



*Name:*

**COMPUTING  
FOR FARMERS  
USING FARM DATA  
WORKBOOK**

This workbook has been updated following the completion of the RMPP (Red Meat Profit Partnership) and is designed to be used in a workshop setting, however, is suitable for one-on-one use for farmers to develop their Excel skills.

Please note if using an Apple (Mac) computer some of the shortcuts and steps will be slightly different. We recommend using Microsoft Excel for Mac in addition to Apple numbers when working through this workbook.

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# Session 1 – Getting to know Excel

## Case Study

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James and Jane Hunter run a sheep and beef farm on the east coast of the North Island.

With 2,600 Coopworth ewes and 145 cows (including heifers), their stock policies include:

- Mating hoggets (most years);
- Finish lambs at around 17.5kg/lt;
- Finish steer calves;
- Heifer calves (minus replacements) are sold at weaning;
- Scanned dry heifers are also sold.

You are to help James and Jane prepare a **stock reconciliation** for the coming year.



## Getting started with Excel

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### Tasks

- Open the Stock Reconciliation Spreadsheet
- Using the Stock Reconciliation Spreadsheet, identify the key parts of the spreadsheet (Row Header, Row, Column Header, Column, Cell, the File tab on the Ribbon)
- Use the left and right mouse keys and the tab key to move around the spreadsheet
- Identify the cell format types used in this spreadsheet (Text, Numeric, Formula)
- Use Save As to rename (append your initials to the end) and save the spreadsheet (so you can go back to the original copy if you make a mistake)
- Place a shortcut to the spreadsheet on your desktop for easy access

## Key menu items / areas in Excel

The screenshot shows the Microsoft Excel interface with several key areas highlighted and labeled:

- Save:** A green arrow points to the Save icon in the top-left corner of the window.
- Close:** A green arrow points to the Close button (X) in the top-right corner of the window.
- New Open Save Save As Print etc.:** A green arrow points to the FILE menu in the top-left corner.
- Ribbon:** A green arrow points to the ribbon area, which contains various tabs like HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, and VIEW.
- Column Header (labelled with letters):** A green box highlights the column headers (A through L) at the top of the spreadsheet.
- Number:** A green box highlights the numerical value '2600' in cell B4.
- Number (Formula):** A green box highlights the formula '=2600\*1' in cell C4.
- Text:** A green box highlights the text 'R2yr Heifers (V)' in cell B12.
- Cell:** A green box highlights the cell J10, which contains the value '25'.
- Row Header (labelled with numbers):** A green box highlights the row headers (1 through 17) on the left side of the spreadsheet.

## Save As

The screenshot illustrates the 'Save As' process in Microsoft Excel, with four numbered steps:

- 1. FILE:** The FILE menu is highlighted in the top-left corner.
- 2. Save As:** The 'Save As' option is highlighted in the FILE menu.
- 3. Type in the new name:** The 'Save As' dialog box is open, and the 'File name' field is highlighted, showing the new name 'Stock Unit Calculator 4 Au'.
- 4. Save:** The 'Save' button in the 'Save As' dialog box is highlighted.

A text box in the center of the dialog box provides instructions: "Save your spreadsheet with a different name" followed by the four steps listed above.

## Desktop Shortcut

**Create a shortcut**  
Navigate to the folder that contains the spreadsheet

1. Right click on the spreadsheet (to bring up the menu)
2. Send to
3. Desktop (create shortcut)

The screenshot shows a Windows File Explorer window with the 'Documents' folder selected. A file named 'Stock Unit Calculatc' is highlighted. A context menu is open over the file, and the 'Send to' option is selected. A sub-menu is open, showing 'Desktop (create shortcut)' as the selected option. Red circles and numbers 1, 2, and 3 are overlaid on the image to indicate the steps: 1. Right-clicking the file, 2. Clicking 'Send to', and 3. Clicking 'Desktop (create shortcut)'.

## Session 2 – Next steps in Excel

### Case Study

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James and Jane have recently had the following changes in stock numbers:

- On scanning the heifers they found 3 dries.
- They have now sold all the trading lambs.

In this session we will update their stock reconciliation to reflect these changes.





# Updating Content

## Tasks

Use the left and right mouse keys to make the following changes to the Stock Reconciliation Spreadsheet.

- Insert a row under the Total Sheep row
- Insert a row under the Total Cattle row
- Delete Column D
- Increase the height of Row 1
- Increase the Width of Column A

## Insert/delete and change width/height of a row or column

The screenshot shows an Excel spreadsheet titled "Course 2 stock rec for workbok.ods - Excel". The spreadsheet contains the following data:

	A	B	C	D	E	F	G	H	I	J	K	L
1		Stock reconciliation 01/07/15										
2		No.	su/head		Total su							
3	Sheep											
4	Ewes	2600	1		2600							
5	Ewe Hoggets	780	0.8		624							
6	Trading Lambs	350	0.8		280							
7	Rams	34	1.5		51							
8	Others	0	1		0							
9	Total Sheep				3555							
10	Cattle											
12	Breeding Cows	120	6		720							
13	R2yr Heifers (VIC)	25	6		150							
14	R1yr Heifers	30	3.5		105							
15	R2yr Steers				325							
16	R1yr Steers				248							
17	Breeding Bulls				20							

Annotations in the image:

- Change width of Column J**: Left click, hold, drag (indicated by a double-headed arrow between columns I and J).
- Change height of Row 13**: Left click, hold, drag (indicated by a double-headed arrow between rows 12 and 13).
- Insert / Delete a Column / Row**:
  1. Right click
  2. Insert (Row, Column)
  3. Delete (Row, Column)(indicated by a mouse cursor icon).

