

# Tips for Accessing Certain Features in MarketMaster

## Typing Text Comments within a MarketMaster Report

1. Click on the cell where you wish to type a comment

Rows:	A	B	C	D	E	F	G	
1	GEOS: CONUS (INC AK/HI)							
2		12 WK CURR END SEP 04 10						
3		\$ VOLUME	\$ % CHG YAGO	\$ SHR CAT	\$ SHR PT CHG CAT YAGO			
4	TOTAL HEAVY DUTY LAUNDRY DETERGENT	14,803,578	-4.6	100.0	0.0			
5	LIQUID	11,508,204	-2.7	77.7	1.6			
6	POWDER	2,830,847	-17.0	19.1	-2.8			
7	SHEETS	176,224	-18.0	1.2	-0.2			
8	TABLET	243,240	473.8	1.6	1.4			
9	WASHING MACHINE CLEANERS	45,062	40.0	0.3	0.1			
10								

2. Click the **T** button in the reporting toolbar
3. Type your comment

Rows:	A	B	C	D	E	F
1	GEOS: CONUS (INC AK/HI)					
2		12 WK CURR END SEP 04 10				
3		\$ VOLUME	\$ % CHG YAGO	\$ SHR CAT	\$ SHR PT CHG CAT YAGO	
4	TOTAL HEAVY DUTY LAUNDRY DETERGENT	14,803,578	-4.6	100.0	0.0	
5	LIQUID	11,508,204	-2.7	77.7	1.6	Liquor detergent gained share
6	POWDER	2,830,847	-17.0	19.1	-2.8	
7	SHEETS	176,224	-18.0	1.2	-0.2	
8	TABLET	243,240	473.8	1.6	1.4	
9	WASHING MACHINE CLEANERS	45,062	40.0	0.3	0.1	
10						

## Typing Formulas within a MarketMaster Report

1. Click on the cell where you wish to enter a formula
2. Start your formula by typing the equal sign (=) and then manually type cell references and operators (+, -, \*, /). Hit Enter or click another cell to complete your formula.
3. Clicking on a cell to establish a cell reference in your formula will nullify the formula. Cell references must be typed. Using the example below, the text “=B5+B6” was typed in cell B11.

Rows:	A	B	C	D	E
1	GEOS: CONUS (INC AK/HI)				
2		12 WK CURR END SEP 04 10			
3		\$ VOLUME	\$ % CHG YAGO	\$ SHR CAT	\$ SHR PT CHG CAT YAGO
4	TOTAL HEAVY DUTY LAUNDRY DETERGENT	14,803,578	-4.6	100.0	0.0
5	LIQUID	11,508,204	-2.7	77.7	1.6
6	POWDER	2,830,847	-17.0	19.1	-2.8
7	SHEETS	176,224	-18.0	1.2	-0.2
8	TABLET	243,240	473.8	1.6	1.4
9	WASHING MACHINE CLEANERS	45,062	40.0	0.3	0.1
10					
11		=B5+B6			

# Tips for Accessing Certain Features in MarketMaster

## Editing Formulas Previously Typed within a MarketMaster Report


1. Click on the cell where you had previously entered a formula

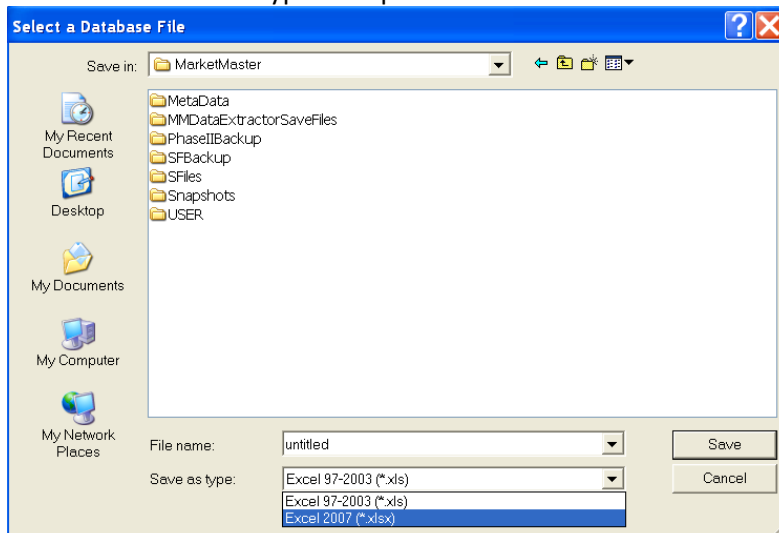
Rows:		A	B	C	D	E
1	Products	GEOS: CONUS (INC AK/HI)				
2			12 WK CURR	END SEP	04 10	
3			\$ VOLUME	\$ % CHG YAGO	\$ SHR CAT	\$ SHR PT CHG CAT YAGO
4		TOTAL HEAVY DUTY LAUNDRY DETERGENT	14,803,578	-4.6	100.0	0.0
5		LIQUID	11,508,204	-2.7	77.7	1.6
6		POWDER	2,830,847	-17.0	19.1	-2.8
7		SHEETS	176,224	-18.0	1.2	-0.2
8		TABLET	243,240	473.8	1.6	1.4
9		WASHING MACHINE CLEANERS	45,062	40.0	0.3	0.1
10						
11			14,339,051.25			

