

Excel Basics:

Enter/Edit/Clear

You enter data when you type text or numbers into an empty cell. If a cell already has data, your typing overwrites the existing data. You edit data when you make changes to existing data. You clear data when the cell's contents are erased, but the cell itself is not deleted.

With this lesson you start creating a spreadsheet yourself. This sheet will be used throughout the lessons, as you learn more and more about spreadsheets.

After a bit of practice, you will enter data for the document that you will be building on for the rest of the lessons in this project.

The Story so far

World Travel Inc. sent out a promotional flyer for their 10th anniversary, offering special prices on some special trips for their best customers. The special trips are to Tahiti, New Zealand, and a round-the-world cruise. The travel agency can also create trips to other destinations. You will create a spreadsheet to keep track of the sales from this flyer.

Step-by-Step: Enter/Edit/Clear

What you will learn:

- to enter data into a cell
- to edit existing data in a cell
- to clear data from a cell

Start with: (a blank workbook)

Select: Cell

1. **Select** cell **A1** at the upper left by clicking it. (It should be already selected when you open a new workbook.)

The status bar shows the word Ready and the cell has a darker, wider border than other cells. You are ready to enter data!

Data Entry: Type

1. **Type** This is a cell while A1 is selected. Do not press ENTER yet. The Status bar shows Enter.

When you start typing, the pointer changes to the I-beam and a blinking cursor appears in the cell to show where the next character will appear. The characters appear in the standard font (also called Normal), which you selected in Options dialog (Tools | Options | General).

Erase Data (before ENTER)

1. **Press** the ESC key to cancel your typing. All changes to cell A1 vanish. This works *only* if you haven't pressed ENTER yet.

2. **Retype** the text and press ENTER. The selection moves to the next cell down and your typing is accepted into the cell. The Status Bar now shows Ready.

Erase Data (after ENTER)

Several methods work to erase, or clear, a cell **after** the data has been entered into the cell.

Clear Contents

a. **Right click** on cell A1, and from the popup menu **select** Clear Contents... (This command is also on the Menu bar as Edit | Clear | Contents...)

b. The data in the cell is erased. Any formatting will remain and will be applied to new data that you enter later.

c. **Undo**.

DELETE

With cell A1 selected, **press** the DELETE key. Again the cell contents are erased. This works when you have many cells selected, too.

Drag

d. **Type** numbers in the cells **A1, A2, A3, B1, B2, B3, C1, C2, C3** as shown at the right.

	A	B	C
1	1	4	7
2	2	5	8
3	3	6	9

e. **Select** range **A1:C3**. The selected range has a small black square in the lower right corner.

Select

	A	B	C
1	1	4	7
2	2	5	8
3	3	6	9

f. **Drag** the small black square **back up** into the selected region. The rows and/or columns you drag back over turn gray.

Drag

	A	B	C
1	1	4	7
2	2	5	8
3	3	6	9

g. **Release** the **mouse button**. The cells that you backed over are empty. This action is quite a surprise and can be hard to figure out if you were not warned about it.

Release

	A	B	C
1	1	4	7
2	2	5	8
3			

h. **Drag up** again to clear all the numbers from the cells.

Data Entry: Down a column

Now you will start creating your World Travel Inc. sheet. The fun begins!!

1. **Type** World Travel Inc. in cell A1.

2. **Press** ENTER to return to Ready mode and have your typing entered into the cell. The selected cell shifts to cell A2. (What cell is selected next when you press ENTER is set in Tools | Options | Edit.)



Notice that the text in cell A1 overlaps its neighbor, cell B1.

This happens only when the neighboring cell is *empty*. When B1 is not empty, its contents will

hide the excess in cell A1.

3. In cell A2, type Anniversary and press ENTER. The selected cell shifts to A3.

Edit data

It is likely that while entering data you will make a mistake that you don't see until later. Or perhaps you will change your mind about what you wrote. ESC or Undo won't help in after the data has been entered. Now you will learn how to *edit* data without having to retype the whole cell.

1. **Press** the up arrow key to move the selection back to A2. The status bar shows Ready.



If you start typing now, you will *overtyp*e what is in the cell.

2. **Double-click** cell A2. (Or you could click in the Formula bar.) The status bar now shows Edit and the blinking cursor is in the text.

	A	B
1	World Travel Inc.	
2	Anniversary	

3. **Press** the END key to move the cursor to the end of the text.

