

DATE VALIDATION 1

Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help

Arial 10 B I U

100%

DATE	SUPPLIER	CATEGORY	AMOUNT
15-Feb-05	Gas & Electricity	Gas/Electricity	£102.67
25-Feb-05	BT	Phone	£89.65
2-Feb-05	WHSmith	Stationery	£12.67
28-Feb-05	Secretary	Wages	£250.00
14-Feb-05	WHSmith	Stationery	£13.67
28-Feb-05	Assistant	Wages	£175.00
15-Feb-05	Leason Property	Mortgage	£105.00
19-Feb-05	Cleaner	Wages	£43.00
5-Feb-05	Tesco	Utilities	£31.00
6-Feb-05	Wilkinson	Stationery	£6.00
26-Feb-05	Srips	Other	£14.00

MENU

SUMMARY

CLEAR SUMMARY

CLEAR SHEET

PRINT

Data Validation

Settings Input Message Error Alert

Validation criteria

Allow: Date

between

Start date: 01/01/2005

End date: 31/12/2005

☒ Ignore blank

☐ Apply these changes to all other cells with the same settings

Clear All OK Cancel

WAGES £468.00

NEW TOYS £0.00

Menu Categories JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC Income & Expendi

I entered a Validation for the dates that allows only dates belonging to 2005 by clicking on "Data", "Validation".

DATE VALIDATION 2

The screenshot shows an Excel spreadsheet with a 'Data Validation' dialog box open. The dialog box has three tabs: 'Settings', 'Input Message', and 'Error Alert'. The 'Input Message' tab is selected. It contains a checkbox 'Show input message when cell is selected' which is checked. Below it, the text 'When cell is selected, show this input message:' is followed by a 'Title' field and an 'Input message' text area. The 'Input message' text area contains the text 'Enter date between 01/01/05 and 31/12/05'. At the bottom of the dialog box are buttons for 'Clear All', 'OK', and 'Cancel'. Below the dialog box, a table titled 'FEBRUARY' is visible. The table has two columns: 'DATE' and 'SUPPLIER'. The first row of data shows '15-Feb-05' and 'Gas & Electricity'. A small tooltip is visible over the '15-Feb-05' cell, displaying the same message as the 'Input message' text area: 'Enter date between 01/01/05 and 31/12/05'. Other rows in the table include '28-Feb-05 Assistant' and '15-Feb-05 Leason Property'.

FEBRUARY	
DATE	SUPPLIER
15-Feb-05	Gas & Electricity
28-Feb-05	Assistant
15-Feb-05	Leason Property

Here is a Message that will come whenever I position myself on a cell belonging to that range.

LIST VALIDATION

Excel spreadsheet showing February Expenditures with a Data Validation dialog box open.

DATE	SUPPLIER	CATEGORY	AMOUNT
15-Feb-05	Gas & Electricity	Gas/Electricity	£102.67
25-Feb-05	BT	Phone	£89.65
2-Feb-05	WHSmith	Stationery	£12.67
28-Feb-05	Secretary	Wages	£250.00
14-Feb-05	WHSmith	Stationery	£13.67
28-Feb-05	Assistant	Wages	£175.00
15-Feb-05	Leason Property	Mortgage	£105.00
19-Feb-05	Cleaner	Wages	£43.00
5-Feb-05	Tesco	Utilities	£31.00
6-Feb-05	Wilkinson	Stationery	£6.00
26-Feb-05	Snijs	Other	£14.00

Data Validation dialog box settings:

- Settings tab selected
- Validation criteria: Allow: List
- Data: between
- Source: =Expenditures
- Ignore blank: ☒
- In-cell dropdown: ☒
- Apply these changes to all other cells with the same settings: ☐

Excel spreadsheet showing February Expenditures with the Data Validation list open.

DATE	SUPPLIER	CATEGORY	AMOUNT
15-Feb-05	Gas & Electricity	Gas/Electricity	£102.6
25-Feb-05	BT	New Toys	£89.6
2-Feb-05	WHSmith	Phone	£12.6
28-Feb-05	Secretary	Stationery	£250.0
14-Feb-05	WHSmith	Gas/Electricity	£13.6
28-Feb-05	Assistant	Utilities	£175.0
15-Feb-05	Leason Property	Mortgage	£105.0
19-Feb-05	Cleaner	Repairs	£43.0
5-Feb-05	Tesco	Other	£31.0

This is a validation to allow only text that belongs to the list called "Expenditures" that I created before. When I click on a cell, I get a combobox with the list. I will have to choose one of these.

