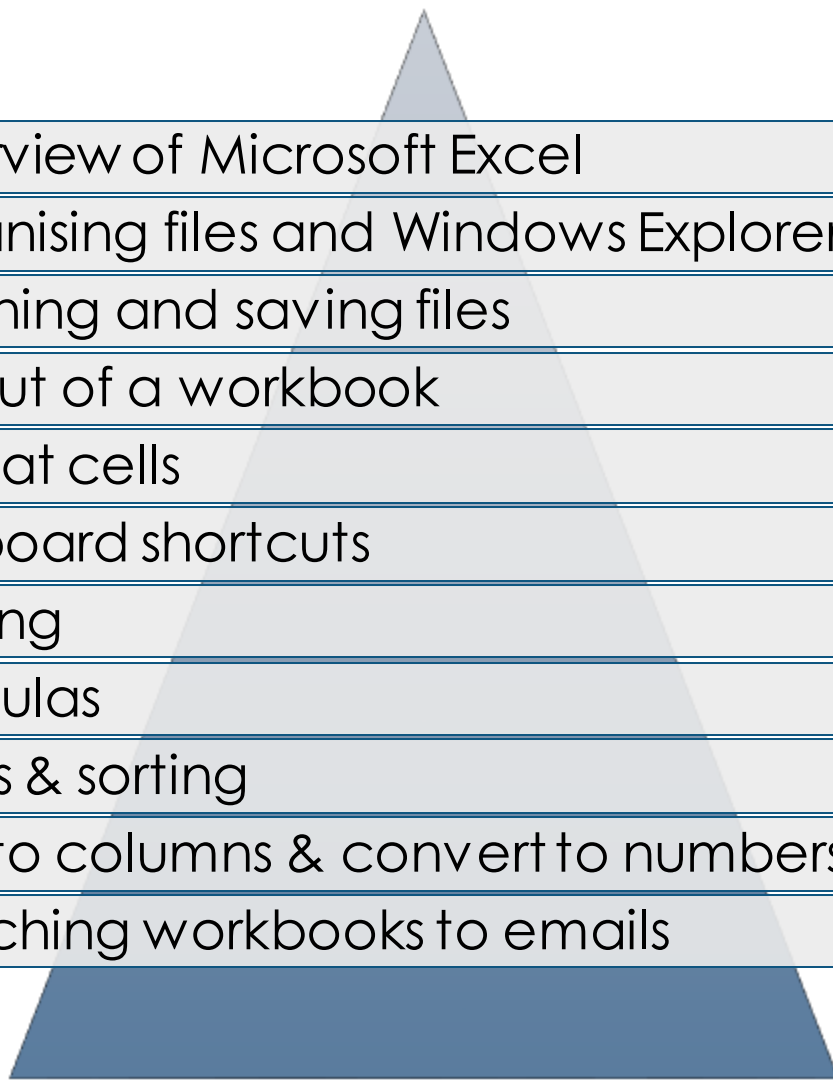




Basic Microsoft Excel Training

Presenter: Lorraine Farrell

Agenda



- Overview of Microsoft Excel
- Organising files and Windows Explorer
- Opening and saving files
- Layout of a workbook
- Format cells
- Keyboard shortcuts
- Printing
- Formulas
- Filters & sorting
- Text to columns & convert to numbers
- Attaching workbooks to emails

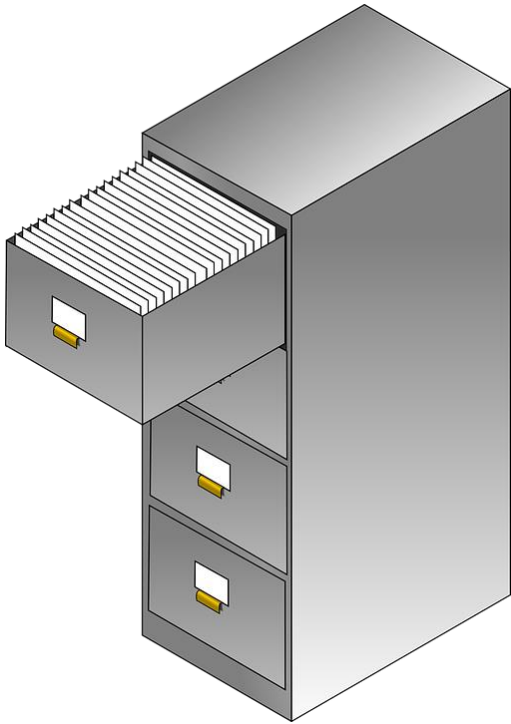
Microsoft Excel

What is Microsoft Excel?

- A software program created by Microsoft that uses spreadsheets to organise numbers and data with formulas and functions.
- Different versions of excel

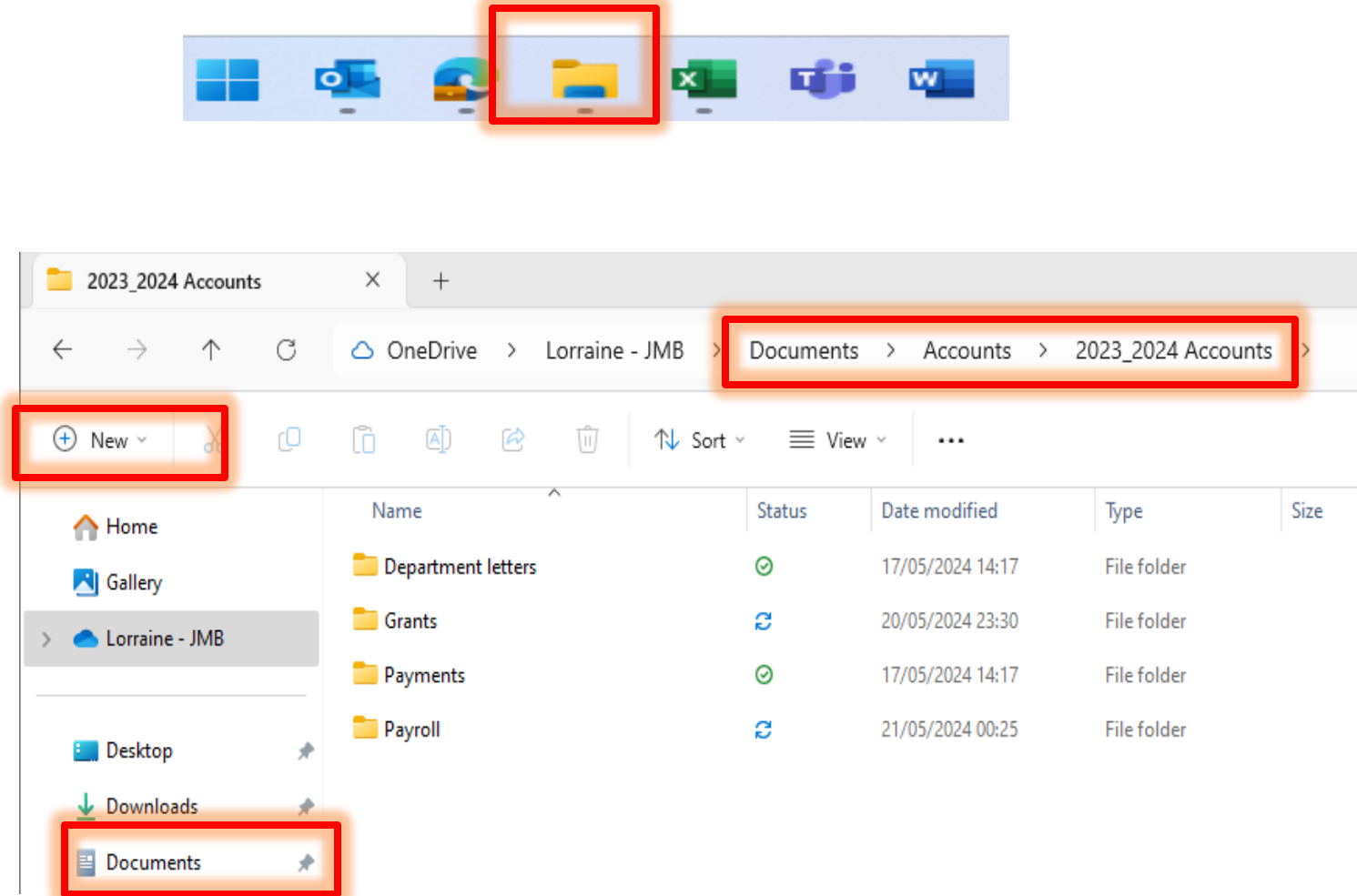


Online filing system & Windows Explorer



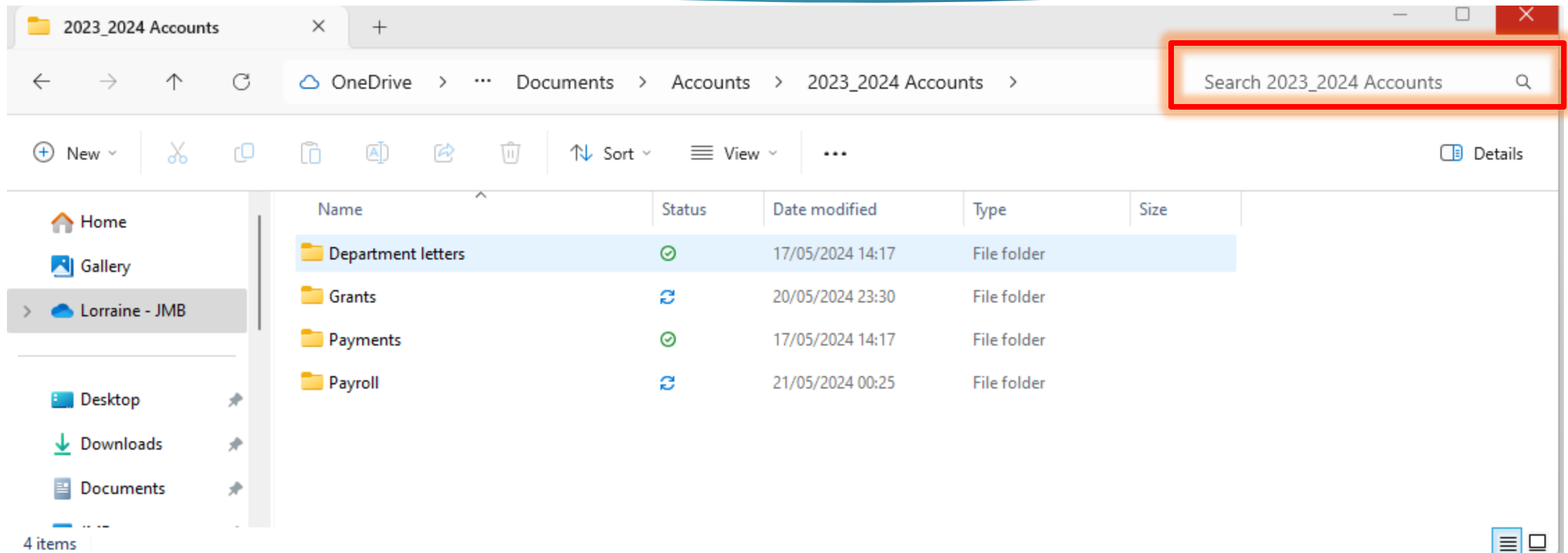
- Files should be saved in a **logical, hierarchical** filing system
- Files should be saved **in the same location**
- Files should be saved in the **documents section** of the PC not on the Desktop (or school preferred location)
- Use **folders** to store related files
- Use **logical names** for your files.