## Tasks

- Insert a row under the Breeding Cows row
- Type the following information into the new row, **Column A = R2yr Heifers (dry)**, **Column B = 3**, **Column C = 6**
- Copy the formula from the Total Su column for Breeding Cows and paste it into the new row below
- Delete the Trading Lambs row

## Enter text or numbers

Enter / update cell content  
type in the Formula Bar  
or  
type in the Cell

	No.	su/head	Total su
<b>Stock reconciliation 01/07/15</b>			
<b>Sheep</b>			
Ewes	2600	1	2600
Ewe Hoggets	780	0.8	624
Trading Lambs	350	0.8	280
Rams	34	1.5	
Others	0	1	
<b>Total Sheep</b>			
<b>Cattle</b>			
Breeding Cows	120	6	
R2yr Heifers (dry)	3	6	
R2yr Heifers (VIC)	25	6	
R1yr Heifers	30	3.5	105
R2yr Steers	65	5	325
R1yr Steers	62	4	248

## Copy and Paste

**Copy text**

1. Right click on the cell you are copying from
2. Copy
3. Right click on the cell you are pasting to
4. Paste

Stock reconciliation 01/07/15			
	No.	su/head	Total su
Sheep			
Ewes	2600	1	2600
Ewe Hoggets	780	0.8	624
Trading Lambs	350	0.8	280
Rams	34	1.5	51
Others	0	1	0
<b>Total Sheep</b>			<b>3555</b>
Cattle			
Breeding Cows	120	6	720
R2yr Heifers (dry)	3	6	18
R2yr Heifers (VIC)	25	6	150
R1yr Heifers	30	3.5	105
R2yr Steers	65	5	325
R1yr Steers	62	4	248

## Delete Rows

**Delete Row**

1. Right click on the Row Header of the row you are deleting
2. Delete

Stock reconciliation 01/07/15			
	No.	su/head	Total su
2600	1	2600	
780	0.8	624	
350	0.8	280	
34	1.5	51	
0	1	0	
<b>3555</b>			
Cattle			
Breeding Cows	120	6	720
R2yr Heifers (dry)	3	6	18
R2yr Heifers (VIC)	25	6	150
R1yr Heifers	30	3.5	105
R2yr Steers	65	5	325
R1yr Steers	62	4	248

# Formatting content

## Tasks

- Increase the font size of the spreadsheet title (cell B1) from 10 to 12.
- Remove the underline from the spreadsheet title (cell B1).
- Use Wrap text to wrap the content of spreadsheet title (cell B1) then select undo
- Add a 1000 separator to column D
- Select Row 2 and a background colour to add emphasis

## Format text

**Format of cell D2**  
Bold – B  
Font type – Arial  
Font size – 10  
Alignment in row – Bottom  
Alignment in column – Right

	A	B	C	D	E	F	G	H	I	J	K
1		Stock reconciliation 01/07/15									
2		No.	sur head	Total su							
3	Sheep										
4	Ewes	2600	1	2600							
5	Ewe Hoggets	780	0.8	624							
6	Trading Lambs	350	0.8	280							
7	Rams	34	1.5	51							
8	Others	0	1	0							
9	<b>Total Sheep</b>			<b>3555</b>							
10											
11	Cattle										
12	Breeding Cows	120	6	720							
13	R2yr Heifers (dry)	3	6								
14	R2yr Heifers (VIC)	25	6	150							
15	R1yr Heifers	30	3.5	105							
16	R2yr Steers	65	5	325							
17	R1yr Steers	62	4	248							

## Wrap Text

**Wrap text**

1. Right click on cell
2. Format Cells...
3. Alignment
4. Wrap Text

	No.	su/head	
1.	Stock reconciliat		
2.	No.	su/head	
3.	Sheep		
4.	Ewes	2600	
			0.8
			0.8
			1.5
			1
			6
			6
13.	R2yr Heifers (dry)	3	6
14.	R2yr Heifers (VIC)	25	6
15.	R1yr Heifers	30	3.5
16.	R2yr Steers	65	5
17.	R1yr Steers	62	4

## 1000 Separator

**1,000 separator**

1. Right click on cell range
2. Format Cells...
3. Number
4. Number
5. Check Use 1000 Separator

	No.	su/head	Total su
2.			
3.	Sheep		
4.	Ewes	2600	2,600
5.	Ewe Hoggets	780	0.8
6.	Trading Lambs	350	0.8
7.	Rams	34	1.5
8.	Others	0	1
9.	Total Sheep		3,555
10.			
11.	Cattle		
12.	Breeding Cows	120	6
13.	R2yr Heifers (dry)	3	6
14.	R2yr Heifers (VIC)	25	6
15.	R1yr Heifers	30	3.5
16.	R2yr Steers	65	5
17.	R1yr Steers	62	4

## Highlight cells

The screenshot shows the Microsoft Excel interface with the 'HOME' ribbon tab selected. The 'Fill Colour' button in the Font group is highlighted with a green circle and a callout box labeled 'Fill Colour'. The spreadsheet below shows a table titled 'Stock reconciliation 01/07/15' with the following data:

	No.	su/head	Total su
Sheep			
Ewes	2600	1	2,600
Ewe Hoggets	780	0.8	624
Trading Lambs	350	0.8	280
Rams	34	1.5	51
Others	0	1	0
<b>Total Sheep</b>			<b>3,555</b>

# Session 3 – Organise information and use formulae

## Case Study

Now James and Jane want to add information about total feed eaten by each stock class into their spreadsheet.