DECIMAL VALIDATION

	A	B	C	D	E	F
1	MARCH EXPENDITURES					
2						
3	DATE	SUPPLIER	CATEGORY	AMOUNT		
4	15-Mar-05	Gas & Electricity	Gas/Electricity	£45.00		
5	13-Mar-05	Kids Store	New Toys	£123.97		
6	20-Mar-05	Smoby	New Toys	£98.00		
7	25-Mar-05	BT	Phone	£76.45		
8	9-Mar-05	WHSmith	Stationery	£10.00		
9	31-Mar-05	Secretary	Wages	£250.00		
10	23-Mar-05	WHSmith	Stationery	£34.87		
11	29-Mar-05	Post Office	Other	£10.00		
12	13-Mar-05	Tesco	Utilities	£13.00		
13	31-Mar-05	Cleaner	Wages	£45.00		
14	31-Mar-05	Assistant	Wages	£175.00		
15	19-Mar-05	Plumber				
16	15-Mar-05	Leason				

MENU

SUMMARY

CLEAR
SUMMARY

CLEAR SHEET

PRINT

Data Validation

Settings Input Message Error Alert

Validation criteria

Allow: Decimal ☒ Ignore blank

Data: between

Minimum: 0.99

Maximum: 1000

☐ Apply these changes to all other cells with the same settings

Clear All OK Cancel

Data Validation

Settings Input Message Error Alert

☒ Show error alert after invalid data is entered

When user enters invalid data, show this error alert:

Style: Stop

Title:

Error message: WRONG AMOUNT!

Clear All OK Cancel

This Validation allows only amounts between 0.99 and 1000 to avoid mistakes. I input an error alert for when user will key and input a wrong amount.

Here, someone tried 1908 which is bigger than 1000. The error alert came up.

Microsoft Excel

WRONG AMOUNT!

Retry Cancel

FORM

Excel - Book1

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DATE

	B	C	D	E	F
	DECEMBER EXPENDITURES				
	SUPPLIER	CATEGORY	AMOUNT		
005	Gas & Electricity	Gas/Electricity	£98.74		
005	Food	Other	£30.00		
005	Post				
005	BT				
005	WHS				
005	Secre				
005	Clear				
005	Assia				
005	Wilkin				
005	Lease				
005	Taxes				
005	Tesco				
005	Snips				
005	Electr				

MENU

SUMMARY

CLEAR SUMMARY

CLEAR SHEET

PRINT

DEC

DATE: 15/12/2005

SUPPLIER: Gas & Electricity

CATEGORY: Gas/Electricity

AMOUNT: 98.74

1 of 14

New

Delete

Restore

Find Prev

Find Next

Criteria

Close

Type in new info

Go to previous

Find the next one

This is a form to enter information in my weekly sheet -
I created it through "Data", "Form".

Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help

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Button 1

	A	B	C	D	E	F	G	H
1	Menu		INCOME AND EXPENDITURE					
2								
3								
4								
5		JAN	FEB	MAR	APR	MAY	JUN	JUL
6	Income							
7	Grants	378.65	378.65	378.65	378.65	378.65	378.65	346.83
8	Membership fees	300	310	350	340	370	370	390
9	Charge for toys	245	236	198	213	265	178	256
10	Other		45		21			
11	TOTAL	=SUM(B7:B10)	=SUM(C7:C10)	=SUM(D7:D10)	=SUM(E7:E10)	=SUM(F7:F10)	=SUM(G7:G10)	=SUM(H7:H10)
12								
13								
14								
15	EXPENDITURES							
16	Wages	=JANID38	=FEBID36	=MARID38	=APRID38	=MAYID38	=JUNID38	=JULID38
17	New Toys	=JANID39	=FEBID37	=MARID39	=APRID39	=MAYID39	=JUNID39	=JULID39
18	Phone	=JANID40	=FEBID38	=MARID40	=APRID40	=MAYID40	=JUNID40	=JULID40
19	Stationery	=JANID41	=FEBID39	=MARID41	=APRID41	=MAYID41	=JUNID41	=JULID41
20	Utilities	=JANID42	=FEBID40	=MARID42	=APRID42	=MAYID42	=JUNID42	=JULID42
21	Mortgage	=JANID43	=FEBID41	=MARID43	=APRID43	=MAYID43	=JUNID43	=JULID43
22	Repairs	=JANID44	=FEBID42	=MARID44	=APRID44	=MAYID44	=JUNID44	=JULID44
23	Other	=JANID42	=FEBID43	=MARID45	=APRID42	=MAYID42	=JUNID42	=JULID42
24	TOTAL	=SUM(B16:B23)	=SUM(C16:C23)	=SUM(D16:D23)	=SUM(E16:E23)	=SUM(F16:F23)	=SUM(G16:G23)	=SUM(H16:H23)
25								
26								
27								
28								
29								
30								
31								

=IF(N24>N11,"WE'VE OVERSPENT!", "WE CAN AFFORD IT!")