Online filing system (LIVE DEMO)

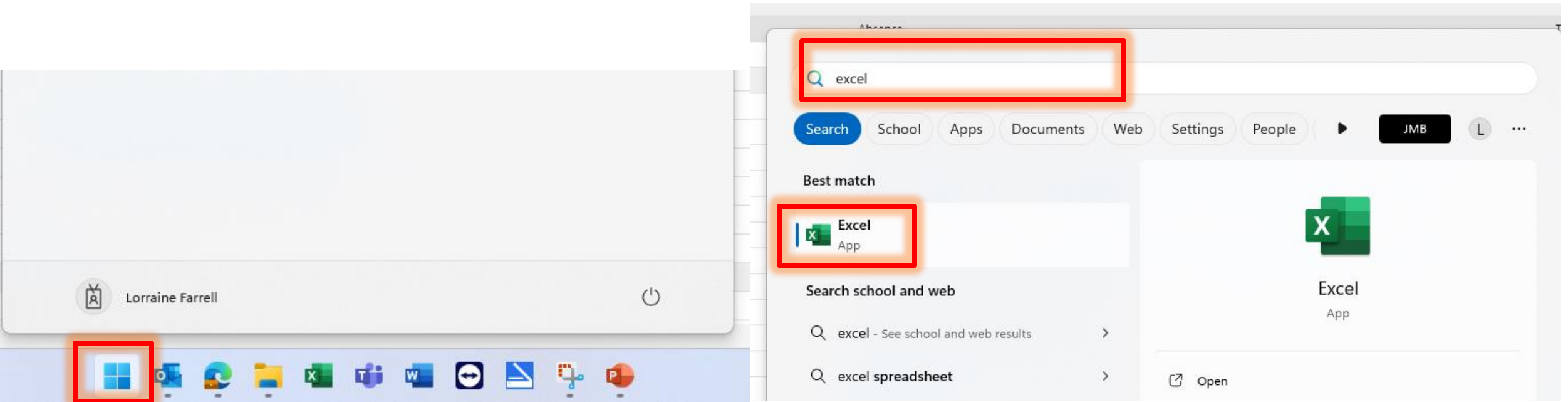


Search in Windows Explorer (LIVE DEMO)

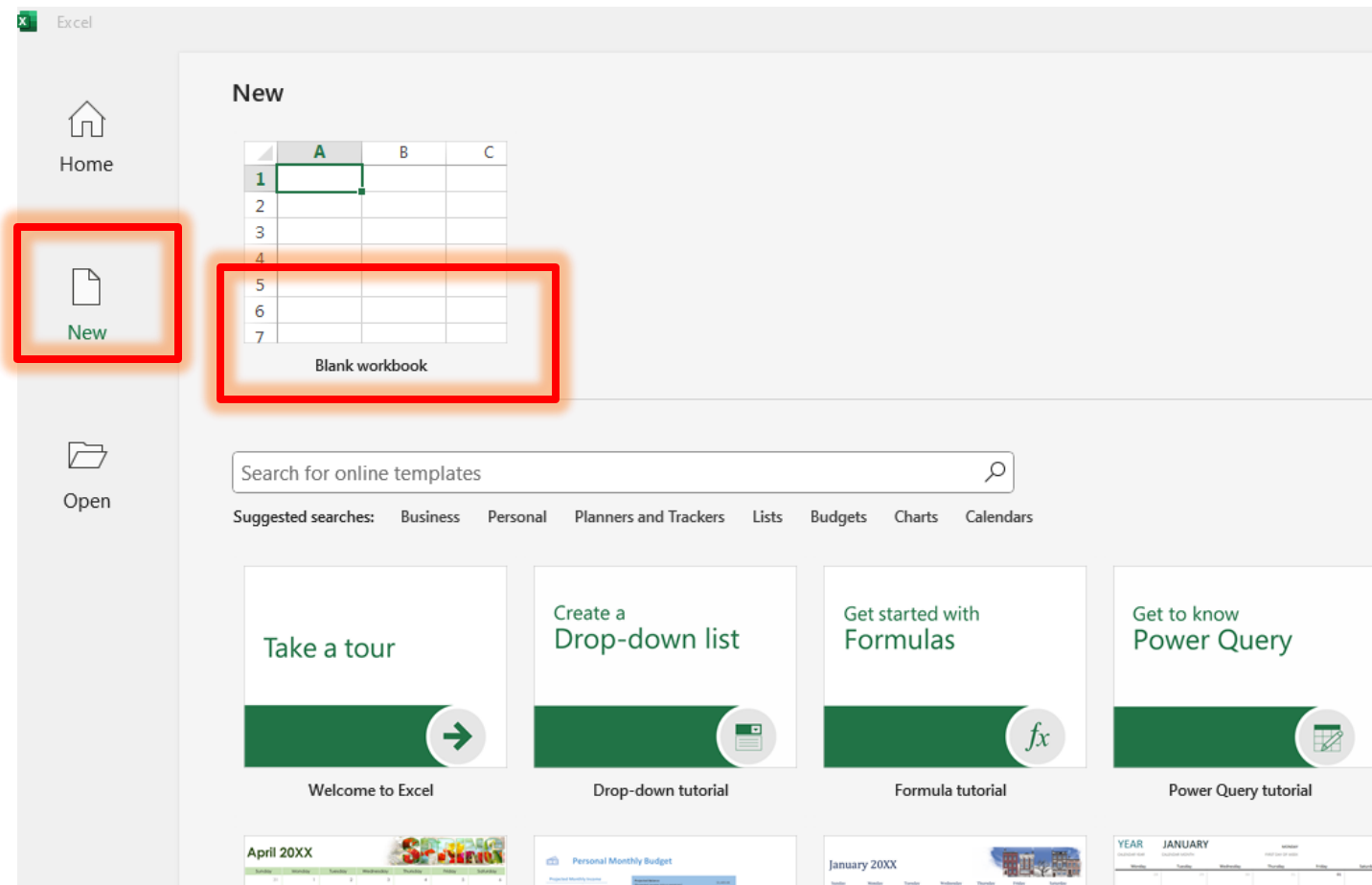
6



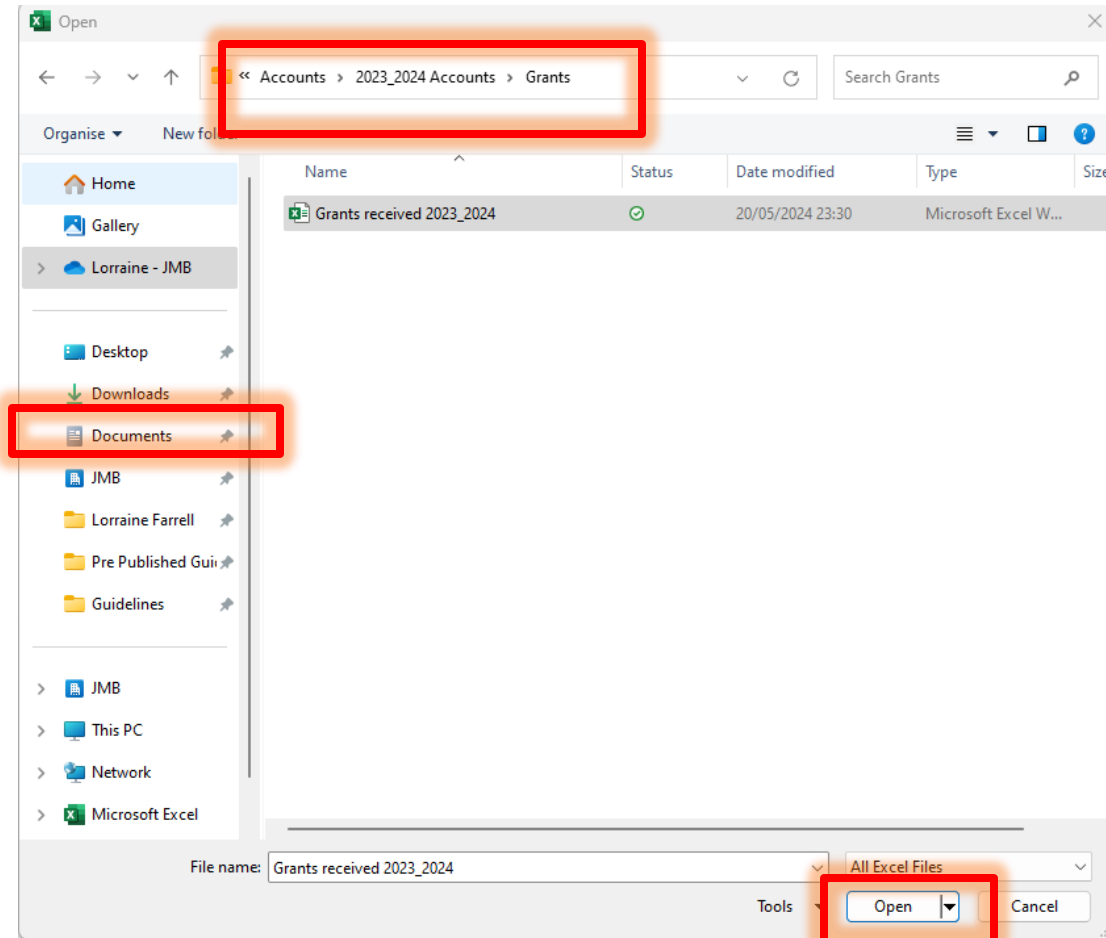
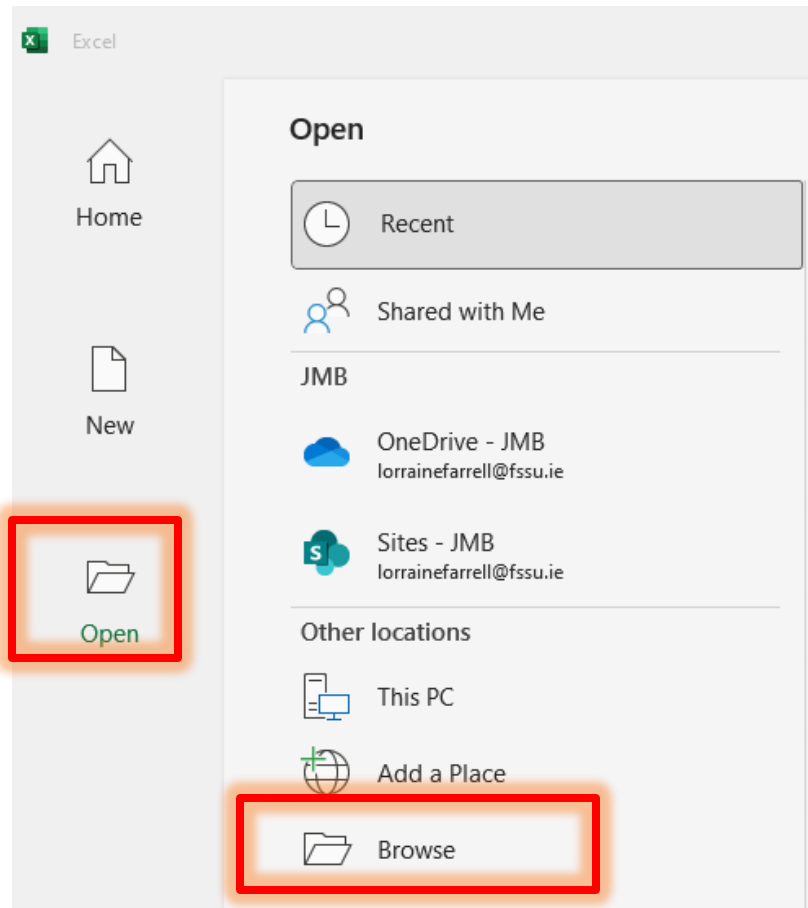
Open Excel (LIVE DEMO)



How to open a new file (LIVE DEMO)



How to open an existing file (LIVE DEMO)



Workbook Layout (LIVE DEMO)

