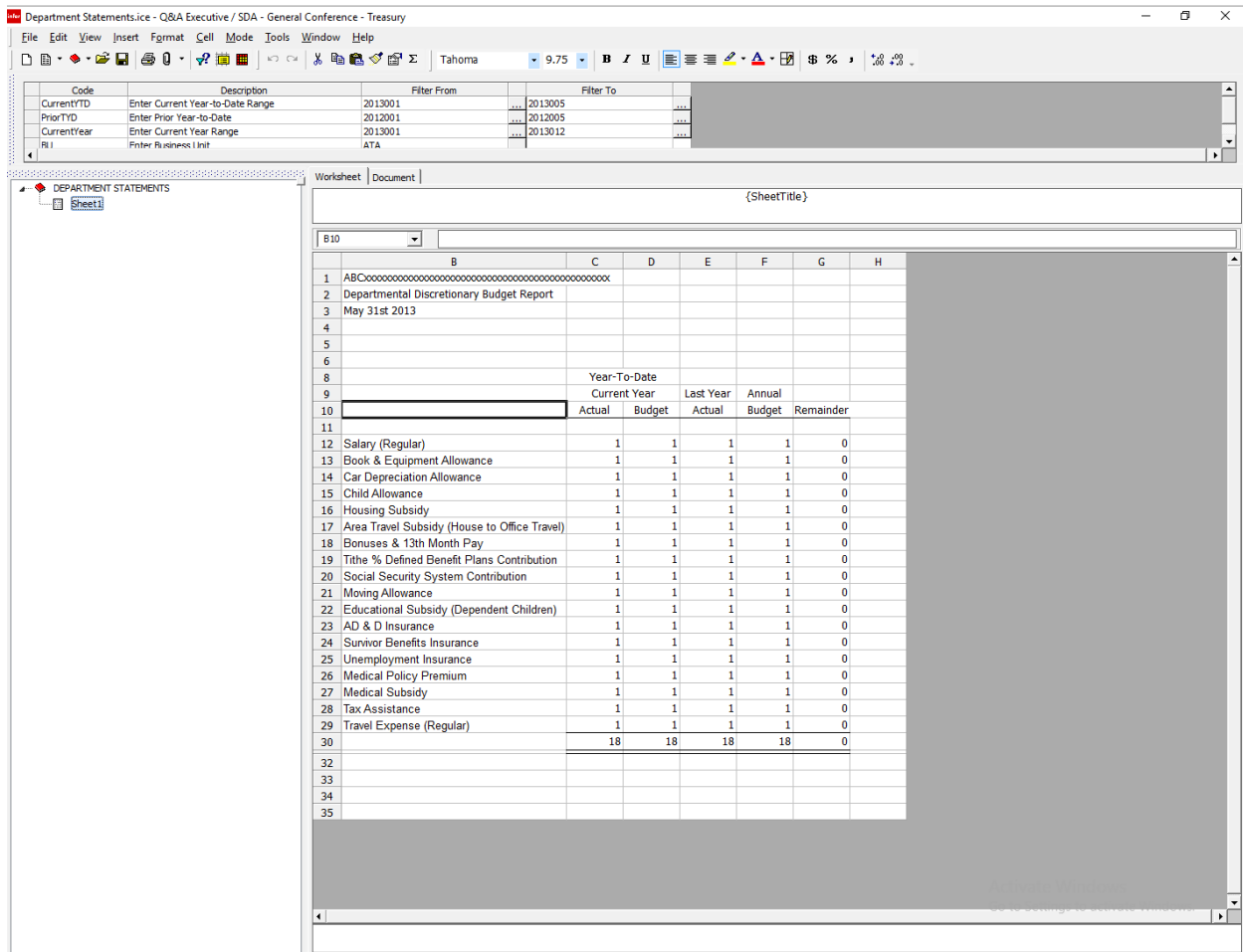


Q&A Executive Training

Q&A Modifying the Desktop

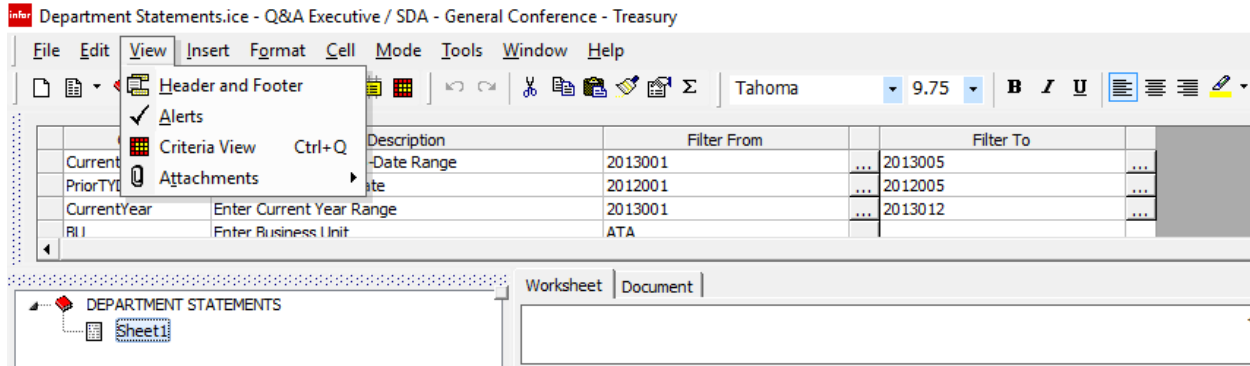
In this lesson, you will learn how to make a few changes to the Executive desktop. This lesson does not result in a report. It simply helps you to set up your working environment to make it more comfortable.