PROFIT / LOSS 1 (Formulas)

← Add up
cells H16 till
H23

/ Copies information from sheet "JAN", cell "D38"...

PROFIT / LOSS (Financial)

PROFIT AND EXPENDITURES 2005						
JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
346.89	346.89	346.89	346.89	346.89	346.89	=SUM(B7:M7)
390	420	450	470	470	480	=SUM(B8:M8)
256	246	243	233	193	203	=SUM(B9:M9)
	39			18		=SUM(B10:M10)
G10) =SUM(H7:H10)	=SUM(I7:I10)	=SUM(J7:J10)	=SUM(K7:K10)	=SUM(L7:L10)	=SUM(M7:M10)	=SUM(N7:N10)
=JULID38	=AUGID38	=SEPID38	=OCTID38	=NOVID38	=DECID38	=SUM(B16:M16)
=JULID39	=AUGID39	=SEPID39	=OCTID39	=NOVID39	=DECID39	=SUM(B17:M17)
=JULID40	=AUGID40	=SEPID40	=OCTID40	=NOVID40	=DECID40	=SUM(B18:M18)
=JULID41	=AUGID41	=SEPID41	=OCTID41	=NOVID41	=DECID41	=SUM(B19:M19)
=JULID42	=AUGID42	=SEPID42	=OCTID42	=NOVID42	=DECID42	=SUM(B20:M20)
=JULID43	=AUGID43	=SEPID43	=OCTID43	=NOVID43	=DECID43	=SUM(B21:M21)
=JULID44	=AUGID44	=SEPID44	=OCTID44	=NOVID44	=DECID44	=SUM(B22:M22)
=JULID42	=AUGID42	=SEPID42	=OCTID42	=NOVID42	=DECID42	=SUM(B23:M23)
G23) =SUM(H16:H23)	=SUM(I16:I23)	=SUM(J16:J23)	=SUM(K16:K23)	=SUM(L16:L23)	=SUM(M16:M23)	=SUM(N16:N23)
ENTY. "WE CAN BUY MORE TOYS")						

Address G16 B7 G11
117.

	=APR!D42	=MAY!D42	=JUN!D42	=JUL!D42	=AUG!D42	=SEP!D42
3)	=SUM(E16:E23)	=SUM(F16:F23)	=SUM(G16:G23)	=SUM(H16:H23)	=SUM(I16:I23)	=SUM(J16:J23)

=IF(N24>N11,"WE'VE OVERSPENT!", "WE CAN BUY MORE TOYS")

PROFIT/LOSS 3 (Formula)

Formula: If we have spent more than earned, "We've overspent!" will come up the screen. If not, then it will be "We can buy more toys!"

The formula is: = IF(N24 > N11, " We've Overspent!", "We can buy more toys!"

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
INCOME													
Grants	£378.65	£378.65	£378.65	£378.65	£378.65	£378.65	£346.89	£346.89	£346.89	£346.89	£346.89	£346.89	£4,3
Membership fees	£300.00	£310.00	£350.00	£340.00	£370.00	£370.00	£390.00	£420.00	£450.00	£470.00	£470.00	£480.00	£4,7
Charge for toys	£245.00	£236.00	£198.00	£213.00	£265.00	£178.00	£256.00	£246.00	£243.00	£238.00	£199.00	£203.00	£2,7
Other		£45.00		£21.00				£39.00				£18.00	£1
TOTAL	£923.65	£969.65	£926.65	£952.65	£1,013.65	£926.65	£992.89	£1,051.89	£1,039.89	£1,055.89	£1,033.89	£1,029.89	£11,91
EXPENDITURES													
Wages	£475.00	£468.00	£4										£5,6
New Toys	£136.50	£0.00	£2										£1,0
Phone	£75.53	£89.65	£										£7
Stationary	£23.75	£32.34	£										£3
Utilities	£87.87	£102.67	£										£9
Mortgage	£36.00	£31.00	£										£3
Repairs	£105.00	£105.00	£1										£1,1
Other	£67.87	£31.00	£										£8
TOTAL	987.52	859.66	10										£11,23

Format Cells

Number Alignment Font Border Patterns Protection

☐ Locked
☐ Hidden

Locking cells or hiding formulas has no effect unless the worksheet is protected. To protect the worksheet, choose Protection from the Tools menu, and then choose Protect Sheet. A password is optional.