In this session we will focus on this task.

We will also learn how to view and edit specific information.



## Formulae

### Tasks

- Type the following information (kgDM eaten/day) into column E

	kgDM eaten/day	
2		
3	<i>Sheep</i>	
4	Ewes	1.2
5	Ewe Hoggets	1.0
6	Trading Lambs	1.2
7	Rams	8.0
8	Others	0.0
9	<b>Total Sheep</b>	
10		
11	<i>Cattle</i>	
12	Breeding Cows	8.0
13	R2yr Heifers (dry)	7.0
14	R2yr Heifers (VIC)	7.0
15	R1yr Heifers	6.0
16	R2yr Steers	10.0
17	R1yr Steers	10.0
18	Breeding Bulls	10.0
19	<b>Total Cattle</b>	
20		

## Tasks

- Type “Total kgDM eaten/day” into cell F2
- Type the formula “=D4\*E4” into cell F4 (see Appendix Two: Formulae for a list of basic formulae)
- Use copy and paste to copy this formula to the remaining stock classes
- Use the Excel AutoSum function to total feed for Sheep (cell F9) and to total feed for Cattle (cell F19)
- Type the formula “=F9+F19” into cell F21 to total all feed (see Appendix Two: Formulae for a list of basic formulae)

## AutoSum Excel formula

**Sum a Column or Row**

1. Click in the cell where the sum is to appear
2. FORMULAS
3.  $\Sigma$  AutoSum
4.  $\Sigma$  Sum  
(Excel will automatically determine a range)
5. Enter (on your keyboard)

		kgDM eaten/day	Total kgDM eaten/day			
2						
3	Sheep					
4	Ewes	2600	1	2.600	1.2	3120
5	Ewe Hoggets	780	0.8	624	1.0	624
6	Trading Lambs	350	0.8	280	1.2	336
7	Rams	34	1.5	51	8.0	408
8	Others	0	1	0	0.0	0
9	<b>Total Sheep</b>			<b>3,555</b>		
10						
11	Cattle					
12	Breeding Cows	120	6	720	8.0	5760
13	R2yr Heifers (dry)	3	6	18	7.0	126
14	R3yr Heifers (dry)	25	6	150	7.0	1050



## Organise Information: Case study

James and Jane are updating their feed budget and only want to focus only on this information.

You are to help them with this task.

### Tasks

- Hide columns B to D so you are only viewing information about feed
- Use the Excel Data / Sort function to sort the Total kgDM eaten/day column (column F) from lowest to highest value
- Use the Undo function to reset to the original view
- Use the Excel Data / Filter function to only display information for Heifers
- Use the Undo function to reset to original view
- Use the Excel Replace function to search for all instances of “yr” and replace these with “year” (or other text in their spreadsheet)

### Hide and Unhide

#### Hide Columns (B - D)

1. Left click and drag  
1. Column Header (to select)
2. Right Click
3. Hide

The screenshot shows an Excel spreadsheet titled 'Course 2 stock rec for workbook.ods - Excel'. The spreadsheet has columns A through I. Columns B, C, and D are currently hidden. A context menu is open over the hidden columns, with the 'Hide' option selected. A yellow highlight is on the 'Total kgDM eaten/day' column (F). The spreadsheet data is as follows:

	No.			Total kgDM eaten/day
1				
2				
3	Sheep			
4	Ewes	2600		3120
5	Ewe Hoggets	780	0	624
6	Trading Lambs	350	0	336
7	Rams	34	1	408
8	Others	0	1	
9	Total Sheep			3,555
10				
11	Cattle			
12	Breeding Cows	120	6	720
13	R2yr Heifers (dry)	3	6	18
14	R2yr Heifers (VIC)	25	6	150
15	R1yr Heifers	30	3.5	105
16	R2yr Steers	65	5	325
17	R1yr Steers	62	4	248
18	Breeding Bulls	4	5	20

#### Unhide Columns

- Select columns (including hidden columns)
- Right Click
- Unhide

## Sort

**Sort by Su/head from smallest to largest**

1. Select the data range to sort
2. DATA
3. Sort
4. Column E (from dropdown)
5. Smallest to Largest (from dropdown)
6. Ok

## Filter Data

**Filter Data (by Heifers)**

1. DATA
2. Filter
3. Class dropdown arrow
4. Select only Heifers
5. Ok

## Find and Replace

**Find and Replace (all instances of yr with year)**

1. HOME
2. Find and Select
3. Replace
4. Replace
5. Type in what you want to find
6. Type in what you want to replace the text with
7. Replace All

1			
2	Sheep		
3	Ewes		
4	Ewes Hgts		
5	Trading Lambs	267	0.8
6	Rams	46	1.4
7	Others	0	1
8	<b>Total Sheep</b>		<b>3687</b>
9	Cattle		
10	Breeding Cows	93	6
11	R2yr Heifers (VIC)	26	6
12	R2yr Heifers (dry)		5
13	R1yr Heifers	3.5	0
14	R2yr Steers		5
15	R1yr Steers		4
16	Breeding Bulls		5
17	R2yr Bulls		5

## Session 4 – Farm Management Tools

*Use of a brand name does not imply endorsement or otherwise by Beef + Lamb New Zealand. Products are mentioned here only for information purposes, and this is not an exclusive list.*

### Introduction to Farm Management Tools: Case Study

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James and Jane want to maximise their lamb performance this season. To do this they have set a goal of having a ewe body condition score of 3.0 across the whole flock at tugging. For the past 2 years James has been doing a winter feed budget but to achieve this goal, sees the value in doing one all year round. They are investigating what feed budgeting programmes are available to use.

