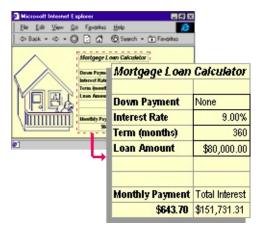
# About spreadsheets

You can use a spreadsheet to enter and calculate data. A spreadsheet consists of columns and rows of cells. You can enter data directly into the cells of the spreadsheet and perform calculations that are based on the data by using formulas. You can make changes to the data and see the results of calculations automatically. You can also sort, filter, and find data in a spreadsheet. The following example shows a spreadsheet on a Web page designed to be used as a mortgage calculator. When you change the values in the bordered input cells in the browser, the spreadsheet calculates the mortgage payment.



- Browser and license requirements
- Saving changes
- Disabled features
- About the Spreadsheet Web Part

# About XML lists

When a user or the designer of a Spreadsheet component queries and imports data from a data source using a data retrieval service or a Data Retrieval Service Connections file (.uxdc), the data is displayed in a table structure that is called an XML list. An XML list behaves much like a datasheet in a database program: each row in the list is treated as a single record when adding, deleting, filtering, and sorting items in the list. An XML list is associated with a query that can be refreshed to display current information from the data source. You can also edit this query to provide different query parameter values, select different fields, filter data, and sort data so you can efficiently retrieve just the subset of data you want.

2	A	В	
1	ID 🗸	Product 🗸	
2	1	Chai	
3	2	Chang	
4	3	Aniseed Syrup	
5	4	Chef Anton's Cajun Seasoning	
6	6	Grandma's Boysenberry Spread	
7	7	Unle Bob's Organic Dried Pears	
8	*		
1.1			

An XML list has the following visual features that distinguish it from other ranges in a spreadsheet.

A frame clearly outlines the data in the XML list. Data inside the frame is returned from the data source; data outside the frame is not part of the data returned from the data source.

The XML list can display column headings that are not part of the data retrieved from the data source, so your headings never get sorted with the data or excluded when the data is filtered.

The XML list displays a new row at the bottom of the list called the insert row to make adding a new record simple: just click in the insert row and type.

If the designer has not locked the entire XML list or disabled other features of the XML list, working with data in an XML list behaves as described in the following sections.

- Adding records
- Pasting records
- Deleting records
- Sorting records
- Filtering records
- Inserting and deleting columns
- Calculated columns
- Working with the associated query

#### **Browser support for spreadsheets**

To work with interactive spreadsheets, you must have Microsoft Internet Explorer 5.01 with Service Pack 2 (SP2) or later, the Microsoft Office Web Components installed, and an appropriate Microsoft Office 2003 license. If you do not have an Office 2003 license, you can install the components and view them on a Web page, but you cannot interact with them.

**Note** The Spreadsheet Web Part has the same license requirements as the spreadsheet component. For more information about the Spreadsheet Web Part, see "About the Spreadsheet Web Part" in <u>About spreadsheets</u>.

### **About Microsoft Office Web Components**

Microsoft Office Web Components is a set of ActiveX controls installed with Microsoft Office 2003. With Office Web Components installed on your computer, you can interactively use a spreadsheet, a PivotTable list, and a chart on a Web page in Microsoft Internet Explorer 5.01 with Service Pack 2 (SP2) or later.

If Office Web Components is not installed on your computer but you have an Office 2003 site license that permits intranet distribution, you can configure the components so that users will be prompted to download Office Web Components from your corporate intranet. This allows users at your site to use a data access page without having Office 2003 software installed on their computers.

For information about how to configure Office Web Components, see the <u>Microsoft Office Resource Kit</u> Web Site.

### About View-only mode for Office Web Components

If you do not have a Microsoft Office 2003 software license installed on your computer or accessed via a Microsoft Office 2003 application, you can view a Microsoft Office Web Component— a Spreadsheet Component, Chart Component, or PivotTable Component— on a Web page, but you can't interact with it.

To be able to interact with and use full functionality of the component you are viewing, you must install Microsoft Office 2003 or have access to an Office 2003 license. If you are in a corporate or group environment, check with your network administrator for assistance.

When you are in View-only mode, you can:

View data.

Print.

Select and scroll.

Use hyperlinks.

Resize a component.

Select sheets in the Spreadsheet Component.