OK Cancel

Protect Sheet

☒ Protect worksheet and contents of locked cells

Password to unprotect sheet:

Allow all users of this worksheet to:

☒ Select locked cells
☒ Select unlocked cells
☐ Format cells
☐ Format columns
☐ Format rows
☐ Insert columns
☐ Insert rows
☐ Insert hyperlinks
☐ Delete columns
☐ Delete rows

OK Cancel

I ~~locked~~ unlocked the cells that I don't want to write protect by selecting them and then ~~locking~~ unlocking on "Locked" in Format Cells -

Then protect the whole sheet through "Tools", "Protection"

This ensures that no one can make changes to all the ~~locked~~ cells in the sheet. In other words to all the cells except those that I have unlocked.

Conditional Formatting

Condition 1
Cell Value Is equal to = "We've overspent!"
Preview of format to use when condition is true: AaBbCcYyZz

Condition 2
Cell Value Is equal to = "We can buy more toys!"
Preview of format to use when condition is true: AaBbCcYyZz

Buttons: Add >>, Delete..., OK, Cancel

I have formatted the cell that contains the formula through "Format", "Conditional Formatting".

I added that if "We've overspent!" is written in the cell, the font should be pink with red background.

If it's "We can buy more toys!" in the cell, it should be light green on dark green font.

Conditional Formatting

Condition 1
Cell Value Is greater than = \$B\$11
Preview of format to use when condition is true: AaBbCcYyZz

Condition 2
Cell Value Is less than = \$B\$11
Preview of format to use when condition is true: AaBbCcYyZz

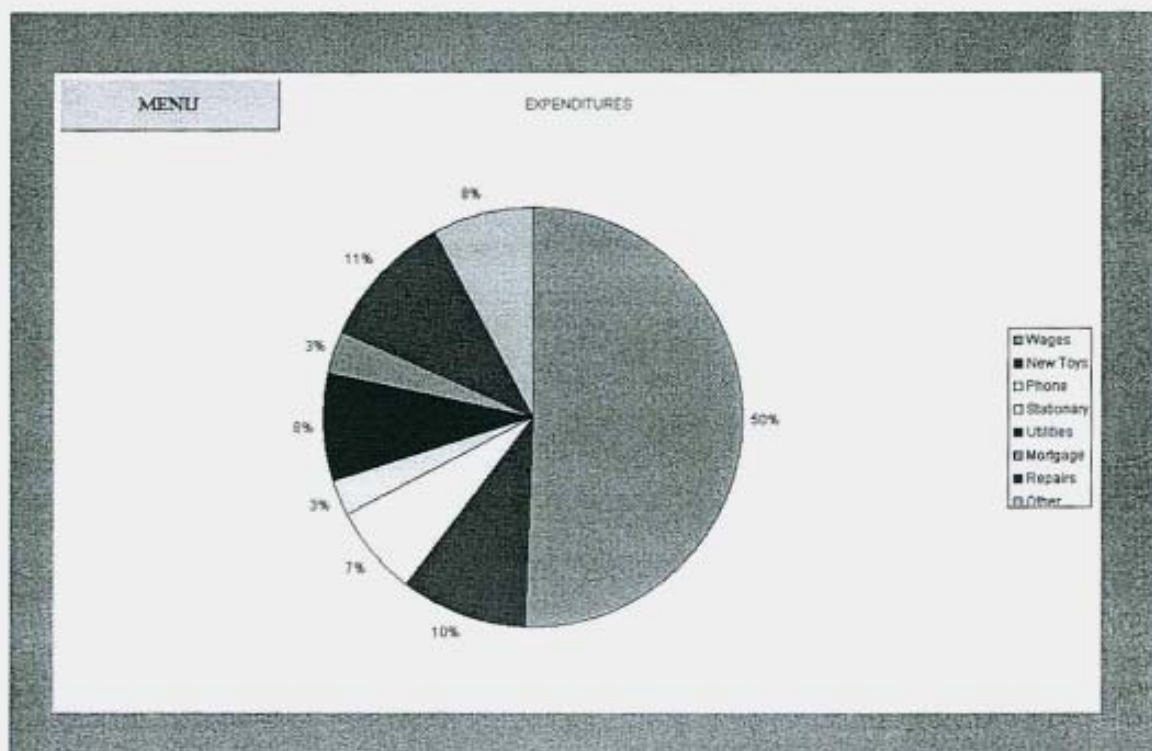
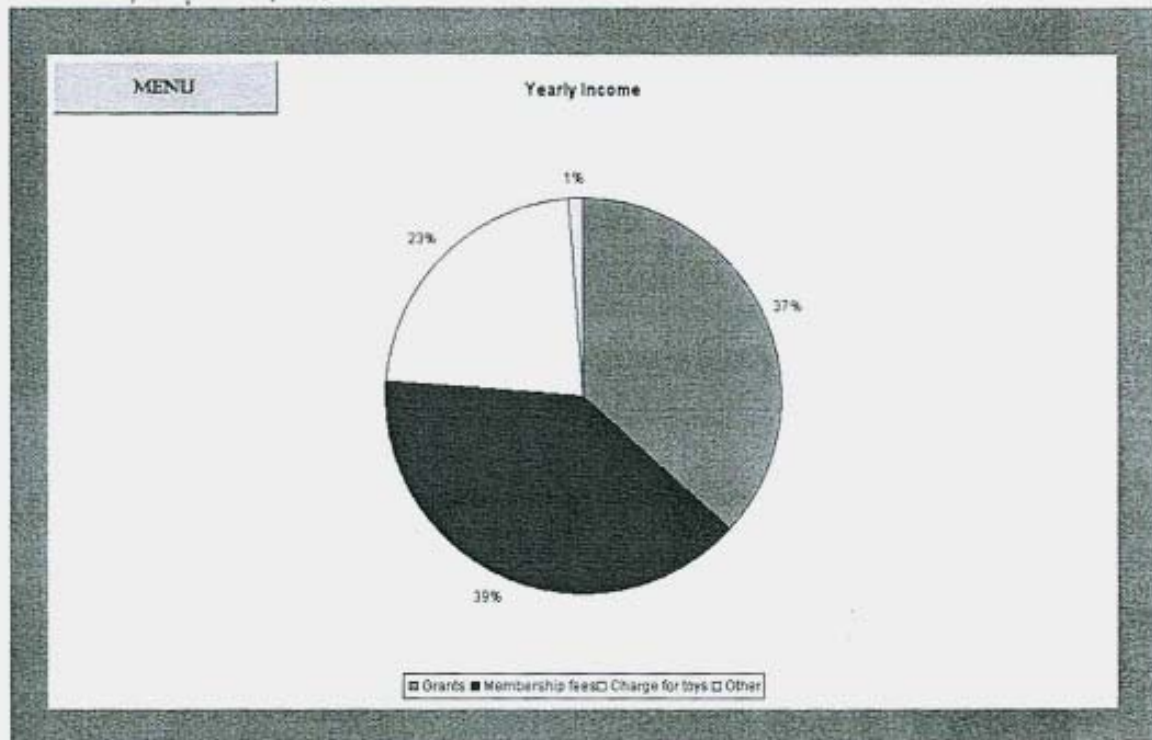
Buttons: Add >>, Delete..., OK, Cancel