James is sure they could be getting their steers up to weight quicker so is trialling them on fodder beet this year. With all their cattle now EID tagged, he is going to monitor their liveweight gain every six months.

Having recently completed a subdivision programme on part of the hill block, getting an updated farm map would also be useful. This would be good for when they have staff working on the farm too.

Jane has been responsible for keeping the farm accounts and so far has been using an Excel spreadsheet to record farm income and expenses. Yesterday however, the neighbour mentioned she was going to an introduction evening discussing farm financial management packages available such as Cash Manager and Xero.

Having just calculated their greenhouse gas numbers with Beef + Lamb New Zealand, the Hunters are keen to explore nutrient management further.

### Farm management tools

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**NOTE:** All figures and costs are captured at the time of writing - April 2023.

#### **FARMAX**

A feed planning and livestock modelling and recording programme. Can be used to plan, review and compare options. Assess livestock performance and efficiency at per ha, per stock class, per head and per kg/DM. Farmax has good reporting options.

<http://www.farmax.co.nz/>

<https://www.youtube.com/watch?v=VDZf4WrdQeM>

#### **OVERSEER**

Soil nutrient management modelling programme. Uses farm resource information (soil type, topography, climate, farm system, cropping, supplement use, stock numbers, soil fertility, fertiliser applications etc.) to model what is happening to soil nutrients. Used for decision making support and by Regional Councils for monitoring.

<http://overseer.org.nz/>

### Financial

#### **Farm Focus**

Farm Focus is financial and planning software for New Zealand farmers. It's an interactive platform that provides up-to-date information between farming clients, their accountants and their bankers. Users get a superior view of their farm's performance and profitability, and can access valuable data and reports at any time, from anywhere.

## Xero and Figured

Figured is leading farm financial management software that is helping farming teams better manage the profitability of their operations.

<https://www.xero.com/nz/farming/>

<https://www.youtube.com/watch?v=OPFDIF5Rpg0>

<https://www.figured.com/>

## Farm Mapping

Both Ravensdown and Ballance have farm mapping programmes they provide to their clients free of charge. Farm mapping enables farmers to record farm activities, areas, paddock treatments (fert, drainage, cropping etc.), identify hazards, tracks. It is free to shareholders.

<http://www.ravensdown.co.nz/nz/pages/services/online-services/my-ravensdown/smart-maps.aspx>

<https://ballance.co.nz/myballance>

## Farm Records

### FARMIQ

Farm management software designed to drive sustainable, productive and profitable outcomes by bringing all your farm information into one place. Plan, Collaborate, Record, Report, Comply & Review.

<http://www.farmiq.co.nz/>

### TREV

Trev is your trusty farm reporting software to manage farm reporting requirements to help drive on-farm excellence. The software allows you to easily build and control a farm database, providing productive, profitable and sustainable insights. The weekly reporting framework takes less than ten minutes a week. Information can be shared across a farming operation, to advisors or platforms such as financial software providers, processors or organisations that determine a farm's licence to operate. [www.mytrev.com](http://www.mytrev.com)

### RESOLUTION

Resolution is a practical multi-tool that enables all your farm data to be stored in one spot, easy to use, 24/7 support, cloud based secure, automated compliance. <https://resolutionapp.co.nz/>

## Other

### Cloud Farmer

A cloud based diary that each team member can access. Useful for farm management recording such as reporting hazards, R&M, tallies, animal health treatments, timesheets etc. An app that works just like a notebook. <https://cloudfarmer.app/>

## Getting Help

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<http://www.wikihow.com/Use-Excel>

<http://chandoo.org/wp/excel-basics/>



## Homework Exercise

Most of James and Jane's farm income is from lamb sales and the bank suggests they budget on a schedule price of \$5.50/kglw for this year. Their neighbour thinks the price will be better than that. James also feels that the forecast El Nino weather conditions will have an impact on average sale weights this year.

To see what effect the schedule and average sale weights have on value per head of lamb sold they want to do a **sensitivity table** and **inancial budget** to know where they are at.

### Tasks

Use the information in the tables below to create your own 2 spread sheets for the Hunters:

1. Sensitivity table

2. Financial budget

- Create each table on a different tab in the same Excel document
- Make a formula wherever you can to do the calculations (eg. sum, =(x\*y))
- Format currency and decimal points
- When you print the two spreadsheets, they should look the same as the ones on the page following.

