Exercise 15

* Open the workbook **CONTACTS** then click in cell **C2** then from the W**indow** menu, select F**reeze Panes**
* Scroll around the sheet, noticing that the titles always remain on the screen
* Select column A then from the **F**o**rmat** menu, select C**olumn** then select H**ide**
* Click the **ContactData** sheet tab to select the worksheet
* Click in cell **A2** then press ++**⭣** to select the range of data
* Press +**⭢** twice to select the next two columns
* From the I**nsert** menu, select N**ames** then C**reate**
* In the dialogue box, make sure that only the L**eft column** box is checked then click **OK**
* Click in cell **A2** then from the W**indow** menu, select F**reeze Panes**
* Click the arrow on the **Name** box then scroll to find **Merchant,Robb** and select it

The appropriate data is selected on the sheet.

* From the E**dit** menu, select G**o To** then select another name and click **OK**
* Select the sheet **CompleteData**
* Select rows **86:92** then right-click the selected row headers and select H**ide**
* Note the total number of rows with data in **CompleteData** then switch back to **ContactData** then look to see if the hidden rows are still shown

Hiding data does not affect any calculations using the hidden cells. Because all the cells on the **ContactData** sheet use a reference to **CompleteData**, all the rows are still there.

* Switch back to the **CompleteData** sheet and click-and-drag across rows **85:93**
* Right-click the row headers and select U**nhide**
* From the **F**o**rmat** menu, select S**heet** then from the submenu, select H**ide**
* Save and close the workbook

Open **HOUSE**

Open **HOUSEHOLD**

* Practise switching between the two workbooks
* From the W**indow** menu, select **Compare Side** b**y Side With...**
* Practise scrolling around one window and observe the changes in the other window
* On the **Compare Side by Side** toolbar, click **Close Side** b**y Side**
* Close **HOUSEHOLD**
* Maximise **HOUSE**
* Use the horizontal split box to split the screen into two so that you can view the fixed and variable expenses on the screen together
* Remove the split
* Use F**reeze** **Panes** to lock the **Month** headings for scrolling across the sheet
* Remove the split
* Use Zoom to view all data on the worksheet without scrolling
* Save and close **HOUSE**