Then, I formatted cell B11. If it's more than cell B11, it should be in red - If not, it should be green!

By clicking on Format, I choose the font that I want.

Graph 1.12

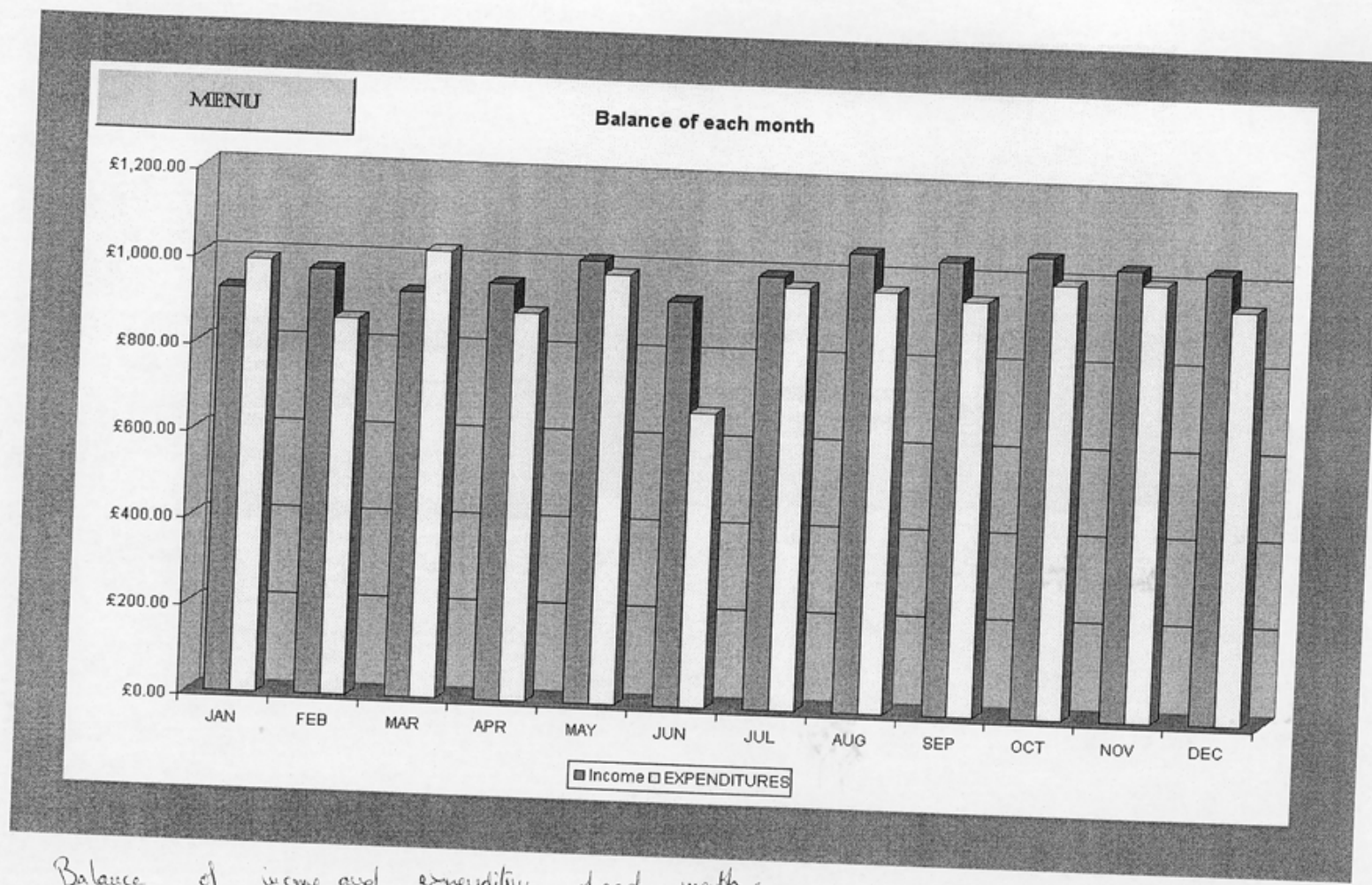
Graph for Yearly income



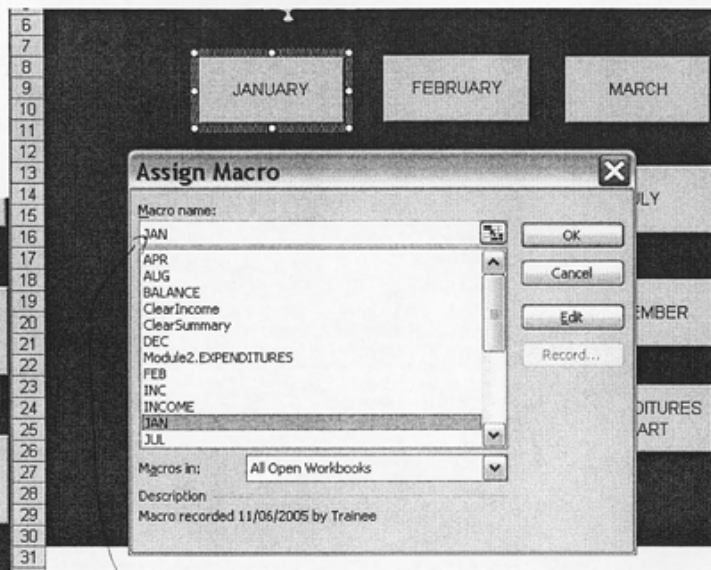
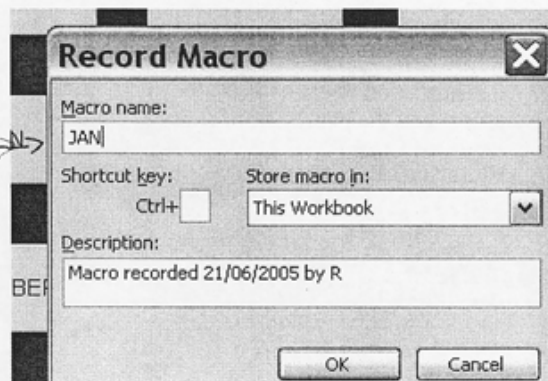
Graph for Yearly Expenditures.

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Graph 3



Balance of income and expenditures of each month.



I created a Macro through "Macro". It will bring me to the sheet "Jan".

I named the Macro "JAN". Then, I went to the sheet "JAN" and selected it. Then, I stopped the Macro. The Macro is done.