4. **Type** a blank space and then Specials and press ENTER.

5. **Press** the down arrow once to select cell A4.

Data Entry: Across a row

1. **Type** Customer in cell A4.

2. **Press** the TAB key or the right arrow to move one cell to the right. Your typing is entered and the selection is moved to cell B4.

3. **Type** Trip

4. Use TAB to move over one cell right to C4.

5. **Type** # of people .

6. Press TAB to move one cell right to D4.

7. **Type** Cost each.

8. Press TAB to move one cell right to E4.

9. **Type** Total sale

10. **Press** ENTER. The selection moves down to Row 5. Which cell in row 5 will depend on exactly which keys you used to move across the row!

11. **Press** HOME to move to the beginning of the row. Now you can start entering the customers and the trips they have purchased. The data is listed in the order that the trips were bought.

12. In Row 5 enter the first customer and trip, in the appropriate cells: AAA Sales Tahiti 7

13. **Press** the down arrow to move down to Row 6.

14. **Press** HOME to move to the beginning of the row. Some of the text you typed is hidden by the next cell. You will fix this a little later.

15. In Row 6 **enter** the following in the appropriate cells:
Midland Associates
New Zealand 10

	A	B	C	D	E
1	World Travel Inc.				
2	Anniversary Specials				
3					
4	Customer	Trip	# of people	Cost each	Total sale
5	AAA Sales	Tahiti	7		
6	Midland Associates	New Zealand	10		
7					

16. **Press** ENTER and then HOME to move to the beginning of the row.

17. **Continue** entering data into cells, using the data shown in the table below. The horizontal lines are shown just to help you enter the data accurately.



AutoComplete: Excel remembers what you type in each **column** and will offer to complete an entry if you start to type it later in the same column. The completion of the word or phrase is highlighted in the cell. You can accept this value by pressing ENTER or by using TAB or an arrow key to leave the cell. This can speed up your work when certain values occur repeatedly, like in the Trips column in this worksheet. Just keep typing if Excel's suggestion is not what you want.

Customer	Trip	# of people	Cost each
AAA Sales	Tahiti	7	
Midland Associates	New Zealand	10	
Schmidt, Henrich	Tahiti	5	
Garcia, D. G.	Tahiti	8	
Wang, Ho	World	2	
Patel, G. P.	Other	8	
Bjorenson, Eric	Tahiti	4	
Computers Today	Other	4	
Insurance Brokers	Other	8	
Jakobsen, Isaac	Other	2	
Onassis Marketing	Tahiti	20	
Marconi, Guiseppe	Tahiti	6	
Kyoto Brokerage	New Zealand	4	
Carter, J.	New Zealand	1	
Warzenski, A.	World	2	
Consolidated Life	Other	15	
Frazier, C.	Other	3	
Saunders, Larry	New Zealand	5	
Deitrich, F.	New Zealand	10	

Save


1. On your drive H: **create** a folder named excel project2 , *if you do not have this folder already.* Details on how to create a folder are in Working with Windows: [Files & Folders](#)
2. **Click** on the **Save** button. Since your document is new, the **Save As** dialog appears.
3. In the Save As dialog, save the document to your **Class** disk in the folder **excel project2** with the name trips.xls .

trips.xls after Step-by-Step: Enter/Edit/Clear

Excel Basics:

Sort

Data is often entered on the sheet in an order that is awkward for answering certain questions. In fact, you may need to look at the same data in different ways at different times. **Sorting** can help rearrange your data so you can use it more efficiently.

 If your rows contain a formula, you must be extra careful when constructing the formula. Be sure that after a Sort, the formula will still work. Moving cells around can destroy some formulas.

Buttons

Excel allows you to sort in regular alphabetic order and in reverse order with the buttons **Sort Ascending** and **Sort Descending**.

You can sort whole rows or sort just selected cells, based on the first column of the selection. Of course, if your data consists of rows of related facts, sorting by whole rows is safer. Your records can easily get scrambled otherwise!

Dialog

The **Sort dialog** is more flexible than sorting with the toolbar buttons. The dialog allows you to select **which** column(s) to use as the basis of the Sort.

You can set three levels of Sort. Excel will first sort all the selected rows based on the first column you chose. Then Excel sorts rows that all had the same value in that first Sort column, using the second column you chose. Finally Excel sort rows that had the same first and second sort column values, using the third column you chose. An example would be a three column sort used to arrange lists of names in alphabetical order when each name consists of three cells - Last Name, First Name, Middle Name.

