

Slide 1 - Slide 1

tt1.htm - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Add-Ins

Clipboard: Cut, Copy, Paste, Format Painter

Font: Times New Rom, 20, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, Percentage, Decimal, Fraction, Scientific, Text, Custom

Styles: Conditional Formatting, Format as Table, Cell Styles

Insert, Delete

A1 | [0009]

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2	[0009]											
3	[0002]											
4	[0019]											
5												
6	PURCHASE ORDER											
7												
8	Attention	[0003]	Order No.		[0004]							
9	Supplier Name	[0005]	Dated		[0006]							
10	Address	[0029]	Point of Delivery		[0008]							
11			Contact Person		[0030]							
12	Phone	[0010]	Invoice to		[0007]							
13	Fax	[0012]	Contact Person		[0031]							
14												
15	Offer no	[0014]	Dated		[0015]							
16	Request no	[0001]	Dated		[0016]							
17	Payment Terms	[0080]	Bank Details		[0017], [0011]							
18	Beneficiary	[0081]	A / C No.		[0018]							
19												
20	No	Stock Code	Description	Qty	U/M	Delivery date	Unit Price	Amount				
21												
22	[00	[0025]	[0020]	[0021]	[002	[0023]	[0024]	[0082]				
23	~)											
24												
25	Sub Total							[0027]				
26	Tax							[0028]				

Sheet1

Slide notes

The secret with the SPACE character is to respect it. HTML has awkward ways of dealing with spaces and it can render our Report result unsatisfactory.

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Home Insert Page Layout Formulas Data Review View Add-Ins

Clipboard Font Alignment Number Styles Cells

A6 PURCHASE ORDER

1	0009			
2	0002			
3	0019			
4				
5				
6	PURCHASE ORDER			
7				
8	Attention	0003	Order No.	0004
9	Supplier Name	0005	Dated	0006
10	Address	0029	Point of Delivery	0008
11			Contact Person	0030
12	Phone	0010	Invoice to	0007
13	Fax	0012	Contact Person	0031
14				
15	Offer no	0014	Dated	0015
16	Request no	0001	Dated	0016
17	Payment Terms	0080	Bank Details	0017 , 0011
18	Beneficiary	0081	A / C No.	0018
19				
20	No	Stock Code	Description	Qty U/M Delivery date Unit Price Amount
21				
22	00	0025	0020	0021 002 0023 0024 0082
23				
24				
25			Sub Total	0027
26			Tax	0028

Sheet1

Slide notes

Now, purely as an example, we will insert a new tag in a new cell here, adding some spaces, then the pipe symbols, then some more spaces. Of course it's the wrong thing to do, we are just doing it to show an example of the 'wrong way'.

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Home Insert Page Layout Formulas Data Review View Add-Ins

Clipboard Font Alignment Number Styles Cells

G7

1				
2	0009			
3	0002			
4	0019			
5				
6	PURCHASE ORDER			
7				
8	Attention	0003	Order No.	0004
9	Supplier Name	0005	Dated	0006
10	Address	0029	Point of Delivery	0008
11			Contact Person	0030
12	Phone	0010	Invoice to	0007
13	Fax	0012	Contact Person	0031
14				
15	Offer no	0014	Dated	0015
16	Request no	0001	Dated	0016
17	Payment Terms	0080	Bank Details	0017 , 0011
18	Beneficiary	0081	A / C No.	0018
19				
20	No	Stock Code	Description	Qty U/M Delivery date Unit Price Amount
21				
22	00	0025 0020	0021 002	0023 0024 0082
23				
24				
25			Sub Total	0027
26			Tax	0028

Sheet1

Slide notes

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tt1.htm - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Add-Ins

Clipboard Font Alignment Number Styles Cells

G8 [0004]

1	[0009]			
2	[0002]			
3	[0019]			
4	PURCHASE ORDER			
5				
6				
7				
8	Attention	[0003]	Order No.	[0004]
9	Supplier Name	[0005]	Dated	[0006]
10	Address	[0029]	Point of Delivery	[0008]
11			Contact Person	[0030]
12	Phone	[0010]	Invoice to	[0007]
13	Fax	[0012]	Contact Person	[0031]
14				
15	Offer no	[0014]	Dated	[0015]
16	Request no	[0001]	Dated	[0016]
17	Payment Terms	[0080]	Bank Details	[0017], [0011]
18	Beneficiary	[0081]	A / C No.	[0018]
19				
20	No	Stock Code	Description	Qty U/M Delivery date Unit Price Amount
21				
22	[00	[0025]	[0020]	[0021] [002 [0023] [0024] [0082]
23				
24				
25			Sub Total	[0027]
26			Tax	[0028]