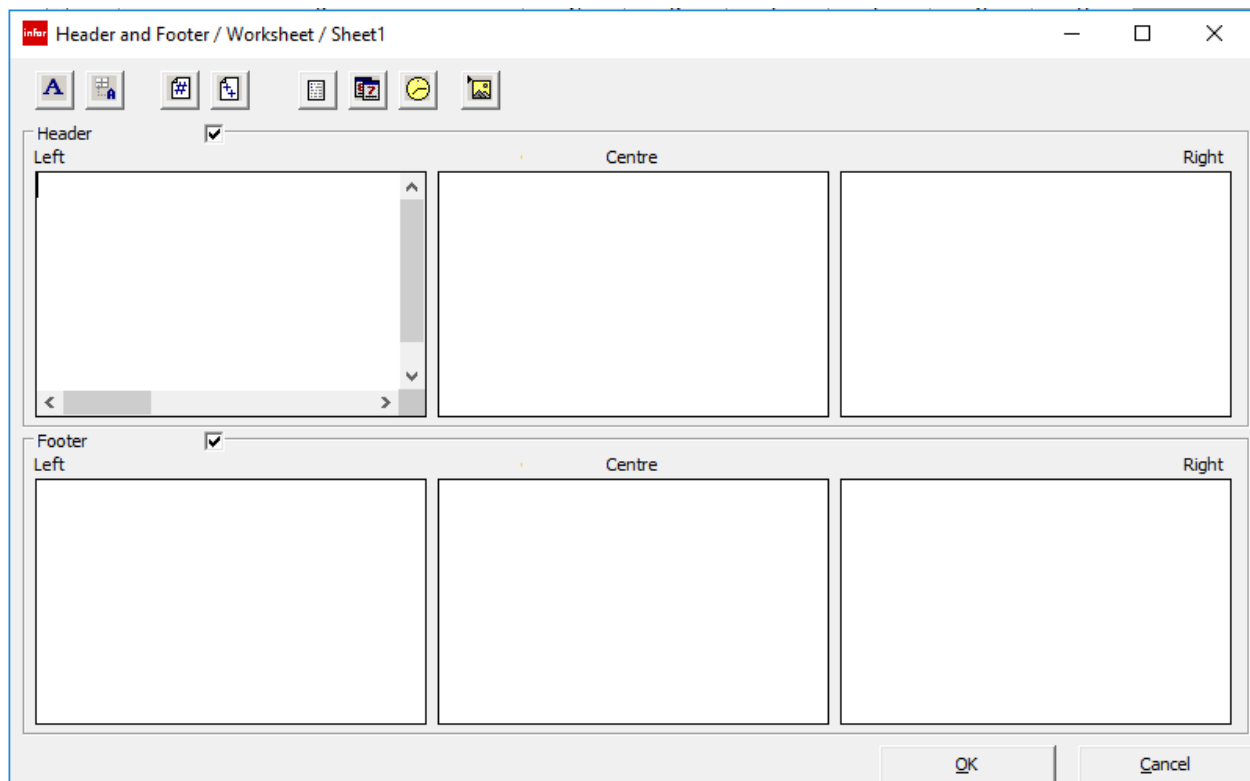
Remove Header and Footer Spaces

The header and footer spaces can be removed from the workspace.

