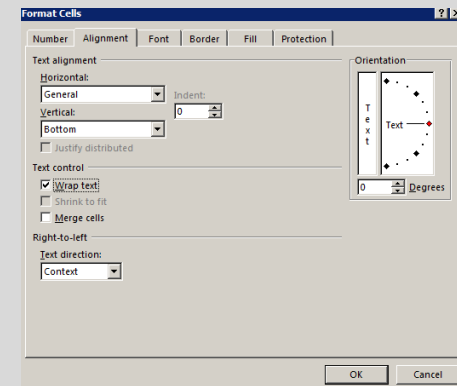


The screenshot shows the 'More Number Formats...' dropdown menu in Excel. The menu is open, displaying a list of number formats. The 'General' option is selected, and the '123' symbol is highlighted. Other options include 'Currency', 'Accounting', 'Short Date', 'Long Date', 'Time', 'Percentage', 'Fraction', 'Scientific', and 'Text'. The background shows the Excel ribbon with 'File', 'Home', 'Insert', 'Formulas', 'Data', 'Review', and 'View' tabs visible.

Format	Description
123	General
12.00	Currency
12.00	Accounting
12/12/2010	Short Date
12/12/2010	Long Date
12:00	Time
12%	Percentage
1/2	Fraction
10 <sup>2</sup>	Scientific
ABC	Text

More Number Formats...



Every cell in a spreadsheet can be formatted to accept different types of data. Highlight the cells and then select the data format you want such as currency.

**Examples of basic formulas:**  
if using Cells B7 and C7:

Addition	=B7+C7
Subtraction	=B7-C7
Multiplication	=B7*C7
Division	=B7/C7

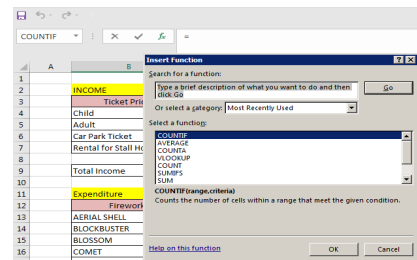
To use basic formula, you must always begin with the = sign.

You can then use the following symbols:

Add +  
Subtract -  
Multiply \*  
Divide /

You can also use the SUM function to add up more than one cell such as =SUM(B2:B5)

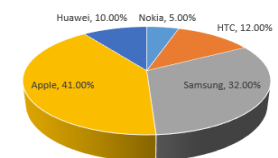
The formula bar gives you access to more complex functions



1. Create Charts to analyse and present data
2. Financial Analysis of business data
3. Computer Modelling such as Weather Forecasting
4. Project Planning and Time Management

Phone	World Mobile PhoneMarket Share
Nokia	5.0%
HTC	12.0%
Samsung	32.0%
Apple	41.0%
Huawei	10.0%

World Mobile PhoneMarket Share



## BUSINESS PLAN TEMPLATE

Project Plan for New Business  
Phase 1: Strategic Plan  
Phase 2: Business Plan

TABLES		START	END	DAYS	G3	G4	G5	G6	G7	G8	G9
<b>Phase 1: Self-Assessment</b>											
Define business vision		92	92	0							
Identify risks		93	93	0							
Develop plan for success		94	94	0							
<b>Phase 2: Self-Opportunity</b>											
Research market		95	95	0							
Conduct interviews		96	96	4							
Identify needed resources		911	913	2							
Identify operating costs		912	914	1							
<b>Phase 3: Evaluate Potential Risks</b>											
Assess market size		915	917	2							
Estimate competition		917	918	1							
Assess needed resources		918	919	1							