Now, I had to create a button, through the Visual basic toolbar. I right clicked on the button and assigned the Macro named "JAN", to it.

Now, whenever I click on the button "JAN", I get to the sheet "JAN". That's how I created my menu.

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```

Sub Summary()
' Summary Macro
' Macro recorded 11/06/2005 by Trainee

Range("A1:D25").Select
Range("A3:D25").Select
Selection.Sort Key1:=Range("C4"), Order1:=xlAscending, Header:=xlGuess, _
OrderCustom:=1, MatchCase:=False, Orientation:=xlTopToBottom, _
DataOption1:=xlSortNormal
Selection.Subtotal GroupBy:=3, Function:=xlSum, TotalList:=Array(4), _
Replace:=True, PageBreaks:=False, SummaryBelowData:=True
End Sub

Sub ClearSummary()
' ClearSummary Macro
' Macro recorded 11/06/2005 by Trainee

Range("C5").Select
Selection.RemoveSubtotal
End Sub

Sub PrintSheet()
' PrintSheet Macro
' Macro recorded 11/06/2005 by Trainee

Application.Run "Book1.xls!Summary"
ActiveWindow.SelectedSheets.PrintPreview
End Sub
⇒ Sub JAN()
' JAN Macro
' Macro recorded 11/06/2005 by Trainee