Expand or collapse members in a PivotTable list.

Refresh data in a PivotTable list.

Use the **About**, **Help**, and **Refresh** commands. Help topics that deal with interactivity (such as formatting cells, dragging fields, sorting, filtering, and so on) do not apply.

All commands except **About**, **Help**, and **Refresh** are unavailable in Viewonly mode.

#### About accessing a data source on a different domain

The spreadsheet attempted to access data on another domain, but failed due to one of the following reasons:

The site being accessed by the control is not included in the list of trusted sites.

In Internet Explorer, on the **Security Settings** dialog box, under **Miscellaneous**, **Access data sources across domains** is either set to **Disable**, or set to **Prompt** and when prompted, you clicked **Cancel**.

To enable access across domains, do the following:

- Enable prompting
- Add the site to the list of trusted sites

# About getting design help for spreadsheets

Some of the content in this topic may not be applicable to some languages.

When you view and interact with a spreadsheet in your Web browser, you are working with a component that was created in another program called a design program. In a design program such as Microsoft FrontPage or data access pages in Microsoft Access, you can add the data that you want in the spreadsheet, add the spreadsheet to a Web page you're designing, and publish the Web page to a Web server. Help about designing a spreadsheet is available from within the design program.

To learn more about designing a spreadsheet, first choose a design program to work in. You can start in any of the supported design programs, and then later work on the same spreadsheet in a different design program if you need different design features.

- Getting help in design programs
- Getting help with writing scripts and programs that use spreadsheets
- Getting help for the Spreadsheet Web Part

# Keyboard shortcuts in spreadsheets

For information about the keys to activate and deactivate the Microsoft Office Spreadsheet Component on the page, see Help in your design program.

- Keys for displaying shortcut menus
- Keys for moving and scrolling in a spreadsheet
- Keys for moving with SCROLL LOCK on
- Keys for working with sheets
- Keys for entering data on a sheet
- Keys for working in cells
- Keys for formatting data
- Keys for editing data
- ▶ Keys for inserting, deleting, and copying a selection
- Keys for moving within a selection
- Keys for selecting cells, columns, or rows
- Keys for working with AutoFilter drop-down lists
- Keys for working with Help

# About spreadsheet tools, commands, and options

- Toolbar
- Commands and Options dialog box

#### Show or hide the spreadsheet toolbar

- 1. Right-click a cell in the spreadsheet, click **Commands and Options** on the shortcut menu, and then click the **Workbook** tab.
- 2. Under **Show/Hide**, select or clear the **Toolbar** check box.

### Show or hide the Commands and Options dialog box

Do one of the following:

To show the **Commands and Options** dialog box, click **Commands and Options** and **Options** on the spreadsheet <u>toolbar</u>.

To hide the **Commands and Options** dialog box, click **Close**  $\boxtimes$  in the upper right corner of the dialog box.

#### Add or remove sheets

- 1. Click **Commands and Options** and the spreadsheet toolbar, and then click the **Workbook** tab.
- 2. Under **Worksheets**, do one of the following:
- To add a sheet, click **Insert**. Repeat to add multiple sheets.

You can change the name of an inserted sheet by selecting the name in the **Sheet name** list, typing a new name in the **Sheet name** box, and pressing ENTER.

• To remove a sheet, click the name of the sheet in the **Sheet name** list, and then click **Delete**.

The sheet and its data are permanently deleted.

#### Change the name of a sheet

- 1. On the spreadsheet <u>toolbar</u>, click **Commands and Options** , and then click the **Workbook** tab.
- 2. Under **Worksheets**, in the **Sheet name** list, click the name of the sheet you want to change.
- 3. Type the new name in the **Sheet name** box.
- 4. Press ENTER.

#### Change the order of sheets

- 1. On the spreadsheet <u>toolbar</u>, click **Commands and Options** and then click the **Workbook** tab.
- 2. Under **Worksheets**, in the **Sheet name** list, click the name of a sheet you want to move.
- 3. Next to **Order**, click **Up** to move the sheet toward the beginning of the workbook, or **Down** to move the sheet toward the end of the workbook.

#### Show or hide column headers or row headers

Column headers are the letters in gray cells (or in cells of another color, depending on your Microsoft Windows display settings) across the top of the spreadsheet, and row headers are the numbers in gray cells down the side of the spreadsheet.

