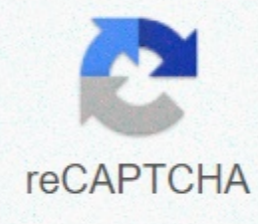




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A budget is a planning tool that allows households to project monthly income and expenses. Budget listings will help you manage your routine and recurring monthly expenses, for example by tracking your spend compared to your expected expenses with your actual expenses. Similar to the checklist and to-do list, budget spreadsheets also serve as a roadmap to help individuals see the big picture and develop strategies to achieve specific long-term and short-term goals. Develop columns for sources of income. Budget sheets generally track the income and expenses of monthly accounting cycles. For payments that are not received monthly, payments would be recalculated to set the monthly amount for the purpose of completing the spreadsheet. Income can include payment received from sources such as full-time and part-time jobs, less tax; self-employed work; and food pension and mind support. Create savings subcategories that align with your particular budget scenario. If you pay first, what you should do, include a savings category in the worksheet to subtract your monthly savings from your monthly income. Savings can include subcategories, such as allowances to retirement savings accounts, plus a savings account for emergency funds. Set budget spreadsheet categories to record the monthly costs of all household expenses. This will include sections such as mortgage or rental, property taxes, insurance costs, public service charges, telephone service, cable, transportation and expenses for other recurring home-related services. Set rankings for all loans and credit cards you owe. Include a separate line for each credit card and include a space to track total balances. They also include loan payments, such as student loans and auto loans. Plan for the unplanned. Some expenses do not fit easily in estimates of household monthly expenses, as they are not planned or occur in different accounting cycles, such as annual bills. Unexpected expenses are usually associated with professional healthcare services, legal services, accounting, repair and maintenance. An example of an annual spending includes state government costs for car labels and inspection. Updated: 11/30/2020 by Computer Hope A cell can refer to any of the following: 1. A cell is the intersection between a row and a column in a worksheet that begins with the A1. In the following example, a highlighted cell is displayed in a Microsoft Excel worksheet. D8 (column D, row 8) is the highlighted cell which is also known as the cell address and cell reference. Modifications made while highlighting this cell will be limited to this cell in the worksheet. Here, D8 is the active cell. In the formula bar, you can see the cell content is =SUM(D2:D5). This formula evaluates the result of \$162.00 by calculating the sum of the values stored in cells D2 to D5. D5. cell in a worksheet can contain any value that can be named using a relative cell reference or called to use a formula. How could you determine the cell reference? While moving in a worksheet with the arrow keys on your keyboard or clicking a cell with your mouse, the cell reference (cell address) is updated. In addition, the column and row headers are highlighted. In the above image, you can see column D and row 8 is highlighted in yellow. How do rows and columns increase? When you first open the worksheet, the active cell is always placed in the first column (column A). As it moves to the right, the columns are increased by passing through the English alphabet. Therefore, pressing the right arrow key once the active cell is moved to column B, pressing the right arrow again moves the active cell to column C and so on. When you reach the last letter of the alphabet (Z), the columns are converted to two letters with column AA, then AB, AC, etc. After reaching AZ, the columns become BA, BB, BC, etc. If I had to get to ZZ, the next column would increase to three letters and start with AAA, then AAB, AAC, etc. Rows are incremented numerically, starting with the first row of 1. Pressing the down arrow key would increase the row to 2, and pressing it again would increase the row to 3. How many sheets, rows, and columns can a worksheet have? Tip See the spreadsheet definition for more information about using spreadsheets. Related Pages 2. Like a spreadsheet cell, a cell is a section within an HTML table that is created using HTML & Label. 3. The cell is another name for a mobile phone. 4. A cell refers to a data unit that is transferred through an ATM network. 5. The cell is the geographical area that covers a mobile tower for the reception of mobile phones. It is often measured in square miles and can overlap with the cell of another cell tower. Heaven, Range, Relative cell reference, Row, Spreadsheet, Spreadsheet terms I'm a big user of Excel and I'm always surprised how many people add comments to their Excel spreadsheets! Adding and using comments in Excel is a great way to count formulas, cells, and other worksheet data, thus saving you the time spent on your phone with colleagues. It's really easy to add comments to cells in Excel, and I will tell you how you can get it done in Excel XP/2003, Excel 2007, Excel 2010 and Excel 2013. Comments are basically notes that can be inserted into any cell in Excel. It's useful for reminders, notes for other people, and for cross-referring to other books. Note that the latest versions of they have an option called Show Ink on the Comments toolbar and this is only useful for tablet PCs. The feature basically allows you to write a comment by hand instead of typing one. On desktops and laptops, however, it is only useful to view handwritten comments created on a tablet PC. In addition, there is an & other things you can do with comments once you add them to a worksheet such as formatting, changing shape, resizing, and