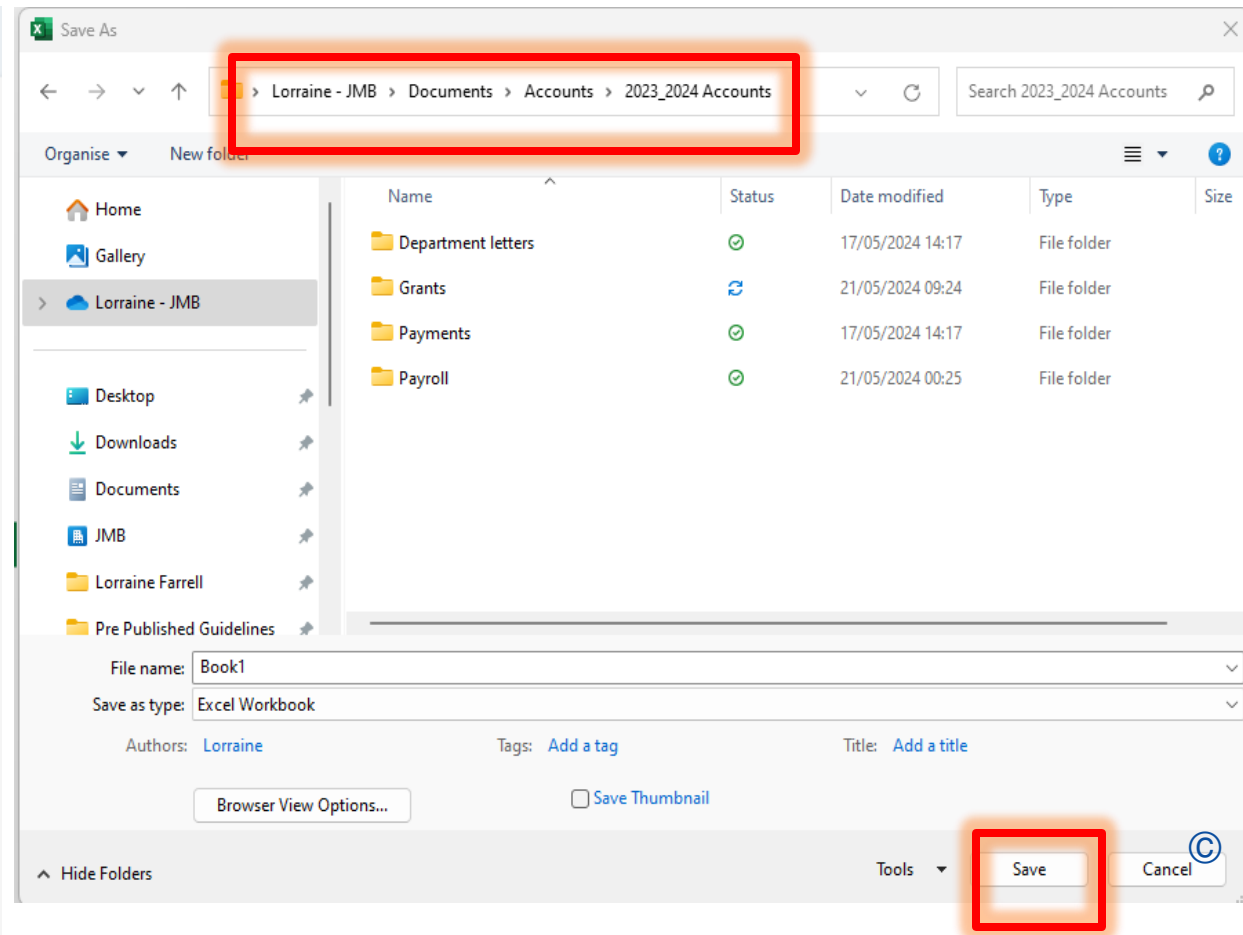
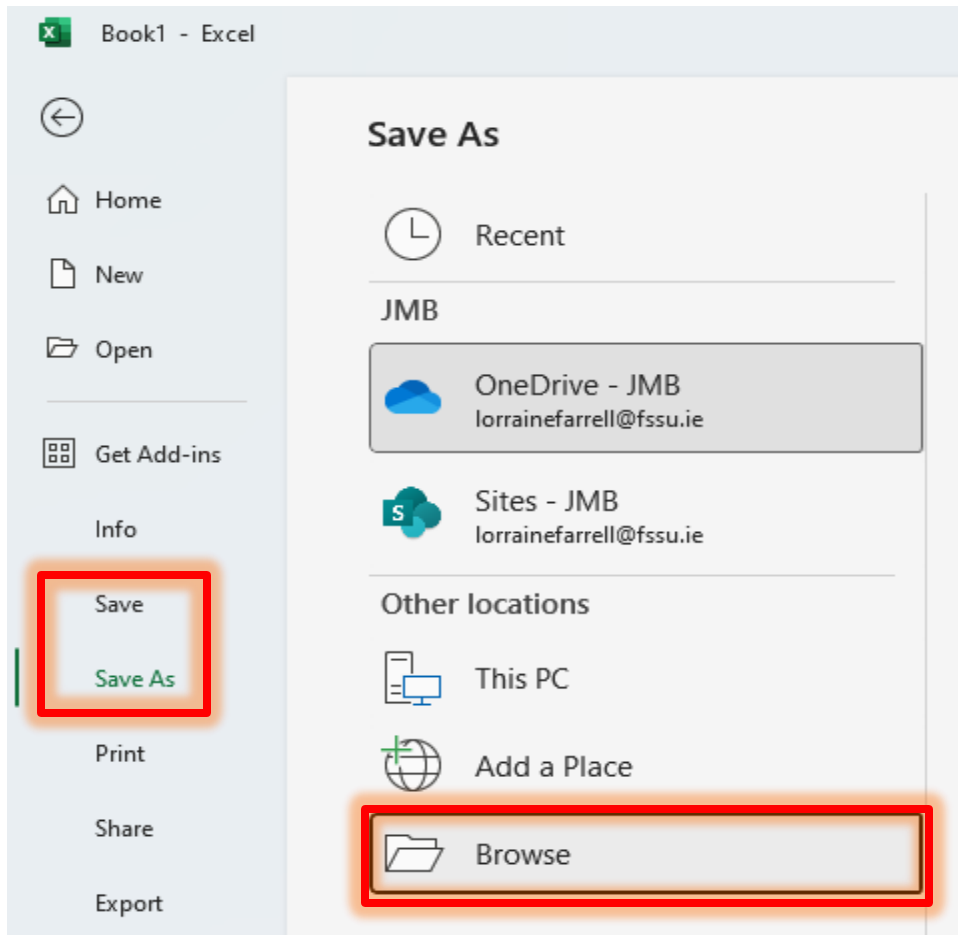
The screenshot displays the Microsoft Excel interface with several key components highlighted by green boxes and arrows:

- TABS**: A green box with an arrow pointing to the 'View' tab in the ribbon.
- RIBBON**: A green box with arrows pointing to the 'Font' and 'Number' sections of the ribbon.
- CELL**: A green box with an arrow pointing to cell B4, which contains the text 'CELL'.
- Column**: A green box with an arrow pointing to column E, which is highlighted in yellow.
- ROW**: A green box with an arrow pointing to row 9, which is highlighted in blue.

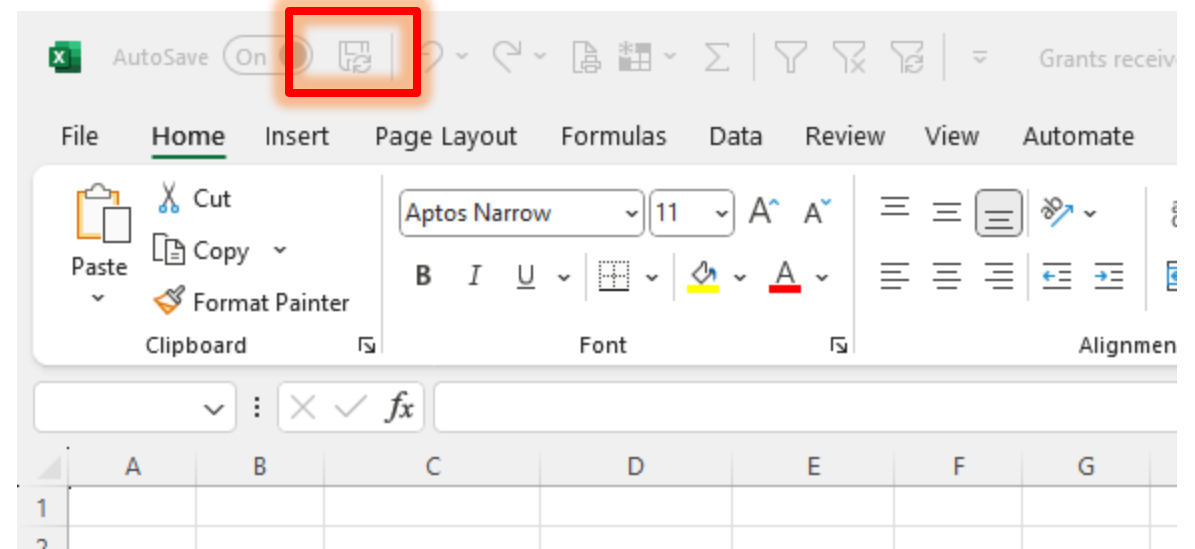
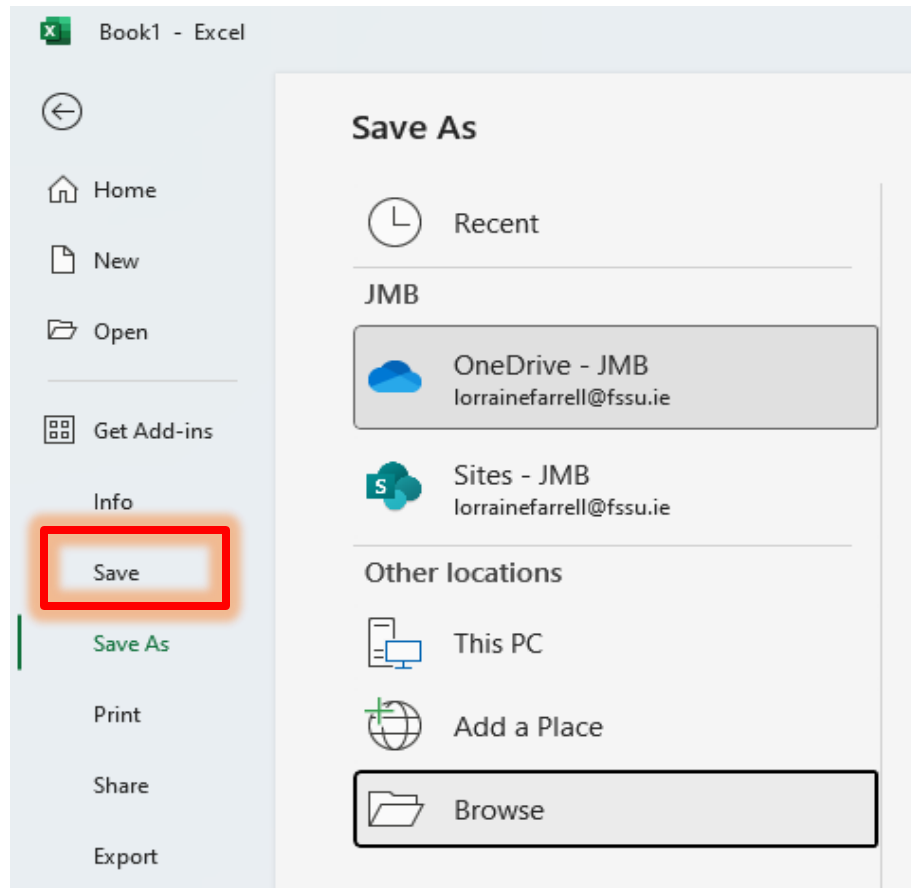
The interface includes the following elements:

- File Name**: Book1 - Excel
- Search**: A search bar in the top right corner.
- Ribbon Tabs**: File, Home, Insert, Page Layout, Formulas, Data, Review, View, Automate, Help.
- Ribbon Groups**: Clipboard, Font, Alignment, Number, Conditional Formatting, Format as Table.
- Worksheet Grid**: Columns A through Q and rows 1 through 13.

Saving your file (LIVE DEMO)



Saving your file (LIVE DEMO)



Format cells (LIVE DEMO)

Grant received 2023/2024		
Name of g	Date recei	amount
Capitation	#####	130000
SSSF	#####	89800
Basic Sec	#####	16000
SSSF Secre	#####	10600
Basic Care	#####	13600
SSSF Care	#####	8200

Grants received 2023/2024		
Name of grant	Date received	Amount
Capitation	01/09/2023	138,000.00
SSSF	10/09/2023	89,800.00
Basic Secretary	25/10/2023	16,000.00
SSSF Secretary	25/10/2023	10,600.00
Basic Caretaker	01/11/2023	13,600.00
SSSF Caretaker	01/11/2023	8,200.00
Total		276,200.00

Format cells (LIVE DEMO)

Grants received 2023/2024

Name of grant	Date received	Amount
Capitation	01/09/2023	138,000
SSSF	10/09/2023	89,800
Basic Secretary	25/10/2023	16,000
SSSF Secretary	25/10/2023	10,600
Basic Caretaker	01/11/2023	13,600
SSSF Caretaker	01/11/2023	8,200

Format Cells

Number Alignment Font Border Fill Protection

Category:

- General
- Number
- Currency
- Accounting
- Date**
- Time
- Percentage
- Fraction
- Scientific
- Text
- Special
- Custom

Sample

01/09/2023

Type:

- *14/03/2012**
- *Wednesday 14 March 2012
- 14/03/2012
- 14/03/12
- 14/3/12
- 14.3.12
- 2012-03-14

Locale (location):

English (Ireland)

Date formats display date and time serial numbers as date values. Date formats that begin with an asterisk (*) respond to changes in regional date and time settings that are specified for the operating system. Formats without an asterisk are not affected by operating system settings.

