

	A	B	C
3			
4			
5	INCOME		R 221
6			
7	13th cheque	R 9 600.00	
8	Basic salary	R 10 000.00	
9	Car allowance	R 650.00	
10	Housing subsidy	R 1 888.88	
11			
12	DEDUCTIONS		R 4 953.88
13			
14	Calls	R 300.55	
15	Medical aid	R 350.55	
16	PAYE	R 3 235.78	
17	Pension	R 567.00	
18	UIF	R 500.00	
19			
20	NET SALARY		R 17 185.00
21			29%

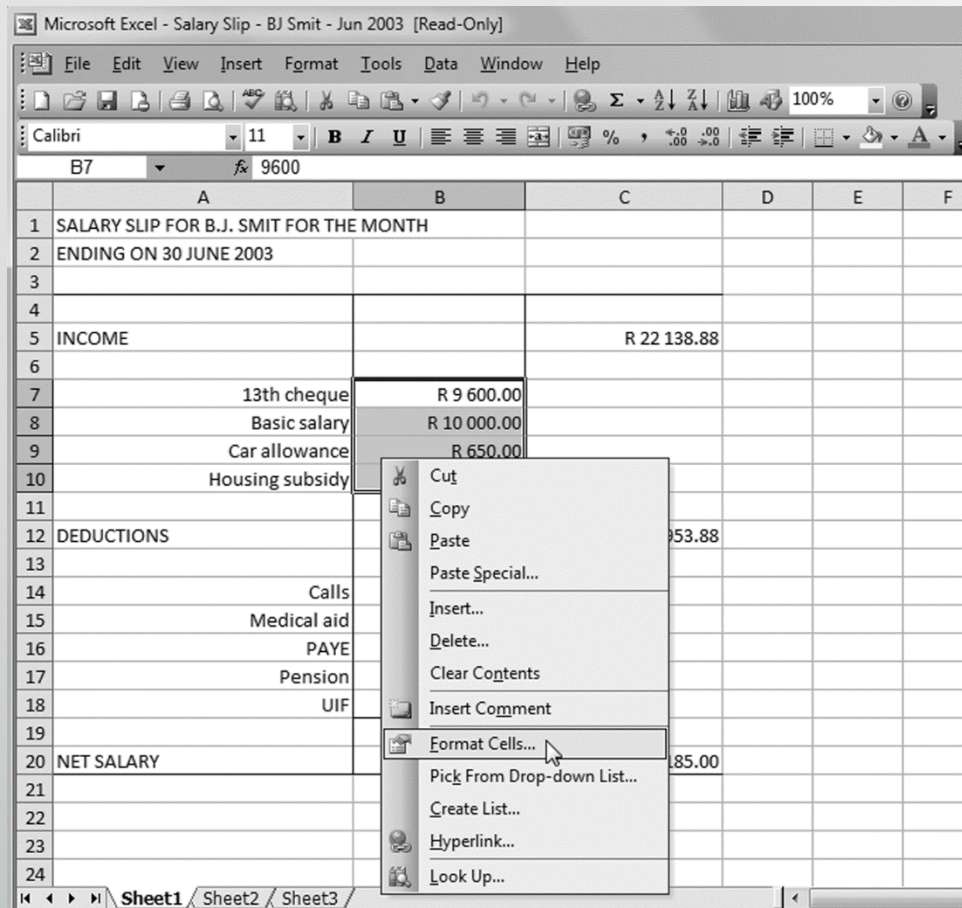
## How to change your currency symbol using the control panel