so on. Scroll to the bottom of the post for these tips. Add comments to an Excel 2013 Excel 2013 cell looks a little different from 2010, but overall it's almost the same. To add a comment, click the Review tab, and then click New Comment once you have selected the desired cell. Now you just need to type the comment and when you navigate away from this cell, you will see a small red triangle in the upper right corner of the cell indicating that the cell has a comment. Add comments to a cell in Excel 2010 in Excel 2010, adding a comment is super easy and the same as 2013. Just click the Review tab and you'll see all the comment tools. Click the cell you want to add the comment to, and then click New Comment. A small dialog window will appear where you can start typing text. You will also notice the small small red triangle at the top right of the cell, which is there to indicate that the cell has a comment. You can quickly view all comments in a worksheet by clicking the Show All Comments button. This is useful if the sheet has a lot of comments. You can also click Previous and Next to cycle through all comments one by one. Add comments to a cell in Excel 2007 procedure for Excel 2007 is the same as above. The first thing you want to do is to click the cell where you want to insert the comment. Click the Review tab on the ribbon bar to see the comment editing tools. In the Comments group, click New Comment. In excel worksheet a comment text box will pop up where you can type the new comment. Type the comment and click outside the text box when you are done. You will notice that there is a small red arrow at the top right of the cell, which indicates that this cell has a comment. Clicking on the cell automatically opens the comment. Add comments to a cell in Excel XP/2003 in Excel 2003 and XP, you have a couple more options to insert comments into a cell as there is no ribbon bar. You can use the menus at the top, the mouse context menu, or the review toolbar. Add comments with menu bar firstly, you need to click the cell where you want to insert the comment. Then click the Insert menu option and choose Comment. Just like in 2007, a text box will pop up next to the cell where you can enter your comment. In addition, a red triangle appears in the upper right corner of the cell. Add comments using the context menu of the mouse One Easy but ingenious way to insert a comment into a cell in Excel, is to simply right-click the cell and choose Insert Comment. This works in both Excel 2007 and Excel 2003. Add comments using the Review Toolbar Finally, you can use the Review toolbar in Excel to add comments to cells. To open the Review toolbar, go to View, View, and choose Review. The first icon on the far left is the New Comment button. Click it and a new comment box will appear in the currently selected cell. Resize a comment now let's talk about a couple of things you can do with the comments once they have been added. First, let's just resize the comment. To do this, click and drag one of the handles in the corners or sides of the comment box. Format a default comment, there is no formatting in a comment, but what if you want to change the font or increase the size of the text? To format a comment, first click the cell, and then click Edit Comment. Then right-click anywhere within the comment and choose Comment Format. You can now change the font family, font style, font size, font color, and font effects. Now you are free to make your comments look as ugly or beautiful as you like. Change the shape of the comment by default, the comment box is a rectangle, but you can actually change the shape of the comment. It would have been nice if they had added that option to the Comments section in the Review Tab, but for some reason it's not there. Instead, you need to add the shape button to the Quick Access Toolbar. To do this, click the File tab, and then click Options. Now you need to click the Quick Access Toolbar on the left side first. At the top, you'll see a Choose commands from the drop-down list; goes ahead and select All Orders from the list. Scroll down until you see Edit Shape, click it, and then click the & add. To change the shape of the comment, click the cell, and then click Edit Comment first. Then click the new Edit Shape button on the Quick Access Toolbar and you will be presented with plenty of shapes you can choose from. Copy comments to different cells If you want to copy a comment from one cell to another, it is also quite direct. Just select the cell, and then press CTRL+C to copy the contents. Then go to the other cell, right-click and choose Paste Special. Select Comments from the list and only comments will be inserted into the new cell. Anything else currently residing in the cell will remain the same. Change Windows User to Your Own Name May have noticed in the screenshots above that some of the comments start with Windows User and that's because the copy of Office is logged into that name by default. You can change this by going to File, clicking Options, and then clicking General. You can leave it blank if you want nothing to appear in the comment or change it to any text you want. This will appear at the top of all comments by default. Remove the comment indicator from cells Finally, what if you want to hide these little red triangles from the top of cell blocks even if there is a comment? Well, that's easy, too. Go to File, Options and then Advanced. Scroll down to and then you will see a section called For Cells with Comments, show: and here you can choose from three options: No comments or indicators, only indicators and comments around or Comments and indicators. That's all there is you can do with comments in Excel, so hopefully this will make you look like an Excel professional in your office. If you have any questions, post a comment. Enjoy enjoying

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