

# Q&A Executive Training

## Simple Formatting

In this lesson, we will study formatting, cleaning up, and making your report look clean and tidy.

We'll learn how to:

- Hide rows and columns
- Get decimal places right
- Add borders or lines, and
- Sum a total

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File View Output Mode Tools Window Help

Worksheet Document

WORKBOOK 3

Sheet1

Accounting Period

2013/001

2013/002

2013/003

2013/004

2013/005

2013/006

2013/007

2013/008

2013/009

2013/010

2013/011

2013/012

2014/001

2014/002

2014/003

2014/004

2014/005

2014/006

2014/007

2014/008

2014/009

2014/010

2014/011

Name

Accounting

Arlington District No. 1

Children's Ministries

Communication

Congressional District No. 2

Education

Executive Secretary

Family Ministries

Family Ministry

General Function Services

General Institutional

Georgetown District No. 3

Health Ministry

In-House Operation

Ministerial Association

2014/011

	B	C	D	E	F
1		<b>Ace Union</b>			
2		<b>Analysis of Employee Expenses</b>			
3		<b>2014 to 2013 Comparisons</b>			
4		2014/011			
5			<b>2014001</b>	<b>2013001</b>	
6			<b>2014012</b>	<b>2013012</b>	
7					
8			(\$73153.35)	\$0.00	
9	Accounting		\$1535.82	\$0.00	
10	Arlington District No. 1		\$4182.07	\$0.00	
11	Children's Ministries		\$778.65	\$0.00	
12	Communication		\$992.98	\$0.00	
13	Congressional District No. 2		\$2928.82	\$0.00	
14	Education		\$1154.66	\$0.00	
15	Executive Secretary		\$921.64	\$0.00	
16	Family Ministries		\$446.00	\$0.00	
17	Family Ministry		\$450.98	\$0.00	
19	General Institutional		\$573.00	\$0.00	
20	Georgetown District No. 3		\$2184.05	\$0.00	
21	Health Ministry		\$989.98	\$0.00	
22	In-House Operation		\$21685.05	\$0.00	
23	Ministerial Association		\$795.98	\$0.00	
24	Oxon Hill District No. 4		\$4069.73	\$0.00	
25	Potomac River District No. 5		\$2918.41	\$0.00	
26	Presidential		\$1321.79	\$0.00	
27	Public Affairs & Religious Liberty/Legal		\$842.99	\$0.00	
28	Publishing		\$1073.33	\$0.00	
29	Sabbath School/Personal Ministries		\$1178.99	\$0.00	
30	Secretarial Services		\$1996.79	\$0.00	
31	Stewardship/Trust Services		\$1061.98	\$0.00	
32	Tidal Basin District No. 6		\$4124.77	\$0.00	
33	Transportation		\$1375.59	\$0.00	
34	Treasurer		\$938.89	\$0.00	
35	Treasury		\$2211.05	\$0.00	
36	Vice President		\$898.31	\$0.00	
37	Women's Ministry		\$745.66	\$0.00	




For this lesson, we will use the report we have been working with, the Analysis of Employee Expenses. Your report should look something like the report in the screenshot above.

We will now do some formatting on this report.

Notice that the Drill Path we saved in an earlier lesson is displayed in the Drill Tree Pane at the left side of the Q&A screen.

Notice also that we are in the Extract Mode.

To do the formatting, we need to go back to the Design Mode 

## Design Mode

[illegible]

We have this very nice, very efficient report, but it really isn't formatted very well. In this lesson, we will do some formatting. We will begin with adding meaningful column headings.

## Insert Row

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File Edit View Insert Format Cell Mode Tools Window Help

9.75 B I U

Code Description Filter From Filter To

Worksheet Document {SheetTitle}

WORKBOOK 3  
Sheet1

A8 811220

	A	B	C	D	E	F	G	H
1		<b>Ace Union</b>						
2		<b>Analysis of Employee Expenses</b>						
3		<b>2014 to 2013 Comparisons</b>						
4								
5			<b>2014001</b>	<b>2013001</b>				
6			<b>2014012</b>	<b>2013012</b>				
7								
8	811220	Car Depreciation Allowance	\$1.00	\$1.00				
9	811230	Child Allowance	\$1.00	\$1.00				
10	811410	Area Travel Subsidy (House to Office Travel)	\$1.00	\$1.00				
11	816110	Medical Policy Premium	\$1.00	\$1.00				
12	817110	Tax Assistance	\$1.00	\$1.00				
13								

1. Highlight rows 8, 9, and 10
2. Right-click

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File Edit View Insert Format Cell Mode Tools Window Help

9.75 B I U

Code Description Filter From Filter To

Worksheet Document

WORKBOOK 3  
Sheet1

{SheetTitle}

A8 811220

	A	B	C	D	E	F	G	H
1		<b>Ace Union</b>						
2		<b>Analysis of Employee Expenses</b>						
3		<b>2014 to 2013 Comparisons</b>						
4								
5			<b>2014001</b>	<b>2013001</b>				
6			<b>2014012</b>	<b>2013012</b>				
7								
8	811220	Car Depreciation Allowance	\$1.00	\$1.00				
9	811230	Child Allowance	\$1.00	\$1.00				
10	811410	Office Travel	\$1.00	\$1.00				
11	816110		\$1.00	\$1.00				
12	817110		\$1.00	\$1.00				
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								

Define Criteria  
Clear Contents  
Cgl  
Undo  
Cut Ctrl+X  
Copy Ctrl+C  
Paste Ctrl+V  
Format Cells  
Insert  
Delete  
Sheet Properties  
Criteria View Ctrl+Q  
Mode  
Print  
Formula

3. Click Insert
4. Click Row

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File Edit View Insert Format Cell Mode Tools Window Help

Code Description Filter From Filter To

Worksheet | Document | {SheetTitle}

A8 811220

	A	B	C	D	E	F	G
1		<b>Ace Union</b>					
2		<b>Analysis of Employee Expenses</b>					
3		<b>2014 to 2013 Comparisons</b>					
4							
5			<b>2014001</b>	<b>2013001</b>			
6							
7							
8	811220	Car Depreciation Allowance			\$1.00		
9	811230	Child Allowance			\$1.00		
10	811410	Area Travel Subsidy (House to Office Travel)			\$1.00		
11	816110	Medical Policy Premium			\$1.00		
12	817110	Tax Assistance			\$1.00		
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							

Row  
Column  
Worksheet  
Excel Worksheet  
Chart  
Extend worksheet by a row  
Extend worksheet by a column  
Page Break  
Clear Page Break  
Name  
Picture  
Attachment

Workbook 3.ice - Q&A Executive / SDA - General Conference - Treasury

File Edit View Insert Format Cell Mode Tools Window Help

Code Description Filter From Filter To

Worksheet | Document | {SheetTitle}

A8 811220

	A	B	C	D	E	F	G	H
1		<b>Ace Union</b>						
2		<b>Analysis of Employee Expenses</b>						
3		<b>2014 to 2013 Comparisons</b>						
4								
5			<b>2014001</b>	<b>2013001</b>				
6			<b>2014012</b>	<b>2013012</b>				
7								
8								
9								
10								
11	811220	Car Depreciation Allowance	\$1.00	\$1.00				
12	811230	Child Allowance	\$1.00	\$1.00				
13	811410	Area Travel Subsidy (House to Office Travel)	\$1.00	\$1.00				
14	816110	Medical Policy Premium	\$1.00	\$1.00				
15	817110	Tax Assistance	\$1.00	\$1.00				
16								



We now have additional rows.





















# Simple Formatting

Let's add some dates.

1. Click in cell C8
2. Type in '2014'
3. Click in cell D8
4. Type in '2013'

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File Edit View Insert Format Cell Mode Tools Window Help













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Code	Description	Filter From	Filter To

WORKBOOK 3

Sheet1

Worksheet | Document

{SheetTitle}

F8

	A	B	C	D	E	F	G
1		<b>Ace Union</b>					
2		<b>Analysis of Employee Expenses</b>					
3		<b>2014 to 2013 Comparisons</b>					
4							
5			<b>2014001</b>	<b>2013001</b>			
6			<b>2014012</b>	<b>2013012</b>			
7							
8			2014.00	2013.00			
9							
10							
11	811220	Car Depreciation Allowance	\$1.00	\$1.00			
12	811230	Child Allowance	\$1.00	\$1.00			
13	811410	Area Travel Subsidy (House to Office Travel)	\$1.00	\$1.00			
14	816110	Medical Policy Premium	\$1.00	\$1.00			
15	817110	Tax Assistance	\$1.00	\$1.00			
16							

We have dates now, but they need some formatting.

