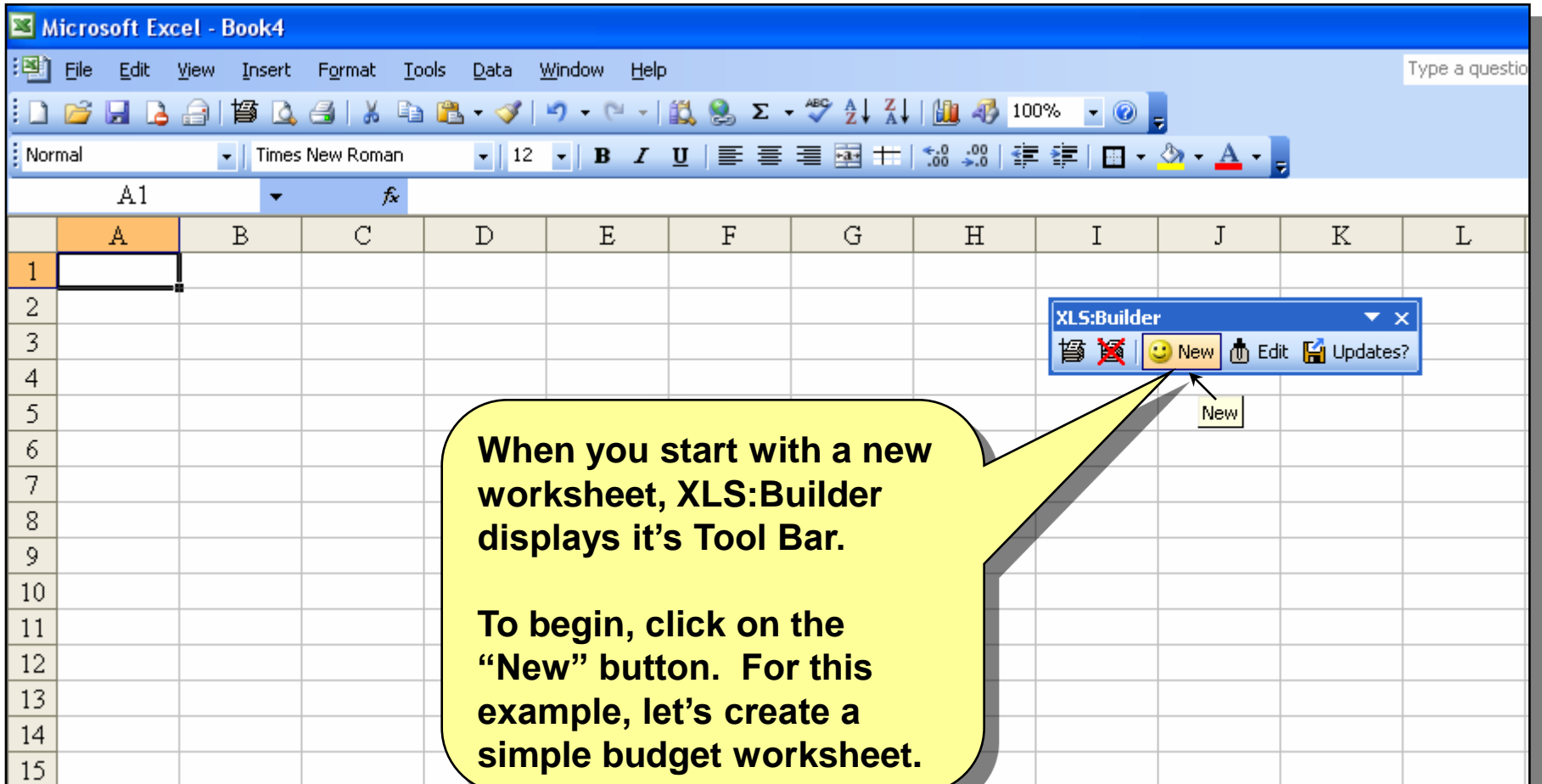


XLS:Builder™



The screenshot shows the Microsoft Excel interface with the XLS:Builder tool bar. The tool bar includes buttons for 'New', 'Edit', and 'Updates?'. A yellow callout box points to the 'New' button and contains the following text:

When you start with a new worksheet, XLS:Builder displays it's Tool Bar.