Homework due: \_\_\_\_\_

	A	B	C	D	E	F
1			Sensitivity Analysis – Prime Lambs			
2						
3	Table 1	<b>Per Head</b>	<b>Prime price (\$/kg)</b>			
4		<b>Weight (kg)</b>	<b>\$5.20</b>	<b>\$5.50</b>	<b>\$5.80</b>	
5		16.5	\$86	\$91	\$96	
6		17.0	\$88	\$94	\$99	
7		17.5	\$91	\$96	\$102	
8		18.0	\$94	\$99	\$104	
9						
10						
11						
12						
13						
14						
15						

	A	B	C	D	E	F
1	<u>Mini Budget</u>					
2	<b>Sheep income</b>	<b>Number</b>	<b>Price/kg</b>	<b>Kg/hd</b>	<b>TOTAL</b>	
3	Cull ewes	520	\$3.50	23	\$41,860	
4	Trade lambs	2800	\$5.50	17.5	\$269,500	
5	Ewe wool	2600	\$4.00	5.5	\$57,200	
6	<b>Beef</b>					
7	R2 Steers	62	\$5.80	310	\$111,476	
8	Weaner Heifers	30	\$2.40	225	\$16,200	
9	Dry heifers	5	\$5.80	240	\$6,960	
10	Cull Cows	25	\$4.80	255	\$30,600	
11	<b>TOTAL INCOME</b>				<b>533796</b>	
12						
13	<b>Some expenses</b>					
14	Animal health				\$21,000	
15	R&M				\$24,000	
16	Fertiliser				\$55,000	
17	Administration				\$16,000	
18	Other expenses				\$191,000	
19	<b>TOTAL EXPENSES</b>				<b>\$307,000</b>	
20						
21	<b>Net Income (before Interest, Tax and Drawings)</b>				<b>\$226,796</b>	
22						
23	*This budget is over-simplified for the purpose of gaining Excel skills.					
24						
25						
26						



## Appendix One: Some Shortcut keys

<b>Ctrl + S</b>	Save the active workbook.
<b>Ctrl + A</b>	Select the entire worksheet. If the cursor is currently placed within a table, press once to select the table, press one more time to select the whole worksheet.
<b>Ctrl + C</b>	Copy the contents of the selected cells to Clipboard.
<b>Ctrl + X</b>	Cut the contents of the selected cells to Clipboard.
<b>Ctrl + V</b>	Insert the contents of the Clipboard into the selected cell(s).
<b>Ctrl + Z</b>	Undo your last action.
<b>Ctrl + P</b>	Open the "Print" dialog box.
<b>Ctrl + G</b>	Open the "Go to" dialog box. Pressing F5 displays the same dialog.
<b>Ctrl + F</b>	Display the "Find" dialog box.
<b>Home</b>	Return to the 1st cell of the current row in a worksheet.
<b>Ctrl + Home</b>	Move to the beginning of a worksheet (A1 cell).
<b>Ctrl + End</b>	Move to the last used cell of the current worksheet, i.e. the lowest row of the rightmost column.

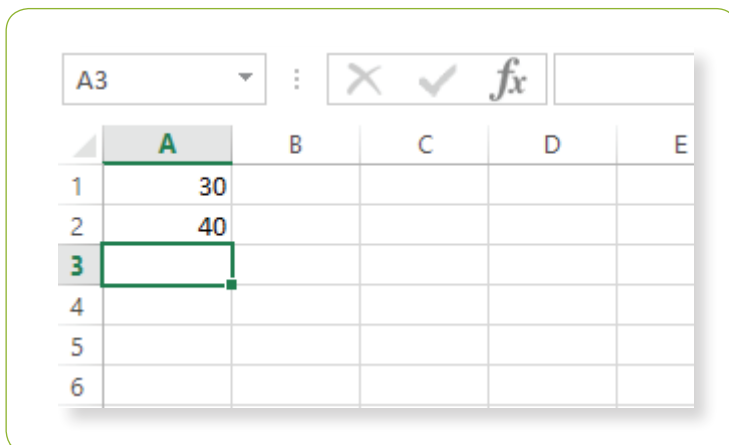
# Appendix Two: Formulae

## Basic formula operators

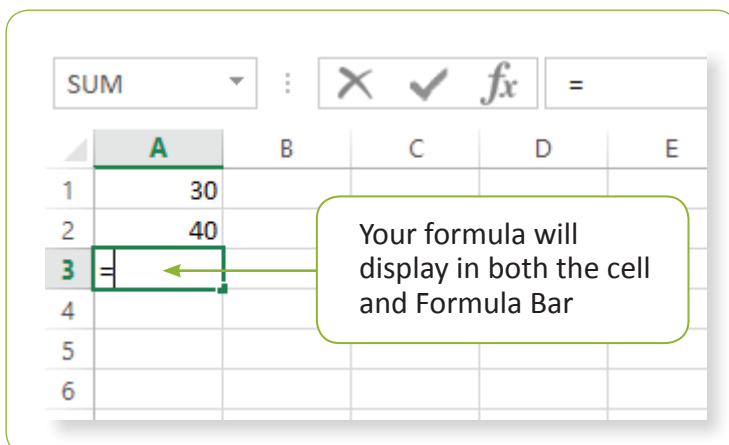
Formula	Description	Example of use
=A1+B1	Adds cells B1 and B2	Add feed sub totals to get total feed.
=A1*B1	Multiples cell A1 by cell B1	Multiply feed per stock unit by the total number of stock to get total feed.
=A4/A2	Divides cell A4 by Cell A2	To find average feed if you only have total figures and stock numbers
=A5*0.15	Multiples cell A5 by 1.5	Calculate GST
=SUM(B1:B4)	Totals the cells B1, B2, B3 and B4	Sub total amount of feed for a stock class.