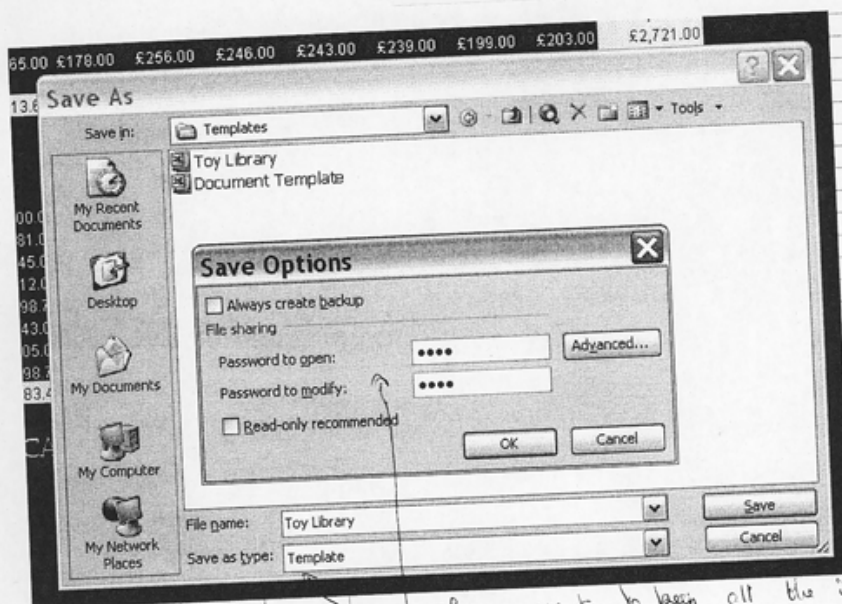
Sheets("JAN").Select
End Sub

```

11/06/2005

Here is a flow in writing -
 "JAN" is at the bottom of the
 page, highlighted, because I
 selected it and clicked on
 "Step into" - That's how
 I get to the written Macro -

Template 4 Password



I saved this workbook as a template. Anyone can then open Excel, choose the "toy library" template and create a file that looks identical to the toy library's.

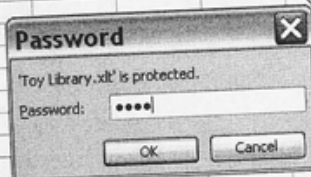
It is very useful for the library itself at the beginning of a new year - they can start a new workbook using the template.

NO1: Empty the workbook

If one wants to keep all the information, then save as, and only then empty it.

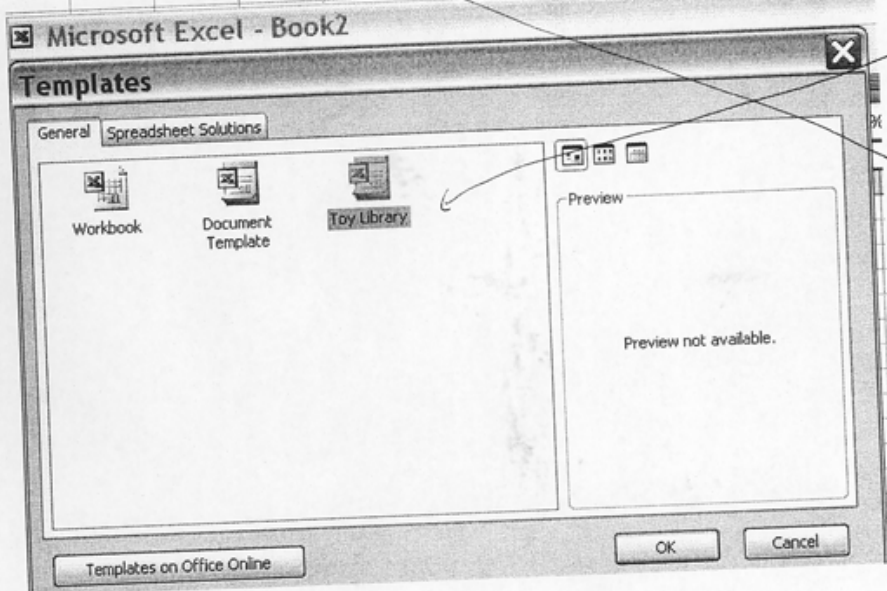
NO2: Save as template by choosing Template in the Type.

NO3: Put in a password by clicking on "Tools", "General Options". Type in the password.



Next time you open Excel and choose new document, you can choose the template

"Toy Library" - But, first, before it opens up, I'll have to type in the password.



USER GUIDE

How to use the 'Toy Library' Template in Excel