To begin, click on the "New" button. For this example, let's create a simple budget worksheet.

XLS:Builder™

Normal Times New Roman 12 B I U

A1

A B C D E F G H I J K

1 2 3 4 5 6 7 8 9

21

Create Worksheet

Current Cell is: \$A\$1 Value is:

Columns Rows Format Data 3D Templates Options

Cell Contents: Number of Columns: 1

Special Options

- Create Formula Names
- Column Headings Bold

Do It

Close

XLS:Builder displays the Create Worksheet form, and the "Columns" tab is displayed to begin entering the columns of your worksheet.

Note that under Special Options, XLS: Builder will automatically create names for your columns and will put them in a Bold font.

XLS:Builder™

Current Cell is: \$A\$1 Value is:

Columns Rows Format Data 3D Templates Options

Cell Contents: Description
Item
Months
Quarters
Years
Subtotal
Total
Grand Total

Number of Columns: 1

Special Options:
 Create Formula
 Column Header

Do It

Close

First you pick what type of column you want, and the first two choices are basically the same, just giving you a choice, so we'll pick "Description" as the heading and type for your first column.

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XLS:Builder™

Create Worksheet

Current Cell is: \$B\$1 Value is:

Columns Rows Format Data 3D Templates Options

Cell Contents: Months Number of Columns: 12

Special Options

- Create Formula Names
- Column Headings Bold

Close Do It

XLS:Builder moves over one column and you're ready to make your next choice.

Since this will be a budget for the entire year, you need 12 months, so you click on "Months", and tell XLS:Builder that we want all 12.

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XLS:Builder™

Microsoft Excel - Book4

File Edit View Insert Format Tools Data Window Help

Normal Times New Roman 12 B I U

N1

	D	E	F	G	H	I	J	K	L	M	N	O
1	March	April	May	June	July	August	September	October	November	December		
2												
3												
4												
5												
6												
7												
8												
9												

Create Worksheet

Current Cell is: \$N\$1 Value is:

Columns Rows Format Data 3D Templates Options

Cell Contents: Total Number of Columns: 1

Special Options

- Create Formula Names
- Column Headings Bold

Do It

Close

XLS:Builder creates the 12 months of the year and moves over one column again so you're ready to make your next choice.

All we need now is a "Total" column.

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XLS:Builder™

The screenshot shows the XLS:Builder interface. The spreadsheet has columns labeled A through J, with row 1 containing 'Description', 'January', 'February', 'March', 'April', 'May', 'June', 'July', 'August', 'September', and 'October'. The 'Create Worksheet' dialog box is open, showing the current cell as \$A\$2 and the value as 'Rent'. The 'Rows' tab is selected, and the 'Cell Contents' is set to 'Other' with a 'Number of Rows' of 1. The 'RowSpecial Features' section includes 'Create Formula Names' (checked) and 'Row Headings Bold' (unchecked). The 'Do It' button is highlighted in cyan.

You tell XLS:Builder that you are ready to begin entering your rows, so you click on the “Row” tab.

Since you are going to create rows for your budget items, you select “Other” as the cell contents, and enter “Rent” as the name of the row.

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XLS:Builder™

Microsoft Excel - Book4

File Edit View Insert Format Tools Data Window Help

Normal Times New Roman 12 B I U

A3

	A	B	C	D	E	F	G	H	I	J	...
1	Description	January	February	March	April	May	June	July	August	September	October
2	Rent										
3											
4											
5											
6											
7											
8											
19											
20											

Create Worksheet

Current Cell is: \$A\$3 Value is:

Columns Rows Format Data 3D Templates Options

Cell Contents: Other Number of Rows 1

Phone

RowSpecial Features

Create Formula Names

Row Headings Bold

Do It

Close

XLS:Builder moves down one row and you enter the name of your next row, in this case called "Phone".

You continue in this fashion to enter the rest of your rows.

XLS:Builder™

The screenshot shows the Microsoft Excel interface with a spreadsheet containing a list of items and months. A dialog box titled "Create Worksheet" is open, allowing the user to specify the number of rows and cell contents. A callout bubble explains the process of creating multiple rows at once.