- 1. On the spreadsheet <u>toolbar</u>, click **Commands and Options** and then click the **Sheet** tab.
- 2. Under Show/Hide, select or clear the Column headers or Row headers check boxes.

#### Show or hide gridlines in a spreadsheet

- 1. On the spreadsheet toolbar, click **Commands and Options** and then click the **Sheet** tab.
- 2. Under **Show/Hide**, select or clear the **Gridlines** check box.

# Show or hide the sheet selector

The sheet selector consists of the **Sheet Name** tab and the **Sheet** list, the second of which appears when you click the arrow on the tab.

Sheet1 Sheet2 Sheet3	
\Sheet3	_1

- 1. On the spreadsheet toolbar, click **Commands and Options** and then click the **Workbook** tab.
- 2. Under **Show/Hide**, select or clear the **Sheet selector** check box.

#### Save changes

Changes you make to a spreadsheet in the browser are available during the current browser session only. To save changes to data, do one of the following:

On the spreadsheet toolbar, click **Export to Microsoft Excel** and save a copy of the spreadsheet as a Microsoft Excel worksheet.

Copy the spreadsheet data to Excel or another program on your computer, and then save the data in that program.

# **Undo changes**

To undo the last change you made in the spreadsheet, click **Undo** on the <u>toolbar</u>. You can undo multiple changes (up to 16) by clicking **Undo** more than once.

Changes you make in the browser are not saved. To undo all changes made during the current session, close the page, and then re-open it.

# Print a spreadsheet

To print a spreadsheet from the browser, you must print the entire Web page.

In Microsoft Internet Explorer, click **Print** on the **File** menu.

**Note** If the spreadsheet is wider or longer than the printed page, the areas that don't fit on the page are not printed. For more control over how the data is printed, including the ability to print a long list and set page breaks, you can export the spreadsheet to Microsoft Excel by clicking **Export to Microsoft Excel** and the toolbar. For information about printing from Excel, see Excel Help.

# About entering text, numbers, dates, and times in a spreadsheet

Some of the content in this topic may not be applicable to some languages.

- Entering text
- Entering numbers
- Entering dates and times

#### Enter text, numbers, dates, and times in a spreadsheet

- 1. Click the cell where you want to enter data.
- 2. Type the data, and then press ENTER or the TAB key.

#### Notes

To separate the parts of a date, use a slash or a hyphen; for example, type **9/5/2002** or **5-Sep-2002**.

To enter a time based on the 12-hour clock, type a space and then type **AM** or **PM** after the time; for example, type **9:00 PM**. Otherwise, the spreadsheet enters the time as AM.

Precede formulas with an equal (=) sign.

To enter a hyperlink, type the URL address, beginning with a protocol such as **http://** or **ftp://**, and then press ENTER.

To enter the same data in several cells, select the cells, type the data, and then press CTRL+ENTER.

# How a spreadsheet handles dates in the year 2000 and beyond

Because the rules that govern the way any calculation program interprets dates are complex, you should be as specific as possible about dates whenever you enter them. This will produce the highest level of accuracy in your date calculations.

**How a spreadsheet interprets ambiguous dates** When interpreting ambiguous dates, the spreadsheet makes certain assumptions. For example, when you enter a date that includes only the month and one or two digits, the spreadsheet assumes that 1 through 31 is the day and that the year is the current year. For instance, the spreadsheet assumes that December 01 is December 1 of the current year, not December of the year 2001. The spreadsheet assumes that December 32 is December 1, 1932.

**How a spreadsheet interprets two-digit years** By default, when you enter a two-digit year value, the spreadsheet interprets the year as follows:

**00 through 29** The spreadsheet interprets the two-digit year values 00 through 29 as the years 2000 through 2029. For example, if you type the date 5/28/19, the spreadsheet assumes the date is May 28, 2019.

**30 through 99** The spreadsheet interprets the two-digit year values 30 through 99 as the years 1930 through 1999. For example, if you type the date 5/28/98, the spreadsheet assumes the date is May 28, 1998.

**Use four-digit years** To ensure that the spreadsheet interprets year values the way you intended, type year values as four digits (for example, 2001, rather than 01).