OK Cancel

Format cells (LIVE DEMO)

The screenshot shows the Microsoft Excel interface with the 'View' tab selected. The 'Freeze Panes' option is highlighted in the 'Window' group. A yellow box labeled 'Formula Bar' points to the formula bar area.

Grants received 2023/2024

Name of grant	Date received	Amount
Capitation	01/09/2023	138,000.00
SSSF	10/09/2023	89,800.00
Basic Secretary	25/10/2023	16,000.00
SSSF Secretary	25/10/2023	10,600.00
Basic Caretaker	01/11/2023	13,600.00
SSSF Caretaker	01/11/2023	8,200.00

Click on a cell Click once on the cell

Click into a cell Double click on the cell to open or click on the formula bar

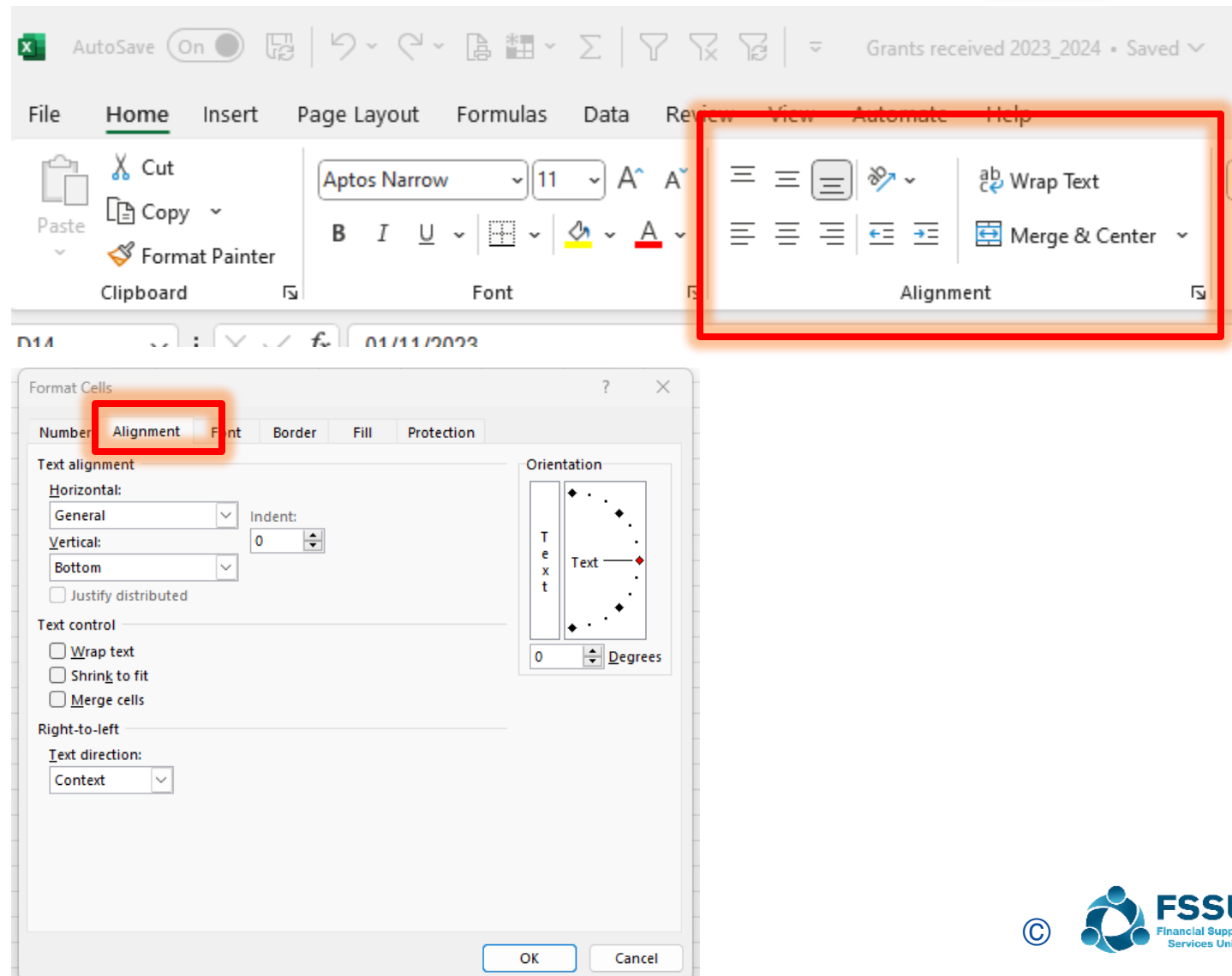
Insert row Place cursor on row and right click mouse and insert row

Insert column Place cursor on column and right click mouse and insert column to the left or right

Insert cell Place cursor on the cell and right click mouse and insert, then choose action needed

Freeze panes View tab - Freeze panes, to unfreeze, view tab - freeze panes, then unfreeze panes

Alignment (LIVE DEMO)

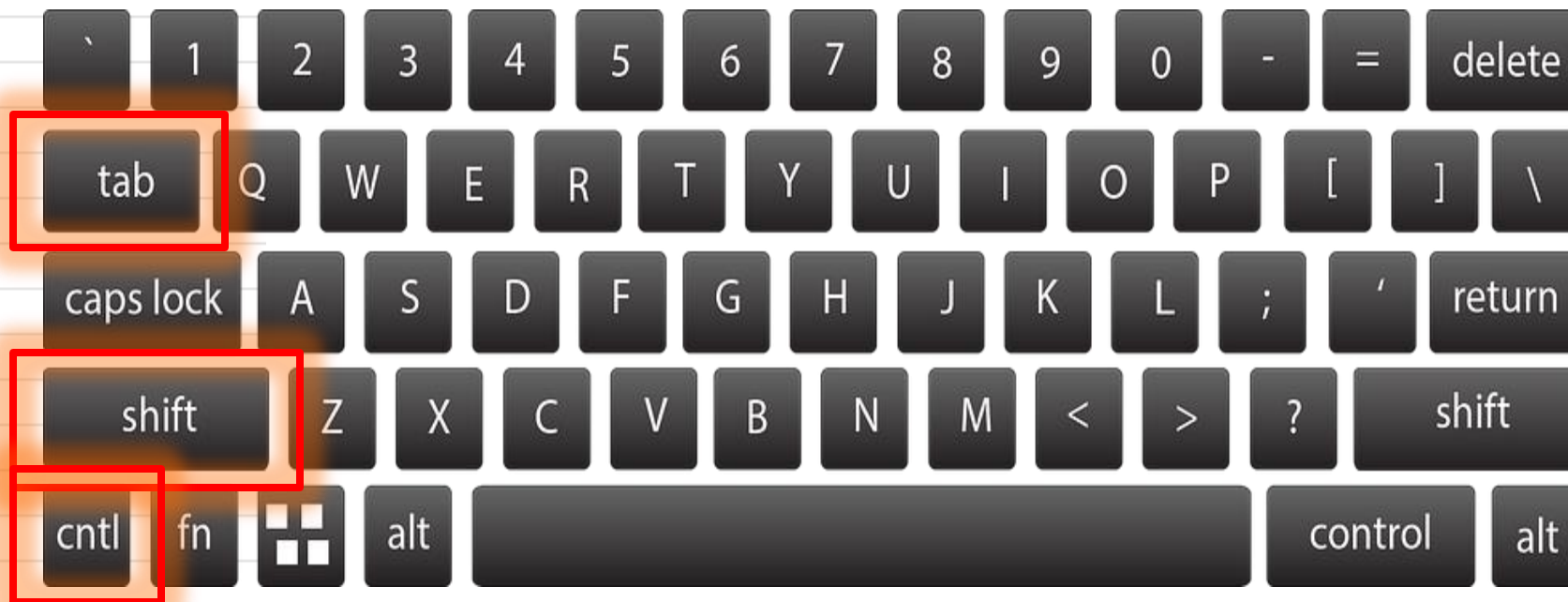


Commands and Keyboard shortcuts

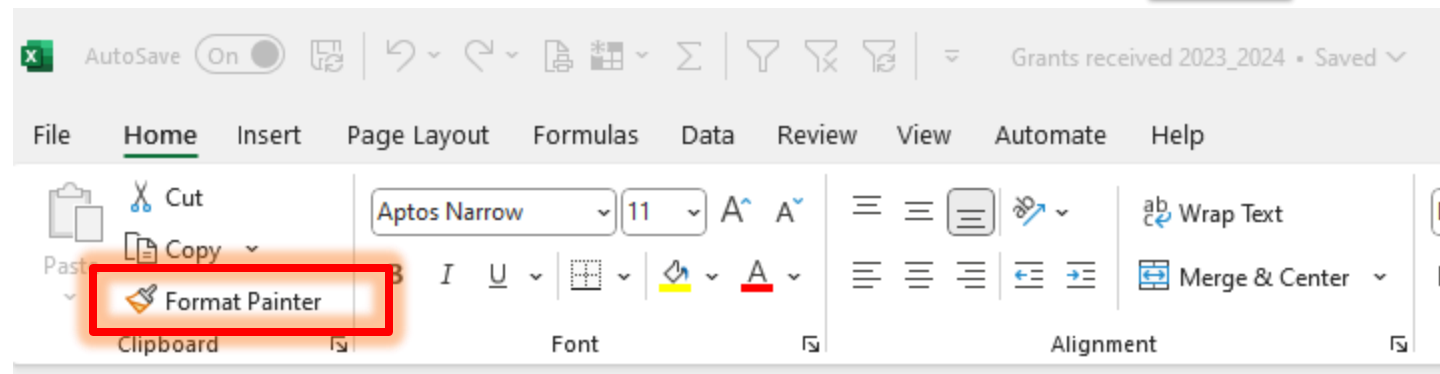
(LIVE DEMO)

17

Copy	CTRL and C
Paste	CTRL and V
Cut	CTRL and X
Undo	CTRL and Z
Bold	CTRL and B
Underline	CTRL and U
Italics	CTRL and I
Tab	Moves mouse across cells to the right
SHIFT Tab	Moves mouse across cells to the left
Fada	ALT GR and letter which contains fada

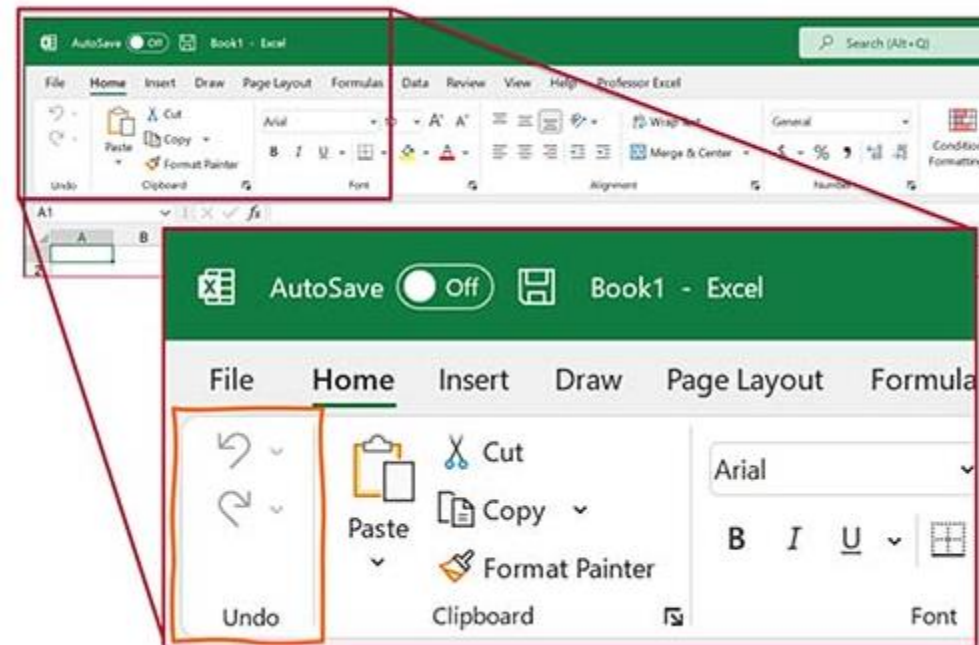
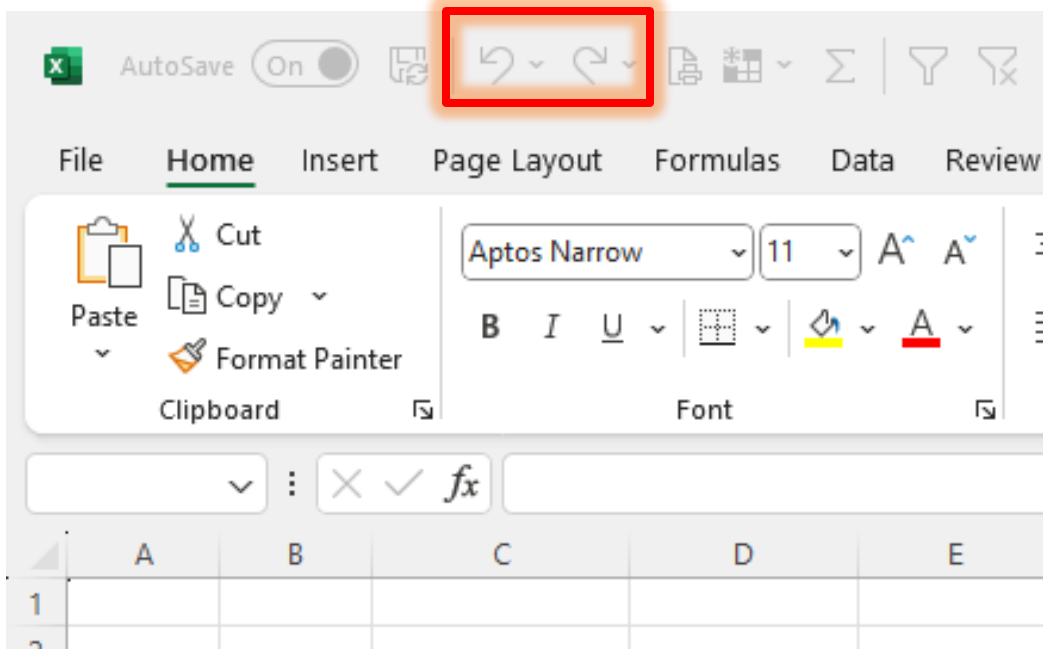


