Troubleshooting in Microsoft Excel 2002

**Result:** To understand how to work with the Excel software to enter data, navigate the page, and print materials.

- **Tabs**
  Look at the tabs at the bottom of the window. They are labeled with various titles. Each tab represents a page in the document, and you can view various pages by clicking on their tabs. You can scroll sideways to see hidden tabs by pressing the arrow buttons at the bottom left of the window.

- **Cell Comments & Definitions**
  Cells with small red triangles in the corner have definitions or hints to help you enter your information more easily. To see the note for a particular cell, simply point at the cell with your mouse.

- **Entering Your Information**
  Enter data by first clicking on a cell, then typing. You can use the tab key to move one cell to the right, or the arrow keys to move up, down, left or right one cell at a time. You can also click with the mouse to select the cell you want. Excel indicates which cell you’re currently in by outlining it.
If you make a mistake, you can either re-enter the data or edit it:

- To re-enter the data, click on the cell and type.
- To edit the data, double-click on the cell. You will notice that a blinking cursor appears. When the cursor is active, you can click, drag, and add or delete characters the same way you would in a text editing program.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Fiscal Year</th>
<th>Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>2003</td>
<td>2004</td>
<td>2005</td>
</tr>
<tr>
<td>50,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Note: All of the cells you need to fill out have been highlighted in yellow. To avoid deleting formulas, only enter text or data into these yellow cells. If you accidentally enter data into a non-yellow cell, press Ctrl-Z or go to the Edit menu and choose Undo.

- **Troubleshooting Cell Errors**

Error messages in cells can look intimidating, but there is usually a simple solution. Here are the two most common errors:

- **Cell Displays “####”**

What it looks like:

<table>
<thead>
<tr>
<th></th>
<th>Jan 06</th>
<th>Feb 06</th>
<th>Mar 06</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>CALCULATED MEASURES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>QUICK ASSETS</td>
<td>$503,785</td>
<td>$595,614</td>
</tr>
<tr>
<td>9</td>
<td>WORKING CAPITAL</td>
<td>$407,985</td>
<td>$505,291</td>
</tr>
<tr>
<td>10</td>
<td>ANNUALIZED SALES</td>
<td>#</td>
<td>#</td>
</tr>
<tr>
<td>11</td>
<td>ANNUALIZED COGS</td>
<td>$672,848</td>
<td>$723,213</td>
</tr>
<tr>
<td>12</td>
<td>ANNUALIZED EARNINGS</td>
<td>$158,016</td>
<td>$389,760</td>
</tr>
</tbody>
</table>
**What it means:** Excel does not have enough space to display the number. This happens with large numbers, usually ones with seven figures or more.

**How to fix it:** Expand the width of the column.

1. Locate the column headers at the top of the spreadsheet. They are shaded grey and are labeled “A,” “B,” “C,” etc.
2. Click and drag the line between two columns to expand the width.
3. Alternate method: Double-click the line between two columns. This tells Excel to expand the column wide enough to display the longest number.

### Cell Displays “#DIV/0!”

- **What it looks like:**
  - A cell displays “#DIV/0!”
  - Or “Error: Incomplete Data”
  - Or is blank when a number should be displaying

**What it means:** Excel is missing data that it needs to make the calculation.

**How to fix it:** Go back through all of the pages in the worksheet to make sure you didn’t leave any cells blank. In some cases, you may not need the number Excel is trying to calculate. If that is the case, you would leave the number blank. Excel will display “Error: Incomplete Data” for that calculation.
• **Zooming In and Out**

The default view for the worksheets is zoomed out so you can see most of the page contents at a glance. To read the numbers and text more easily, you may want to zoom in.

To zoom in or out, locate the zoom drop-down menu and click on a percentage. Higher percentages zoom your view closer, making the text and numbers larger. Lower percentages zoom out.

Having trouble finding the zoom drop-down menu? Because Excel allows you to customize your toolbars, it may be in a different location than shown here. It may also be hidden.

To make sure your zoom drop-down menu shows:

1. Click on the arrow button on the right edge of the toolbar, as shown below.
2. Hover or click your mouse over the Add or Remove Buttons box. A list of buttons will drop down.
3. Find Zoom near the bottom of the list and click on it.

If you have trouble adding the Zoom button to the toolbar, you can go to the View menu, choose Zoom, and click on a percentage.
Navigating the Page after Zooming In

Once you have zoomed in, you will no longer be able to see the entire page contents at one time. To position your view over the text or data you want to see, use the up, down, left and right scroll arrows. They are located at the bottom right corner of the Excel window.

Printing Your Worksheets

To make sure your worksheet prints correctly, you will need to select the appropriate Page Setup properties. These cannot be automated, as they are dependent on your particular printer, operating system, and software version.

1. Go to the File menu and choose Page Setup.
2. Make sure the Page Tab is selected.
4. Under Scaling, choose Fit to 1 page. Click OK.
5. Go to the File menu and choose Print.
6. Choose the Entire Workbook option to print the entire report. Click OK.

- **Printing Selected Pages in Your Report**
  1. Click on the tab of the page you want to print.
  2. Go to the File menu and choose Print.
  3. Click on the Active sheet(s) radio button.
  4. Click OK.
  5. Repeat for other single pages you would like to print.
• **Printing Selected Areas of a Page**

You may choose to print only certain areas or sections of a page. For example, you may want to print only the graphs, without the ratio explanations or comments. The benefit is that your graphs will print larger as they expand to fit the page.

To set the print area:

1. Select the area you want to print by clicking and dragging the mouse over the cells.

2. Go to the File menu, choose Print Area, and choose Set Print Area. Excel will indicate the print area by surrounding it with a dotted line.
3. Go to the File menu and choose Print Preview to see if the print area has been set to the cells you want.

4. If the print area is not where you want it, click the Close button to exit Print Preview, then repeat steps 1 – 3.

In Print Preview, you can see that Excel will print only the graphs, without the text at the bottom of the page. The graphs have also expanded to fill the page.