Sheet1

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Home Insert Page Layout Formulas Data Review View Add-Ins

Clipboard Font Alignment Number Styles Cells

H7

1	0009			
2	0002			
3	0019			
4				
5				
6	PURCHASE ORDER			
7				
8	Attention	0003	Order No.	0004
9	Supplier Name	0005	Dated	0006
10	Address	0029	Point of Delivery	0008
11			Contact Person	0030
12	Phone	0010	Invoice to	0007
13	Fax	0012	Contact Person	0031
14				
15	Offer no	0014	Dated	0015
16	Request no	0001	Dated	0016
17	Payment Terms	0080	Bank Details	0017 , 0011
18	Beneficiary	0081	A / C No.	0018
19				
20	No	Stock Code	Description	Qty U/M Delivery date Unit Price Amount
21				
22	00	0025 0020	0021 002	0023 0024 0082
23				
24				
25			Sub Total	0027
26			Tax	0028

Sheet1

Slide notes

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tt1.htm - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Add-Ins

Clipboard Font Alignment Number Styles Cells

G7

1												
2												
3												
4												
5												
6												
7												
8	Attention	{0003}	Order No.	{0004}								
9	Supplier Name	{0005}	Dated	{0006}								
10	Address	{0029}	Point of Delivery	{0008}								
11	Phone	{0010}	Invoice to	{0007}								
12	Fax	{0012}	Contact Person	{0031}								
13	Offer no	{0014}	Dated	{0015}								
14	Request no	{0001}	Dated	{0016}								
15	Payment Terms	{0080}	Bank Details	{0017}, {0011}								
16	Beneficiary	{0081}	A / C No.	{0018}								
17												
18												
19												
20	No	Stock Code	Description	Qty	U/M	Delivery date	Unit Price	Amount				
21												
22	{00	{0025}	{0020}	{0021}	{002	{0023}	{0024}	{0082}				
23												
24												
25												
26												

Sub Total {0027}

Tax {0028}

Sheet1

Slide notes

That was wrong. Let's delete it and do it the correct way. When we have a tag result in a cell, then we should have ONLY the pipe symbols there WITHOUT any spaces, and we can use alignment and other functions like borders and padding to achieve the correct result.

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Home Insert Page Layout Formulas Data Review View Add-Ins

Clipboard Font Alignment Number Styles Cells

H7

1				
2	0009			
3	0002			
4	0019			
5				
6	PURCHASE ORDER			
7				
8	Attention	0003	Order No.	0004
9	Supplier Name	0005	Dated	0006
10	Address	0029	Point of Delivery	0008
11			Contact Person	0030
12	Phone	0010	Invoice to	0007
13	Fax	0012	Contact Person	0031
14				
15	Offer no	0014	Dated	0015
16	Request no	0001	Dated	0016
17	Payment Terms	0080	Bank Details	0017 , 0011
18	Beneficiary	0081	A / C No.	0018
19				
20	No	Stock Code	Description	Qty U/M Delivery date Unit Price Amount
21				
22	00	0025 0020	0021 002	0023 0024 0082
23				
24				
25			Sub Total	0027
26			Tax	0028

Sheet1

Slide notes

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tt1.htm - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Add-Ins

Clipboard Font Alignment Number Styles Cells

G8 [0004]

1	[0009]							
2	[0002]							
3	[0019]							
4	PURCHASE ORDER							
5								
6								
7								
8	Attention	[0003]	Order No.	[0004]				
9	Supplier Name	[0005]	Dated	[0006]				
10	Address	[0029]	Point of Delivery	[0008]				
11			Contact Person	[0030]				
12	Phone	[0010]	Invoice to	[0007]				
13	Fax	[0012]	Contact Person	[0031]				
14								
15	Offer no	[0014]	Dated	[0015]				
16	Request no	[0001]	Dated	[0016]				
17	Payment Terms	[0080]	Bank Details	[0017], [0011]				
18	Beneficiary	[0081]	A / C No.	[0018]				
19								
20	No	Stock Code	Description	Qty	U/M	Delivery date	Unit Price	Amount
21								
22	[00	[0025]	[0020]	[0021]	[002	[0023]	[0024]	[0082]
23								
24								
25						Sub Total		[0027]
26						Tax		[0028]

Sheet1

Slide notes

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Home Insert Page Layout Formulas Data Review View Add-Ins