There are some **Custom Lists** that are useful when you want to sort by Days of the Week or Months of the Year. In most languages, arranging the days of the week or the months in alphabetic order is not much help! You want the order that they are on the calendar!

You can also create your own Custom List under **Tools | Options | Custom Lists** when the order you wish to sort by is neither alphabetic nor reverse alphabetic. These occur more


often than is convenient!

Step-by-Step: Sort

What you will learn:	to sort selected cells
	to sort rows
	to sort alphabetically
	to create a custom list and sort with it

Start with: **trips.xls**

Sort: Button

1. Open *trips.xls* from your home drive H:
2. **Select rows** 5 - 23, which contain the records of trips sold. (Be sure to select whole rows.)
3. **Click** on  the Sort Ascending button on the Standard toolbar. The selected rows are sorted in alphabetic order based on the first column.

An alphabetic listing of customers would be useful for many tasks. There are other useful sorting orders, however.

4. **Undo**.
-

Sort: Sort Dialog

5. *If necessary*, **select** again the data rows- Rows 5 - 23.

6. **Select** **Data | Sort...** The Sort dialog opens. By default, at the bottom Header row is selected. So, Excel assumes that the first row you selected contains **labels** for the columns. These labels are listed in the drop lists to help you pick out which columns to use for sorting.

7. In the **Sort by** text box **select** from the drop list **Trip** and **click** on **Ascending**. Leave the other text boxes blank. This time you will sort just on the Trip column. Be sure Header row is selected. (the default)

8. **Click** on **OK**. The selected rows are sorted, grouping rows with the same value in the Trip column.

This alphabetic order seems awkward. It would be more useful to have the Special Offers are together and the Other category at the end. **Other** is for all the trips that *weren't* one of the special offers. Also, it would feel more natural to sort the trips in the order they appeared on the announcement flyer. So the order we want is: **Tahiti, New Zealand, World, Other**. You will need to create a Custom List.

Create Custom List

1. **Select** from the menu **Tool | Options | Custom Lists**.

2. **Click** in the **List entries** box. The cursor appears in the List entries box.

3. **Type** the Trip categories as shown. Use the ENTER key to create a new line. (If you are sharing this computer with other students, this custom list may already be there.)

Tahiti
New Zealand
World
Other

4. **Click** on the **Add** button to add this list to the Custom lists box on the far left.

5. **Click** the **OK** button to close the dialog.

Sort: Custom List

1. *With Row 5-23 still selected*, again **open** the **Sort** dialog. (**Data | Sort**)

2. **Click** on the **Options** button. The Sort Options dialog opens.

3. **Select** from the drop list, the **custom list** of trips: Tahiti, New Zealand, World, Other.



4. Leave **Orientation** set at **Sort top to bottom** and **click** on **OK**.

5. **Select** for the second text box **Customer**. Make sure the Sort dialog is still showing **Trip** in the first text box and **Header row** is selected. **Click** on **OK**.

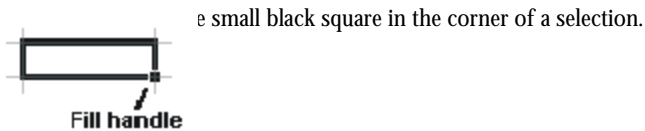
The selected rows are now sorted in the order of the Custom List so the different trips are grouped together. The Customers for each trip are listed alphabetically. How neat!

6. **Save As** trips2.xls. If you use the Save button, the file you saved before is overwritten. Normally that would be fine, but sometimes you wish later that you could go back to the previous version. You will be instructed to save the results of each lesson under a new name.

	A	B	C	D	E
1	World Travel Inc.				
2	Anniversary Specials				
3					
4	Customer	Trip	# of people	Cost each	Total sale
5	AAA Sales	Tahiti	7		
6	Bjorenson,	Tahiti	4		
7	Garcia, D.	Tahiti	8		
8	Marconi, C	Tahiti	6		
9	Onassis M	Tahiti	20		
10	Schmidt, H	Tahiti	5		
11	Carter, J.	New Zeala	1		
12	Deitrich, F	New Zeala	10		
13	Kyoto Bro	New Zeala	4		
14	Midland A	New Zeala	10		
15	Saunders,	New Zeala	5		
16	Wang, Ho	World	2		
17	Warzenski	World	2		
18	Computers	Other	4		
19	Consolida:	Other	15		
20	Frazier, C	Other	3		
21	Insurance	Other	8		
22	Jakobsen,	Other	2		
23	Patel, G. F	Other	8		

Excel Basics: AutoFill Data

Data that repeats down a column or across a row can be filled in with AutoFill easily. You just select the cell or cells to repeat and drag the fill handle across the cells you want to use.