5. Highlight cells C8 and D8

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File Edit View Insert Format Cell Mode Tools Window Help

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Code	Description	Filter From	Filter To

Worksheet | Document | {SheetTitle}

C8 2014

	A	B	C	D	E	F	G
1		<b>Ace Union</b>					
2		<b>Analysis of Employee Expenses</b>					
3		<b>2014 to 2013 Comparisons</b>					
4							
5			<b>2014001</b>	<b>2013001</b>			
6			<b>2014012</b>	<b>2013012</b>			
7							
8			2014.00	2013.00			
9							
10							
11	811220	Car Depreciation Allowance	\$1.00	\$1.00			
12	811230	Child Allowance	\$1.00	\$1.00			
13	811410	Area Travel Subsidy (House to Office Travel)	\$1.00	\$1.00			
14	816110	Medical Policy Premium	\$1.00	\$1.00			
15	817110	Tax Assistance	\$1.00	\$1.00			
16							
17							

## 6. Right-click

<b>2014001</b>	<b>2013001</b>					
<b>2014012</b>	<b>2013012</b>					
2014.00	2013.00					
\$1.00						
\$1.00						
\$1.00						
\$1.00						
\$1.00						

Define Criteria

Clear Contents

Cell

Undo

Cut Ctrl+X

Copy Ctrl+C

Paste Ctrl+V

**Format Cells**

Insert

Delete

Sheet Properties

Criteria View Ctrl+Q

Mode

Print

Formula

Cell Ctrl+1

Column

Row

Borders

Back Colour

Fore Colour

Currency Format

Percent Format

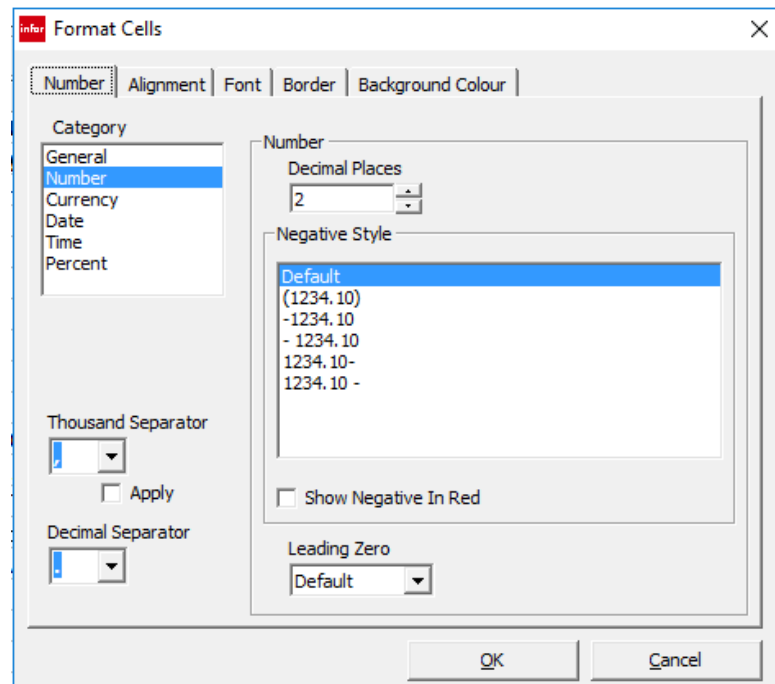
Comma Format

Increase Decimals

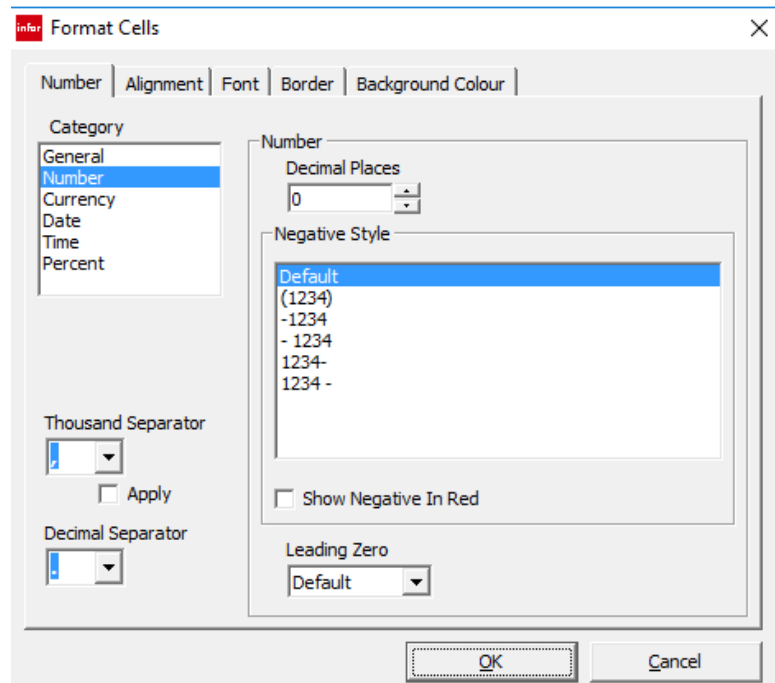
Decrease Decimals

## 7. Select Format Cells

## 8. Select Cell



9. Change the Decimal Places to 0
10. Uncheck the Thousand Separator Apply checkbox
11. Click OK





[illegible]

12. With cells C8 and D8 highlighted, click the Center icon on the toolbar

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File Edit View Insert Format Cell Mode Tools Window Help

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Code	Description	Filter From	Filter To

Worksheet Document

WORKBOOK 3  
Sheet1

{SheetTitle}

C8 2014

	A	B	C	D	E	F	G	H
1		<b>Ace Union</b>						
2		<b>Analysis of Employee Expenses</b>						
3		<b>2014 to 2013 Comparisons</b>						
4								
5			<b>2014001</b>	<b>2013001</b>				
6			<b>2014012</b>	<b>2013012</b>				
7								
8			2014	2013				
9								
10								
11	811220	Car Depreciation Allowance	\$1.00	\$1.00				
12	811230	Child Allowance	\$1.00	\$1.00				
13	811410	Area Travel Subsidy (House to Office Travel)	\$1.00	\$1.00				
14	816110	Medical Policy Premium	\$1.00	\$1.00				
15	817110	Tax Assistance	\$1.00	\$1.00				

13. With cells C8 and D8 highlighted, click the Bold icon on the toolbar

[illegible]

## Hide Rows

14. Highlight rows 5 and 6

[illegible]

15. Right-click
16. Select Format Cells
17. Select Row

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File Edit View Insert Format Cell Mode Tools Window Help

Tahoma 9.75 B I U

Code Description Filter From Filter To

Worksheet Document

WORKBOOK 3

Sheet1

{SheetTitle}

A5

	A	B	C	D	E	F	G	H
1		<b>Ace Union</b>						
2		<b>Analysis of Employee Expenses</b>						
3		<b>2014 to 2013 Comparisons</b>						
4								
5			2014001	2013001				
6			2014012	2013012				
7								
8			2014	2013				
9								
10								
11	811220		\$1.00	\$1.00				
12	811230		\$1.00	\$1.00				
13	811410		\$1.00	\$1.00				
14	816110			\$1.00				
15	817110			\$1.00				
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								

Context Menu:

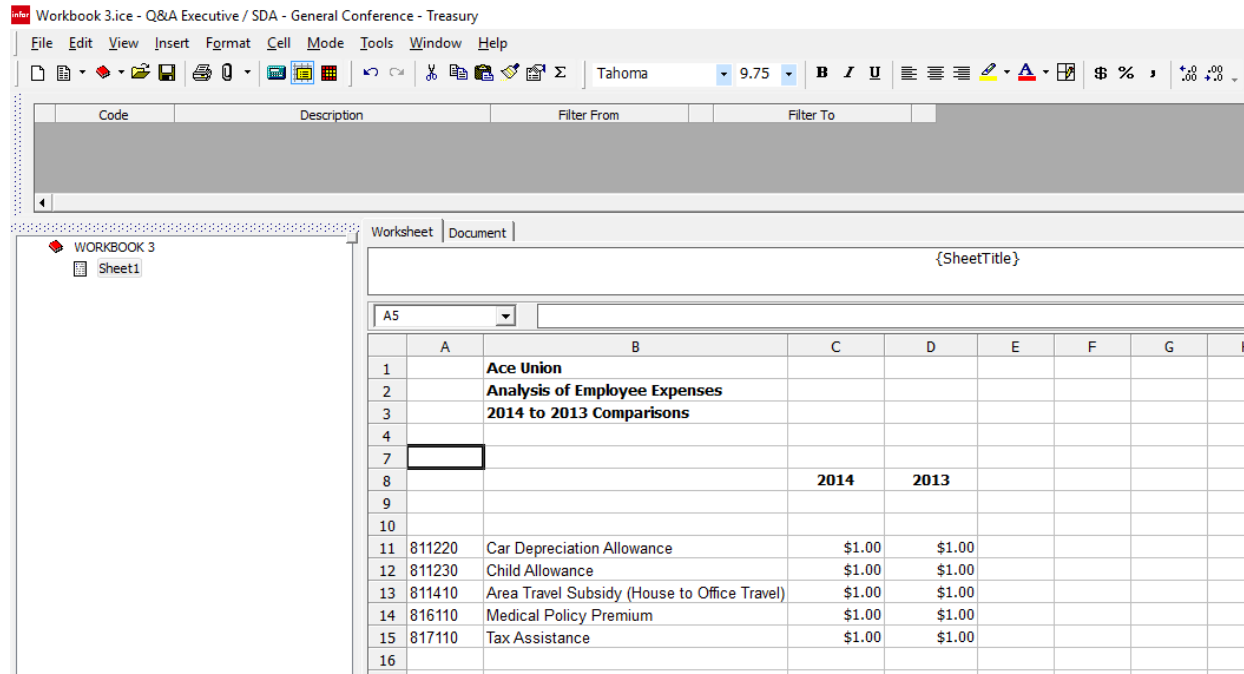
- Define Criteria
- Clear Contents
- Cell
- Undo
- Cut Ctrl+X
- Copy Ctrl+C
- Paste Ctrl+V
- Format Cells
- Insert
- Delete
- Sheet Properties
- Criteria View Ctrl+Q
- Mode
- Print
- Formula