Clipboard Font Alignment Number Styles Cells

H7

1												
2												
3												
4												
5												
6												
7												
8	Attention	{0003}	Order No.	{0004}								
9	Supplier Name	{0005}	Dated	{0006}								
10	Address	{0029}	Point of Delivery	{0008}								
11	Phone	{0010}	Invoice to	{0007}								
12	Fax	{0012}	Contact Person	{0031}								
13	Offer no	{0014}	Dated	{0015}								
14	Request no	{0001}	Dated	{0016}								
15	Payment Terms	{0080}	Bank Details	{0017}, {0011}								
16	Beneficiary	{0081}	A / C No.	{0018}								
17												
18												
19												
20	No	Stock Code	Description	Qty	U/M	Delivery date	Unit Price	Amount				
21												
22	{00	{0025}	{0020}	{0021}	{002	{0023}	{0024}	{0082}				
23												
24												
25												
26												

Sub Total {0027}

Tax {0028}

Sheet1

Slide notes

Slide 10 - Slide 10

tt1.htm - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Add-Ins

Clipboard Font Alignment Number Styles Cells

H7

1												
2												
3												
4												
5												
6												
7												
8	Attention		{0003}		Order No.		{0004}					
9	Supplier Name		{0005}		Dated		{0006}					
10	Address		{0029}		Point of Delivery		{0008}					
11					Contact Person		{0030}					
12	Phone		{0010}		Invoice to		{0007}					
13	Fax		{0012}		Contact Person		{0031}					
14	Offer no		{0014}		Dated		{0015}					
15	Request no		{0001}		Dated		{0016}					
16	Payment Terms		{0080}		Bank Details		{0017}, {0011}					
17	Beneficiary		{0081}		A / C No.		{0018}					
18												
19												
20	No	Stock Code	Description	Qty	U/M	Delivery date	Unit Price	Amount				
21												
22	{00	{0025}	{0020}	{0021}	{002	{0023}	{0024}	{0082}				
23												
24												
25						Sub Total		{0027}				
26						Tax		{0028}				

Slide notes

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Home Insert Page Layout Formulas Data Review View Add-Ins

Paste Cut Copy Format Painter Clipboard

Arial 8.5 Font

Wrap Text Merge & Center Alignment

Accounting Number

Conditional Formatting Styles

Format as Table

Cell Styles

Insert Delete Cells

H7

	A	B	C	D	E	F	G	H	I	J	K	L
1	0009 0002 0019											
2												
3												
4	PURCHASE ORDER											
5												
6												
7												
8	Attention	0003	Order No.	0004								
9	Supplier Name	0005	Dated	0006								
10	Address	0029	Point of Delivery	0008								
11			Contact Person	0030								
12	Phone	0010	Invoice to	0007								
13	Fax	0012	Contact Person	0031								
14												
15	Offer no	0014	Dated	0015								
16	Request no	0001	Dated	0016								
17	Payment Terms	0080	Bank Details	0017 , 0011								
18	Beneficiary	0081	A / C No.	0018								
19												
20	No	Stock Code	Description	Qty	U/M	Delivery date	Unit Price	Amount				
21												
22	0001	0025	0020	0021	0022	0023	0024	0082				
23												
24												
25	Sub Total							0027				
26	Tax							0028				

Sheet1

Slide notes

Slide 12 - Slide 12

tt1.htm - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Add-Ins

Clipboard Font Alignment Number Styles Cells

H7

1												
2												
3												
4												
5												
6												
7												
8	Attention	{0003}	Order No.	{0004}								
9	Supplier Name	{0005}	Dated	{0006}								
10	Address	{0029}	Point of Delivery	{0008}								
11	Phone	{0010}	Invoice to	{0007}								
12	Fax	{0012}	Contact Person	{0031}								
13	Offer no	{0014}	Dated	{0015}								
14	Request no	{0001}	Dated	{0016}								
15	Payment Terms	{0080}	Bank Details	{0017}, {0011}								
16	Beneficiary	{0081}	A / C No.	{0018}								
17												
18												
19												
20	No	Stock Code	Description	Qty	U/M	Delivery date	Unit Price	Amount				
21												
22	{00	{0025}	{0020}	{0021}	{002	{0023}	{0024}	{0082}				
23												
24												
25			Sub Total				{0027}					
26			Tax				{0028}					

Sheet1

Slide notes

The objective is to avoid the use of spaces as a tool to achieve positioning.