The small black square in the corner of a selection.

If you drag on the fill handle, the pointer changes to a small black cross. Excel will fill each cell that you drag across with either a copy of the original cell or with a continuation of the pattern in your selection.



If the cells are not all the same but repeat in a pattern, you want to fill series.

Step-by-Step: AutoFill Data

- What you will learn:**
- to copy cell(s) with AutoFill
 - to copy cell above with key combo
 - to AutoFill a standard sequence
 - to AutoFill a patterned sequence

Start with: *trips4.xls*

The special offer trips all have a fixed price. So there are several duplications in the column labeled Cost Each. With AutoFill you don't have to type all of those separately.

AutoFill: Drag Copy

1. In cell **D5** type 1500 as the Cost Each for a Tahiti trip.

You don't have to press ENTER for the next step to work.

2. **Move** the **pointer** over the lower right corner of cell **D5** and **drag** downward to cell **D10**, in the last row with a Trip value of "Tahiti".

Note the popup tip that shows what value it is that you will copy.



3. Release the mouse button to complete the drag.

4. **Type** 3000 in cell D11 as the Cost Each of the New Zealand trip.

5. **Fill** the Cost each for the rest of the New Zealand rows by **dragging the fill handle** of cell **D11**.

AutoFill: Keys Copy

1. **Type 6000** in cell **D16** as the Cost each of the **World** trip and press ENTER. Now cell D17 is the selected cell.

2. Use the **key combo** CTRL + ' =  +  (that's a quote mark ' on the same key as a double-quote mark ") to copy into cell D17, the value above it in the column. This is a very useful trick. If the cell above has a formula in it, this key combo copies the formula. If you want to copy just the value and not the formula, use CTRL + SHIFT + ".

3. **Press** ENTER.

4.

2000
2400
2000
1500
3000
1500

Type in the following values, in order, for the **Cost each** of the trips in the **Other** category.

5. **Save As** trips5.xls

AutoFill: Simple sequence


World Travel's spreadsheet doesn't yet have a place that uses a series of values. You will add a section to the spreadsheet that does. This new part will show the number of trips sold and their total value for each week that the special offers were available.

1. **Scroll** down to blank row **27** (You may need to use the scroll arrow instead of the box)
2. **Type** the following in cells **A27** through **E27**:

Week Date # of People Total


3. In cell **A28**, underneath the label **Week**, type **1**.
4. **Drag** by the fill handle of cell **A28** down to cell **A35**. Hmmm. The 1 was copied into each cell. Not what you need this time. You want to number the weeks that the special offers were available.
5. **Undo**.
6. Hold the **CTRL** key down and **drag** the **fill handle** again to cell **A35**.

Ah! Better! Now each cell is numbered in order from 1 to 8.

Did you notice how the pointer changed?  Did you see the popup tip showing what value was being put in each cell as you dragged?

AutoFill: Patterned Sequence

1. In cell **B28**, underneath **Date**, type **June 1** and **press** **ENTER**.

 Once you enter a date, the cell will remember the format it used. Suppose you first type the date and it uses the default format: **1-Jun**. Then you decide you want to see the date as **June 1, 1998**. If you retype it with the new format, it will be displayed as **1-Jun-98** instead! To change the formatting of the date you must use the **Format cells** dialog, discussed in the next project. You cannot just retype differently.

2. **Select** **B28** again and **drag** cell **B28's fill handle** down to **B35**. Hmmm. This counts up a single day at a time rather than the week at a time needed to match column A. You need to establish a pattern for Excel to read.
3. **Undo**.