Format Cells Sub-menu:

- Cell Ctrl+1
- Column
- Row
- Borders
- Background Colour
- Font Colour
- Currency Format
- Percent Format
- Comma Format
- Increase Decimals
- Decrease Decimals

18. Select Hide

## Q&A Executive Simple Formatting

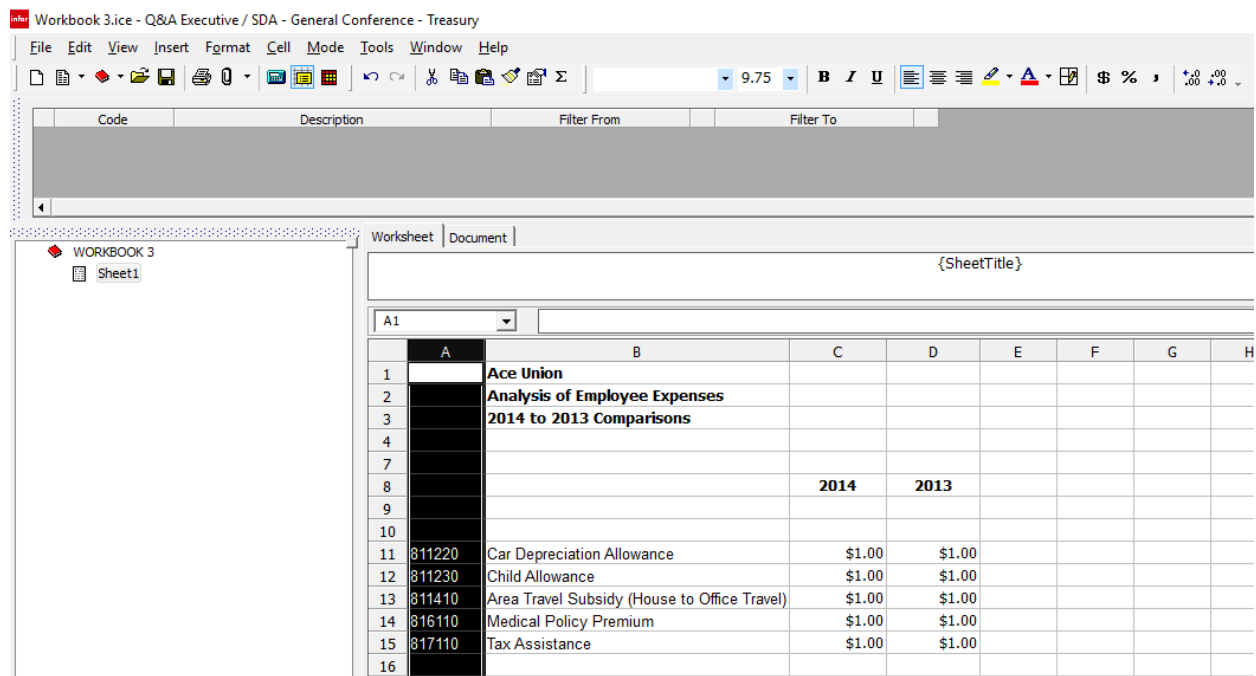


Rows 5 and 6 are still part of the worksheet, but they are no longer visible.

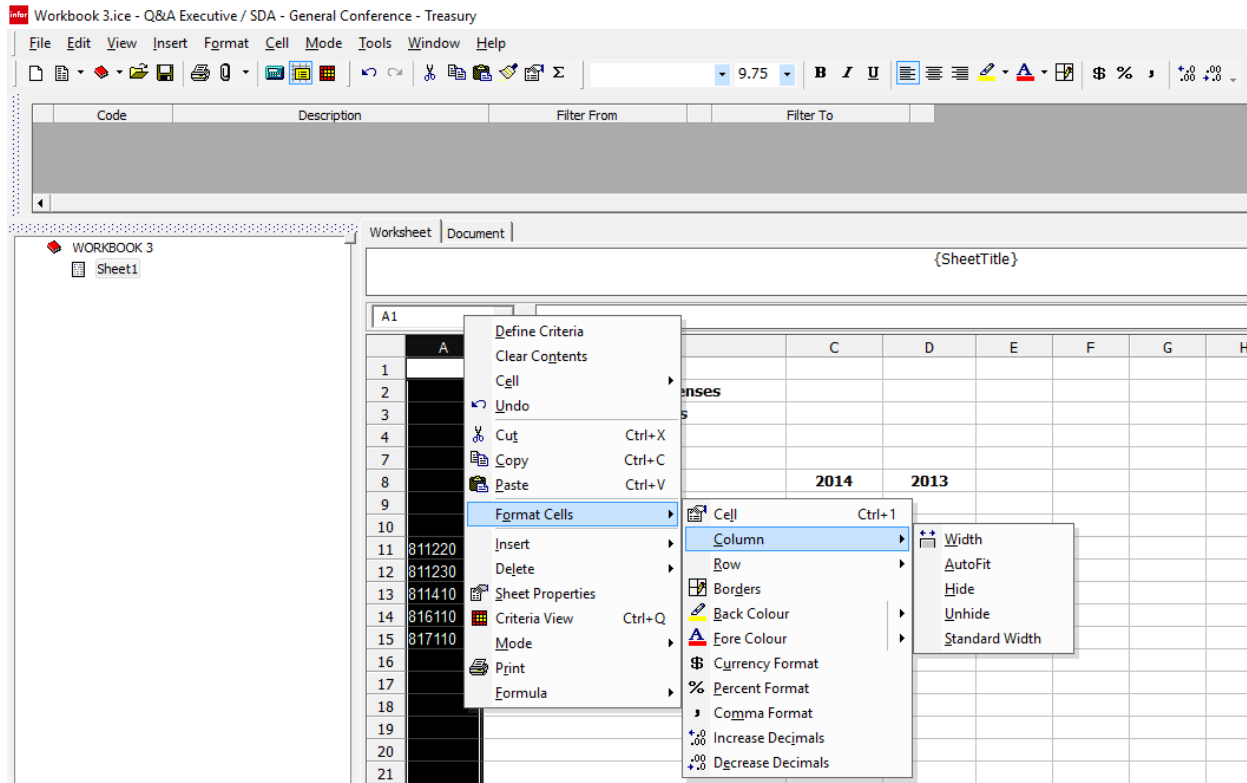
## Hide Columns

We can also hide columns.

19. Highlight column A



## 20. Right-click



21. Select Format Cells

22. Select Column

23. Select Hide



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File Edit View Insert Format Cell Mode Tools Window Help

Tahoma 9.75 B I U

Code Description Filter From Filter To

Worksheet Document

{SheetTitle}

A4

	B	C	D	E	F	G	H
1	<b>Ace Union</b>						
2	<b>Analysis of Employee Expenses</b>						
3	<b>2014 to 2013 Comparisons</b>						
4							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							

Define Criteria  
Clear Contents  
Cell  
Undo  
Cut Ctrl+X  
Copy Ctrl+C  
Paste Ctrl+V  
Format Cells  
Insert  
Delete  
Sheet Properties  
Criteria View Ctrl+Q  
Mode  
Print  
Formula

Cell Ctrl+1  
Column  
Row  
Borders  
Back Colour  
Fore Colour  
Currency Format  
Percent Format  
Comma Format  
Increase Decimals  
Decrease Decimals

Height  
AutoFit  
Hide  
Unhide

29. To unhide or redisplay a hidden column, select the column before and the column after the hidden column
30. Select Format Cells
31. Select Row
32. Select Unhide



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File Edit View Insert Format Cell Mode Tools Window Help

Code Description Filter From Filter To

Worksheet | Document | {SheetTitle}

B1 Ace Union

1 Ace U  
2 Analy  
3 2014  
4  
7  
8 2014 2013  
9  
10  
11 Car De  
12 Child A  
13 Area T  
14 Medic  
15 Tax As

Define Criteria  
Clear Contents  
Cell  
Undo  
Cut Ctrl+X  
Copy Ctrl+C  
Paste Ctrl+V  
Format Cells Ctrl+1  
Insert  
Delete  
Sheet Properties  
Criteria View Ctrl+Q  
Mode  
Print  
Formula