Format painter (LIVE DEMO)



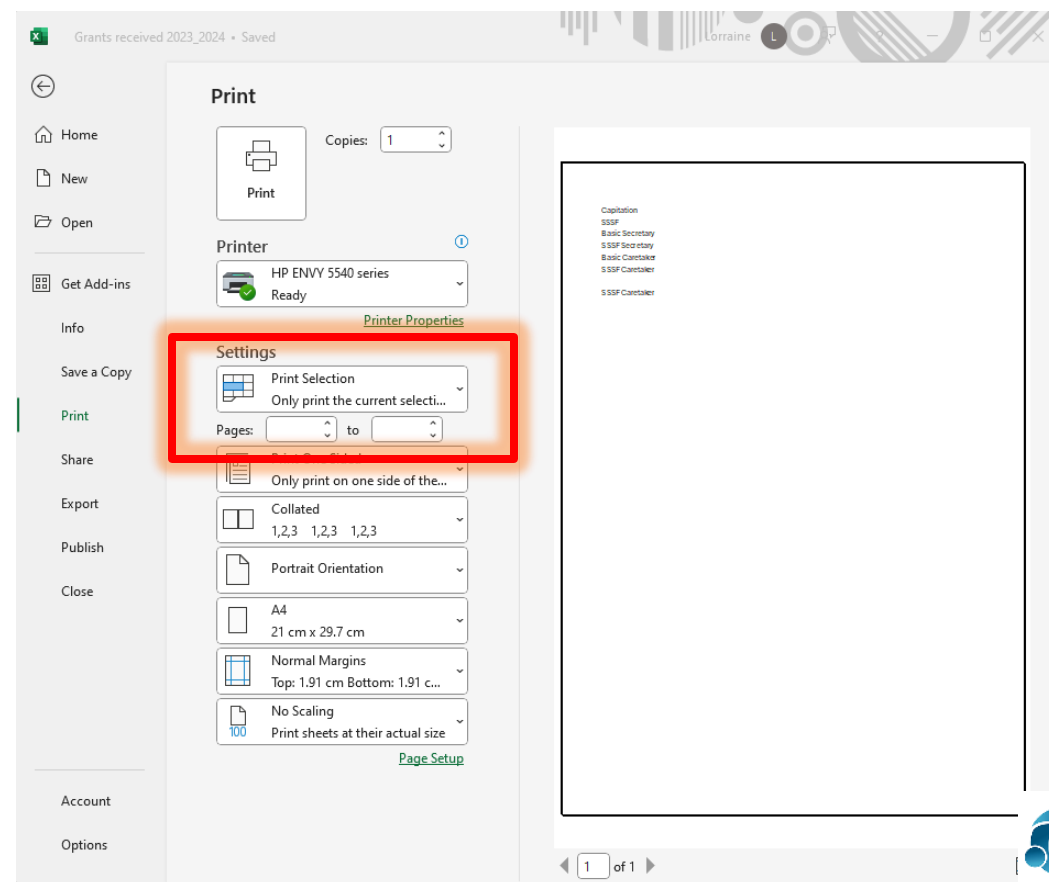
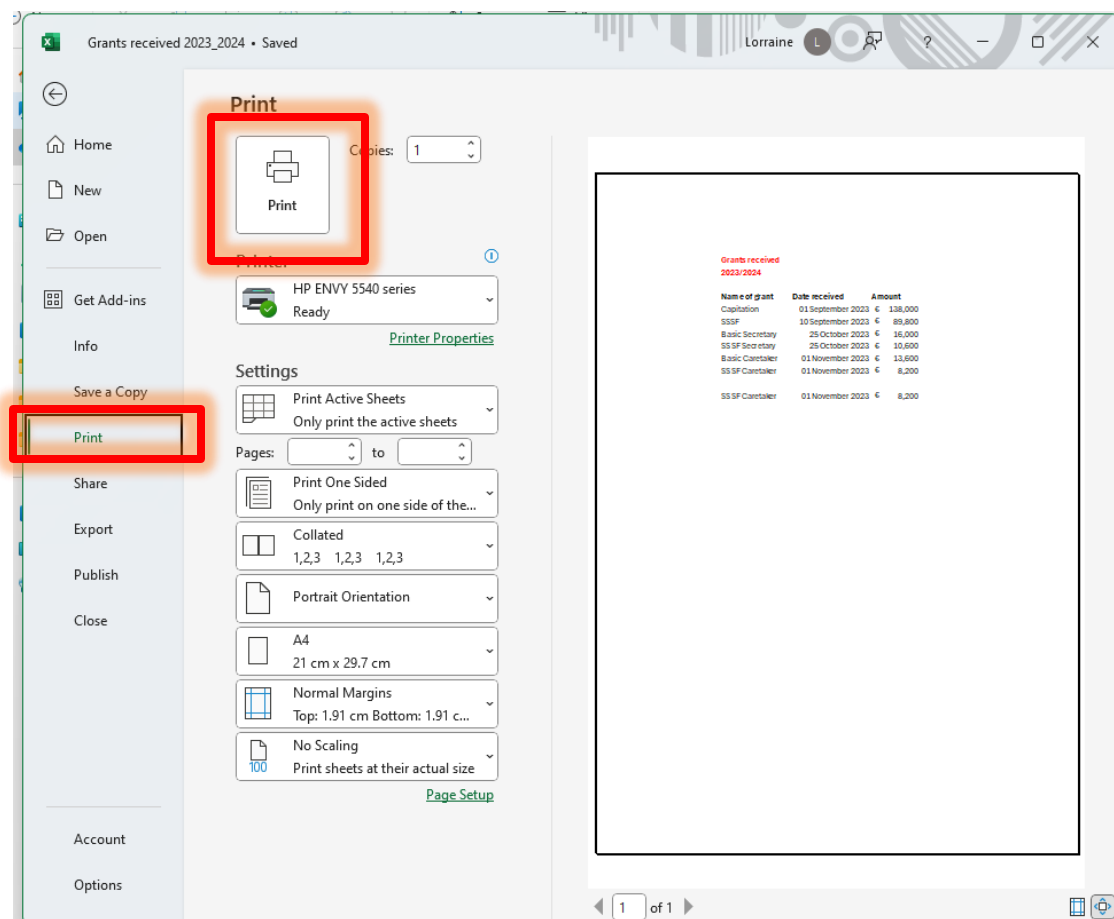
Undo/ Redo (LIVE DEMO)

Keyboard shortcut
Undo - Ctrl and Z
Redo – Ctrl and Y



Printing (LIVE DEMO)

Keyboard shortcut
Print - Ctrl and P



Printing (LIVE DEMO)

Gross to net 2023_2024 - Saved

Home New Open Get Add-ins Info Save a Copy Print Share Export Publish Close

Print Copies: 1

Printer: HP ENVY 5540 series Ready [Printer Properties](#)

Settings

Print Active Sheets
Only print the active sheets

Pages: 1 to

Print One Sided
Only print on one side of the...

1,2,3 1,2,3 1,2,3

Landscape Orientation

A4
21 cm x 29.7 cm

Last Custom Margins Setting
Top: 1.9 cm Bottom: 1.9 cm L...

No Scaling
Print sheets at their actual size

[Page Setup](#)

Page Setup

Page Margins Header/Footer Sheet

Orientation: ☒ Portrait ☐ Landscape

Scaling: ☒ Adjust to: 100 % normal size ☐ Fit to: 1 page(s) wide by 1 tall

Print quality: 600 dpi

First page number: Auto

OK Cancel

Gross to Net report

RN: 12345G
Employee name: Joe Bloggs

Date	Week no	PR\$IEE	PR\$ITotal	Class	Gross	Gross Cumul Gross	Cumul Cut off point	Cum Tax @ Std rate	Cum Tax @ high rate	Cum Gross Tax	Cum Tax credit	Cum tax
07-Jan	1	2.87	34.19	AX	355.86	355.86	770.73	71.17	0	71.17	42.31	28.86
14-Jan	2	2.87	34.19	AX	355.86	711.72	1541.46	142.34	0	142.34	84.62	57.72
21-Jan	3	2.87	34.19	AX	355.86	1067.58	1769.13	213.51	0	213.51	126.93	86.59
28-Jan	4	2.87	34.19	AX	34.19							
04-Feb	5	2.87	34.19	AX	34.19							
11-Feb	6	2.87	34.19	AX	34.19							
18-Feb	7	2.87	34.19	AX	34.19							
25-Feb	8	2.87	34.19	AX	34.19							
03-Mar	9	2.87	34.19	AX	34.19							
10-Mar	10	2.87	34.19	AX	34.19							
17-Mar	11	2.87	34.19	AX	34.19							
24-Mar	12	2.87	34.19	AX	34.19							
31-Mar	13	2.87	34.19	AX	34.19							
07-Apr	14	2.87	34.19	AX	34.19							
14-Apr	15	2.87	34.19	AX	34.19							
21-Apr	16	2.87	34.19	AX	34.19							
28-Apr	17	2.87	34.19	AX	34.19							
05-May	18	2.87	34.19	AX	34.19							
12-May	19	2.87	34.19	AX	34.19							
19-May	20	2.87	34.19	AX	34.19							
26-May	21	2.87	34.19	AX	34.19							
02-Jun	22	2.87	34.19	AX	34.19							
09-Jun	23	2.87	34.19	AX	34.19							
16-Jun	24	2.87	34.19	AX	34.19							
23-Jun	25	2.87	34.19	AX	34.19							
30-Jun	26	2.87	34.19	AX	34.19							
07-Jul	27	2.87	34.19	AX	34.19							
14-Jul	28	2.87	34.19	AX	34.19							
21-Jul	29	2.87	34.19	AX	34.19							
28-Jul	30	2.87	34.19	AX	34.19							
04-Aug	31	2.87	34.19	AX	34.19							
11-Aug	32	2.87	34.19	AX	34.19							
18-Aug	33	2.87	34.19	AX	34.19							
25-Aug	34	2.87	34.19	AX	34.19							
01-Sep	35	2.87	34.19	AX	34.19							
08-Sep	36	2.87	34.19	AX	34.19							
15-Sep	37	2.87	34.19	AX	34.19							
22-Sep	38	2.87	34.19	AX	34.19							
29-Sep	39	2.87	34.19	AX	34.19							
06-Oct	40	2.87	34.19	AX	34.19							
13-Oct	41	2.87	34.19	AX	34.19							
20-Oct	42	2.87	34.19	AX	34.19							
27-Oct	43	2.87	34.19	AX	34.19							
03-Nov	44	2.87	34.19	AX	34.19							
10-Nov	45	2.87	34.19	AX	34.19							
17-Nov	46	2.87	34.19	AX	34.19							
24-Nov	47	2.87	34.19	AX	34.19							
01-Dec	48	2.87	34.19	AX	34.19							
08-Dec	49	2.87	34.19	AX	34.19							
15-Dec	50	2.87	34.19	AX	34.19							
22-Dec	51	2.87	34.19	AX	34.19							
29-Dec	52	2.87	34.19	AX	34.19							
05-Jan	53	2.87	34.19	AX	34.19							
12-Jan	54	2.87	34.19	AX	34.19							
19-Jan	55	2.87	34.19	AX	34.19							
26-Jan	56	2.87	34.19	AX	34.19							
02-Feb	57	2.87	34.19	AX	34.19							
09-Feb	58	2.87	34.19	AX	34.19							
16-Feb	59	2.87	34.19	AX	34.19							
23-Feb	60	2.87	34.19	AX	34.19							
01-Mar	61	2.87	34.19	AX	34.19							
08-Mar	62	2.87	34.19	AX	34.19							
15-Mar	63	2.87	34.19	AX	34.19							
22-Mar	64	2.87	34.19	AX	34.19							
29-Mar	65	2.87	34.19	AX	34.19							
05-Apr	66	2.87	34.19	AX	34.19							
12-Apr	67	2.87	34.19	AX	34.19							
19-Apr	68	2.87	34.19	AX	34.19							
26-Apr	69	2.87	34.19	AX	34.19							
03-May	70	2.87	34.19	AX	34.19							
10-May	71	2.87	34.19	AX	34.19							
17-May	72	2.87	34.19	AX	34.19							
24-May	73	2.87	34.19	AX	34.19							
31-May	74	2.87	34.19	AX	34.19							
07-Jun	75	2.87	34.19	AX	34.19							
14-Jun	76	2.87	34.19	AX	34.19							
21-Jun	77	2.87	34.19	AX	34.19							
28-Jun	78	2.87	34.19	AX	34.19							
05-Jul	79	2.87	34.19	AX	34.19							
12-Jul	80	2.87	34.19	AX	34.19							
19-Jul	81	2.87	34.19	AX	34.19							
26-Jul	82	2.87	34.19	AX	34.19							
02-Aug	83	2.87	34.19	AX	34.19							
09-Aug	84	2.87	34.19	AX	34.19							
16-Aug	85	2.87	34.19	AX	34.19							
23-Aug	86	2.87	34.19	AX	34.19							
30-Aug	87	2.87	34.19	AX	34.19							
06-Sep	88	2.87	34.19	AX	34.19							
13-Sep	89	2.87	34.19	AX	34.19							
20-Sep	90	2.87	34.19	AX	34.19							
27-Sep	91	2.87	34.19	AX	34.19							
04-Oct	92	2.87	34.19	AX	34.19							
11-Oct	93	2.87	34.19	AX	34.19							
18-Oct	94	2.87	34.19	AX	34.19							
25-Oct	95	2.87	34.19	AX	34.19							
01-Nov	96	2.87	34.19	AX	34.19							
08-Nov	97	2.87	34.19	AX	34.19							
15-Nov	98	2.87	34.19	AX	34.19							
22-Nov	99	2.87	34.19	AX	34.19							
29-Nov	100	2.87	34.19	AX	34.19							