4. In cell **B29** type **June 8**, which is a week after June 1.

	Date	#
1	1-Jun	
2	2-Jun	
3	3-Jun	
4	4-Jun	
5	5-Jun	
6	6-Jun	
7	7-Jun	
	Date	#
1	1-Jun	
2	8-Jun	
3	15-Jun	
4	22-Jun	
5	29-Jun	
6	6-Jul	
7	13-Jul	
8	20-Jul	

5. Now select **both B28 and B29** and **drag** the fill handle of the selection down to cell **B35**.

Aha! Now the cells increase the dates by a week at a time by using the two cells to define the pattern for the series. More complex patterns would need more cells filled in to define the pattern.



Notice that the numbers and dates are lined up on the right. This is the default for all numbers, including dates and times. If Excel does not recognize what you entered as a date, it will be lined up on the left.

6. **Center** range **A27:B35** and **Column C** by selecting them and clicking the **Center** button. Now the labels and the numbers are lined up better.

7. **Save** [trips5.xls]

Excel Basics: AutoFill Formulas

Formulas use numbers from other cells on the sheet, or even from other sheets or other workbooks to do calculations. You can use AutoFill when you have to create a set of similar formulas. What a time saver!

Excel is really, really smart when it comes to formulas. But don't let Excel out-smart you! When you **copy** a formula into another cell, Excel will **modify** the formula. If you copied into the next cell down the column, for example, all the cell references in the formula are changed down one cell.

What does this look like? Suppose you have in cell G3 the formula = A3*B3/D4. If you copy the formula down one cell into G4, Excel changes the formula to =A4*B4/D5. All the cell references are changed down one, so that they are in the same *relative* location, compared to the cell with the formula.

For more on formulas, read the [extra material](#) in the Appendix and do the [review exercises](#).

Step-by-Step: AutoFill Formulas

What you will learn:

- to create a simple formula
- to AutoFill a formula down a column

When a trip is sold at World Travel Inc., the Total Sale is calculated by multiplying the number people going on the trip by the cost per person. You will create the formula that calculates this. Then you will copy the formula to other Total Sale cells.


Formula: Enter

1. **Select** cell E5.
2. **Type** = , then **click** on cell C5.
3. **Type** an asterisk * (the one on the keypad is easier) and **click** on cell D5.

# of people	Cost each	Total sale
7	1500	=C5*D5

4. **Press** ENTER. The value is calculated and is shown in the cell E5. In the Formula bar you see the formula used.

B	C	D	E
	# of people	Cost each	Total sale
iti	7	1500	10500

 If you forget to press ENTER, your mouse clicks will continue trying to put cell references in the Formula Bar. This creates quite a mess!

AutoFill: Formula

1. With cell E5 still selected, **drag** the **fill handle** down to copy the formula into cells E6:E23.
2. **Click** on each cell in the range E6:E23 and check the formula in the formula bar.

AutoFill *changed* the formula for each cell. This only works when the values used in the calculations are neatly arranged in rows and columns. It pays to be neat!

3. **Save As** trips6.xls .

Excel Basics:

AutoSum

The formula used the most is SUM. The AutoSum feature makes it easy to total columns or rows. Excel will guess what cells you want to add based on which cells are empty. A neat trick!

Step-by-Step: AutoSum

What you will learn: to use AutoSum to add a column
to write a SUM formula yourself
to format numbers as currency with button

Start with: [trips6.xls](#)

Data Entry


1. Complete the table at the bottom of the sheet by filling in the values for # of people and Total as shown here.

# of people	Total
9	17000
23	36000
18	27000
18	36000
12	24000
20	51000
12	36000

2. Save.

AutoSum: Upper Table Totals

1. **Select** cell **A25** and type Totals:

2. **Select** cell **C25** and click  the **AutoSum** button. Excel guesses you want to add values in range C5:C24 and surrounds that range with a blinking dashed border. The formula looks like =SUM(C5:C24)

The range includes a blank cell, which Excel understands and will ignore.

3. **Press** ENTER to accept Excel's formula.

4. **Select** cell **E25** and **click** the **AutoSum** button.

5. **Press** ENTER to accept the formula =SUM(E6:E24)

Sum Formula: Lower Table Totals

1. **Select** cell **A37** and type Totals:

2. **Select** cell **C37** and type =sum(c28:c36) Notice that you did not have to use upper case letters but you must use the = and the parentheses ().

3. **Press** ENTER to accept your formula. This method works when Excel is confused about what to add.

4. **Select** cell **D37** and type =sum(

5. **Drag** from cell **D28** to cell **D36**. Excel enters the range in the formula.

