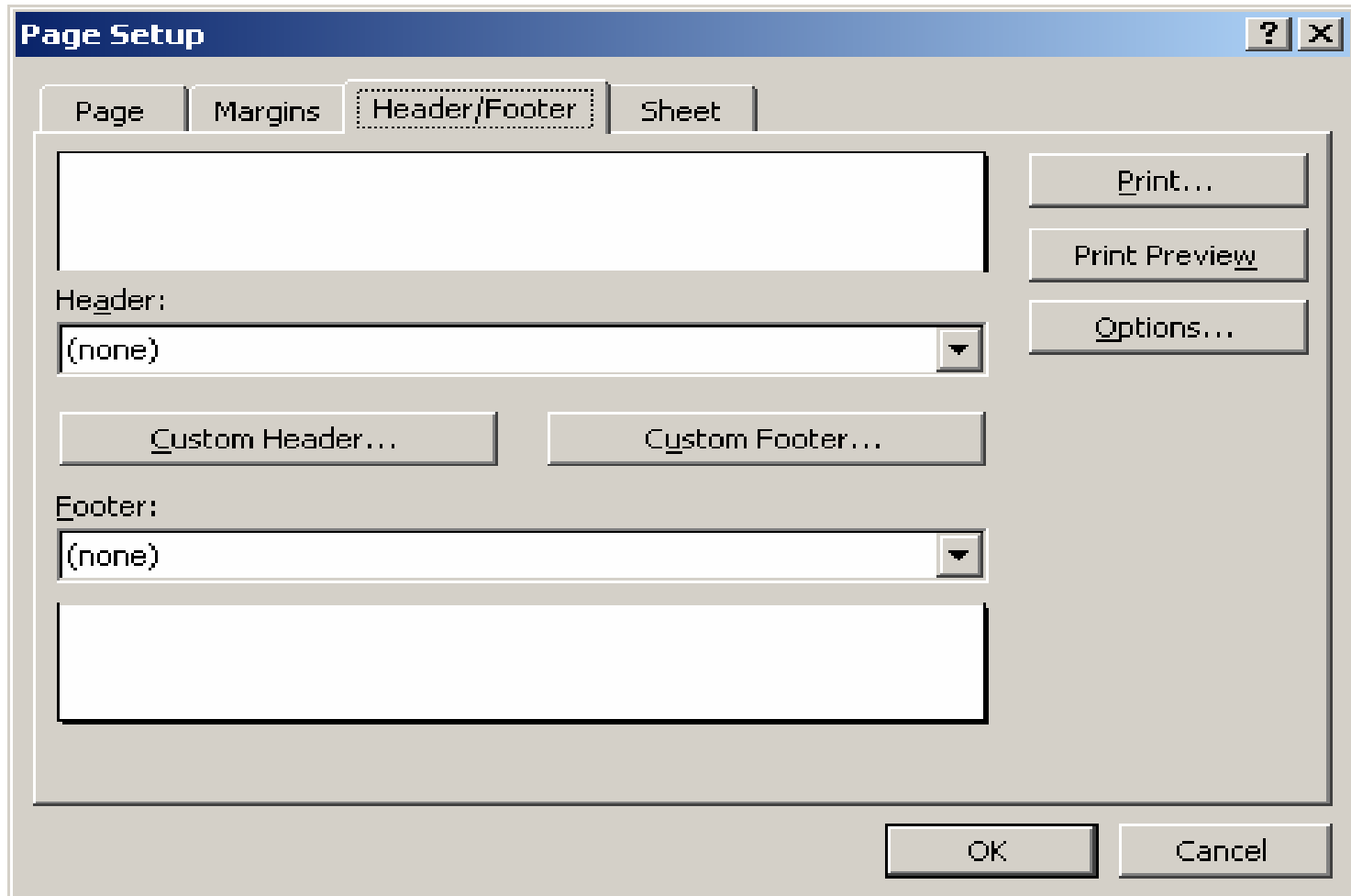


3. Specifying the Header and Footer : ការសរសេរ

អត្ថបទលើក្បាលទំព័រ និងចុងទំព័រ



Header



To format text: select the text, then choose the font button.

To insert a page number, date, time, file path, filename, or tab name: position the insertion point in the edit box, then choose the appropriate button.

To insert picture: press the Insert Picture button. To format your picture, place the cursor in the edit box and press the Format Picture button.