**Change how years are interpreted** Your system administrator can customize Microsoft Office so that different rules determine how dates are interpreted. For example, your administrator could change the earliest two-digit year value that's interpreted as a date in the twentieth century from 30 to another number. Also, administrators can change the default date format to display four-digit years instead of two-digit years.

To find out if your system uses customized date interpretation, see your administrator. For information about how to customize date interpretation,

see the Office 2003 Resource Kit.

#### Change data in a cell

- 1. Click the cell you want to change.
- 2. Do one of the following:
- To enter a new number or text in the cell, replacing the current contents of the cell, type the new value.
- To change a portion of the contents of the cell, double-click the cell and make your changes.
- 3. To accept your changes to the cell, press ENTER.

**Note** A cell can have only one font and text format.

# About moving and copying data

When you copy a cell, you copy the entire cell, including formulas and their resulting values, and cell formats. Cells that you copy or move replace any data in the area where you paste the cells. There are some differences in how pasting cells affects an XML list. For information on these differences, see "Pasting records" in <u>About XML lists</u>.

- Copying and moving affects formulas
- Filtering affects copying and moving
- Copying to other programs
- Copying in the Spreadsheet Component differs from Microsoft Excel

# Move and copy data

- Move or copy whole cells
- Move or copy characters within a cell

# Insert or delete rows or columns

- Insert rows or columns
- Delete rows or columns

# Insert, change, or delete a hyperlink

- Insert a hyperlink
- Change a hyperlink
- Delete a hyperlink

# **Clear cell contents**

- 1. Select the cells that you want to clear.
- 2. Press DELETE.
- ▶ Tip

# About formulas

- What is a formula?
- Calculation
- Constants vs. cell references
- Functions

# Examples of commonly used formulas

- Create a sum based on one condition
- Count the occurrences of a value or a condition
- Calculate a running balance
- Join first and last names
- Join a date with text
- Increase a number by a percentage

# Create a formula

- 1. Click the cell in which you want to add a formula.
- 2. Type an equal sign (=).
- 3. Type the formula.
- 4. Press ENTER.
- ▶ Tip

### Change a formula

1. Double-click the cell that contains the formula you want to change so that the formula appears in the cell.

If the cell contains a hyperlink, click a cell next to the cell you want to change, and then use an arrow key to select the cell with the formula you want to change. Then press F2.

- 2. Make changes to the formula in the cell.
- 3. Press ENTER.

### View a formula and its result at the same time

- 1. Click the cell that contains the formula you want to view.
- 2. On the spreadsheet toolbar, click **Commands and Options** and then click the **Formula** tab.
- 3. Review the formula in the **Formula in active cell (***reference***)** box. The result of the formula is displayed in the **Cell value** box.

### Insert a total for a range

You can insert a sum for a range of cells automatically by using **AutoSum**.

- 1. Click the first blank cell that follows the data you want to sum, either below the column of data or to the right of the data in a row, or select a column range to sum.
- 2. On the spreadsheet toolbar, click AutoSum  $\Sigma$ .

A suggested formula is displayed in the cell you selected or in the cell below the column range you selected.

- 3. Do one of the following:
- To accept the suggested formula, press ENTER.
- To change the suggested formula, select the range you want to sum and press ENTER.

## Change when a spreadsheet calculates

When a spreadsheet contains many formulas, it might take a long time to calculate. To speed up your work, you can change the calculation mode from automatic to manual so that you can decide when to recalculate the spreadsheet.

- 1. On the spreadsheet <u>toolbar</u>, click **Commands and Options** and then click the **Workbook** tab.
- 2. Under **Calculation**, do one of the following:
- To recalculate the spreadsheet whenever a value changes, select **Automatic**.
- To recalculate the spreadsheet only when you press F9 or click **Calculate**, select **Manual**.

# About using names in formulas

- Overview
- Guidelines

### Define names for cells, formulas, or constants

- 1. On the spreadsheet <u>toolbar</u>, click **Commands and Options** , and then click the **Formula** tab.
- 2. Under Names, type the name you want to use in the Name box.