- 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

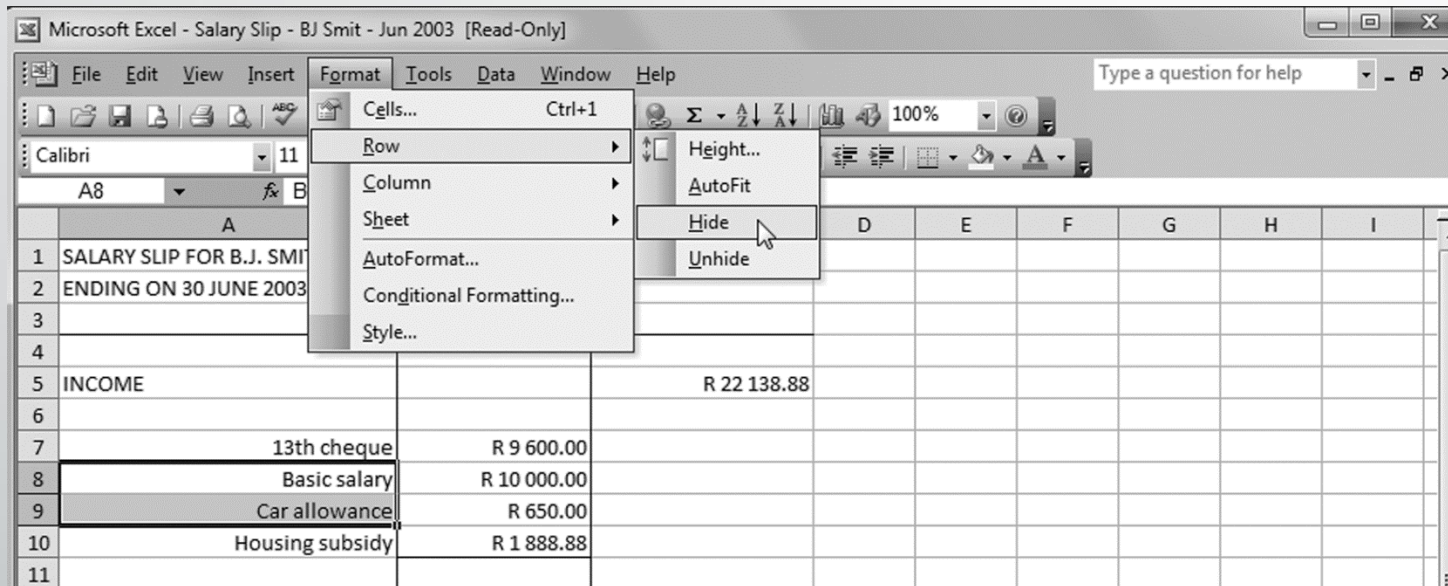
- Highlight the range where you want to apply the general format.
- Click on your Home menu and select Number.
- The Format Cells: Number menu will appear.
- Now click on General.
- Click on OK.



## 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



## How to unhide columns and rows again

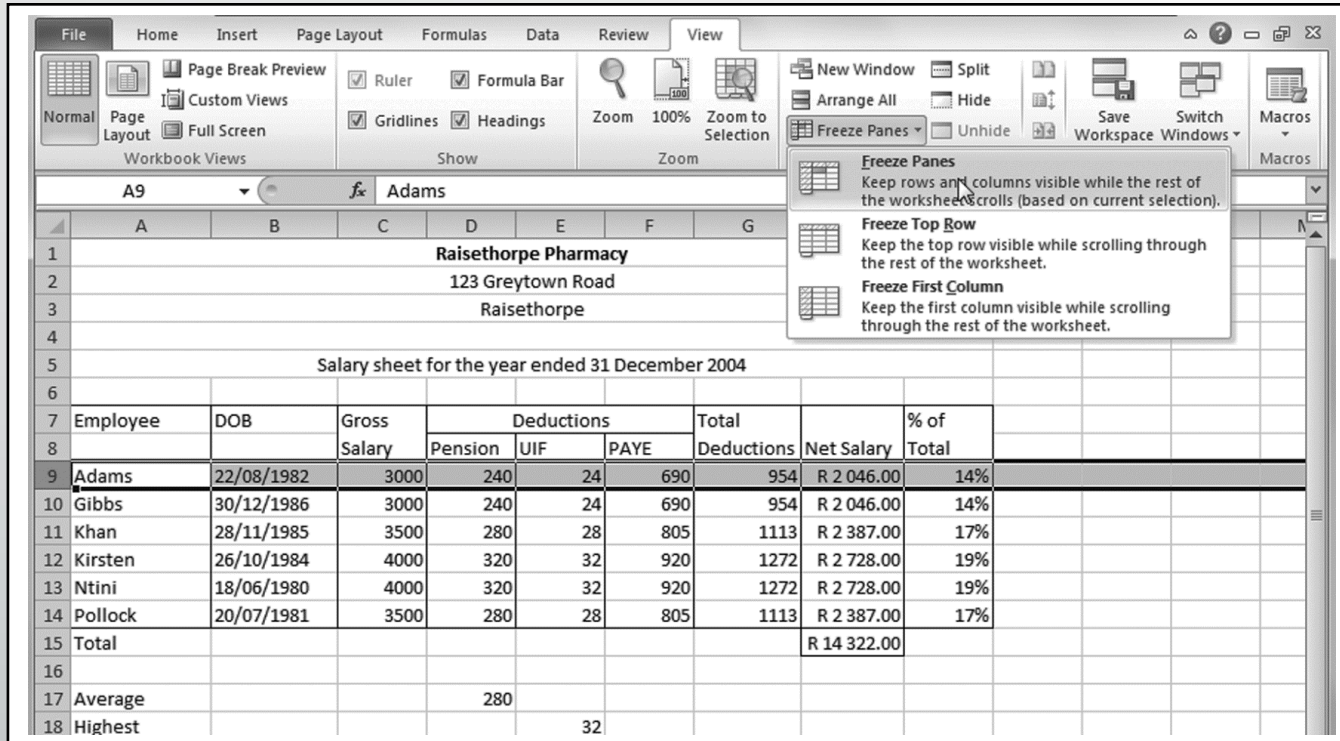
- Highlight the rows or columns you want to unhide.
- Click on Format under the Home menu.
- Click on Hide and Unhide.
- Click on Unhide Rows or Unhide Columns.
- Now the rows or columns will be visible again