OK

Cancel



Left section:

Center section:

Right section:

Three empty rectangular text input boxes are arranged horizontally. Each box has a vertical scrollbar on its right side, with a small upward-pointing triangle at the top and a downward-pointing triangle at the bottom. The boxes are currently empty.

- Left Section : ការសរសេរអត្ថបទផ្នែកខាងឆ្វេងនៃជ័យរបស់

Header និង Footer

- Center Section : ការសរសេរអត្ថបទចំកណ្តាលនៃជ័យរបស់

Header និង Footer

- Right Section : ការសរសេរអត្ថបទផ្នែកខាងស្តាំនៃជ័យរបស់

Header និង Footer

VII. How to Create Chart :

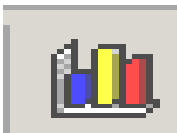
- មុនដំបូងវាយទិន្នន័យជាមុនសិន

- បន្ទាប់មក Select Data

- រួចចុច Insert Menu

- ហើយចុចលើ Chart

- រួចចុចលើ Button



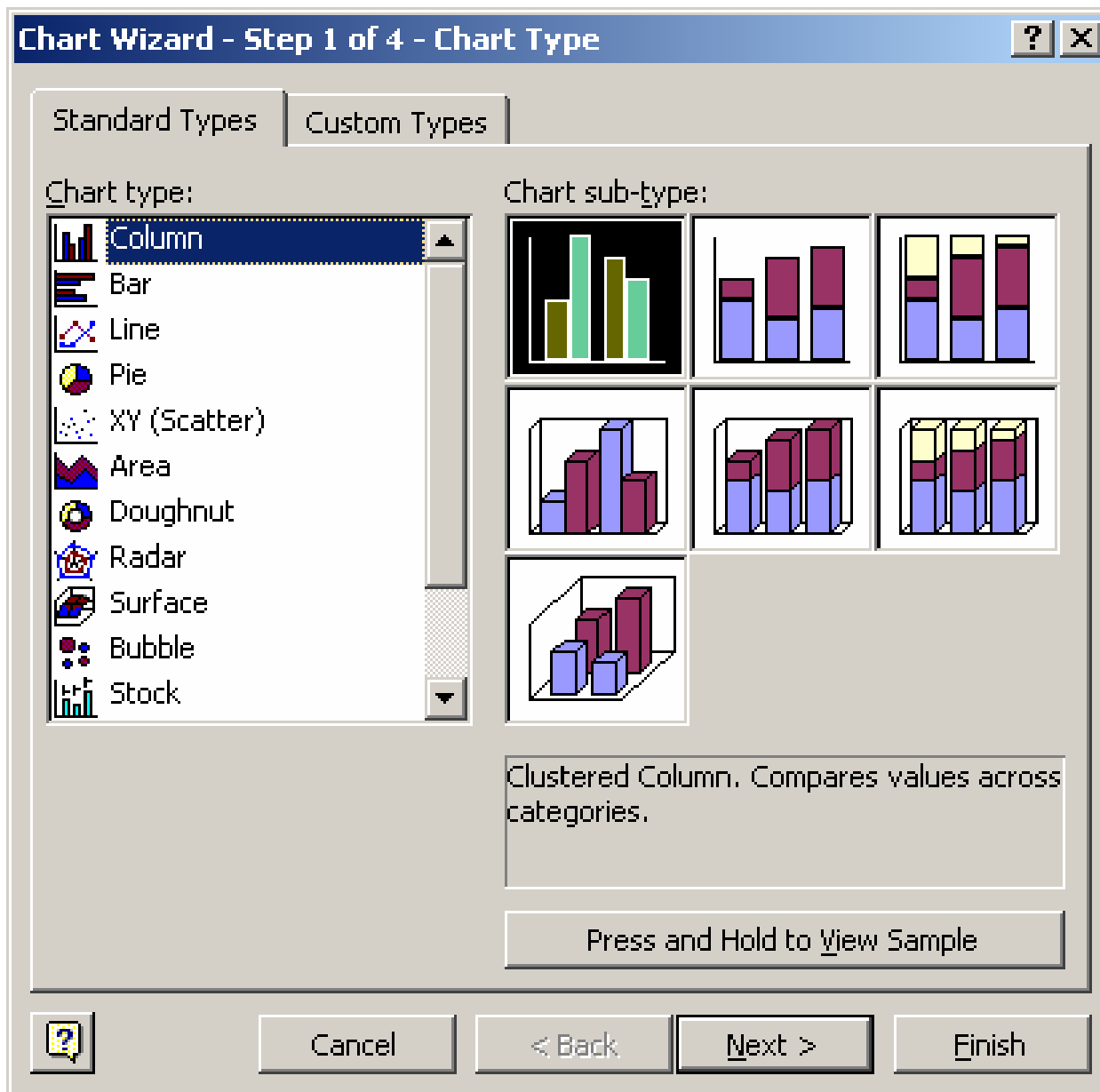


Chart Wizard - Step 2 of 4 - Chart Source Data [?] [X]