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Home Insert Page Layout Formulas Data Review View Add-Ins

Clipboard Font Alignment Number Styles Cells

E7

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2												
3												
4												
5												
6												
7	Revenue: -											
8												
9	Primary											
10	Sundry											
11												
12												
13	Cost of Sales: -											
14												
15	Administrative											
16	Staff Costs											
17	Rent, Utilities and Taxes											
18												
19												
20	Overheads: -											
21												
22	Management Fees											
23	Professional Fees											
24	Audit Fees											
25	Business Promotion											
26	Business Development											
27	Travel											
28	Bad Debts											
29	Sundry Expenses											
30												
31												
32	MARGIN: -											
33												

Sheet1 Sheet2 Sheet3

Slide notes

There is a valid and correct use of the space character, and this is when the tag result is surrounded by text. Now let's do an example of that.

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HomeInsertPage LayoutFormulasDataReviewViewAdd-Ins

Paste

Cut

Copy

Format Painter

Clipboard

Verdana

10

Font

Alignment

Wrap Text

Merge & Center

General

%

Number

Conditional Formatting

Format as Table

Cell Styles

Styles

Insert

Delete

Cells

A4

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2	THE COMPANY											
3	PROFIT AND LOSS STATEMENT FOR :											
4							0001					
5				Current	Budget		YTD	Budget		Annual Budget		
6												
7		Revenue: -										
8												
9		Primary		0002	0003		0004	0005		0006		
10		Sundry		0007	0008		0009	0010		0011		
11				0012	0013		0014	0015		0016		
12												
13		Cost of Sales: -										
14												
15		Administrative		0017	0018		0019	0020		0021		
16		Staff Costs		0022	0023		0024	0025		0026		
17		Rent, Utilities and Taxes		0027	0028		0029	0030		0031		
18				0032	0033		0034	0035		0036		
19												
20		Overheads: -										
21												
22		Management Fees		0037	0038		0039	0040		0041		
23		Professional Fees		0042	0043		0044	0045		0046		
24		Audit Fees		0047	0048		0049	0050		0051		
25		Business Promotion		0052	0053		0054	0055		0056		
26		Business Development		0057	0058		0059	0060		0061		
27		Travel		0062	0063		0064	0065		0066		
28		Bad Debts		0067	0068		0069	0070		0071		
29		Sundry Expenses		0072	0073		0074	0075		0076		
30				0077	0078		0079	0080		0081		
31												
32		MARGIN: -		0082	0083		0084	0085		0086		
33												

Sheet1Sheet2Sheet3

Slide notes

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tt1.htm - Microsoft Excel												
<div> <div>Home Insert Page Layout Formulas Data Review View Add-Ins</div> <div> <div> <div>Paste</div> <div>Cut Copy</div> <div>Format Painter</div> </div> <div>Clipboard</div> </div> <div> <div> <div>Verdana 10</div> <div>B <i>I</i> <u>U</u></div> <div></div> </div> <div>Font</div> </div> <div> <div> <div></div> <div></div> </div> <div>Alignment</div> </div> <div> <div> <div>General</div> <div></div> </div> <div>Number</div> </div> <div> <div> <div>Conditional Formatting</div> <div>as Table</div> </div> <div>Styles</div> </div> <div> <div> <div>Insert</div> <div>Delete</div> </div> <div>Cells</div> </div> </div>												
A4 Result from to .												
A	B	C	D	E	F	G	H	I	J	K	L	M
1												
2	THE COMPANY											
3	PROFIT AND LOSS STATEMENT FOR :											
4	Result from to .											
5			<u>Current</u>	<u>Budget</u>			<u>YTD</u>	<u>Budget</u>		<u>Annual Budget</u>		
6												
7	Revenue: -											
8												
9	Primary		0002	0003			0004	0005		0006		
10	Sundry		0007	0008			0009	0010		0011		
11			0012	0013			0014	0015		0016		
12												
13	Cost of Sales: -											
14												
15	Administrative		0017	0018			0019	0020		0021		
16	Staff Costs		0022	0023			0024	0025		0026		
17	Rent, Utilities and Taxes		0027	0028			0029	0030		0031		
18			0032	0033			0034	0035		0036		
19												
20	Overheads: -											
21												
22	Management Fees		0037	0038			0039	0040		0041		
23	Professional Fees		0042	0043			0044	0045		0046		
24	Audit Fees		0047	0048			0049	0050		0051		
25	Business Promotion		0052	0053			0054	0055		0056		
26	Business Development		0057	0058			0059	0060		0061		
27	Travel		0062	0063			0064	0065		0066		
28	Bad Debts		0067	0068			0069	0070		0071		
29	Sundry Expenses		0072	0073			0074	0075		0076		
30			0077	0078			0079	0080		0081		
31												
32	MARGIN: -		0082	0083			0084	0085		0086		
33												

Slide notes

So in this example we will have a result where a "month from" and a "month to" will be produced as tag results, i.e. making a sentence, and here the use of a single space to separate the words in the sentence is a correct way of using a space.