Cell Ctrl+1  
Column  
Row  
Borders  
Back Colour  
Fore Colour  
Currency Format  
Percent Format  
Comma Format  
Increase Decimals  
Decrease Decimals

Width  
AutoFit  
Hide  
Unhide  
Standard Width

## Underline Column Headers

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File Edit View Insert Format Cell Mode Tools Window Help

Code Description Filter From Filter To

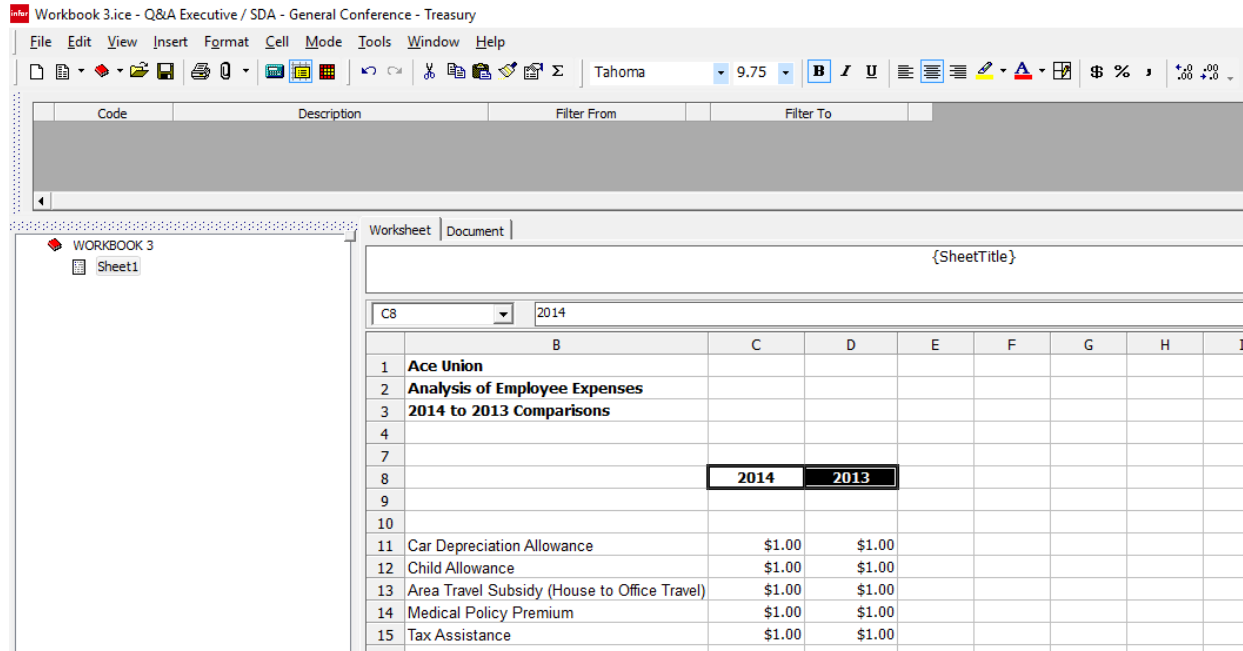
Worksheet | Document | {SheetTitle}

B27

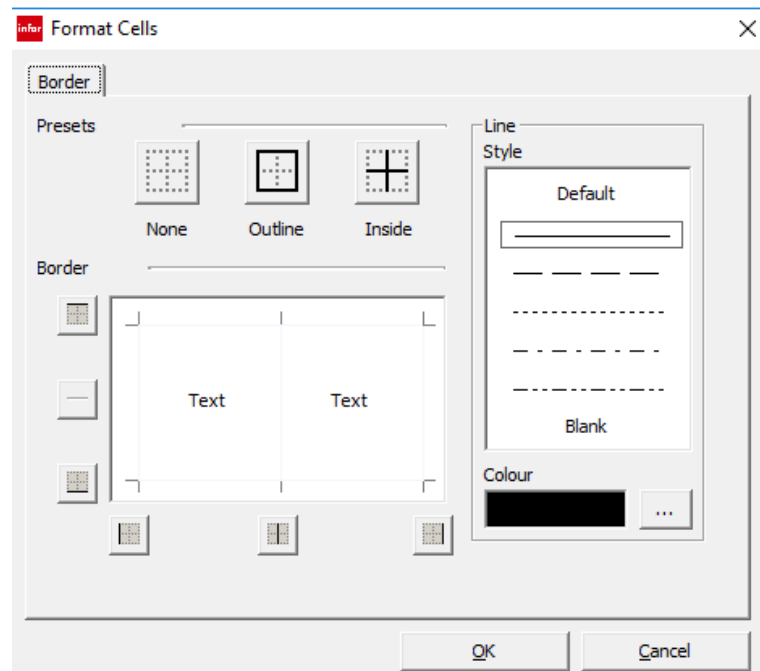
1 Ace Union  
2 Analysis of Employee Expenses  
3 2014 to 2013 Comparisons  
4  
7  
8 2014 2013  
9  
10  
11 Car Depreciation Allowance \$1.00 \$1.00  
12 Child Allowance \$1.00 \$1.00  
13 Area Travel Subsidy (House to Office Travel) \$1.00 \$1.00  
14 Medical Policy Premium \$1.00 \$1.00  
15 Tax Assistance \$1.00 \$1.00

We may wish to underline the column headers. Underlining makes a report look tidy.

33. Highlight cells C8 and D8

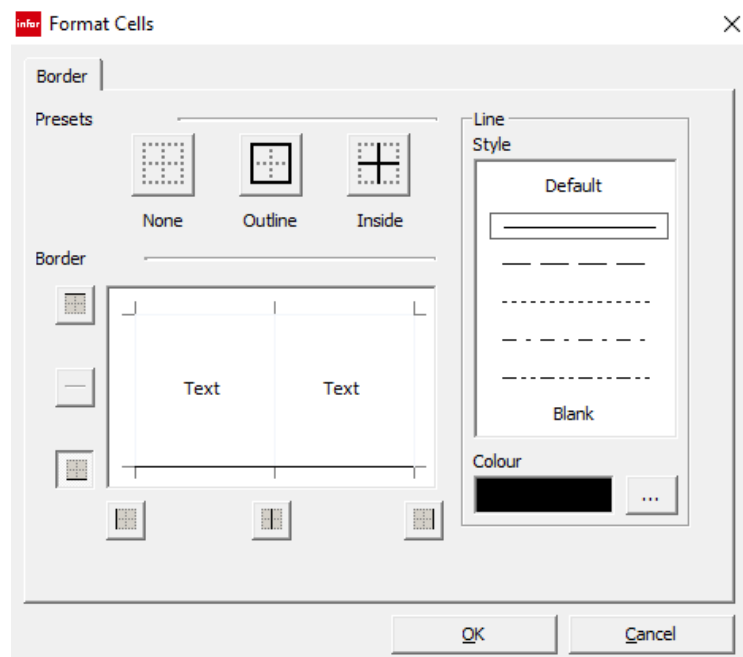


34. Click the Borders icon on the toolbar



If you have used Excel a lot, this will be very familiar. The formatting works in the same way. Clicking the Border icon brings up the Border interface.

35. Click on the bottom edge of the cell



36. Click OK

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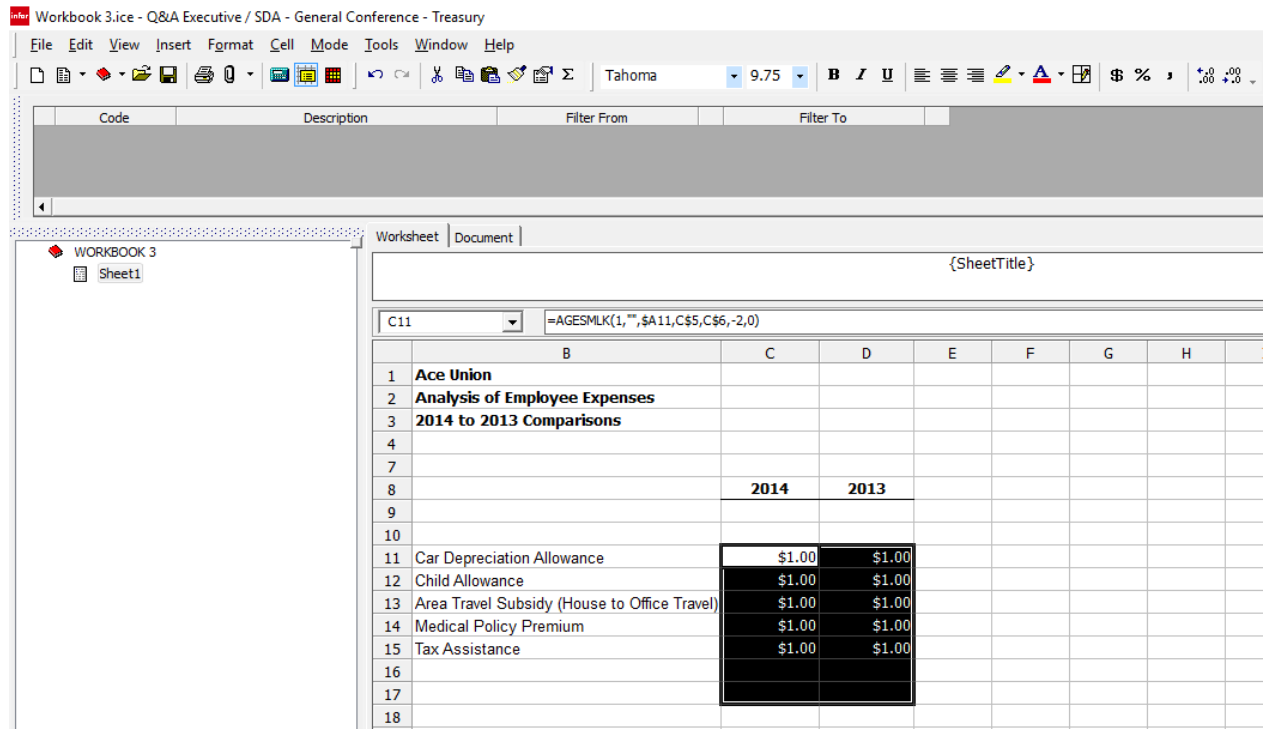
File Edit View Insert Format Cell Mode Tools Window Help

Our report is starting to look better.