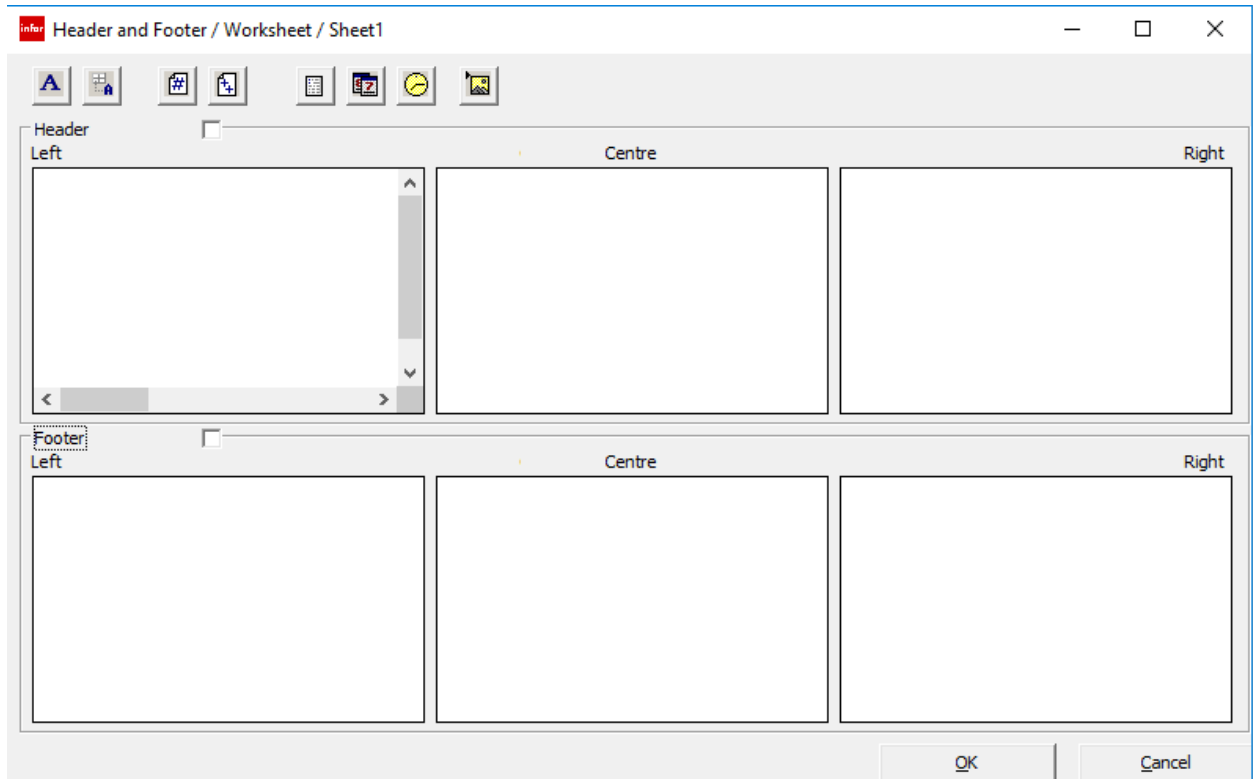
- Go to the View menu on the menu bar



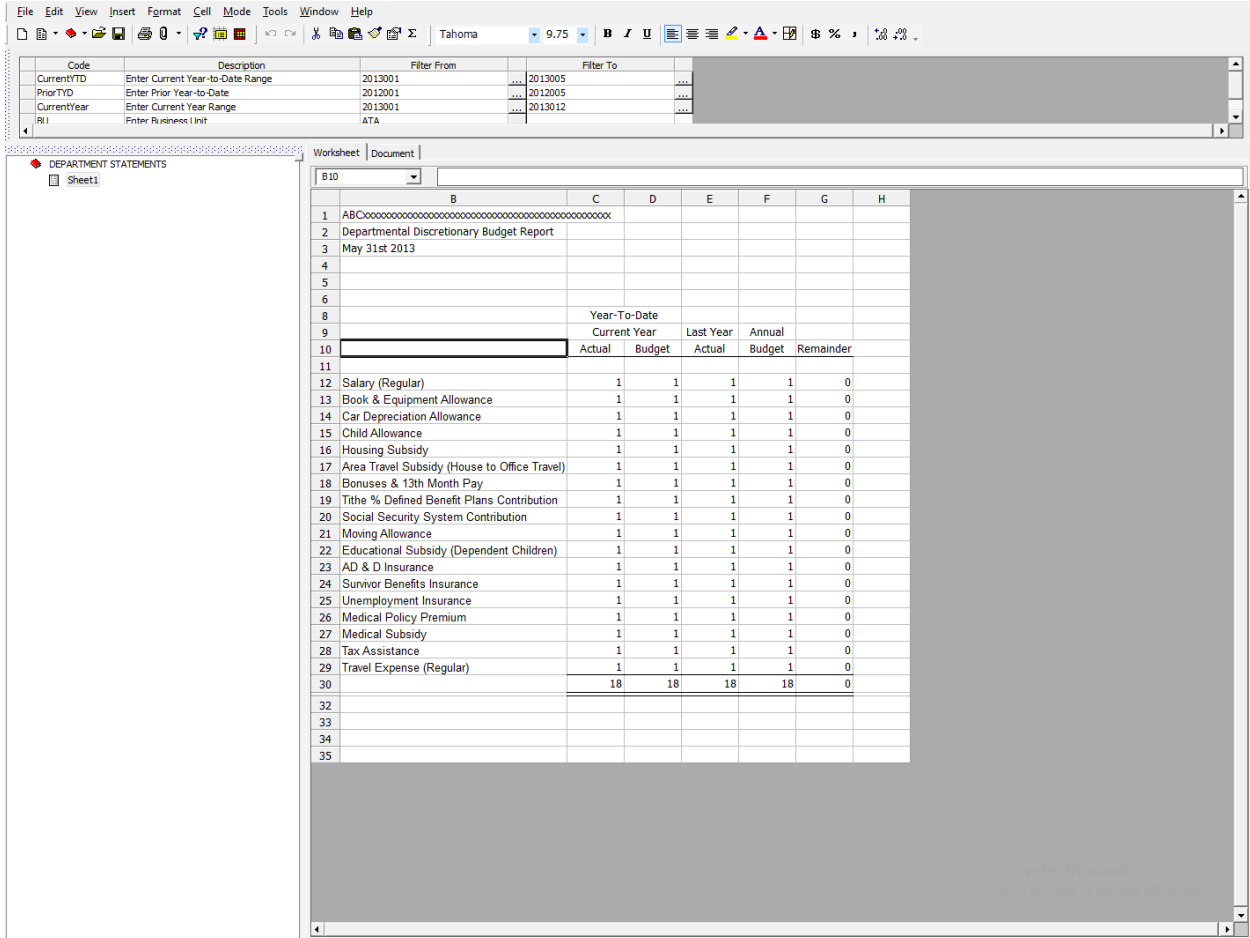
- Select Header and Footer



- Uncheck the Header and Footer check boxes




- Click OK



Notice that the Header and Footer spaces are now missing.

Move Directory Tree

The directory tree can be moved from the left side of the screen.