### Example A - add A1 and A2 (by typing the formula operators)

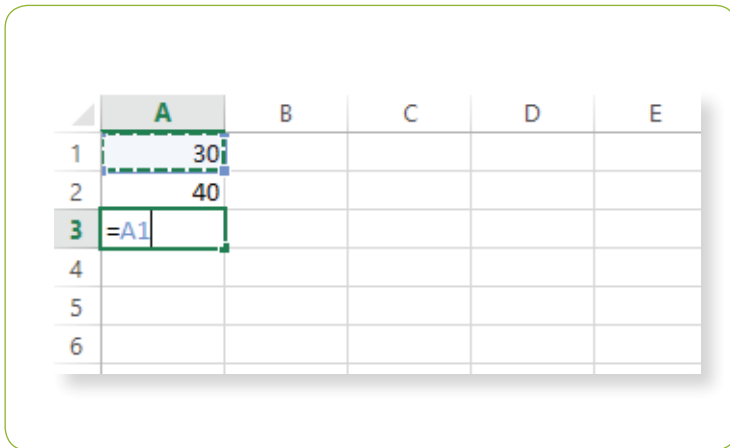
1. Click in the cell where you want your formula to display (e.g. A3)



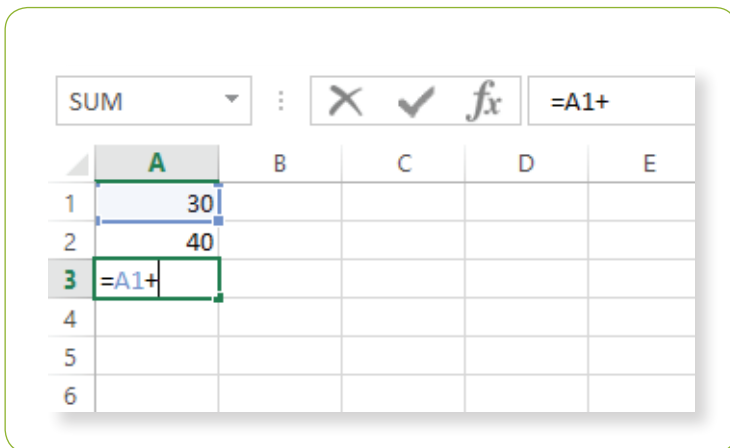
2. Type in the “=” sign



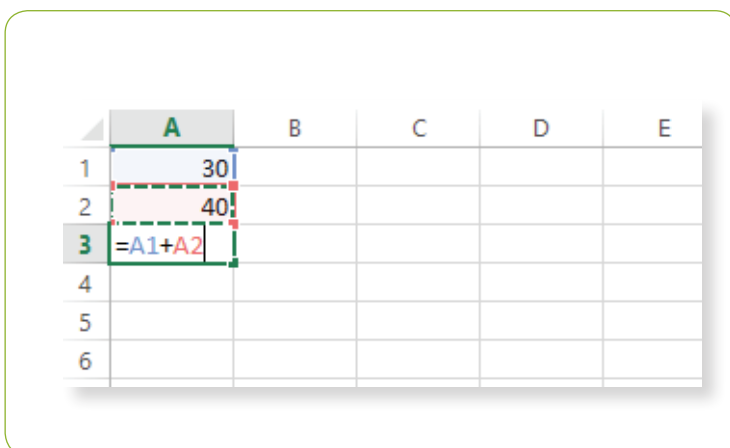
3. Click on the first cell you want to add (or type in the cell reference "A1")



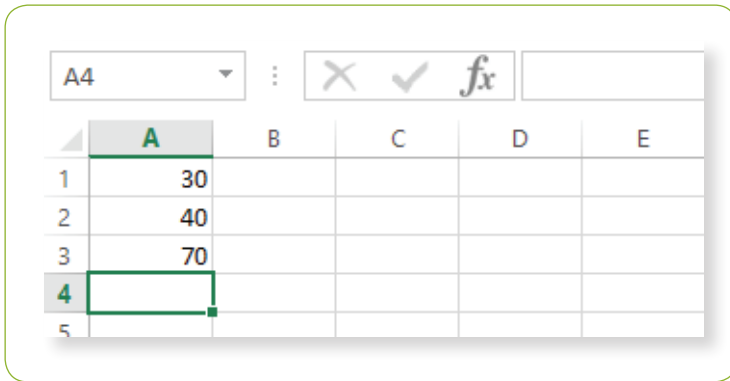
4. Type in the mathematical operator – in this case the "+" sign