6. **Press** ENTER to accept the formula =sum(D28:D36)

You do not have to type the final parenthesis.

(Check: are the totals in the lower table the same as in the upper table? They should be.)


Excel Basics:


Exercise Excel 2-1:

Format Numbers

Now that you have your totals for rows and for the Totals columns, it would be nice to have them look like money! The toolbar button will apply the currency from the Regional Settings in the Windows Control Panel. [Start | Settings | Control Panel | Regional Settings]

1. Hold the CTRL key down and **select** the following: range **E5:E23** , cell **E25**, range **D28:D35**; cell **D37**.

2. Click  the Currency button.

3. Click  the Decrease Decimals button twice to remove unneeded zeros.

4. **Save As** trips7.xls .

Theater Tickets -
AutoFill & AutoSum

What you will do:

enter data
use AutoFit to size rows and columns
use AutoFill to complete data entry
create formula
use AutoSum to add columns
format numbers as currency
create a header
print

Start with: , [theater.xls](#) from H:\excel_resources

The City Theater ran three plays on three weekends in August, 1998. You will construct a spreadsheet that presents information on the number of seats sold at each of three ticket prices.

At an evening performance the best seats are type A tickets and the rest of the seats are type B tickets. M type tickets are for afternoon matinees on Saturdays and Sundays. At a matinee the price is the same for all seats.

1. **Open file:** Open the file **theater.xls** from your excel_resources folder on home drive
2. Save to H: with the name **theater tickets.xls**.
3. **Resize columns:** **Drag** Column **A** wide enough to read all of "West Side Story" in cell **A11**
4. **AutoFit:** Use AutoFit to set column width for **C**, **D**, and **E**.

5. **Data Entry:** Enter the date of the opening performance for the other two plays: B17 = 8-7-98 , B26 = 8-14-98 . These are Fridays but West Side Story started on a Saturday.

The City Soccer League has created a budget for their season. You will put their figures on a spreadsheet and create formulas for totals and to show whether the league went over the budget.

1. **Data Entry:** Use the handwritten notes in the illustration above to create a spreadsheet. Fill in titles starting with row 1, labels, and data in the same order. Leave a blank row above Expenses, below Insurance, one above Income, and one below Sponsorships.

2. **Sort:** Sort the **Expenses** rows in alphabetical order. (Don't just sort the words. Sort rows.)

3. **Resize columns:** Widen the columns as necessary to show words in the categories.

4. **Formula: Create a formula** in cell **D7** (in the Flyers row in the column Over/Under Budget) to subtract the Actual amount in column C from the Budget amount in column D. If the league spent more than planned, the answer will be a negative number. Copy this formula to the other cells in this column that are on rows with categories or totals. (Hint: Copy down the whole column and then delete unneeded values.)

5. **AutoSum:** Use AutoSum to calculate Totals for Expenses and Income in both the Budget and Actual columns.

6. **Numbers:** Format the numbers on the sheet as **Currency:** range B7:D14, range B16:D16, range B19:D20, range B22:D22. Decrease Decimals twice. Note that the negative numbers now are in parentheses.

7. **Edit:** To explain the new parentheses for negative values, put parentheses around the word Over in the column label: (Over)/Under. Shorten the text in cell B6 to Budget.

8. **Header:** Create a header with your name and the date on the left, the file name and sheet name in the center and Exercise Excel 2-2 on the right.

9. **Prepare to Print:** Use Page Setup to set the table to print **centered horizontally** on the page but not vertically. **No gridlines** or **headings**.. Spell Check. Print Preview.

10. **Save** the workbook as **soccer budget.xls** on your H: drive.

11. **Select** A1: D16 which is just the titles and Expenses rows.

12. **Chart:** Select ranges **A6:A14** and **C6:C14** at the same time. Use the **Chart Wizard** to create a pie chart of what was spent. Use the default settings except for Data labels **Show percent** and place the chart on **Sheet 2**. Drag the chart to the upper left of the sheet.

13. **Chart Header:** Create a header for Sheet2 just like in **step h**.

14. **Prepare to Print Sheet2:** Use Print Preview to check the layout. If the chart takes up the whole page, it is selected. This is an easy way to get a maximized chart on paper. But it can take a lot of ink! Go back to Normal view and unselect the chart.

The chart size depends on the size of the window when you inserted it on the sheet. You may want to enlarge the chart by selected it and dragging one of the handles.

15. **Save.**