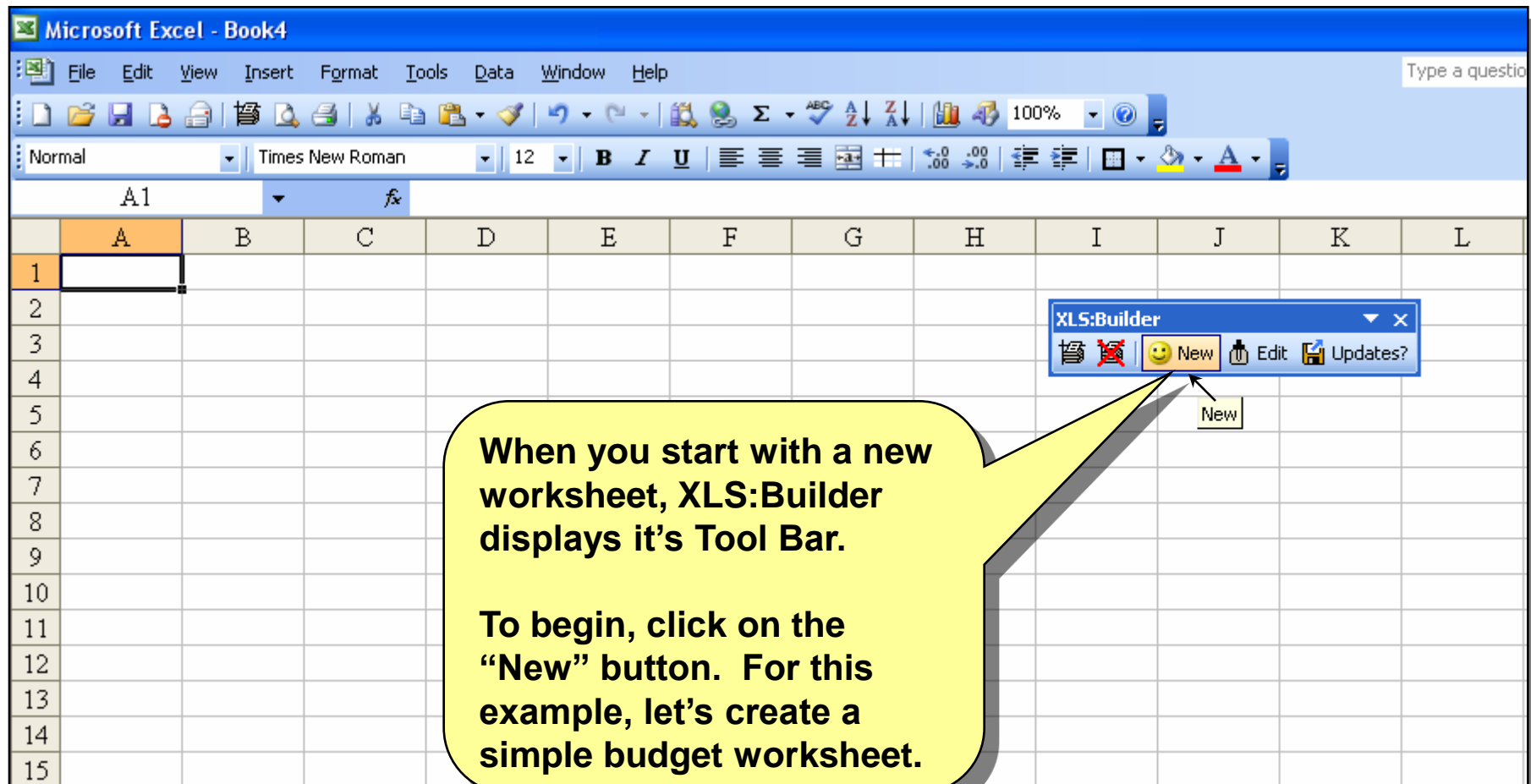


XLS:Builder™



The screenshot shows the Microsoft Excel interface with the title bar "Microsoft Excel - Book4". The menu bar includes File, Edit, View, Insert, Format, Tools, Data, Window, and Help. The toolbar contains various icons for file operations, editing, and formatting. The status bar at the bottom shows "Normal", "Times New Roman", "12", and "100%". The worksheet grid is visible with columns A through L and rows 1 through 15. A callout box from the "XLS:Builder" tool bar points to the "New" button. The callout box 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.