5. Click on the second cell you want to add (or type in the cell reference "A2")

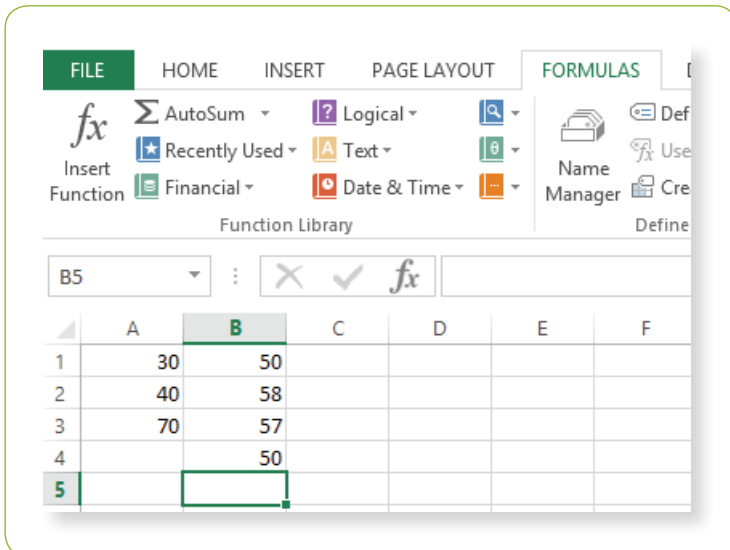


6. Press Enter (and you're done)

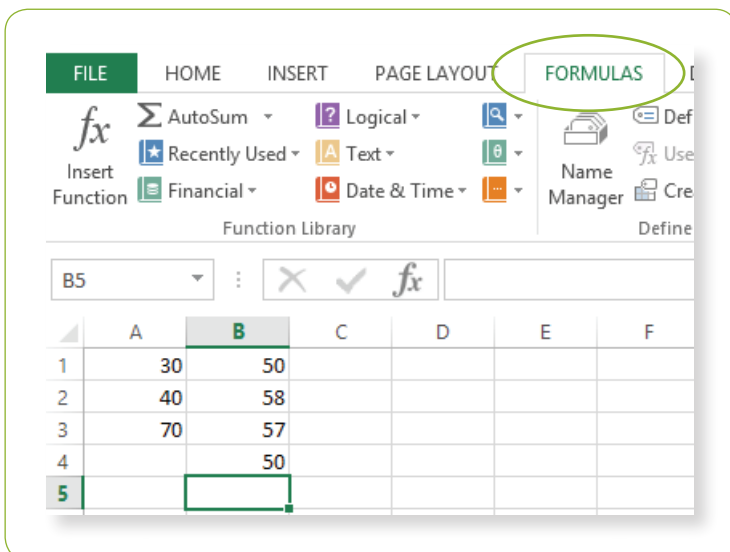


### Example B - Total the cells B1 to B4 (by using the Excel FORMULAS function)

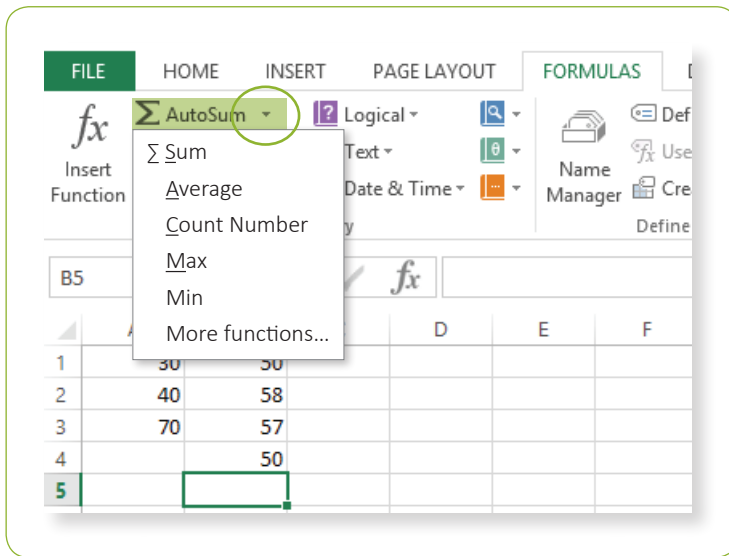
1. Click in the cell where you want your formula to display (e.g. B5)