## 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



The screenshot shows the Excel interface with the 'View' tab selected. The 'Freeze Panes' dropdown menu is open, displaying three options:

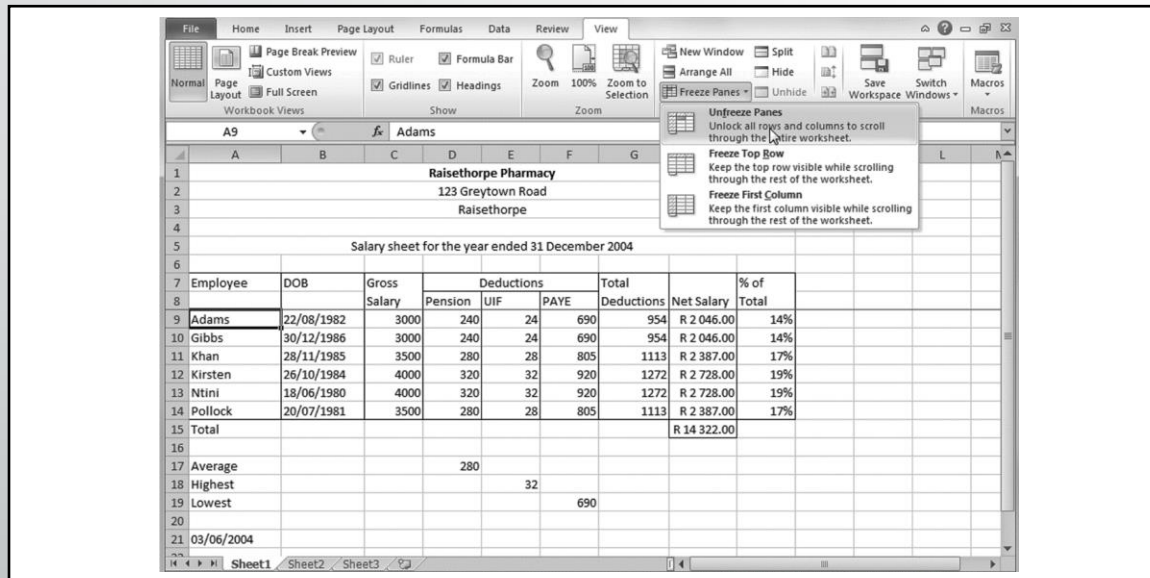
- Freeze Panes**: Keep rows and columns visible while the rest of the worksheet scrolls (based on current selection).
- Freeze Top Row**: Keep the top row visible while scrolling through the rest of the worksheet.
- Freeze First Column**: Keep the first column visible while scrolling through the rest of the worksheet.

The worksheet data is as follows:

Raisethorpe Pharmacy								
123 Greytown Road								
Raisethorpe								
Salary sheet for the year ended 31 December 2004								
Employee	DOB	Gross Salary	Deductions			Total Deductions	Net Salary	% of Total
			Pension	UIF	PAYE			
Adams	22/08/1982	3000	240	24	690	954	R 2 046.00	14%
Gibbs	30/12/1986	3000	240	24	690	954	R 2 046.00	14%
Khan	28/11/1985	3500	280	28	805	1113	R 2 387.00	17%
Kirsten	26/10/1984	4000	320	32	920	1272	R 2 728.00	19%
Ntini	18/06/1980	4000	320	32	920	1272	R 2 728.00	19%
Pollock	20/07/1981	3500	280	28	805	1113	R 2 387.00	17%
Total							R 14 322.00	
Average			280					
Highest				32				

# How to unfreeze your headings/panes

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



## 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 split 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.