Learn your spreadsheet theory!

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A2 | CASH RECON

	A	FA	FB	FC	FD	FE	FF	FG	FH	FI	FJ	FK	FL	FM
1	**GENL FUND**						Beginning			Note: 10/8/2012 is				
2	**CASH RECON**													
3												Wednesday	Thursday
4	**& CASHFLOW**									/12	10/10/12	10/11
5														No Draw
6	BEGINNING BALANCE									00)	(37,358,223)	(32,176,8
7	Cash Inflows:												
8	Commercial Deposits									91	100,079	156,7
9	JROTC									0	0	
10	Medicaid									0	0	
11	Other									0	0	
12	Special Revenue									04	0	38,5
13	Sweep In (and Fund Balance for											
14	Tax Revenue									18	63,434	206,6
15	Tax Revenue-WHISD										1,972	
16	Foundation School Program									0	0	
17	Available School Funds									0	0	
18	TEA Including TX Comptroller Sp									94	887,653	6,5
19	Trans fr Other Bank Accounts									64	0	
20	Trans fr Federal Fund (Food Ser									76	48,999	32,7
21	Trans fr Non-Genl Fund MM or P									0	0	
22	Transfer from Bond Funds (Expe									L >	11,300,512	
23	Trans fr BOA GF MM-Genl Fund	1,000,000	1,000,000									
24	Trans fr BOA GF PMA				3,500,000	12,000,000						
25	Trans fr Texas Term Gen Fund											
26	Trans fr TexPool IP-Genl Fund											
27	Trans fr Texas CLASS IP-Genl Fund											
28	Trans fr LOGIC IP-Genl Fund											
29	Trans fr Lone Star IP-Genl Fund											
30	**Total Cash Inflows**	8,045,594	117,189,550	1,786,450	6,000,938	4,026,778	24,340,922	527,875	136,386	392,169	747,540	182,946	12,402,649	441,2
31													
32	Cash Outflows												
33	Bank Fees & Supplies						0	0	7,988	0	0	0	

FY-11, FEB-11 - JAN-12 | Analysis & Draws, 2011-12 | M-Cashflow, 2011 | FY-12, Feb-12--Jan 13 | Analysis & Draws, 2012-13 | M-Cashflow, 2012

Uses of spreadsheets

- budgets, cash flow statements, travel expenses, bills, invoices, payrolls, VAT, stock control, sales, interest, graphs, storing data, profit and loss, etc......

# Why use spreadsheets instead of other applications?

We use Excel for the following reasons:

- each figure will be input in its own cell

- it is easy to use formulas to add up, subtract, divide, multiply, find the average, the highest figure, the lowest figure etc.

- when changing data, it recalculates

- graphs can be created from data

- advanced calculations can be used

Spreadsheet terms

o Workbook
o Worksheet
o Column
o Row
o Cell
o Value
o Label
o Formula
o Number/text/currency format
o Print preview
o Range
o Sheet tab
o Gridlines
o Cell address/reference
o Current cell
o Function
o Legend
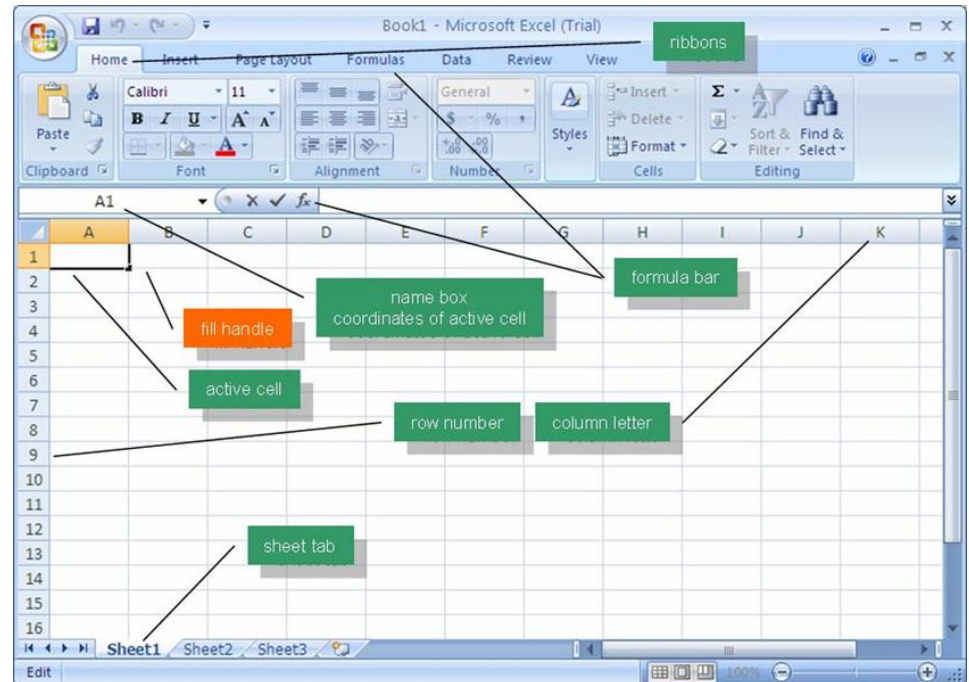
What are functions?