The following is a step by step guide for Excel users who wish to use the toy library's template. It directs the user, explaining all the different functions, buttons and formats, informing him what to enter and what not to enter in the different cells.

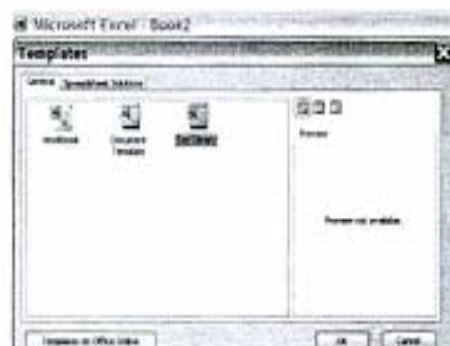
To enter the program, click on the Excel button which can be found on your desktop.



Excel opens up:



Click on File, New, Template. Then you can choose the Template you require:

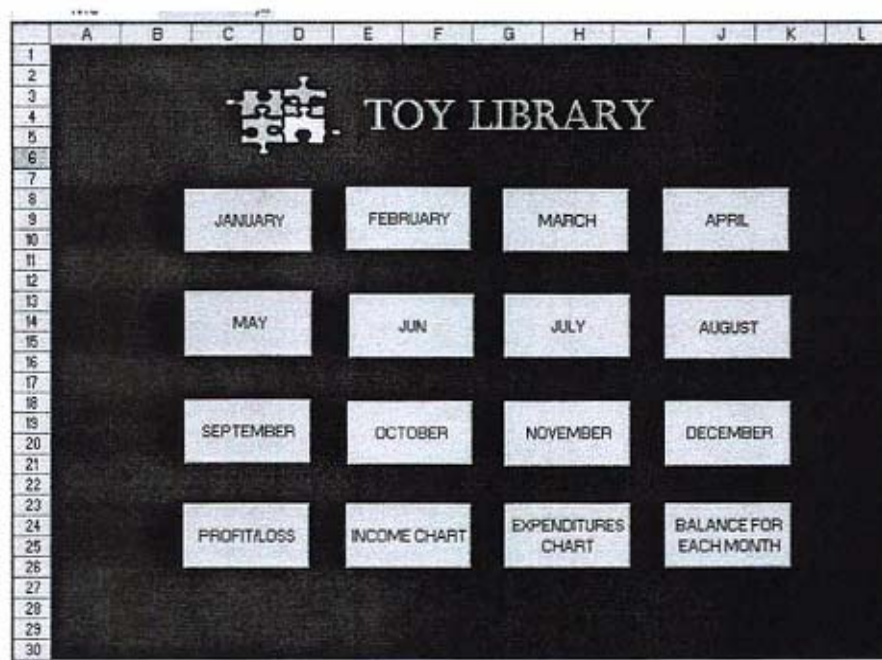


Choose Toy Library. Before opening the template, the system will ask you for the password. If you do not know the password, ask the person who set it in the first place to give it to you. Without it, you cannot go any further.

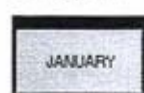


Once you've entered your password, the program opens up the template.

The following menu then appears on screen:



The menu contains 16 buttons. Every single button leads to a different sheet. The first 12 buttons bring to the 12 month sheet, one for each month.



Click on January, and the following sheet will appear on the screen.