	A	B	C	D	E	F	G	H	I	J
1	Description	January	February	March	April	May	June	July	August	September
2	Rent									
3	Phone									
4	Gas									
5	Electric									
6	Food									
7	Water									
8	Movies									
9										
10										

Create Worksheet

Current Cell is: **\$A\$9** Value is:

Columns Rows **Format** Data 3D Templates Options

Cell Contents: Other Number of Rows

Item

RowSpecial Features

- Create Formula Names
- Row Headings Bold

Do It

Close

If you like, you can tell XLS:Builder that you would like to create several rows at once, so we will enter the name "Item" and then specify we want 5 more rows.

XLS:Builder™

Microsoft Excel - Book4

File Edit View Insert Format Tools Data Window Help

Normal Times New Roman 12 B I U

A14 &x

	A	B	C	D	E	F	G	H	I	J
1	Description	January	February	March	April	May	June	July	August	September
2	Rent									
3	Phone									
4	Gas									
5	Electric									
6	Food									
7	Water									
8	Movies									
9	Item1									
10	Item2									
11	Item3									
12	Item4									
13	Item5									
14										
15										
16										
17										
18										
19										
20										

Create Worksheet

Current Cell is: \$A\$14 Value is: []

Columns Rows Format Data 3D Templates Options

Cell Contents: Total Number of [1]

Create Formulas
 Row Headings Bold

Close

Notice that 5 rows were created, and then named Item1, Item2, and so on.

Remember that you wanted XLS:Builder to name the rows? Don't worry—When you later change the names, you can tell XLS:Builder to update the Names list!

The final thing to do is to create a row for your totals, so simply select "Total" from the contents and enter 1 for number of columns.

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XLS:Builder™

	A	B	C	D	E	F	G	H	I	J	K	L
1	Description	January	February	March	April	May	June	July	August	September	October	November
2	Rent											
3	Phone											
4	Gas											
5	Electric											
6	Food											
7	Water											
8	Movies											
9	Item1											
10	Item2											
11	Item3											
12	Item4											
13	Item5											
14	Total											
15												
16												
17												
18												
19												
20												

Create Worksheet

Current Cell is: \$

Columns Rows Form

Settings apply to both Columns and Rows.

Always use basic formatting.

Close

Notice that column headings have been centered, and the appropriate formatting for your totals has automatically been done for you.

That's because XLS:Builder has an option to use basic formatting as it builds your worksheet.

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XLS:Builder™

Microsoft Excel - Book4

File Edit View Insert Format Tools Data Window Help

Normal Times New Roman 12 B I U

B2 fx

	A	B	C	D	E	F	G	H	I
1	Description	January	February	March	April	May	June	July	August
2	Rent								
3	Phone								
4	Gas								
5	Electric								
6	Food								
7	Water								
8	Movies								
9	Item1								
10	Item2								
11	Item3								

Define Name

Names in workbook:

- February
- April
- August
- December
- Electric
- February
- Food
- Gas
- Item1
- Item2
- Item3

Refers to:

=Sheet1!\$C\$2:\$C\$13

Notice that XLS:Builder has created names for both your columns and rows, just as you requested.

Now the formulas will make more sense by telling you that there is a sum for "February", rather than cells C2 through C13.

XLS:Builder™

	A	B	C	D	E	F	G	H	I	J	K
1	Description	January	February	March	April	May	June	July	August	September	October
2	Rent										
3	Phone										
4	Gas										
5	Electric										
6	Food										
7	Water										
8	Movies										
9	Item1										
10	Item2										
11	Item3										

Create Worksheet

Current Cell is: **\$B\$2** Value is:

Columns | Rows | Format | Data | 3D | Templates | Options

Select a Column to enter the data:

Select a Row to enter the data:

How to enter the data

- Different values
- Same Value in all cells
- Grow the data

Do It

Close

You can also have *XLS:Builder* assist you with your data entry if you choose.

For example, since Rent is usually a constant, you can tell *XLS:Builder* to put the same value in all 12 months of your budget. Just enter one number.