- Sum
- Average
- Minimum (MIN)
- Maximum (MAX)
- Count

SUM		✕ ✓ f_x	=SUM(B4:B7)
	A	B	C	D
1	My Chocolate Addiction			
2				
3		Monday	Tuesday	Wednesday
4	Mars Bars	1	2	1
5	Twix	7	5	3
6	Bounty	8	3	2
7	Other	1	2	2
8				
9	Day Totals	=SUM(B4:B7)		
10				

What are arithmetic operators?

- addition（＋）
- subtraction（－）
- multiplication（＊）
- division（／）

Using the operators

MATHS OPERATORS			
Symbols	Meaning	Examples	Answers
+	Addition	=15+4	19
-	Subtraction	=10-15	-5
*	Multiplication	= 4*5	20
/	Division	=100/25	4
^	exponents	=2^4	16

Error Codes

Error	Meaning
#DIV/0!	Trying to divide by 0
#N/A!	A formula or a function inside a formula cannot find the referenced data
#NAME?	Text in the formula is not recognized
#NULL!	A space was used in formulas that reference multiple ranges; a comma separates range references
#NUM!	A formula has invalid numeric data for the type of operation
#REF!	A reference is invalid
#VALUE!	The wrong type of operand or function argument is used

Data formatting types

For example:

- General

- Number

- Currency

- Date/time

- Percentage

- Text

	A	B	C	D	E	F
1						
2	Exchange Rate £1 buys	€ 1.24				
3						
4	**Item**	**Price**	**Per unit**	**Quantity**	**Total in Euros**	**Total in £**
5	Hotel	€ 166.00	per night	5	€ 830.00	£669.46
6	Car Hire	€ 100.00	per day	5	€ 500.00	£403.29
7	Petrol budget	€ 34.00	per day	5	€ 170.00	£137.12
8	lunch and dinner budget	€ 60.00	per day	5	€ 300.00	£241.97
9	Entertaining clients	€ 140.00	per day	5	€ 700.00	£564.61
10					€ 2,500.00	£2,016.45
11						

Component parts of a workbook

For example:

- Worksheet
- Column
- Row
- Cell
- Formula bar
- Name box

Spreadsheet features

Examples:

- worksheet tab, cell range, fill handle, format cells
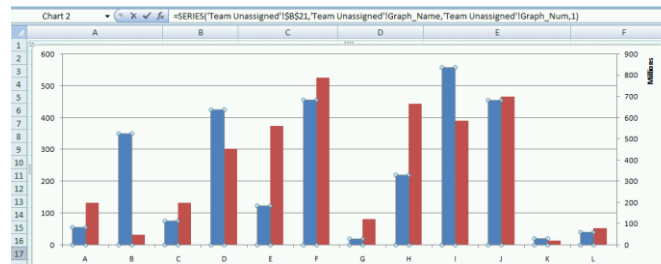
Charts

Know the terminology relating to charts, for example:

- data range, chart title, location (where to put the graph, e.g. Sheet 3), x-axis and y-axis labels, legend
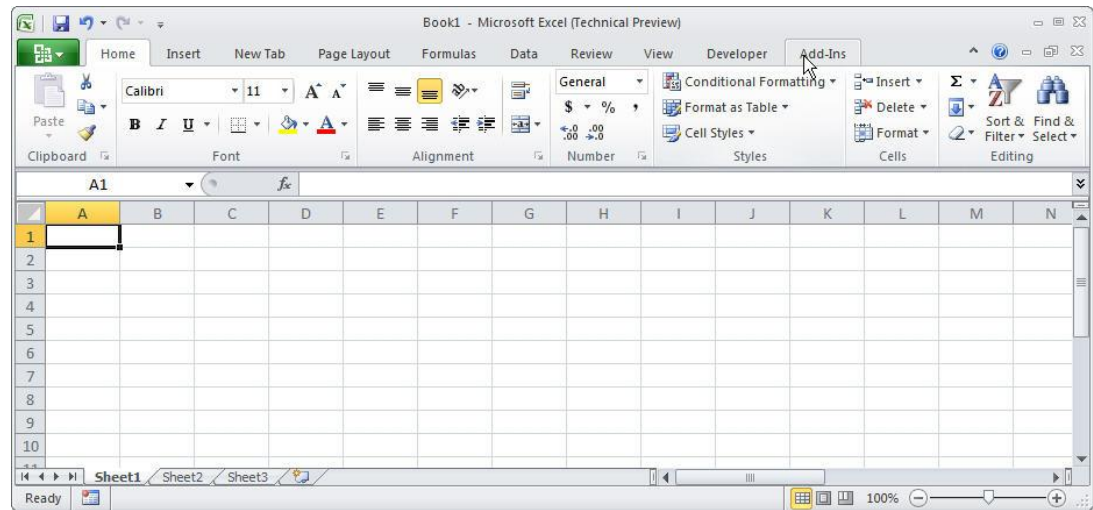
- pie, column, bar, scatter and line charts

Page layout features

For example:

- Header

- Footer

- Borders

- Gridlines

- Row and column identifiers

Processes involved in creating a spreadsheet

In producing a spreadsheet carry out the following steps:

- Access the Spreadsheets application
- Set up the page
- Enter data (accurately!! Any minor error could make your whole spreadsheet incorrect...)
- Use formulae/functions as necessary
- Replicate formulae as necessary (being consistent)
- Edit and Format the text and table layout to enhance its appearance
- Sort your spreadsheet as necessary
- Store the file for subsequent retrieval. (save on your computer, memory key, external hard drive, online drive, etc.)
- Back up files!
- Print the spreadsheets
- Close the application correctly

Make sure you know it! It's worth 20%!!