If you want to define a name that is available to only one sheet (a local name), precede the name you want to use by the sheet name followed by an exclamation point. For example, if you want to name a cell Budget, and make it available only on Sheet2, type the following in the **Name** box:

#### Sheet2!Budget

3. In the **Refers to** box, type = (equal sign), followed by the formula, constant value, or reference to the cell or range of cells you want to name. For example, to name cells A1 through A5 on Sheet1, type the following:

#### =Sheet1!\$A\$1:\$A\$5

4. Click **Define**.

### Change or delete a defined name

- 1. On the spreadsheet <u>toolbar</u>, click **Commands and Options** , and then click the **Formula** tab.
- 2. Under **Names**, in the **All names** box, click the name you want to change or remove.
- 3. Do one of the following:
- To change the name, type a new name in the **Name** box and click **Define**. Then, click the original name in the **All names** box and click **Remove**.
- To change the cell, formula, or constant represented by a name, change it in the **Refers to** box, and then click **Define**.
- To delete the name, click **Remove**.

# About cell and range references

- Overview
- Relative and absolute references

# About calculation

Calculation is the process that a spreadsheet uses to compute formulas in its cells and then display the results as values. By default, formulas are automatically calculated when a change occurs in the cells that the formulas refer to. However, you can change how a spreadsheet calculates.

**Stored vs. displayed values** Values are sometimes displayed and stored differently. Dates and times, for example, are stored as serial numbers but are usually displayed and printed in one of several date or time formats. The spreadsheet uses the stored serial numbers in calculations, which makes it possible to calculate the number of days between two dates.

The format that stored values are displayed in sometimes depends on how you choose to format them. For example, you can format a cell that contains the number 123456789 to display as 1.23E+08 by using the Scientific format. Or you can format a cell that contains a date with the serial number 36699 to display as "6/22/2000" or as "22-Jun-2000". Changing the display of a value does not change the stored value.

The regional settings in Microsoft Windows Control Panel also determine how number, currency, date, and time formats are displayed. For example, these settings determine whether years are displayed with two digits or four digits. See Windows Help for information about these formats.

## About calculation operators

Operators specify the type of calculation that you want to perform on the elements of a formula. The Spreadsheet Component includes four types of calculation operators: arithmetic, comparison, text concatenation, and reference. Operators calculate in a specific order.

- Types of operators
- Order in which operators calculate

## About array formulas and array constants

An array formula can perform multiple calculations and then return either a single result or multiple results. Array formulas act on two or more sets of values known as array arguments. Each array argument must have the same number of rows and columns. You create array formulas in the same way that you create other formulas, except you press CTRL+SHIFT+ENTER to enter the formula. When you're editing an array formula, the formula appears in italic formatting.

Array constants can be used in place of references when you don't want to enter each constant value in a separate cell on the worksheet.

Some of the built-in functions are array formulas, and must be entered as arrays to get the correct results.

- Using array formulas
- Using array constants

# Create an array formula

- Calculate a single result
- Calculate multiple results

### Edit an array formula

If an array formula occupies multiple cells, you must edit the entire range as though it is a single cell. You cannot change just one element of an array formula.

- 1. Select the cell that contains the array formula, or if the array formula occupies multiple cells, select the range that contains the array formula.
  - ▶ How?
- 2. Press F2.
- 3. Make changes to the array formula.
- 4. Press CTRL+SHIFT+ENTER.

# Select an array formula range

- 1. Select a cell within the array.
- 2. Press CTRL+/ (forward slash).

### Move or copy an array formula

- 1. Select the entire array range.
  - ▶ How?

Click **Cut** or **Copy** on the spreadsheet <u>toolbar</u>.

- 2. Select the entire destination range; otherwise, the array will be pasted into a single cell.
- 3. Click Paste 🚨.

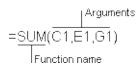
# About using functions

### **Spreadsheet functions**

Functions are predefined formulas that perform calculations by using specific values, called arguments, in a particular order, or structure. For example, the SUM function totals values or ranges of cells, and the PMT function calculates the loan payments based on an interest rate, the length of the loan, and the principal amount of the loan.

**Arguments** Arguments can be numbers, text, logical values such as TRUE or FALSE, error values such as #N/A, cell references, constants, formulas, or other functions. Each argument you designate must produce a valid value for that argument.

**Structure** The structure of a function begins with the function name, followed by an opening parenthesis, the arguments for the function separated by commas, and a closing parenthesis. If the function starts a formula, type an equal sign (=) before the function name.