- Click on the top border  of the Directory Tree Pane
- Drag the directory tree pane to wherever you'd like it to be:
 - On the right of the worksheet

File Edit View Insert Format Cell Mode Tools Window Help

Tahoma 9.75 B I U

Code	Description	Filter From	Filter To
CurrentTYD	Enter Current Year-to-Date Range	2013001	2013005
PriorTYD	Enter Prior Year-to-Date	2012001	2012005
CurrentYear	Enter Current Year Range	2013001	2013012
BU	Enter Business Unit	ATA	

Worksheet | Document |

B10

	B	C	D	E	F	G	H
1	ABC						
2	Departmental Discretionary Budget Report						
3	May 31st 2013						
4							
5							
6							
7							
8		Year-To-Date					
9		Current Year	Last Year	Annual			
10		Actual	Budget	Actual	Budget	Remainder	
11							
12	Salary (Regular)	1	1	1	1	0	
13	Book & Equipment Allowance	1	1	1	1	0	
14	Car Depreciation Allowance	1	1	1	1	0	
15	Child Allowance	1	1	1	1	0	
16	Housing Subsidy	1	1	1	1	0	
17	Area Travel Subsidy (House to Office Travel)	1	1	1	1	0	
18	Bonuses & 13th Month Pay	1	1	1	1	0	
19	Tithe % Defined Benefit Plans Contribution	1	1	1	1	0	
20	Social Security System Contribution	1	1	1	1	0	
21	Moving Allowance	1	1	1	1	0	
22	Educational Subsidy (Dependent Children)	1	1	1	1	0	
23	AD & D Insurance	1	1	1	1	0	
24	Survivor Benefits Insurance	1	1	1	1	0	
25	Unemployment Insurance	1	1	1	1	0	
26	Medical Policy Premium	1	1	1	1	0	
27	Medical Subsidy	1	1	1	1	0	
28	Tax Assistance	1	1	1	1	0	
29	Travel Expense (Regular)	1	1	1	1	0	
30		18	18	18	18	0	
31							
32							
33							
34							
35							

Drill Tree

- DEPARTMENT STATEMENTS
 - Sheet1

- o Right of the Prompt Pane

The screenshot displays the SunPlus software interface. At the top is a menu bar (File, Edit, View, Insert, Format, Cell, Mode, Tools, Window, Help) and a toolbar with various icons. Below this is a filter table:

Code	Description	Filter From	Filter To
CurrentYTD	Enter Current Year-to-Date Range	2013001	2013005
PriorYTD	Enter Prior Year-to-Date	2012001	2012005
CurrentYear	Enter Current Year Range	2013001	2013012
BU	Enter Business Unit	ATA	

Below the filter table is a worksheet area with a grid. The grid has columns labeled B through H. Row 1 contains a long string of 'A's. Row 2 is titled 'Departmental Discretionary Budget Report' and row 3 is dated 'May 31st 2013'. Rows 8-10 show a header for 'Year-To-Date' with sub-headers for 'Current Year' and 'Last Year', and further sub-headers for 'Actual' and 'Budget' for each. Rows 12-29 list various budget categories with numerical values. Row 30 shows a total of 18 for both Actual and Budget columns. A 'Drill Tree' window is open at the bottom left, showing a tree structure with 'DEPARTMENT STATEMENTS' and 'Sheet1'.

- Between the other panes

Rearrange Location of Menus

The location and order of the menu bars can be rearranged. They are all movable.

Grab the little vertical bar to the immediate left of the menu and drag the menu to whichever part of the workspace you choose.

The screenshot shows the SunPlus application interface. At the top, there is a menu bar with options: File, Edit, View, Insert, Format, Cell, Mode, Tools, Window, Help. Below this is a table with columns: Code, Description, Filter From, and Filter To. The main workspace contains a spreadsheet with columns B through H. The spreadsheet data includes a header for 'Year-To-Date' with sub-columns for 'Current Year' (Actual, Budget) and 'Last Year' (Actual, Budget), plus a 'Remainder' column. The rows list various budget items such as Salary (Regular), Book & Equipment Allowance, Car Depreciation Allowance, etc. Three menu bars are shown floating over the spreadsheet: 'Edit' (with icons for undo, redo, cut, copy, paste, find, sum), 'Format' (with font settings for Tahoma, size 9.75, and bold/italic/underline options), and 'File' (with icons for file operations like open, save, print, and help).

Position the menus anywhere you'd like.