Page Setup Margins Header/Footer Sheet

Top: 1.9

Bottom: 1.9

Left: 0.6

Right: 0.6

Header: 0.8

Footer: 0.8

Center on page

☐ Horizontally

☐ Vertically

Options...

OK Cancel

1 of 2

Account Options

FSSU Financial Support Services Unit

Find (LIVE DEMO)

Keyboard shortcut
Find - Ctrl and F

AutoSave On | Gross to net 2023_2024 - Saved | Search

File Home Insert Page Layout Formulas Data Review View Automate Help

Default | Keep | Exit | New | Options | Sheet View | Workbook Views | Navigation | Ruler | Gridlines | Formula Bar | Show | Zoom | 100% | Zoom to Selection | New Window | Arrange All | Freeze Panes | Split | Hide | Unhide | View Side by Side | Synchronous | Reset Window

J8 | Cum Tax @ Std rate

Gross to Net report																		
RN: 12345G Employee name: Joe Bloggs																		
Date	Week no	PRSI EE	PRSI Total	Class	Gross	Gross Cumul Gross	Cumul Cut off point	Cum Tax @ Std rate	Cum Tax @ high rate	Cum Gross Tax	Cum Tax credit	Cum tax	Tax Ded (Refund)	USC	LPT	Net pay	Basis	
07-Jan	1	2.87	34.19	AX	355.86	355.86	770.73	71.17	0	71.17	42.31	28.86	28.86	3.66	0	320.47	Cumul	
14-Jan	2	2.87	34.19	AX	355.86	711.72	1541.46	142.34	0	142.34	84.62	57.72	28.86	3.64	0	320.49	Cumul	
21-Jan	3	2.87	34.19	AX	355.86	1067.58	1769.13	213.51	0	213.51	126.93	86.59	28.86	3.66	0	320.47	Cumul	
28-Jan	4	2.87	34.19	AX	355.86	1423.44	2358.85	284.68	0	284.68	169.24	115.45	28.86	3.66	0	320.47	Cumul	
04-Feb	5	2.87	34.19	AX	355.86	1779.3	2948.56	355.86	0	355.86	211.55	144.31	28.86	3.66	0	320.47	Cumul	
11-Feb	6	2.87	34.19	AX	355.86	2135.16	3538.27	427.03	0	427.03	253.86	173.17	28.86	3.66	0	320.47	Cumul	
18-Feb	7	2.87	34.19	AX	355.86	2491.02	4127.98	498.2	0	498.2	296.17	202.03	28.86	3.66	0	320.47	Cumul	
25-Feb	8	2.87	34.19	AX	355.86	2846.88	4717.69	569.38	0	569.38	338.48	230.9	28.86	3.66	0	320.47	Cumul	
04-Mar	9	2.87	34.19	AX	355.86	3202.74	5307.4	640.55	0	640.55	380.79	259.76	28.86	3.66	0	320.47	Cumul	
11-Mar	10	2.87	34.19	AX	355.86	3558.6	5897.12	711.72	0	711.72	423.1	288.62	28.86	3.66	0	320.47	Cumul	
18-Mar	11	2.87	34.19	AX	355.86	3914.46							28.86	3.66	0	320.47	Cumul	
25-Mar	12	2.87	34.19	AX	355.86	4270.32							28.86	3.66	0	320.47	Cumul	

Find and Replace

Find what: tax | No Format Set | Format...

Within: Sheet | Match case | Match entire cell contents

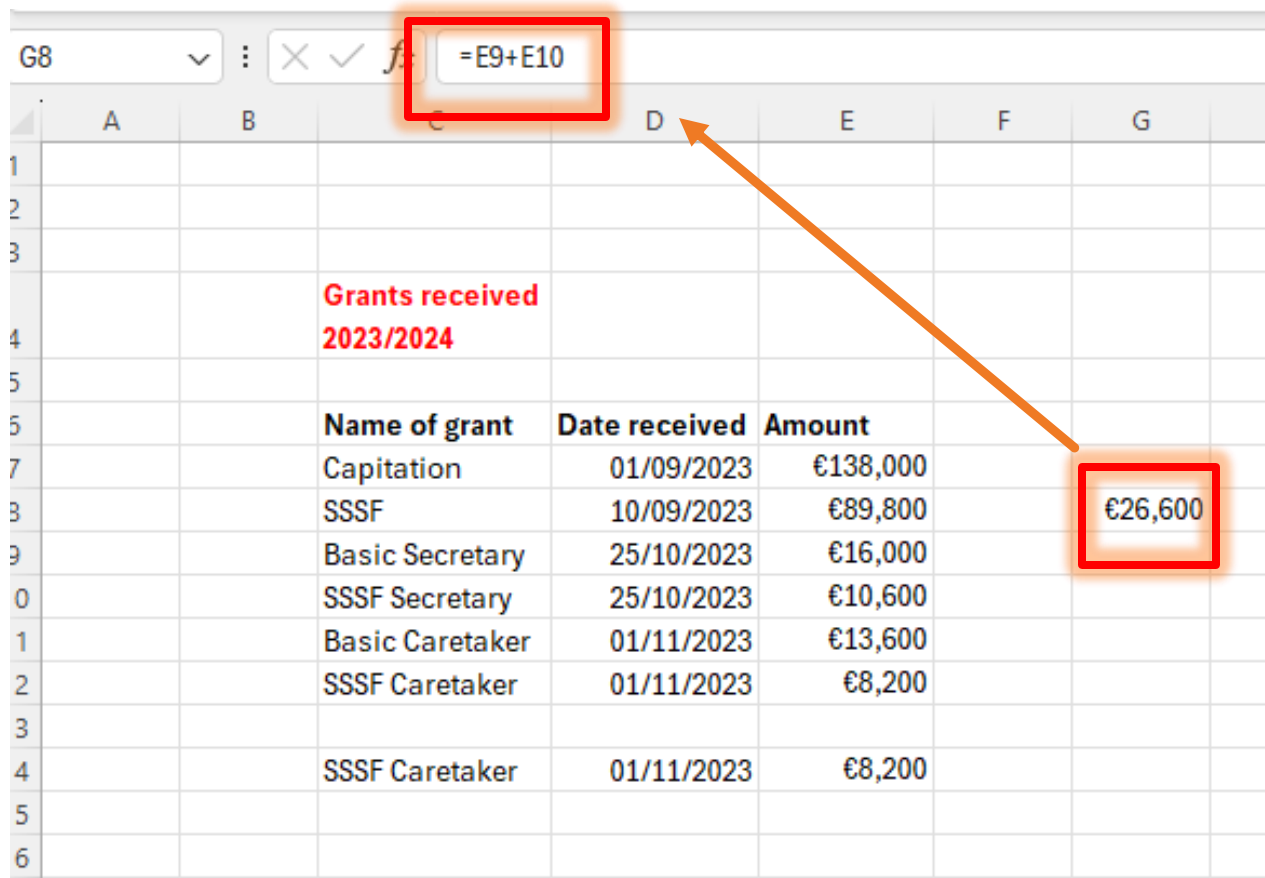
Search: By Rows

Look in: Formulas

Options <<

Find All | Find Next | Close

Formula's (LIVE DEMO)



	A	B	C	D	E	F	G
1							
2							
3							
4			Grants received 2023/2024				
5							
6							
7			Name of grant	Date received	Amount		
8			Capitation	01/09/2023	€138,000		
9			SSSF	10/09/2023	€89,800		
10			Basic Secretary	25/10/2023	€16,000		
11			SSSF Secretary	25/10/2023	€10,600		
12			Basic Caretaker	01/11/2023	€13,600		
13			SSSF Caretaker	01/11/2023	€8,200		
14							
15			SSSF Caretaker	01/11/2023	€8,200		
16							

- All formulas must start with =
- Cell referencing - =E9+E10

Formula's (LIVE DEMO)

AutoSave On | Gross to net 2023_2024 - Saved | Search

File Home Insert Page Layout Formulas Data Review View Automate Help

Clipboard: Paste, Copy, Format Painter

Font: Aptos Narrow, 11, Bold, Italic, Underline, Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, Percentage, Currency, Text, Date, Time, Fraction, Scientific