## Add Totals

We need to add a total.

37. Highlight cells C11 through D17



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File Edit View Insert Format Cell Mode Tools Window Help

Code Description Filter From Filter To

Worksheet Document

WORKBOOK 3  
Sheet1

{SheetTitle}

C11 =AGESMLK(1,"", \$A11,C\$5,C\$6,-2,0)

	B	C	D	E	F	G	H
1	<b>Ace Union</b>						
2	<b>Analysis of Employee Expenses</b>						
3	<b>2014 to 2013 Comparisons</b>						
4							
7							
8		<b>2014</b>	<b>2013</b>				
9							
10							
11	Car Depreciation Allowance	\$1.00	\$1.00				
12	Child Allowance	\$1.00	\$1.00				
13	Area Travel Subsidy (House to Office Travel)	\$1.00	\$1.00				
14	Medical Policy Premium	\$1.00	\$1.00				
15	Tax Assistance	\$1.00	\$1.00				
16							
17							
18							

38. Click the summation icon on the toolbar



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File Edit View Insert Format Cell Mode Tools Window Help

Tahoma 9.75 B I U

Code Description Filter From Filter To

Worksheet | Document

{SheetTitle}

D17 =sum(D11:D16)

	B	C	D	E	F	G	H	I
1	<b>Ace Union</b>							
2	<b>Analysis of Employee Expenses</b>							
3	<b>2014 to 2013 Comparisons</b>							
4								
7								
8		<b>2014</b>	<b>2013</b>					
9								
10								
11	Car Depreciation Allowance	\$1.00	\$1.00					
12	Child Allowance	\$1.00	\$1.00					
13	Area Travel Subsidy (House to Office Travel)	\$1.00	\$1.00					
14	Medical Policy Premium	\$1.00	\$1.00					
15	Tax Assistance	\$1.00	\$1.00					
16								
17		5.00	5.00					

39. Highlight cells C15 and D15

Workbook 3.ice - Q&A Executive / SDA - General Conference - Treasury

File Edit View Insert Format Cell Mode Tools Window Help

Tahoma 9.75 B I U

Code Description Filter From Filter To

Worksheet | Document

{SheetTitle}

C15 =AGESMLK(1,"",A15,C\$5,C\$6,-2,0)

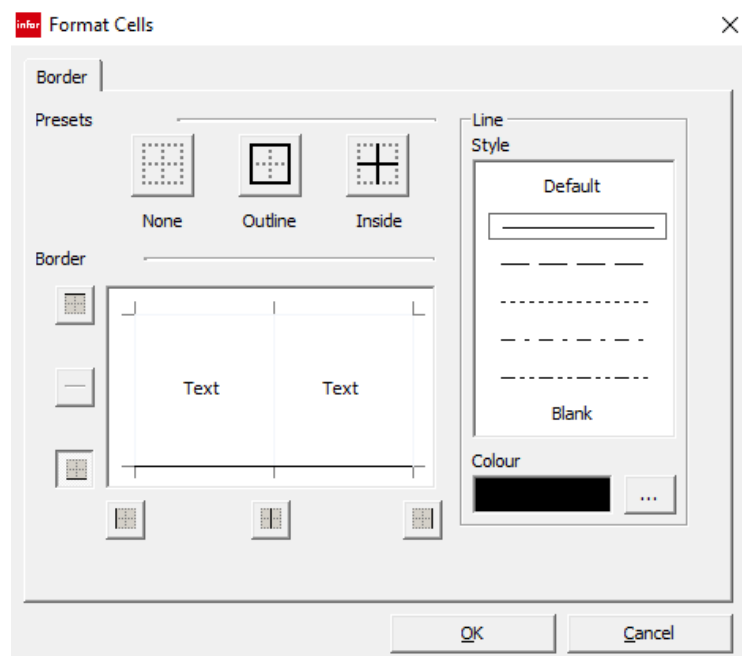
	B	C	D	E	F	G	H	I
1	<b>Ace Union</b>							
2	<b>Analysis of Employee Expenses</b>							
3	<b>2014 to 2013 Comparisons</b>							
4								
7								
8		<b>2014</b>	<b>2013</b>					
9								
10								
11	Car Depreciation Allowance	\$1.00	\$1.00					
12	Child Allowance	\$1.00	\$1.00					
13	Area Travel Subsidy (House to Office Travel)	\$1.00	\$1.00					
14	Medical Policy Premium	\$1.00	\$1.00					
15	Tax Assistance	\$1.00	\$1.00					
16								
17		5.00	5.00					



40. Click the Border icon

41. Click the bottom edge of the cell

42. Click OK



Workbook 3.ice - Q&A Executive / SDA - General Conference - Treasury

File Edit View Insert Format Cell Mode Tools Window Help

Tahoma 9.75 B I U

Code	Description	Filter From	Filter To

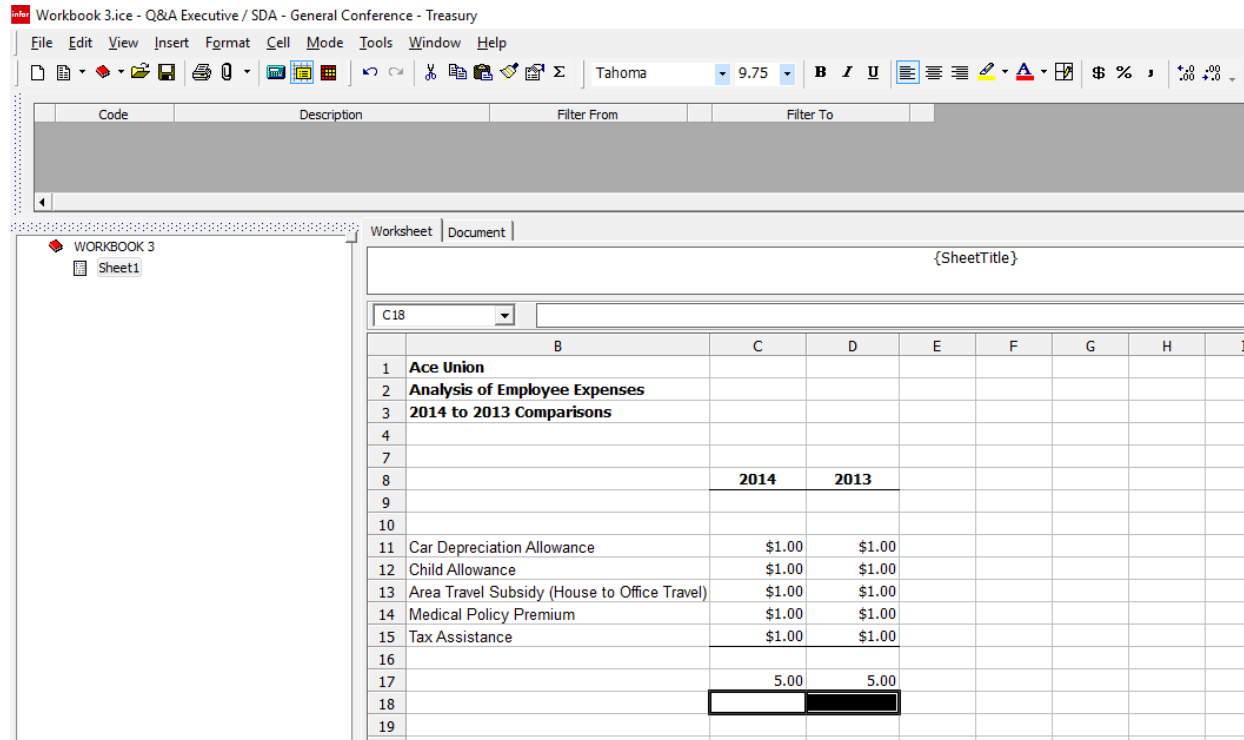
Worksheet | Document

WORKBOOK 3  
Sheet1

	B	C	D	E	F	G	H
1	<b>Ace Union</b>						
2	<b>Analysis of Employee Expenses</b>						
3	<b>2014 to 2013 Comparisons</b>						
4							
7							
8		<b>2014</b>	<b>2013</b>				
9							
10							
11	Car Depreciation Allowance	\$1.00	\$1.00				
12	Child Allowance	\$1.00	\$1.00				
13	Area Travel Subsidy (House to Office Travel)	\$1.00	\$1.00				
14	Medical Policy Premium	\$1.00	\$1.00				
15	Tax Assistance	\$1.00	\$1.00				
16							
17		5.00	5.00				