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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											

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

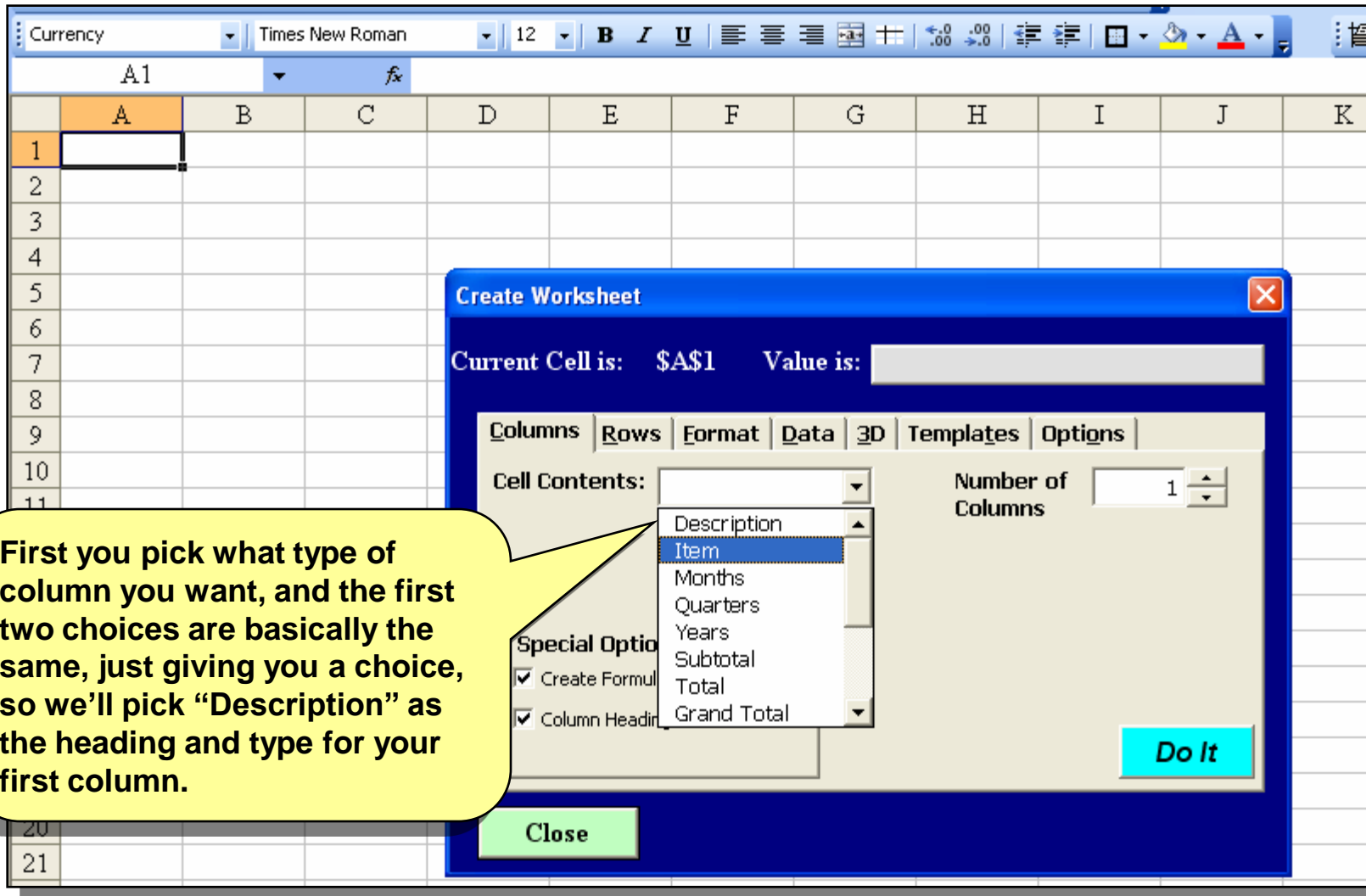
Do It

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™



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XLS:Builder™

The screenshot shows the XLS:Builder software interface. At the top is a menu bar with various icons. Below it is a toolbar with text formatting options (Normal, Times New Roman, 12, Bold, Italic, Underline) and alignment options. The main area is a spreadsheet with columns A through J and rows 1 through 9. Cell B1 is selected, and its content is 'Description'. A dialog box titled 'Create Worksheet' is open in the foreground. It has a blue title bar and a close button (X). The dialog box contains the following information:

- Current Cell is: \$B\$1
- Value is: [Empty text box]
- Tabbed sections: Columns, Rows, Format, Data, 3D, Templates, Options (The 'Columns' tab is selected).
- Cell Contents: Months (selected from a dropdown menu)
- Number of Columns: 12 (with up/down arrows)
- Special Options section:
 - ☒ Create Formula Names
 - ☒ Column Headings Bold
- Buttons: Do It (cyan), Close (green)

A yellow speech bubble points to the 'Months' dropdown in the dialog box.

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 A through J and rows 1 through 8. Row 1 is the header with 'Description' in A1 and months from January to October in B1 through J1. Row 2 is currently selected, with cell A2 highlighted. The 'Create Worksheet' dialog box is open, showing 'Current Cell is: \$A\$2' and 'Value is: Rent'. The 'Rows' tab is selected, showing 'Cell Contents: Other' and 'Number of Rows: 1'. Under 'RowSpecial Features', 'Create Formula Names' is checked. The 'Do It' button is highlighted in blue.

Create Worksheet

Current Cell is: \$A\$2 Value is: Rent

Columns Rows Format Data 3D Templates Options

Cell Contents: Other Number of Rows: 1

Rent

RowSpecial Features

- ☒ Create Formula Names
- ☐ Row Headings Bold

Do It

Close

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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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.

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Microsoft Excel - Book4

File Edit View Insert Format Tools Data Window Help

Normal Times New Roman 12 B I U

A9

	A	B	C	D	E	F	G	H	I	J	
1	Description	January	February	March	April	May	June	July	August	September	O
2	Rent										
3	Phone										
4	Gas										
5	Electric										
6	Food										
7	Water										
8	Movies										
9											
10											
19											
20											

Create Worksheet

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

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

Cell Contents: Other Number of Rows 5

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.

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Microsoft Excel - Book4

File Edit View Insert Format Tools Data Window Help

Normal Times New Roman 12 B I U

A14

	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 Formula ☐ 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™

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.

Create Worksheet

Current Cell is: \$7

Columns Rows Format

☐ Settings apply to both Columns and Rows.

☒ Always use basic formatting.

Close

	A	B	C	D	E	F
1	Description	January	February	March	April	May
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						

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.

☐ Settings apply to both Columns and Rows.

☒ Always use basic formatting.

Close

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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

OK Close Add Delete

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.

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	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.

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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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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

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

Columns

Rows

Format

Data

3D

Templates

Options

Name of Sheet Number of Sheets

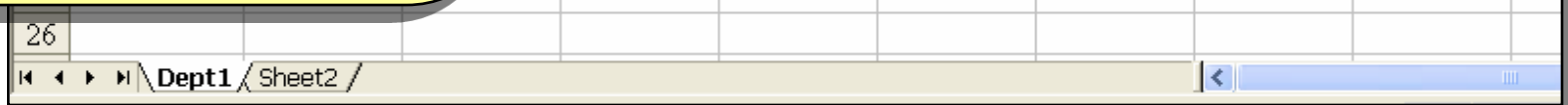
Create Total Sheet

Do It

Close

The real power of **XLS:Builder** is shown when you need help building 3-dimentional 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".



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2	Rent	\$ 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
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

Create Worksheet

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

Columns Rows Format Data 3D Templates Options

Name of Sheet Dept Number of Sheets 4

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".

Ready

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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, if you purchase your copy before August 31, 2007, you also get a free golf shirt, with a SRP of \$42.00 by one of the top golf apparel companies in the world! We will pay for the shipping too!***

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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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