Data Range [Series]

Week	Income	Expense	Net Profit
Week1	\$2,000	\$500	\$1,500
Week2	\$8,000	\$0	\$8,000
Week3	\$5,000	\$500	\$4,500
Week4	\$2,000	\$200	\$1,800
Week5	\$9,000	\$0	\$9,000
Week6	\$1,000	\$200	\$800

Series

Income [Name: =Sheet6!\$A\$10] [Values: =Sheet6!\$B\$10:\$G\$10]

Expense

Net Profit

[Add] [Remove]

Category (X) axis labels: =Sheet6!\$B\$8:\$G\$8

[?] [Cancel] [< Back] [Next >] [Finish]

Chart Wizard - Step 3 of 4 - Chart Options



- Titles
- Axes
- Gridlines
- Legend
- Data Labels
- Data Table

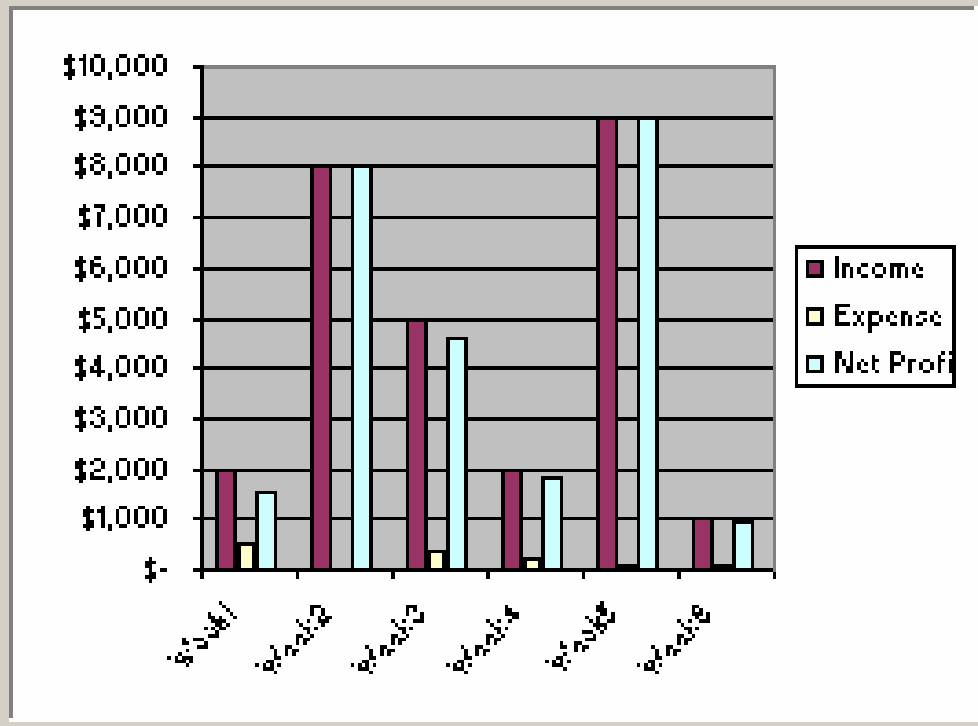
Chart title:

Category (X) axis:

Value (Y) axis:

Second category (X) axis:

Second value (Y) axis:



- Cancel
- < Back
- Next >
- Finish

- Chart Title : សំរាប់សរសេរចំណងជើង Chart
- Axes : សំរាប់កំណត់យកអ័ក្សអាប់ស៊ីស និងអ័ក្សអរដោនេ
- Gridlines : សំរាប់ក្រិតបន្ទាត់លើក្រាហ្វិច
- Legend : សំរាប់បង្ហាញ ឬមិនបង្ហាញពីចំណងជើង Chart
- Data Label : សំរាប់បង្ហាញតំលៃលេខ ភាគរយ លើបង្គោល Chart