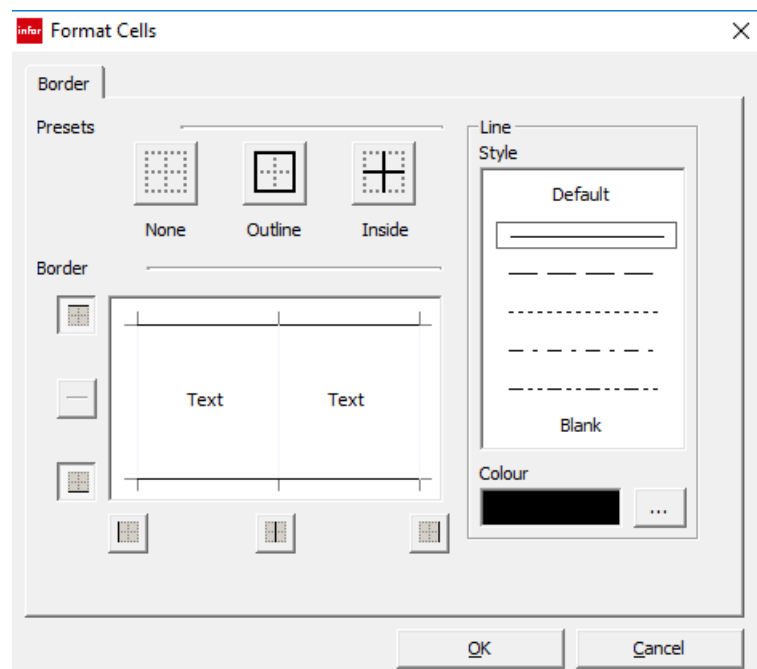
We need a double line at the bottom of the report, because it is a financial report. At least, in America financial reports must have a double line at the bottom.

43. Highlight cells C18 and D18



44. Click the Borders icon

45. Click the top and bottom edges of the cell



46. Click OK













We have a regularly sized cell with top and bottom borders. That isn't quite right, because we want the double lines to be close together.

[illegible]

47. Click the bottom edge of the row and pull it up until that row is very, very short

Workbook 3.ice - Q&A Executive / SDA - General Collection - Treasury

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Code	Description	Filter From	Filter To

WORKBOOK 3

Sheet1

Worksheet Document

{SheetTitle}

I23

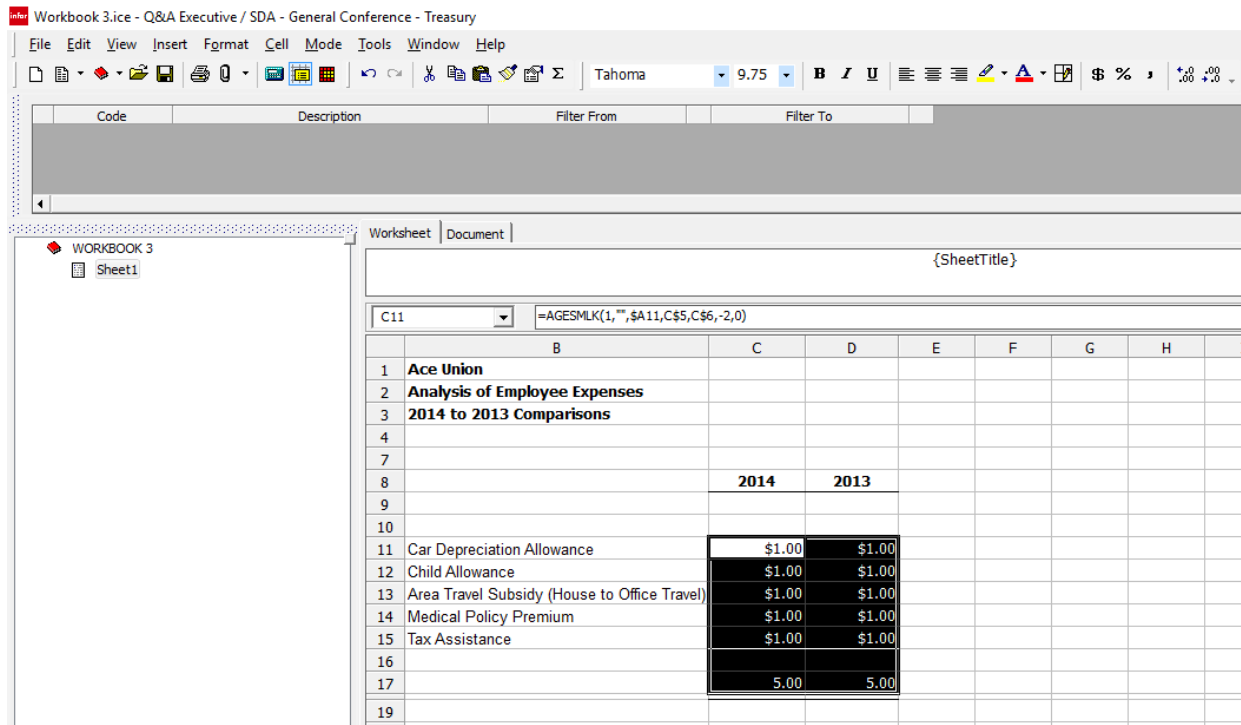
	B	C	D	E	F	G	H	I
1	<b>Ace Union</b>							
2	<b>Analysis of Employee Expenses</b>							
3	<b>2014 to 2013 Comparisons</b>							
4								
7								
8		<b>2014</b>	<b>2013</b>					
9								
10								
11	Car Depreciation Allowance	\$1.00	\$1.00					
12	Child Allowance	\$1.00	\$1.00					
13	Area Travel Subsidy (House to Office Travel)	\$1.00	\$1.00					
14	Medical Policy Premium	\$1.00	\$1.00					
15	Tax Assistance	\$1.00	\$1.00					
16								
17		5.00	5.00					



## Format Figures

Let's remove decimal places from figures.

48. Highlight the figure cells



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File Edit View Insert Format Cell Mode Tools Window Help

Code Description Filter From Filter To

Worksheet Document

WORKBOOK 3  
Sheet1

{SheetTitle}

C11 =AGESMLK(1,"", \$A11,C\$5,C\$6,-2,0)

	B	C	D	E	F	G	H
1	<b>Ace Union</b>						
2	<b>Analysis of Employee Expenses</b>						
3	<b>2014 to 2013 Comparisons</b>						
4							
7							
8		<b>2014</b>	<b>2013</b>				
9							
10							
11	Car Depreciation Allowance	\$1.00	\$1.00				
12	Child Allowance	\$1.00	\$1.00				
13	Area Travel Subsidy (House to Office Travel)	\$1.00	\$1.00				
14	Medical Policy Premium	\$1.00	\$1.00				
15	Tax Assistance	\$1.00	\$1.00				
16							
17		5.00	5.00				
19							

49. Right-click

50. Select Format Cells

51. Select Cell

Workbook 3.ice - Q&A Executive / SDA - General Conference - Treasury

File Edit View Insert Format Cell Mode Tools Window Help

Tahoma 9.75 B I U

Code Description Filter From Filter To

Worksheet Document {SheetTitle}

C11 =AGESMLK(1,"", \$A11,C\$5,C\$6,-2,0)

	B	C	D	E	F	G	H	I
1	<b>Ace Union</b>							
2	<b>Analysis of Employee Expenses</b>							
3	<b>2014 to 2013 Comparisons</b>							
4								
7								
8		<b>2014</b>	<b>2013</b>					
9								
10								
11	Car Depreciation Allowance	\$1.00	\$1.00					
12	Child Allowance	\$1.00	\$1.00					
13	Area Travel Subsidy (House to Office Travel)	\$1.00	\$1.00					
14	Medical Policy Premium	\$1.00						
15	Tax Assistance	\$1.00						
16								
17		5.00						
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								

Cell Ctrl+1

- Column
- Row
- Borders
- Back Colour
- Fore Colour
- Currency Format
- Percent Format
- Comma Format
- Increase Decimals
- Decrease Decimals