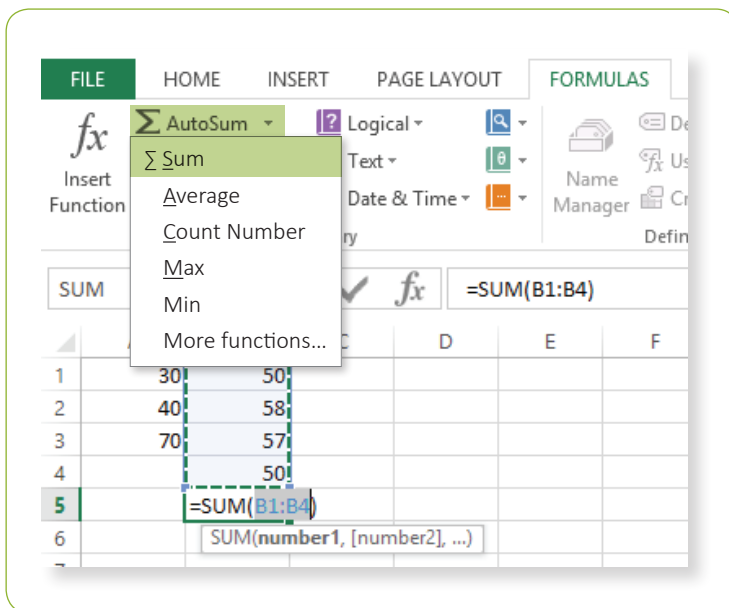
2. Click on the FORMULAS Tab



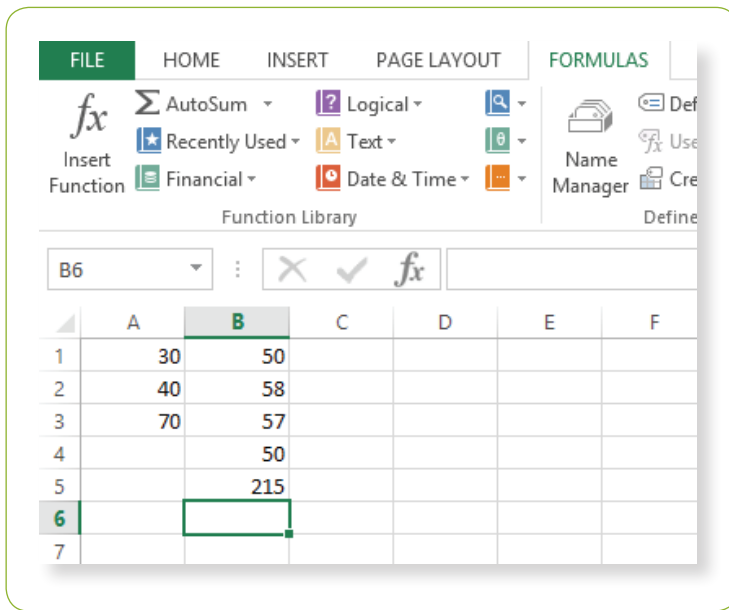
3. Click on the AutoSum down arrow



4. Click on Σ Sum (Excel determines a cell range – if incorrect use your mouse to select the correct range)



5. Press Enter (and you're done)



## Appendix Three: Glossary

Term	Description
<b>Active cell</b>	The selected cell in which data is entered when you begin typing.
<b>Cell</b>	A box formed by the intersection of a row and column in a worksheet or a table, in which you enter information.
<b>Cell reference</b>	The set of coordinates that a cell occupies on a worksheet. For example, the reference of the cell that appears at the intersection of column C and row 4 is C4.
<b>Column heading</b>	The lettered or numbered gray area at the top of each column. Click the column heading to select an entire column. To increase or decrease the width of a column, drag the line to the right of the column heading.
<b>Filter</b>	To display only the rows in a list that satisfy the conditions you specify. You use the AutoFilter command to display rows that match one or more specific values, calculated values, or conditions
<b>Formula</b>	A sequence of values, cell references, names, functions, or operators in a cell that together produce a new value. A formula always begins with an equal sign (=).
<b>Operator</b>	A sign or symbol that specifies the type of calculation to perform within an expression. There are mathematical, comparison, logical, and reference operators.
<b>Range</b>	Two or more cells on a sheet. The cells in a range can be adjacent or nonadjacent.
<b>Row heading</b>	The numbered gray area to the left of each row. Click the row heading to select an entire row. To increase or decrease the height of a row, drag the line below the row heading.
<b>Spreadsheet</b>	The primary document that you use in Excel to store and work with data. Consists of cells that are organized into columns and rows.

# Appendix Four: Extension Activities

## Tasks

- Set your print area (to ensure you are just printing the rows and columns in your worksheet)
- Change the page orientation to portrait
- Select print gridlines (to print the lines between your columns and rows)
- Print the worksheet

## Set print area

**Set a print area**

1. Select the area you want to print
2. PAGE LAYOUT
3. Set print area

Stock reconciliation 01/07/15			
	No.	su/head	Total su
<b>Sheep</b>			
Ewes	2600	1	2,600
Ewe Hoggets	780	0.8	624
Trading Lambs	350	0.8	
Rams	34	1.5	
Others	0	1	
<b>Total Sheep</b>			
<b>Cattle</b>			
Breeding Cows	120	6	
R2yr Heifers (dry)	3	6	
R2yr Heifers (VIC)	25	6	150
R1yr Heifers	30	3.5	105
R2yr Steers	65	5	325
R1yr Steers	62	4	248
Breeding Bulls	4	5	20
<b>Total Cattle</b>			<b>1,568</b>
			<b>5,123</b>



## Change page orientation / print gridlines

**Stock reconciliation 01/07/15**

	No.	su/head	Total su
<b>Sheep</b>			
Ewes	2600	1	2,600
Ewe Hoggets	780	0.8	624
Trading Lambs	350	0.8	280
Rams	34	1.5	51
Others	0	1	0
<b>Total Sheep</b>			<b>3,555</b>
<b>Cattle</b>			
Breeding Cows	120	6	720
R2yr Heifers (dry)	3	6	
R2yr Heifers (VIC)	25	6	150
R1yr Heifers	30	3.5	105
R2yr Steers	65	5	325
R1yr Steers	62	4	248
Breeding Bulls	4	5	20
<b>Total Cattle</b>			<b>1,568</b>

**Set page orientation**

- PAGE LAYOUT
- Orientation
- Choose (Portrait or) Landscape

**Print gridlines**

- Tick Print (gridlines)

## Print Worksheet

**Print the worksheet**

- FILE
- Print
- Make selections (pages, printer, etc.)
- Print

## Tasks

### Create new sheet for 2016 stock reconciliation

- Rename the name of your sheet to “2015”
- Add a new sheet
- Rename it to “2016”
- Copy the column A and Row 1 data from your 2015 sheet and paste it to your new (2016) sheet
- Reorder your sheets so that 2016 becomes your first sheet

## Rename, add and reorder sheets

A1 : X ✓ fx

	A	B	C	D	E	F	G	H	I	J
1		Stock reconciliation 01/07/16								
2										
3	Sheep									
4	Ewes									
5	Ewe Hoggets									
6	Trading Lambs									
7	Rams									
8	Others									
9	<b>Total Sheep</b>									
10	Cattle									
11	Breeding Cows									
12	R2yr Heifers (VIC)									
13	R1yr Heifers									
14	R2yr Steers									
15	R1yr Steers									
16	Breeding									
17	<b>Total Cattle</b>									
18										
19										
20										
21										
22										
23										
24										
25										

**Rename**  
Double (left) click  
(or right click, Rename)  
Type new name

Add new sheet

**Reorder**  
Click, hold and drag tab (to new position) to reorder sheet





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