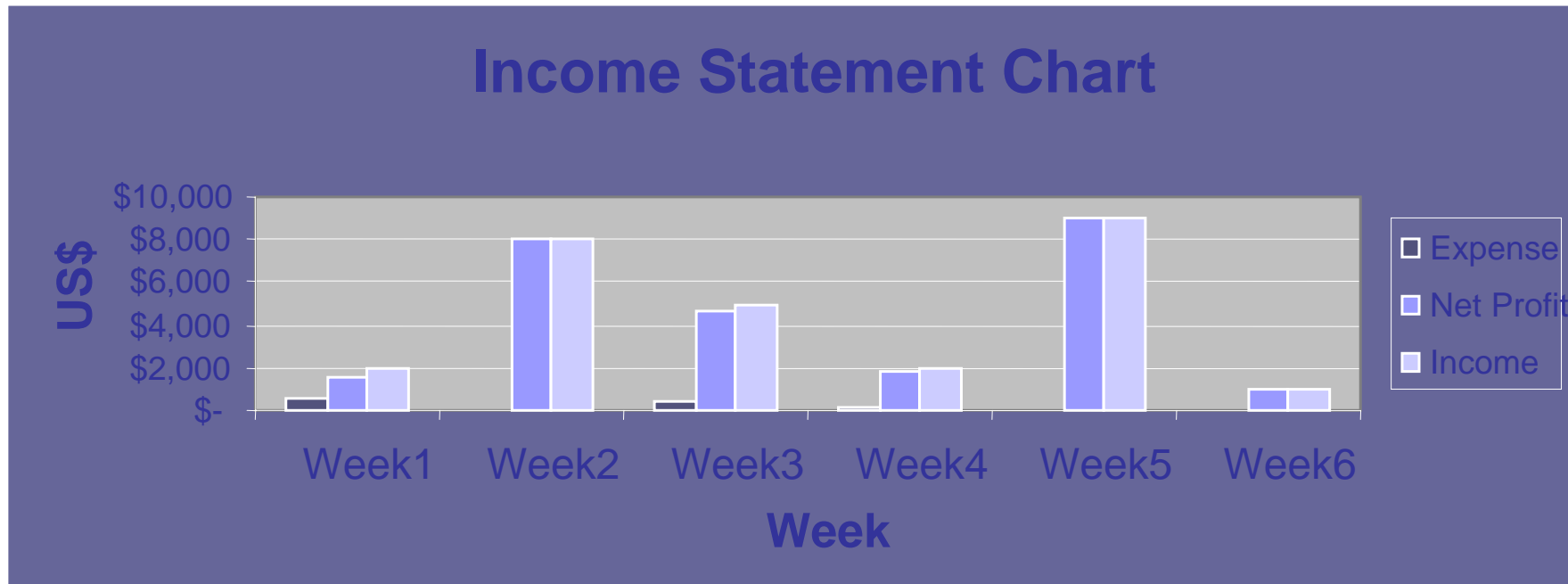
និងមួយៗ

- Data Table : សំរាប់បង្ហាញតារាងក្រាហ្វិច
- Finish

Example:

Income Statement Chart

Account Weekly	Week1	Week2	Week3	Week4	Week5	Week6	Max	Min
Income	\$ 2,000	\$ 8,000	\$ 5,000	\$ 2,000	\$ 9,000	\$ 1,000	\$ 9,000	\$ 1,000
Expense	\$ 500	\$ -	\$ 400	\$ 200	\$ 40	\$ 70	\$ 500	\$ -
Net Profit	\$ 1,500	\$ 8,000	\$ 4,600	\$ 1,800	\$ 8,960	\$ 930	\$ 8,960	\$ 930



VIII. Function :

១- រូបមន្តផលបូក Sum

២- រូបមន្តផលដក

៣- រូបមន្តផលគុណ Product

៤- រូបមន្តផលចែក

៥- រូបមន្តមធ្យមភាគ Average

៦- រូបមន្តឫសការ៉េ Sqrt

៧- រូបមន្តស្វ័យគុណ Power or (^)

៨- រូបមន្តតំលៃធំជាង Max

៩- រូបមន្តតំលៃតូចជាង Min

១០- រូបមន្ត Concatenate

១១- រូបមន្តចំណាត់ថ្នាក់ Rank

១២- រូបមន្ត CountIf