Define Criteria

Clear Contents

Cell

Undo

Cut Ctrl+X

Copy Ctrl+C

Paste Ctrl+V

Format Cells

Insert

Delete

Sheet Properties

Criteria View Ctrl+Q

Mode

Print

Formula

## 52. Select Number

Format Cells

Number Alignment Font Border Background Colour

Category

- General
- Number**
- Currency
- Date
- Time
- Percent

Thousand Separator

Decimal Separator

Number

Decimal Places

2

Negative Style

- Default
- (1234.10)
- 1234.10
- 1234.10
- 1234.10-
- 1234.10 -

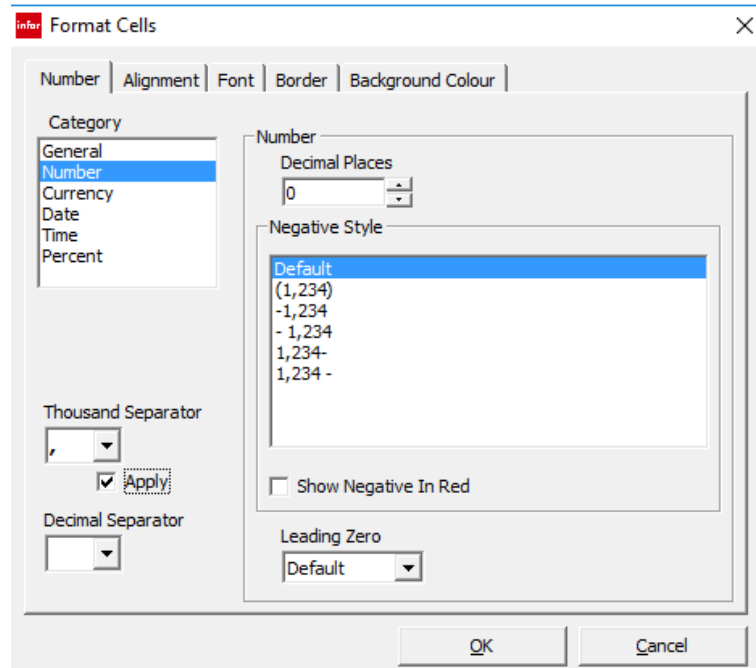
☐ Show Negative In Red

Leading Zero

Default

OK Cancel

53. Change the Decimal Places value to 0
54. Check the Apply checkbox beneath the Thousand Separator field
55. Select the comma (,) separator



56. Click OK

Workbook 3.ice - Q&A Executive / SDA - General Conference - Treasury

File Edit View Insert Format Cell Mode Tools Window Help

Tahoma 9.75 B I U

Code	Description	Filter From	Filter To

Worksheet Document

WORKBOOK 3  
Sheet1

{SheetTitle}

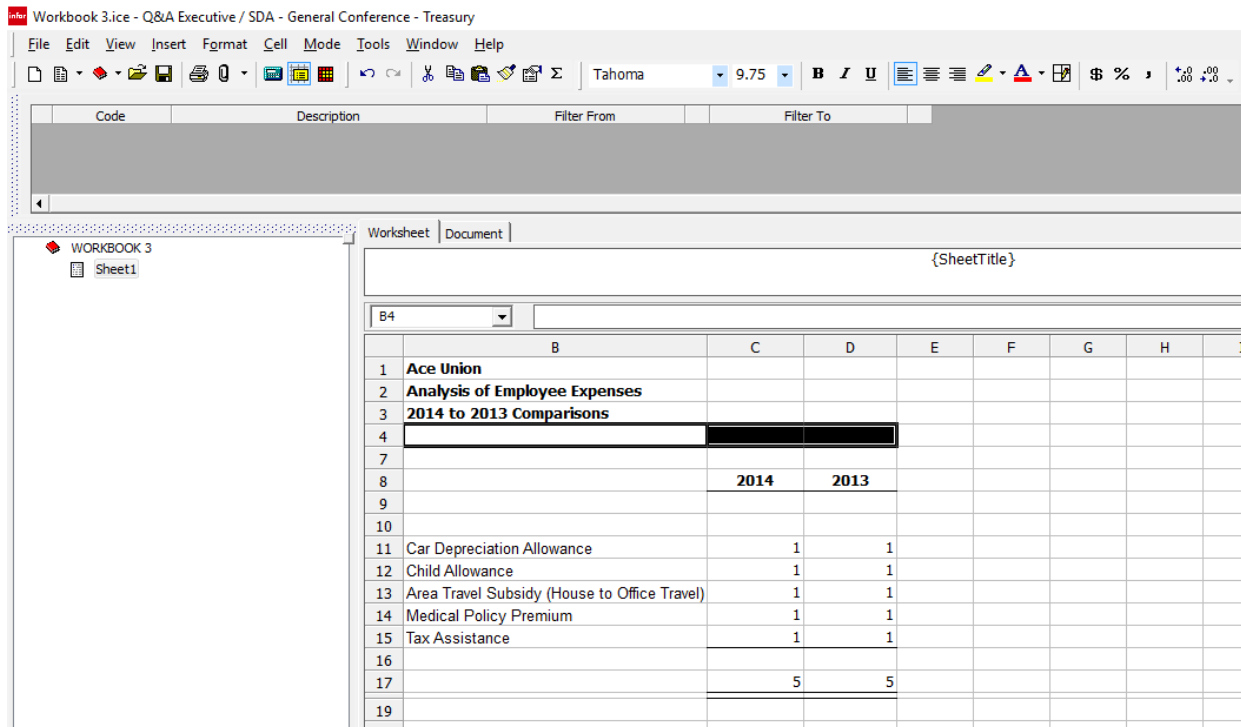
B27

	B	C	D	E	F	G	H	I
1	<b>Ace Union</b>							
2	<b>Analysis of Employee Expenses</b>							
3	<b>2014 to 2013 Comparisons</b>							
4								
7								
8		<b>2014</b>	<b>2013</b>					
9								
10								
11	Car Depreciation Allowance	1	1					
12	Child Allowance	1	1					
13	Area Travel Subsidy (House to Office Travel)	1	1					
14	Medical Policy Premium	1	1					
15	Tax Assistance	1	1					
16								
17		5	5					

## Add Lines

Let's add a line across the top of the report, under the Title and Header information.