Styles: Normal, Bad, Good, Neutral, Calculation, Check Cell

Cells: Insert, Delete, Format, AutoSum, Clear

Formula Bar: =E9-D9

Worksheet: T9

Gross to net report

RN: 12345G
Employee name: Joe Bloggs

Date	Week no	PRSI EE	PRSI Total	Class	Gross	Gross Cumul	Cumul Cut off point	Cum Tax @ Std rate	Cum Tax @ high rate	Cum Gross Tax	Cum Tax credit	Cum tax	Tax Ded (Refund)	USC	LPT	Net pay	Basis	PRSTER
07-Jan	1	2.87	34.19	AX	355.86	355.86	770.73	71.17	0	71.17	42.31	28.86	28.86	3.66	0	320.47	Cumul	31.32
14-Jan	2	2.87	34.19	AX	355.86	711.72	1541.46	142.34	0	142.34	84.62	57.72	28.86	3.64	0	320.49	Cumul	31.32
21-Jan	3	2.87	34.19	AX	355.86	1067.58	1769.13	213.51	0	213.51	126.93	86.59	28.86	3.66	0	320.47	Cumul	31.32
28-Jan	4	2.87	34.19	AX	355.86	1423.44	2358.85	284.68	0	284.68	169.24	115.45	28.86	3.66	0	320.47	Cumul	31.32
04-Feb	5	2.87	34.19	AX	355.86	1779.3	2948.56	355.86	0	355.86	211.55	144.31	28.86	3.66	0	320.47	Cumul	31.32
11-Feb	6	2.87	34.19	AX	355.86	2135.16	3538.27	427.03	0	427.03	253.86	173.17	28.86	3.66	0	320.47	Cumul	31.32
18-Feb	7	2.87	34.19	AX	355.86	2491.02	4127.98	498.2	0	498.2	296.17	202.03	28.86	3.66	0	320.47	Cumul	31.32
25-Feb	8	2.87	34.19	AX	355.86	2846.88	4717.69	569.38	0	569.38	338.48	230.9	28.86	3.66	0	320.47	Cumul	31.32
04-Mar	9	2.87	34.19	AX	355.86	3202.74	5307.4	640.55	0	640.55	380.79	259.76	28.86	3.66	0	320.47	Cumul	31.32
11-Mar	10	2.87	34.19	AX	355.86					72	423.1	288.62	28.86	3.66	0	320.47	Cumul	31.32
18-Mar	11	2.87	34.19	AX	355.86					39	465.41	317.48	28.86	3.66	0	320.47	Cumul	31.32
25-Mar	12	2.87	34.19	AX	355.86					39	507.72	346.34	28.86	3.66	0	320.47	Cumul	31.32

Formula Bar: =SUM(D9:D20)

Cell D9: 34.44

Cell D10: 41.28

Cell T9: 31.32

Filters (LIVE DEMO)

AutoSave On | Gross to net 2023_2024 • Saved | Search

File Home Insert Page Layout Formulas **Data** Review View Automate Help

Get Data: From Text/CSV, From Web, Recent Sources, From Table/Range, Existing Connections, Get & Transform Data

Queries & Connections: Refresh, Properties, Workbook Links

Data Types: Stocks, Currencies, Geography

Sort & Filter: Sort, Filter, Clear, Reapply, Advanced

Data Tools: Text to Columns, Flash Fill, Remove Duplicates, Data Validation, Consolidate

G23 | X | ✓ | fx

A B C D E F G H I J K L M N O P Q R S T U

Gross to Net report

RN: 12345G
Employee name: Joe Bloggs

Date | **Week** | **PRSI Eff** | **Total** | **Class** | **Gross** | **Gross** | **Cumul** | **Cumul** | **Cum Tax** | **Cum Tax** | **Gross** | **Cum Tax** | **Tax Ded** | **Net pay** | **Basis** | **PRSI Eff**

Sort Oldest to Newest | Sort Newest to Oldest | Sort by Color | Sheet View | Clear Filter From "Date" | Filter by Color

Search (All) | [X] (Select All) | [X] 2024 | [X] January | [X] February | [X] 04 | [X] 11 | [X] 18 | [X] 25 | [X] March | [X] (Blanks)

OK Cancel

Date	Week	PRSI Eff	Total	Class	Gross	Gross	Cumul	Cumul	Cum Tax	Cum Tax	Gross	Cum Tax	Tax Ded	Net pay	Basis	PRSI Eff	
34.19	AX		355.86		355.86	770.73	71.17	0	71.17	42.31	28.86	28.86	3.66	0	320.47	Cumul	31.32
34.19	AX		355.86		711.72	1541.46	142.34	0	142.34	84.62	57.72	28.86	3.64	0	320.49	Cumul	31.32
34.19	AX		355.86		1067.58	1769.13	213.51	0	213.51	126.93	86.59	28.86	3.66	0	320.47	Cumul	31.32
34.19	AX		355.86		1423.44	2358.85	284.68	0	284.68	169.24	115.45	28.86	3.66	0	320.47	Cumul	31.32
34.19	AX		355.86		1779.3	2948.56	355.86	0	355.86	211.55	144.31	28.86	3.66	0	320.47	Cumul	31.32
34.19	AX		355.86		2135.16	3538.27	427.03	0	427.03	253.86	173.17	28.86	3.66	0	320.47	Cumul	31.32
34.19	AX		355.86		2491.02	4127.98	498.2	0	498.2	296.17	202.03	28.86	3.66	0	320.47	Cumul	31.32
34.19	AX		355.86		2846.88	4717.69	569.38	0	569.38	338.48	230.9	28.86	3.66	0	320.47	Cumul	31.32
34.19	AX		355.86		3202.74	5307.4	640.55	0	640.55	380.79	259.76	28.86	3.66	0	320.47	Cumul	31.32
34.19	AX		355.86		3558.6	5897.12	711.72	0	711.72	423.1	288.62	28.86	3.66	0	320.47	Cumul	31.32
34.19	AX		355.86		3914.46	6486.83	782.89	0	782.89	465.41	317.48	28.86	3.66	0	320.47	Cumul	31.32
34.19	AX		355.86		4270.32	7076.54	854.06	0	854.06	507.72	346.34	28.86	3.66	0	320.47	Cumul	31.32
410.28									5551.39								

Sorting (LIVE DEMO)

AutoSave On | List of income and expenditure 21_22 | Saved | Search

File Home Insert Page Layout Formulas **Data** Review View Automate Help

Get Data: From Text/CSV, From Web, Recent Sources, From Table/Range, Existing Connections, Get & Transform Data

Queries & Connections: Refresh, Properties, Workbook Links, Queries & Connections

Data Types: Stocks, Currencies, Geography

Sort & Filter: Sort, Filter, Clear, Reapply, Advanced

Data Tools: Text to Columns, Flash Fill, Remove Duplicates, Data Validation, Consolidate, Relationships, Manage Data Model, What-If Analysis, Forecast Sheet, Group, Ungroup, Subtotal, Outline

09/09/2022

Date	Description	Category	Lodger	Amount	Capitati	Ancilla	COVID	Other N	DSP Sc	Book R	Bus In	Schoo	Schoo	Studer	Other	Incom	Other	DE Capi	Trans
07/09/2022	Joe Bloggs	Book Rental Scheme Income	-	75.00	-	-	-	-	-	75.00	-	-	-	-	-	-	-	-	-
08/09/2022	Mary smith	Book Rental Scheme Income	-	75.00	-	-	-	-	-	75.00	-	-	-	-	-	-	-	-	-
08/09/2022	Mary smith	Book Rental Scheme Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
09/09/2022	Joe Bloggs	Book Rental Scheme Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
12/09/2022	Mary smith	Book Rental Scheme Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
16/09/2022	Mary smith	Book Rental Scheme Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
16/09/2022	Joe Bloggs	Book Rental Scheme Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
12/10/2022	Mary smith	Book Rental Scheme Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
13/10/2022	Joe Bloggs	Book Rental Scheme Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
26/10/2022	Joe Bloggs	Book Rental Scheme Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
07/12/2022	Joe Bloggs	Book Rental Scheme Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10/01/2023	Joe Bloggs	Book Rental Scheme Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
01/12/2022	Bus income	Bus Income	-	-	-	-	-	-	-	-	87.50	-	-	-	-	-	-	-	-
05/01/2023	Capitation Grant	Capitation/Non Pay Budget	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
23/09/2022	COVID cleaning supports grant	COVID Capitation for Cleaning and PPE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
21/03/2022	Combined cleaning supports & ppe grant	COVID Capitation for Cleaning and PPE Grant	-	4,748.35	-	-	4,748.35	-	-	-	-	-	-	-	-	-	-	-	-
18/10/2022	Emergency Summer Works	DE Capital Building Grant Income	-	30,591.24	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Sort dialog box: Column: Category, Sort On: Cell Values, Order: A to Z. OK button highlighted.

Sorting (LIVE DEMO)

Microsoft Excel interface showing the 'Data' tab and the 'Sort' dialog box.

The spreadsheet displays a table titled "List of income and expenditure 21_22" with columns: Date, Description, Category, Lodger, Amount, Capitation, Ancilla, COVID, Other N, DSP Sc, Book R, Bus In, School, School, Studer, Other, Income, Other, DE Capi, Trans.

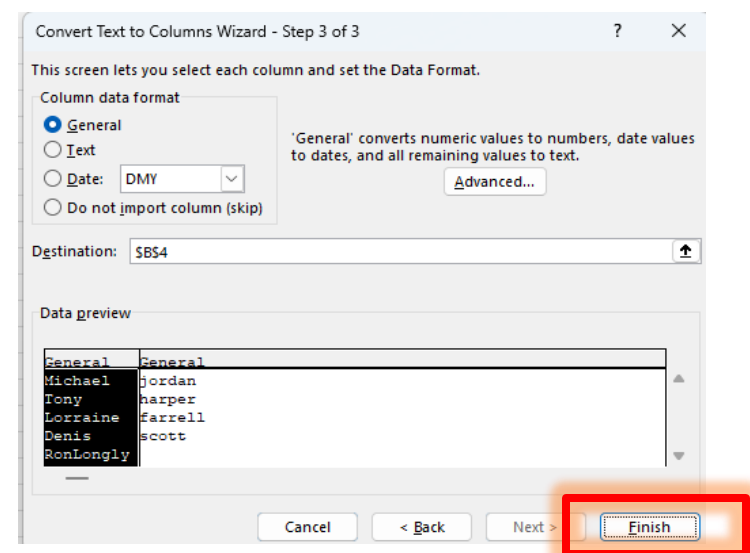
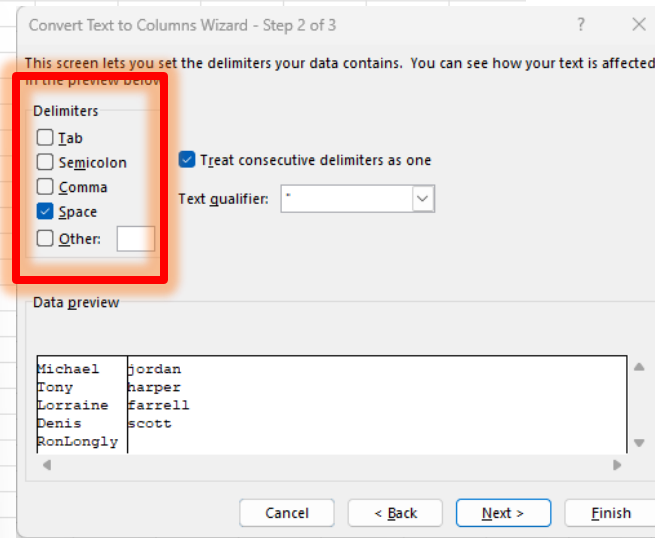
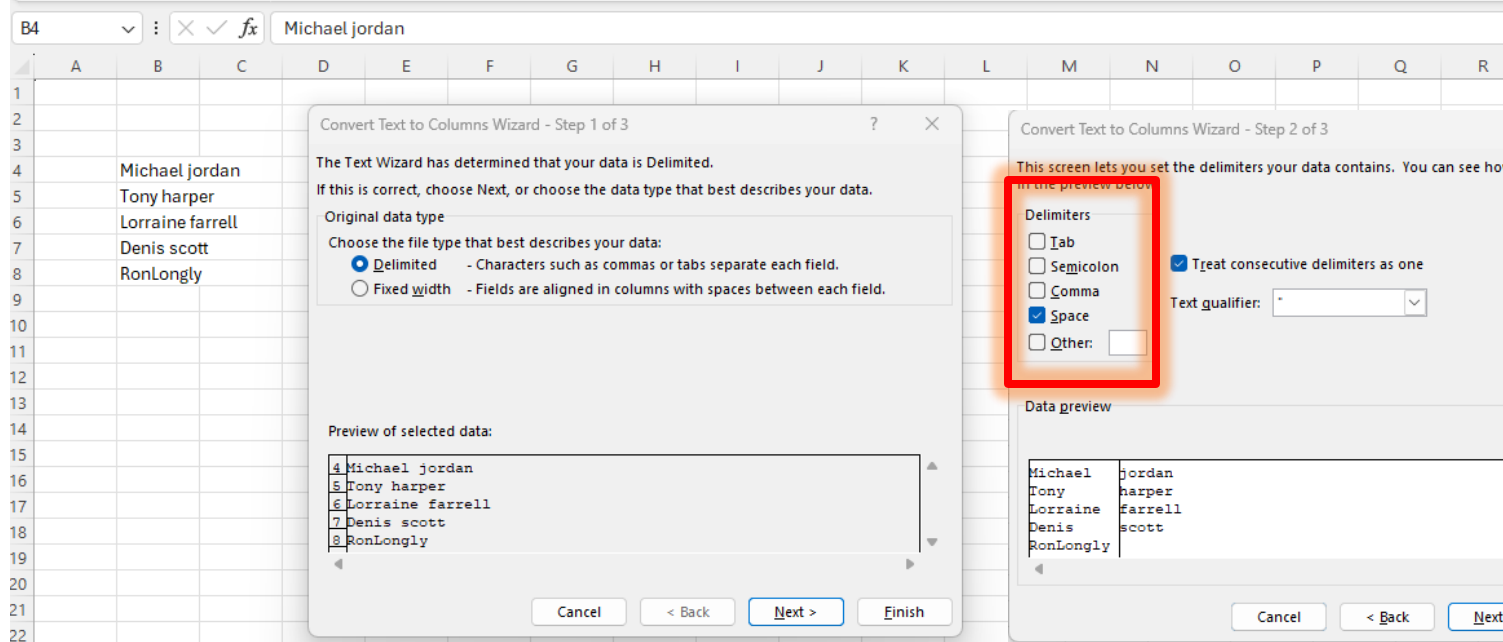
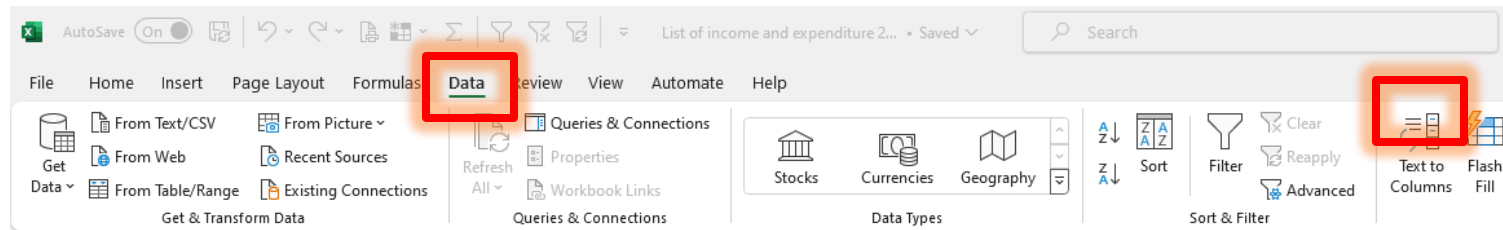
The 'Sort' dialog box is open, showing the following settings:

- Sort by: Category
- Sort On: Cell Values
- Order: A to Z
- My data has headers: ☒

The 'OK' button is highlighted.

Date	Description	Category	Lodger	Amount	Capitation	Ancilla	COVID	Other N	DSP Sc	Book R	Bus In	School	School	Studer	Other	Income	Other	DE Capi	Trans
07/09/2022	Joe Bloggs	Book Rental Scheme Income	-	75.00	-	-	-	-	-	75.00	-	-	-	-	-	-	-	-	-
08/09/2022	Mary smith	Book Rental Scheme Income	-	75.00	-	-	-	-	-	75.00	-	-	-	-	-	-	-	-	-
08/09/2022	Mary smith	Book Rental Scheme Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
09/09/2022	Joe Bloggs	Book Rental Scheme Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
12/09/2022	Mary smith	Book Rental Scheme Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
16/09/2022	Mary smith	Book Rental Scheme Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
16/09/2022	Joe Bloggs	Book Rental Scheme Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
12/10/2022	Mary smith	Book Rental Scheme Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
13/10/2022	Joe Bloggs	Book Rental Scheme Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
26/10/2022	Joe Bloggs	Book Rental Scheme Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
07/12/2022	Joe Bloggs	Book Rental Scheme Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10/01/2023	Joe Bloggs	Book Rental Scheme Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
01/12/2022	Bus income	Bus Income	-	-	-	-	-	-	-	-	87.50	-	-	-	-	-	-	-	-
05/01/2023	Capitation Grant	Capitation/Non Pay Budget	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
23/09/2022	COVID cleaning supports grant	COVID Capitation for Cleaning and PPE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
21/03/2023	Combined cleaning supports & ppe grant	COVID Capitation for Cleaning and PPE Grant	-	4,748.35	-	-	-	4,748.35	-	-	-	-	-	-	-	-	-	-	-
18/10/2022	Emergency Summer Works	DE Capital Building Grant Income	-	30,591.24	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Text to columns(LIVE DEMO)



Convert to numbers (LIVE DEMO)

AutoSave On

File Home Insert Page Layout Formulas Data Review View Automate Help

Get Data From Text/CSV From Picture From Web Recent Sources From Table/Range Existing Connections Refresh All Queries & Connections Properties Workbook Links Stocks Currencies Geography

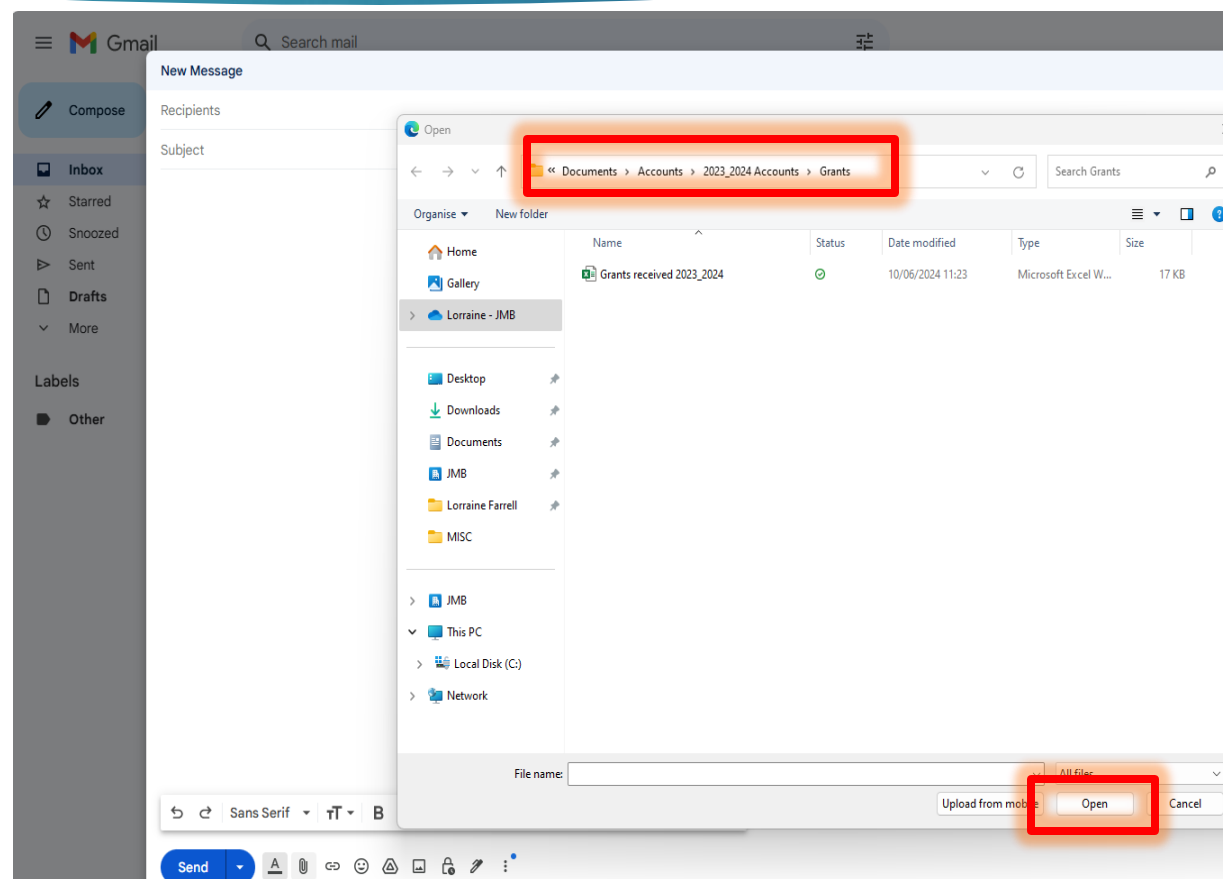
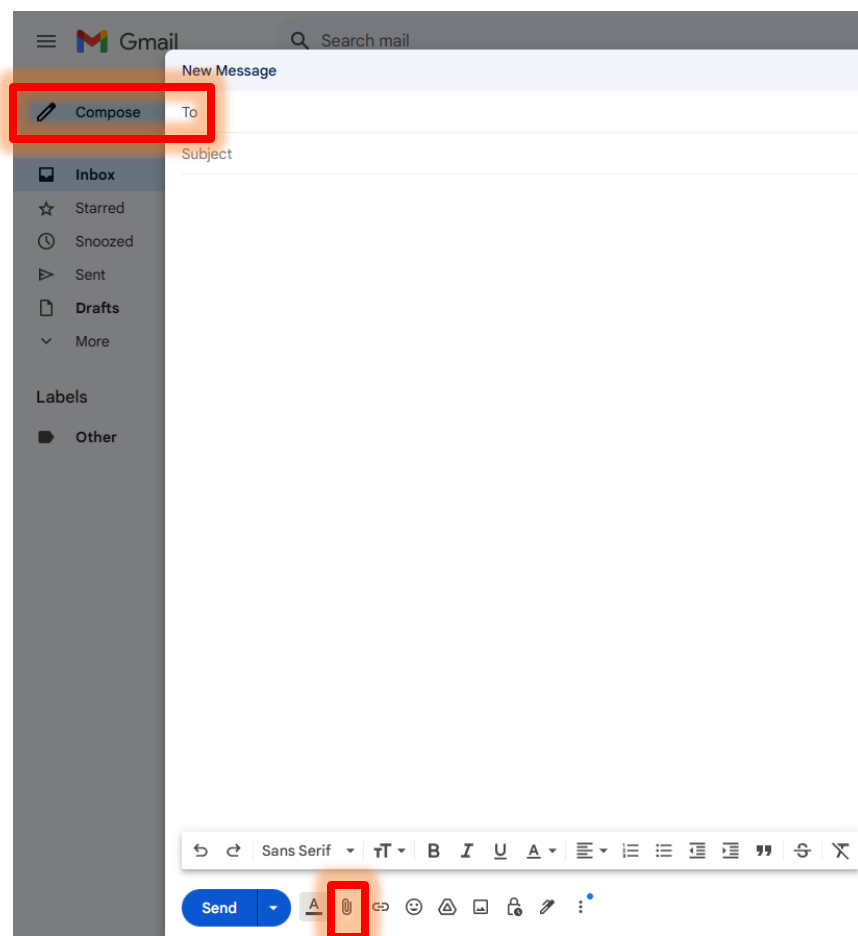
I3 004

	D	E	F	G	H	I	J	K	L	N
1										
2	Date:	Order Number:	Invoice ID:	Rt	metriou:	TZ:	GL Code:	Total:	Fee:	Net Amount:
3	20/08/2021	1629462148033-8382	1767259	26795308		004	004	8		8
	24/08/2021	1629839476754-6624	1767260	26834198				8		8
4										
5	27/08/2021	1630055739188-3895	1767261	26854838				8		8
6	29/08/2021	1630254888789-9004	1767258	268797698				8		8
7	20/08/2021	1629460275494-9856	1767267	267950154				8		8
8	20/08/2021	1629460506725-6830	1767273	267950479				8		8
9	20/08/2021	1629460494148-7305	1767312	267950469				8		8
	20/08/2021	1629460737187-1088	1767272	267950794	Online	004	004	8		8
10										
11	20/08/2021	1629461474362-3807	1767303	267952013	Online	004	004	8		8
12	20/08/2021	1629466909540-4657	1767310	267961087	Online	004	004	8		8
	20/08/2021	1629470257462-4521	1767295	267967218	Online	004	004	8		8
13										
	20/08/2021	1629470257462-4521	1767357	267967218	Online	004	004	8		8
14										
	20/08/2021	1629480343555-2906	1767294	267984978	Online	004	004	8		8
15										
	20/08/2021	1629480343555-2906	1767263	267984978	Online	004	004	8		8
16										
	21/08/2021	1629558953752-2297	1767343	268080876	Online	004	004	8		8
17										
	21/08/2021	1629558953752-2297	1767365	268080876	Online	004	004	8		8
18										
	23/08/2021	1629702447354-7185	1767276	268203796	Online	004	004	8		8
19										
	23/08/2021	1629719182491-8990	1767289	268218737	Online	004	004	8		8
20										

Number Stored as Text
Convert to Number
Help on this Error
Ignore Error
Edit in Formula Bar
Error Checking Options...

30

Attach file to email (LIVE DEMO)



Thank you

Any questions please contact us on

info@fssu.ie

Tel: 01 269 0677