#### **Nested functions**

In certain cases, you might need to use a function as one of the arguments of another function. For example, the following formula uses a nested AVERAGE function and compares the result with the value 50.

Nested functions

=IF(AVERAGE(F2:F5)>50,SUM(G2:G5),0)

Valid returns When a nested function is used as an argument, it must return the same type of value that the argument uses. For example, if the argument returns a TRUE or FALSE value, the nested function must return TRUE or FALSE. If it doesn't, the spreadsheet displays a #VALUE! error value.

#### Format cells in a spreadsheet

- 1. Select the cells you want to format.
- 2. On the spreadsheet toolbar, click **Commands and Options** and then click the **Format** tab.
- 3. Do one or more of the following:
  - Change text font or size
  - Change a number format
  - Place borders around cells
  - Change the background color of cells
  - Align data in a cell

#### **Number formats**

Some of the content in this topic may not be applicable to some languages.

You can change the formats of numbers in a spreadsheet by using the **Commands and Options** dialog box, both in the design program and at run time in the browser. The settings in Microsoft Windows Control Panel also determine how number, currency, date, and time formats are displayed. For example, these settings determine whether years are displayed with two digits or four digits. See Windows Help for information about these formats.

In Microsoft Visual Basic or a script, you can assign custom number formats to the data. You can also type custom formats available in the spreadsheet object model in the **Number format** box. To find out more, see how to get <u>help for programming a spreadsheet</u>.

The following number formats are available in the **Number format** list on the **Format** tab of the **Commands and Options** dialog box.

Format	Effects
General date	Displays a number as a date and optional time. For example, 8/31/99 05:54 AM.
	The fractional part of the number is the time. If a number has no fractional part, only a date appears. If a number has only a fractional part and no integer part, only a time appears.
Long date	Displays a date according to the Windows regional setting for the long date format. For example, Thursday, January 25, 2001.
Medium date	Displays a date according to the Windows regional setting for the month and date separator, and displays two digits for the year. For example, Jan/25/01.
Short date	Displays a date according to the Windows regional setting for the short date format. For example, 1/25/01.
Long time	Displays a time according to the Windows regional setting for the long time format. For example, 8:45:36 PM.
Medium	Displays a time in 12-hour format with an AM or PM

time	designator, omitting the seconds. For example, 8:45 PM.	
Short time	Displays a time in 24-hour format, omitting the seconds. For example, 20:45.	
General	Displays a number right-aligned, with no thousands separator, and preceded by a minus sign if negative. Displays up to 11 digits, or 10 digits with a decimal point, rounding additional digits to the right of the decimal point. Displays numbers with more than 11 digits to the left of the decimal point in scientific format. Displays text left-aligned.	
Currency	Displays a number according to the Windows regional setting for currency, with a thousands separator if appropriate and two decimal places. For example, with the default English (United States) regional settings, \$2,532.75.	
Euro currency	Displays a number as euro currency, with a thousands separator and two decimal places. The euro sign is placed before or after the number according to the Windows regional setting for currency. For example, with the default English (United States) regional setting, $\in$ 12.35.	
Fixed	Displays a number with two decimal places. For example, 68.30.	
Standard	Displays a number with a thousands separator and two digits to the right of the decimal point. The Windows regional setting for numbers determines what's used for the thousands separator. For example, with a comma as the thousands separator, 1,800.00.	
Percent	Displays a number multiplied by 100, with two decimal places and a percent sign. For example, the value 0.8914 would be displayed as 89.14%.	
Scientific	Displays a number in exponential notation. For example, 1.25E+10.	
Yes/no	Displays No if the number is 0; displays Yes for any other number.	
True/false	Displays False if the number is 0; displays True for any other number.	
On/off	Displays Off if the number is 0; displays On for any other number.	

#### Merge or unmerge cells

- 1. Select the cells that you want to merge. Keep in mind that when you merge cells, only data in the upper-left cell of the selected range is retained. Data in all other cells that you merge is deleted.
- 2. On the <u>toolbar</u>, click **Commands and Options** and then click the **Format** tab.
- 3. Under Cell format, click Merge Cells 💷 or Unmerge Cells 🕮.

#### Change the width of a column

1. Make sure column headers are displayed.

▶ How?