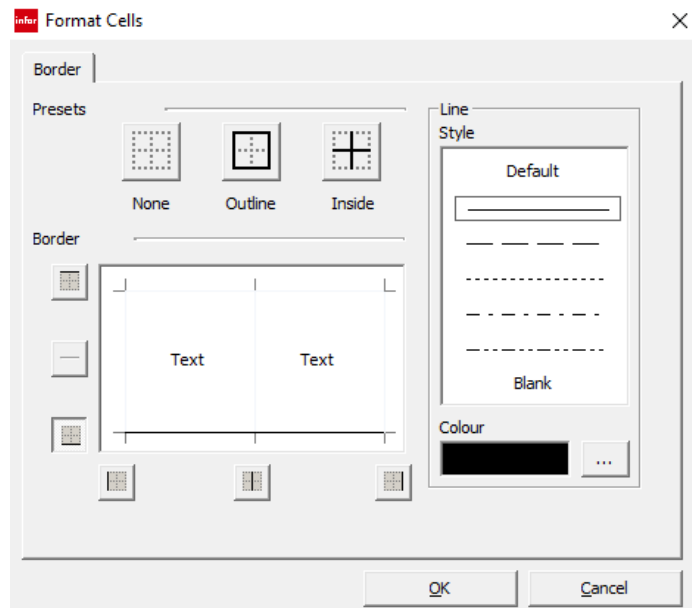
57. Highlight cells B4 through D4



58. Click the Borders icon



59. Click the bottom edge of the cell



60. Click OK

Workbook 3.ice - Q&A Executive / SDA - General Conference - Treasury

File Edit View Insert Format Cell Mode Tools Window Help

Tahoma 9.75 B I U

Code	Description	Filter From	Filter To

Worksheet | Document

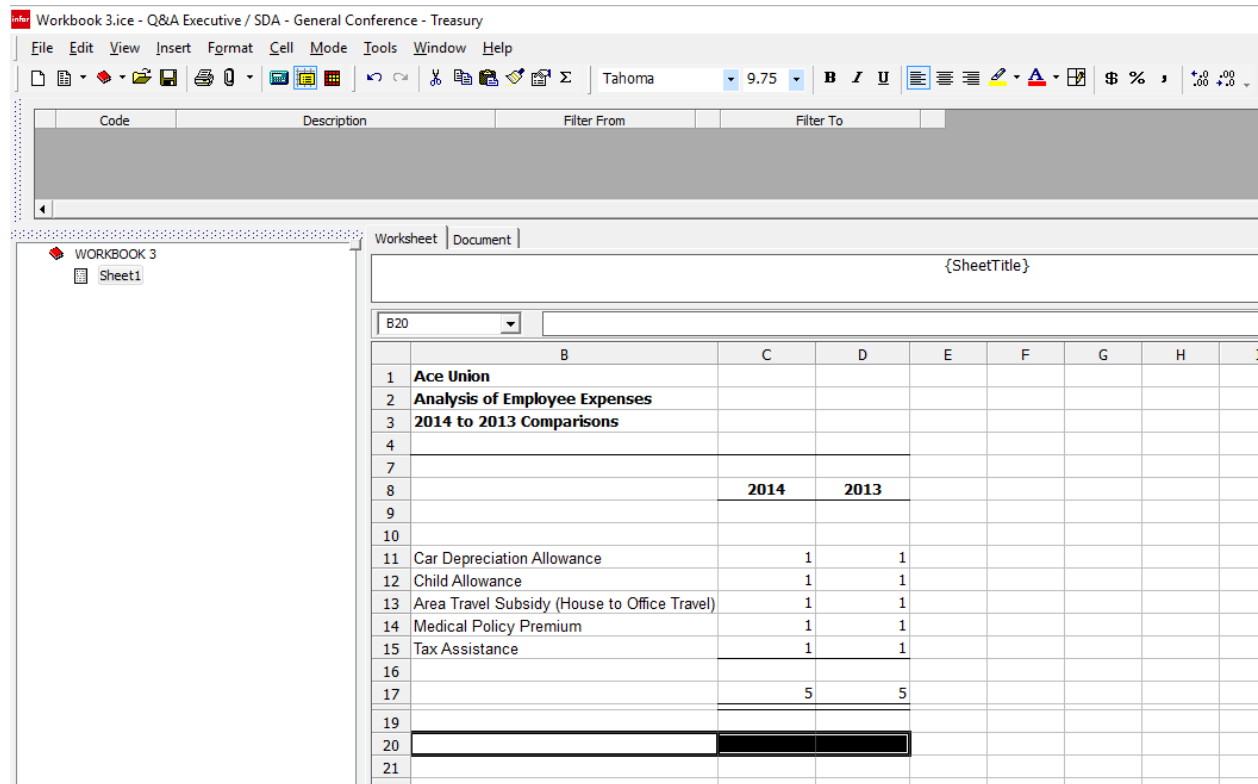
WORKBOOK 3

Sheet1

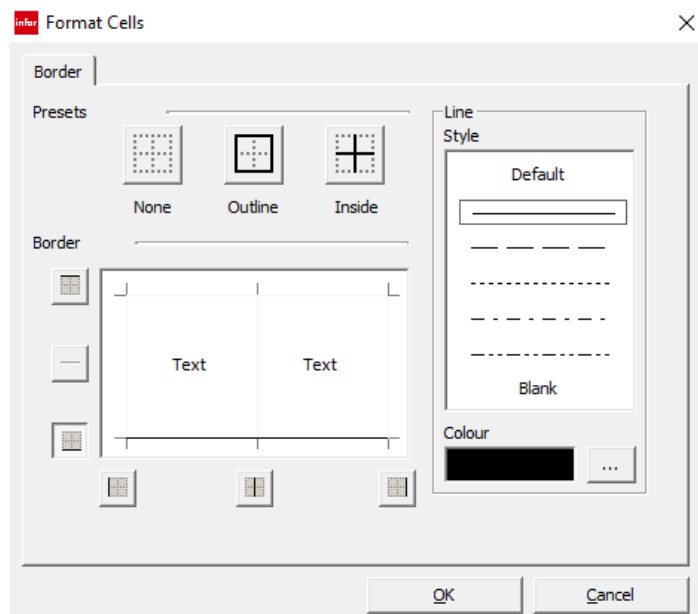
	B	C	D	E	F	G	H
1	<b>Ace Union</b>						
2	<b>Analysis of Employee Expenses</b>						
3	<b>2014 to 2013 Comparisons</b>						
4							
7							
8		<b>2014</b>	<b>2013</b>				
9							
10							
11	Car Depreciation Allowance	1	1				
12	Child Allowance	1	1				
13	Area Travel Subsidy (House to Office Travel)	1	1				
14	Medical Policy Premium	1	1				
15	Tax Assistance	1	1				
16							
17		5	5				
19							

Let's add a line across the bottom of the report.

61. Highlight cells B20, C20, and D20



62. Click the Borders icon
63. Click the bottom edge of the cell



64. Click OK

Workbook 3.ice - Q&A Executive / SDA - General Conference - Treasury

File Edit View Insert Format Cell Mode Tools Window Help

Tahoma 9.75 B I U

Code	Description	Filter From	Filter To

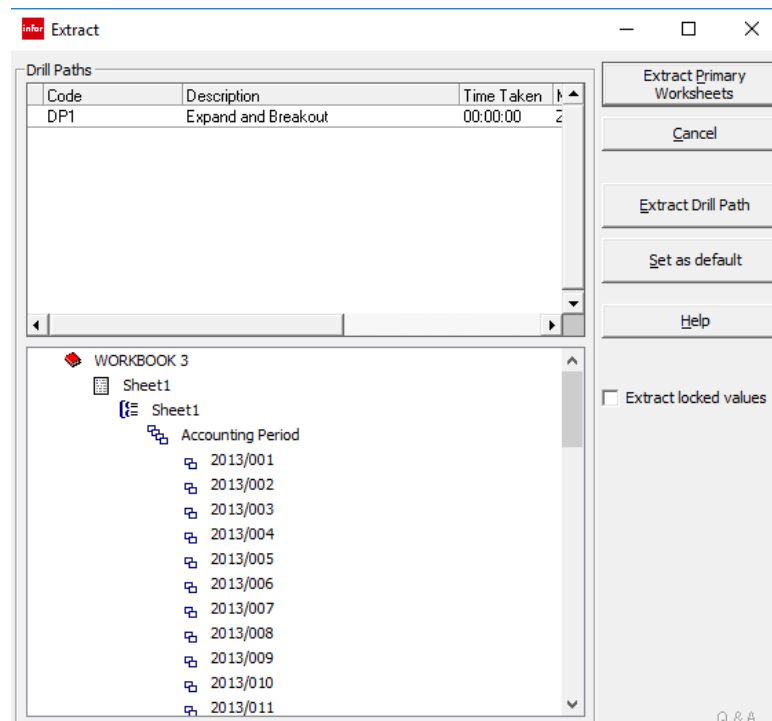
Worksheet | Document | {SheetTitle}

E23

	B	C	D	E	F	G	H	I
1	<b>Ace Union</b>							
2	<b>Analysis of Employee Expenses</b>							
3	<b>2014 to 2013 Comparisons</b>							
4								
7								
8		<b>2014</b>	<b>2013</b>					
9								
10								
11	Car Depreciation Allowance	1	1					
12	Child Allowance	1	1					
13	Area Travel Subsidy (House to Office Travel)	1	1					
14	Medical Policy Premium	1	1					
15	Tax Assistance	1	1					
16								
17		5	5					
19								
20								
21								

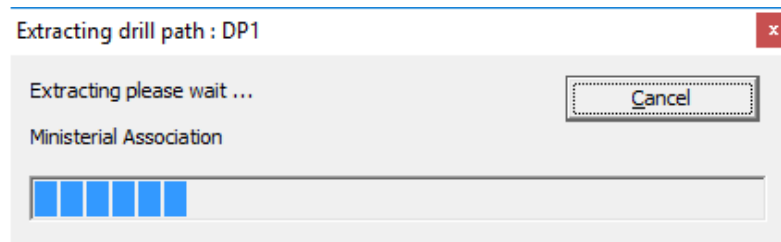
Now we have a nice-looking little report!

65. Click the Extract icon



66. Click Extract Drill Path

Extract Drill Path



Extracting the drill path takes a little time, because the system has to work through the various calculations.

Workbook 3.ice - Q&A Executive / SDA - General Conference - Treasury

File View Output Mode Tools Window Help

Worksheet Document

WORKBOOK 3

Sheet1

Accounting Period

- 2013/001
- 2013/002
- 2013/003
- 2013/004
- 2013/005
- 2013/006
- 2013/007
- 2013/008
- 2013/009
- 2013/010
- 2013/011
- 2013/012
- 2014/001
- 2014/002
- 2014/003
- 2014/004
- 2014/005
- 2014/006
- 2014/007
- 2014/008
- 2014/009
- 2014/010
- 2014/011

Name

- Accounting
- Arlington District No. 1
- Children's Ministries
- Communication
- Congressional District No. 2
- Education
- Executive Secretary
- Family Ministries
- Family Ministry
- General Function Services
- General Institutional
- Georgetown District No. 3
- Health Ministry
- In-House Operation
- Ministerial Association

Sheet1

	B	C	D	E	F	G	H	I
1	<b>Ace Union</b>							
2	<b>Analysis of Employee Expenses</b>							
3	<b>2014 to 2013 Comparisons</b>							
4								
7								
8		<b>2014</b>	<b>2013</b>					
9								
10								
11	Car Depreciation Allowance	-84,233	3,716,199					
12	Child Allowance	-194,233	3,596,199					
13	Area Travel Subsidy (House to Office Travel)	-229,213	3,558,039					
14	Medical Policy Premium	-261,553	3,522,759					
15	Tax Assistance	-270,153	3,505,344					
16								
17		-1,039,384	17,898,541					
19								
20								
21								
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25								
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38								

Our formatting has taken our simple little report and made it look professional and finished.