2. Hit the equal sign (=) on your keyboard to reveal the formula.
3. Edit the formula as desired and hit Enter or click another cell to complete your edits.

Rows:		A	B	C	D	E
1	Products	GEOS: CONUS (INC AK/HI)				
2			12 WK CURR	END SEP	04 10	
3			\$ VOLUME	\$ % CHG YAGO	\$ SHR CAT	\$ SHR PT CHG CAT YAGO
4		TOTAL HEAVY DUTY LAUNDRY DETERGENT	14,803,578	-4.6	100.0	0.0
5		LIQUID	11,508,204	-2.7	77.7	1.6
6		POWDER	2,830,847	-17.0	19.1	-2.8
7		SHEETS	176,224	-18.0	1.2	-0.2
8		TABLET	243,240	473.8	1.6	1.4
9		WASHING MACHINE CLEANERS	45,062	40.0	0.3	0.1
10						
11			=B5+B6+B7			

## Exporting a Report in Excel 2007 (.xlsx) Format

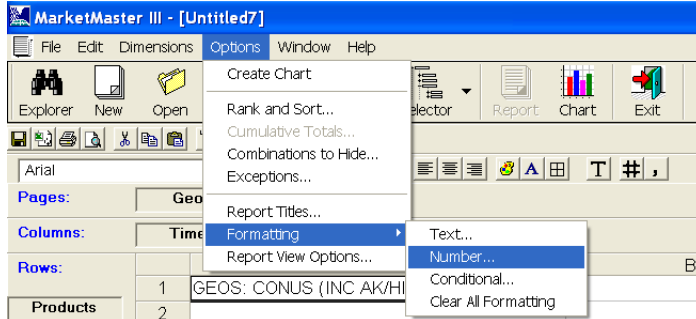
1. Click on File, choose Export, and click Excel. Or, just click the  button on the reporting toolbar.
2. Use the "Save as type:" drop-down menu to choose Excel 97-2003 or Excel 2007 format.



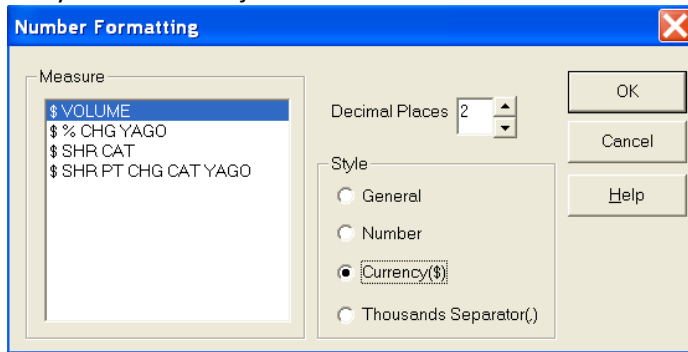
# Tips for Accessing Certain Features in MarketMaster

## Adding a Currency Symbol (\$) & Changing the Number of Decimal Places Displayed

1. If you wish to add a currency symbol to dollar-based measures, or change the number of decimal places shown for a given measure, choose Options, Formatting, and click on Number.



2. Click on the measure whose properties you wish to change, and use the options shown to make your desired adjustments.



3. Text formatting can be changed very efficiently using similar menu options. Noting the picture at the top of this page, choosing the Text option will allow many formatting changes to be made at once. For example, all measure names can be bolded and given a blue font color.