- 2. Select the columns you want to change.
- 3. Point to the right boundary of the column header of the column or selection until the pointer changes to +.
- 4. Drag the boundary to the width you want, or, to make the column width fit the contents, double-click the right column boundary.

### Change the height of a row

1. Make sure row numbers are displayed on the spreadsheet.

▶ How?

- 2. Select the rows you want to change.
- 3. Point to the bottom boundary of the row header of the row or selection until the pointer changes to **‡**.
- 4. Drag the boundary until the row or selection is the height you want, or, to make the row height fit the contents, double-click the bottom row boundary.

# Display text or a spreadsheet so that it reads right to left or left to right

Use right-to-left text direction or display when your spreadsheet will be viewed in languages that read from right to left.

- Display an entire spreadsheet right to left or left to right
- Display text right to left or left to right

#### About finding data

The **Find what** feature (**Commands and Options** dialog box, **Sheet** tab) can locate text, numbers, dates, and times that have been entered directly into cells or that are the results of formulas.

Keep the following guidelines in mind when using Find what options:

Match case By default, Find what is not case sensitive. To find only those cells with values that match the case of your entry, select the Match case check box.

**Entire cell only** By default, **Find what** searches for cells that include the value you enter in the **Find what** box. For example, an entry of "John" finds cells with strings such as "Johnson" or "Little John." To find cells that contain only the value you entered and nothing else, select the **Entire cell only** check box.

**Formatted values** The **Find what** feature searches for displayed values, not formats. For example, suppose a cell is formatted with the Yes/No number format. If the cell contains a zero (0), the cell displays the word No, and you can use **Find what** to locate the phrase "No". You can't use **Find what** to find all cells formatted with a particular color or font.

**Search direction** The **Find what** feature searches from left to right across the columns of the first row, and then from left to right across the columns of the second row, and so on.

**Wildcard characters** The **Find what** feature does not allow wildcard characters such as question mark (?) and asterisk (\*).

**Hidden data** The **Find what** feature does not find data in hidden cells or cells hidden by filtering.

#### **Find data**

- 1. To search the entire spreadsheet, click a single cell, or, to search within a specific range of cells, select the range.
- 2. On the toolbar, click **Commands and Options** and then click the **Sheet** tab.
- 3. In the **Find what** box, type the text or value you want to find.

#### Notes

- By default, **Find what** searches for cells that include the value you enter in the **Find what** box. For example, an entry of "John" finds cells with strings such as "Johnson" or "Little John." If you want to find cells that contain only the value you entered and nothing else, select the **Entire cell only** check box.
- By default, **Find what** is not case sensitive. If you want to find only those cells with values that match the case of your entry, select the **Match case** check box.
- 4. Click Find Next.

#### Sort data

Data that you want to sort should be set up as a list. A list has similar items in each column, has labels for the columns across the top row, and does not include any blank rows or columns.

- Sort by a single column
- Sort by more than one column

**Note** There are some differences in how sorting affects an XML list. For information on these differences, see "Sorting records" in <u>About XML lists</u>.

# Apply or remove a filter

- Apply a filter
- Remove a filter

#### Sum filtered data

1. Filter the data to display the rows you want to sum.

▶ How?

- 2. Click the cell below the data you want to sum.
- 3. Click AutoSum  $\Sigma$  on the spreadsheet <u>toolbar</u>, and then press ENTER.

**Note** The **AutoSum** button sums only the data in visible rows. To include all rows in the sum, show all rows and then sum the rows.

## About spreadsheets published from Excel

When a spreadsheet has been published from Microsoft Excel, most Excel features are retained and work the same way as in Excel. Features in the following list will work differently or will not be retained when published or saved as a spreadsheet on a Web page.

Excel formulas, functions, and calculation features	What happens when published or saved as a Web page
Labels in formulas	Labels are converted to cell references.
References to data on other worksheets	As long as you publish the entire workbook, references to other worksheets publish correctly. If you publish only the referencing worksheet, references to other worksheets are converted to values.
Subtotals	Numbers and calculations appear correctly. Group and outline features are not retained.
1904 date system	The displayed dates remain the same, but the serial numbers for the dates are converted to the 1900 date system.
Precision as displayed	Cell value is published.
R1C1 reference style	R1C1 reference style is converted to A1 reference style.