XLS:Builder™

Microsoft Excel - Book4

File Edit View Insert Format Tools Data Window Help

Currency Times New Roman 12 B I U

B14 =SUM(January)

	A	B	C	D	E
1	Description	January	February	March	April
2	Rent	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00
3	Phone	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
4	Gas	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00
5	Electric	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00
6	Food	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
7	Water	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00
8	Movies	\$1,295.00	\$1,295.00	\$1,295.00	\$1,295.00
9	Item1	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00
10	Item2	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00
11	Item3	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00
12	Item4	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00
13	Item5	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
14	Total	\$2,660.00	\$2,660.00	\$2,660.00	\$2,660.00

As you can see, XLS:Builder has used the names for both the columns and rows in the formulas, thus making the worksheet easier to read.

an 12 B I U

=SUM(Rent)

F	G	H	I	J	K	L	M	N
May	June	July	August	September	October	November	December	Total Year
900.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00	\$10,800.00
50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 600.00
75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 900.00

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XLS:Builder™

1	Description	January	February	March	April	May	June	July	August	September
2	Rent	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00	\$
3	Phone	\$ 50.00	\$ 50.00							\$
4	Gas	\$ 75.00	\$ 75.00							\$
5	Electric	\$ 60.00	\$ 60.00							\$
6	Food	\$ 100.00	\$ 100.00							\$
7	Water	\$ 30.00	\$ 30.00							\$
8	Movies	\$ 1,295.00	\$ 1,295.00							\$ 1
9	Item1	\$ 10.00	\$ 10.00							\$
10	Item2	\$ 20.00	\$ 20.00							\$

Create Worksheet [X]

Current Cell is: **\$A\$1** Value is: **Description**

Columns | Rows | Format | Data | **3D** | Templates | Options

Name of Sheet: Number of Sheets:

Create Total Sheet **Do It**

Close

The real power of XLS:Builder is shown when you need help building 3-dimensional worksheets.

For example, let's take our budget worksheet, but now we also need a separate worksheet for each department. Since the first one has been created with XLS:Builder, we will click on the "3D" tab, and ask it to create 4 more sheets each with the name "Dept".

26

Dept1 / Sheet2 /

XLS:Builder™

2	Dept	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
3	Phone	\$ 50.00	\$ 50.00						
4	Gas	\$ 75.00	\$ 75.00						
5	Electric	\$ 60.00	\$ 60.00						
6	Food	\$ 100.00	\$ 100.00						
7	Water	\$ 30.00	\$ 30.00						
8	Movies	\$ 1,295.00	\$ 1,295.00						
9	Item1	\$ 10.00	\$ 10.00						
10	Item2	\$ 20.00	\$ 20.00						
11	Item3	\$ 30.00	\$ 30.00						
12	Item4	\$ 40.00	\$ 40.00						
13	Item5	\$ 50.00	\$ 50.00						
14	Total	\$2,660.00	\$2,660.00						
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									

Create Worksheet

Current Cell is: **\$A\$1** Value is: **Description**

Columns Rows Format Data 3D Templates Options

Name of Sheet Number of Sheets

Create Total Sheet **Do It**

Close

As you can see, XLS:Builder renamed the first sheet to "Dept1", and created 4 more sheets named "Dept2" through "Dept5". Now all you need is a total for all 5 departments, so let XLS:Builder create the worksheet for you by clicking on "Create Total Sheet".

Dept1 Dept2 Dept3 Dept4 Dept5

Ready

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XLS:Builder™

Your work is all done! XLS:Builder helped you create the main worksheet, complete with names, formulas, basic formatting, and data. AND, it automatically created the worksheets for all of your departments and created the total sheet for your company.

Your work was done in minutes, instead of hours. *Isn't that worth \$29.95! AND, you get email support for 6 months.*

HOWEVER...if you purchase your copy by August 31, 2009, we will give you a 50% discount –so your price is only \$14.98!

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9	\$	50.00	\$
10	\$	100.00	\$
11	\$	150.00	\$
12	\$	200.00	\$
13	\$	250.00	\$
14	\$	13,300.00	\$13
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			

\$	600.00
\$	1,200.00
\$	1,800.00
\$	2,400.00
\$	3,000.00
\$	159,600.00

◀	▶	Dept1	Dept2	Dept3	Dept4	Dept5	Total Depts	◀	
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