


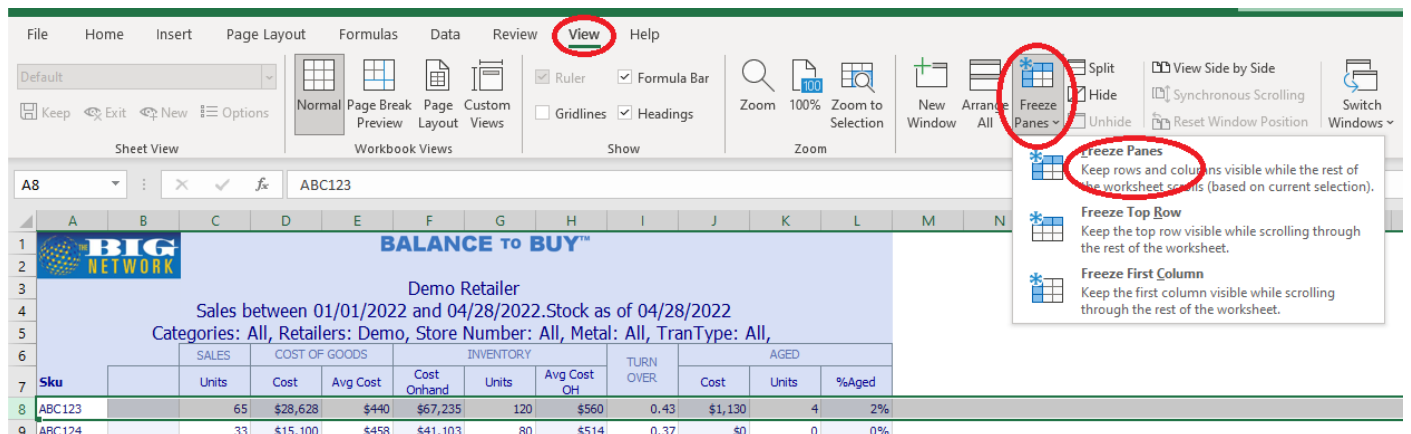
Excel Cheat Sheet – Sales & Inventory Analysis

To Freeze Headers for easy scrolling:

- Highlight the row BELOW the bottom row of the header you wish to freeze:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	 BALANCE TO BUY™												
2													
3	Demo Retailer												
4	Sales between 01/01/2022 and 04/28/2022. Stock as of 04/28/2022												
5	Categories: All, Retailers: Demo, Store Number: All, Metal: All, TranType: All,												
6			SALES	COST OF GOODS		INVENTORY			TURN OVER	AGED			
7	Sku		Units	Cost	Avg Cost	Cost Onhand	Units	Avg Cost OH		Cost	Units	%Aged	
8	ABC123		65	\$28,628	\$440	\$67,235	120	\$560	0.43	\$1,130	4	2%	
9	ABC124		33	\$15,100	\$458	\$41,103	80	\$514	0.37	\$0	0	0%	
10	ABC125		28	\$11,888	\$425	\$37,443	76	\$493	0.32	\$0	0	0%	
11	ABC126		21	\$10,923	\$520	\$42,778	72	\$594	0.26	\$2,270	1	5%	
12	ABC127		11	\$3,040	\$276	\$23,545	50	\$471	0.13	\$515	2	2%	
13	ABC128		0	\$0	\$0	\$17,178	34	\$505	0.00	\$0	0	0%	
14	Totals		158	\$69,578	\$440	\$229,280	432	\$531	0.30	\$3,915	7	2%	
15	Sku		Units	Cost	Avg Cost	Cost Onhand	Units	Avg Cost OH	TURN OVER	Cost	Units	%Aged	
16			SALES	COST OF GOODS		INVENTORY				AGED			

- Select the View menu at the top of page, click on Freeze Panes drop down menu, and select Freeze Panes:



The screenshot shows the Excel ribbon with the 'View' tab selected. The 'Freeze Panes' dropdown menu is open, showing three options: 'Freeze Panes', 'Freeze Top Row', and 'Freeze First Column'. The 'Freeze Panes' option is highlighted, and its description is visible: 'Keep rows and columns visible while the rest of the worksheet scrolls (based on current selection)'.

- You are now ready to scroll without losing sight of your header!