Excel formatting, graphics, and display features	What happens when published or saved as a Web page
Rotated or vertical text	Rotated or vertical text is converted to horizontal text.
Distributed alignment	Not retained.

Thai alignment	Not retained.
Indented text	Not retained.
Wrapped text in cells	Not retained.
Graphics	Not retained.
Pattern fills	Not retained.
Dash dot borders	Dash dot borders are converted to solid borders.
Multiple fonts in a single cell	Not retained. The font of the first character in the cell is used.
Conditional formatting	Not retained.
Cell comments	Not retained.
Data validation restrictions and messages	All validation types except <b>Custom</b> and <b>List</b> are retained. Additionally, cell references in validation rules, custom input messages, and custom error messages are not supported.
Auditing tracer arrows	Not retained.
Outlining	Collapsed rows are published as hidden. Expanded rows are published normally.
Printing or page setup features	Not retained.

Excel file, sharing, and import features	What happens when published or saved as a Web page
Shared workbook information	Not retained.
Lotus compatibility	R1C1 reference style is converted to A1 reference style.
External data ranges	Values are published. The ability to refresh from the source data is not retained.
Web queries	Values are published. The ability to refresh from the source data is not retained.
Passwords	Not retained.

Excel list and XML list features	What happens when published or saved as a Web page
Excel lists	Not retained.
XML lists	The XML list is retained, but if the list has a totals row, the totals row is not retained.

#### Export a spreadsheet to an Excel workbook

On the spreadsheet toolbar, click **Export to Microsoft Excel** by to run or switch to Microsoft Excel and display the data in a workbook.

#### Notes

Because Excel supports 256 columns and 65,536 rows, data in columns IW through ZZZ and rows 65,537 through 262,144 are not exported from the spreadsheet. You can, however, copy this data to more than one Excel worksheet.

When you export data from a spreadsheet to Excel, only the values and formulas are exported. Links that connect to other data on the Web page or to other Web pages are not retained in Excel.

When you export some spreadsheet number formats, the data in Excel is displayed with a custom number format. For example, the Yes/no, True/false, and On/off spreadsheet formats are displayed with custom number formats in Excel. For information about custom number formats in Excel Help.

## Troubleshoot error values in a spreadsheet

If a formula cannot properly evaluate a result, the spreadsheet displays an error value. For example, error values can result when a formula expects a numeric value but finds text, when a cell that is referenced by a formula has been deleted, or when the cell is not wide enough to display the result.

Error values might not be caused by the formula itself. For example, if a formula shows #N/A or #VALUE!, a cell referenced by the formula might contain the error.

Following are possible causes and solutions for each error value.

- ▶ ######
- #CIRC!
- ▶ #DIV/0!
- ▶ #N/A
- ▶ #NAME?
- ▶ #NULL!
- ▶ #NUM!
- ▶ #REF!
- ▶ #VALUE!

# **Troubleshoot spreadsheets**

## **Finding Help information**

I can't find the help information I want

## Entering and editing data and formulas

- ▶ I can't change cells in the spreadsheet.
- ▶ I can't wrap text within cells in a spreadsheet.
- There is no formula bar in my spreadsheet.
- ▶ I can't change a hyperlink.
- ▶ I can't control the size of my spreadsheet.
- I can't control whether scroll bars are displayed or hidden in my spreadsheet.

## Filtering, sorting, and finding data

- Data does not sort correctly in a spreadsheet.
- My spreadsheet list does not show all of my data.
- ▶ I have merged cells, and I can't filter my spreadsheet.
- The **Find Next** command is not finding data in my spreadsheet.

I published a spreadsheet from Excel, and the AutoFilter drop-down list is wrong.

## Importing and exporting

- ▶ I can't publish a password-protected spreadsheet from Excel.
- My spreadsheet filter is not exporting to Excel correctly.
- ▶ I get a message that there are too many rows or columns when I try to export my spreadsheet to Excel.

#### Working with the spreadsheet in the browser

▶ I cannot interact with the spreadsheet.

When I open a Web page that contains a spreadsheet in the browser, I receive the error "Cannot open URL."

Clicking the Edit button in my Web browser opens my Web page in the wrong program.

#### **Error values**

▶ I see error values instead of results for formulas.

#### Accessing a data source on another domain

• The spreadsheet attempted to access data on another domain, but failed.