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Step 3: Creating Professional-Looking Worksheets in Excel

Course Overview

The course, Creating Professional Looking Worksheets in Excel, is the third course in a three part series. This course is designed to show you specific techniques that will allow you to take steps towards creating a well-designed and professional looking document. You will learn about formatting, creating headers and footers, and printing.

Course Objectives

After this course, you should be able to:

- Format your Worksheet using techniques such as formatting numbers, aligning text, and merging cells.
- Utilize Special Effects through the use of color, fonts, and shading.
- Incorporate Headers and Footers.
- Manage the Print Function by previewing, setting print areas, printing sheets and workbooks.

Part A: Formatting the Worksheet

Overview

This lesson shows you techniques to format your worksheet. You will learn techniques that will get you started in working towards a professional looking spreadsheet document.

Objectives

After this part of the lesson, you should be able to:

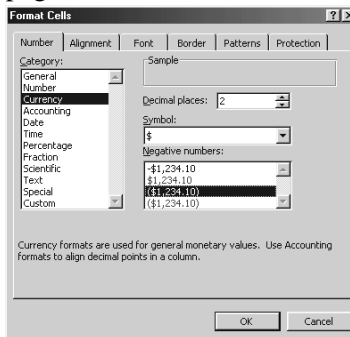
- Format numbers as currency.
- Format numbers with decimal places and commas.
- Add percentage signs.
- Change the date format.
- Right align and center text.
- Merge cells together.

Process



Formatting Numbers as Currency

Action Steps

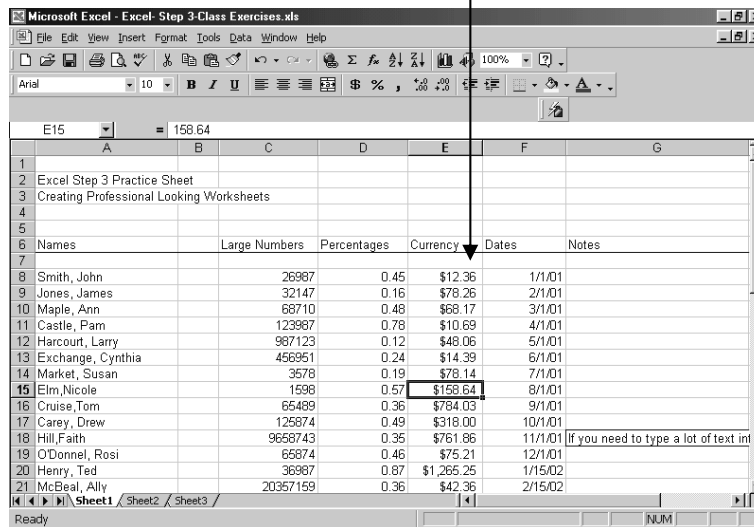
	What you do	What happens
1.	Select the cells. (Column E)	The cells highlight
2.	Right-click, then trace to and click Format Cells .	Opens a shortcut menu, and then opens the Format Cells dialogue box.
3.	Click the Number Page.	Opens the number page which lists number categories
4.	Click Currency in the Category list box.	Selects the Currency format and displays more options on the Number page.



To format cells:
First, select the cells.
Then, right-click and choose **Format Cells**.
OR
From the menu, choose **Format; Cells**.

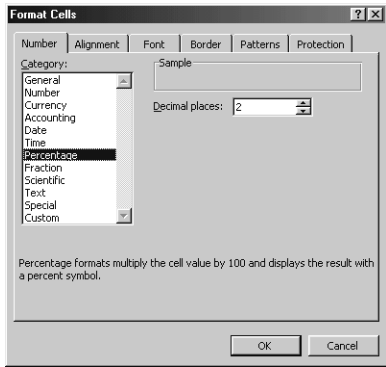

What you do	What happens
5. To change the decimal place of the figure, use the Decimal Places field on the right side of the Number page. Change the decimal place to “2.”	Changes the selected information decimal place.
6. Click the OK button.	Closes the dialog box and applies the Currency format to the selected cells, as shown in screen shot.
7. An alternative method would be to use the Increase Decimal or Decrease Decimal toolbar icon.  and the Currency Style icon  .	Changes the selected information decimal place.

An example of formatted currency:

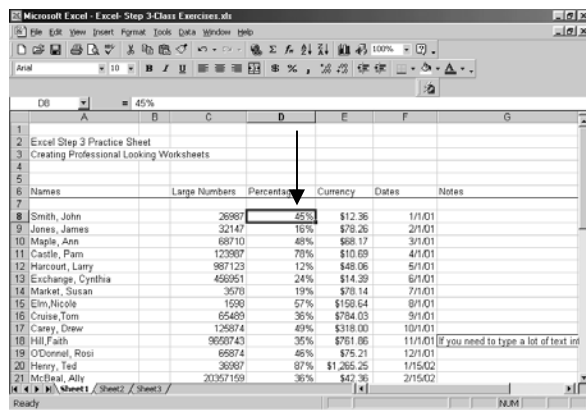


Format a Percentage

Action Steps

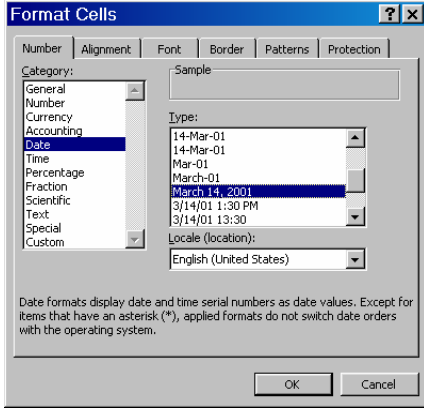
What you do		What happens
1.	Select the cells. (Column D)	The cells will highlight
2.	Right-click, then trace to and click Format Cells .	Opens a shortcut menu, and then opens the Format Cells dialog box.
3.	Click on the Number Page.	Takes you to the number Page.
4.	To format the number as a percentage, select Percentage from the Category list box.	Selects the Percentage format and displays the option for decimal places on the right side of the page. 
5.	Change the decimal place field to zero.	Default is set to 2 decimal places.
6.	An alternate would be to click the Percent Style icon on the toolbar  .	Applies the new format to the cell, as shown in screen below.
7.	Click the Save icon.	Saves the workbook.

An example of a formatted percentage:

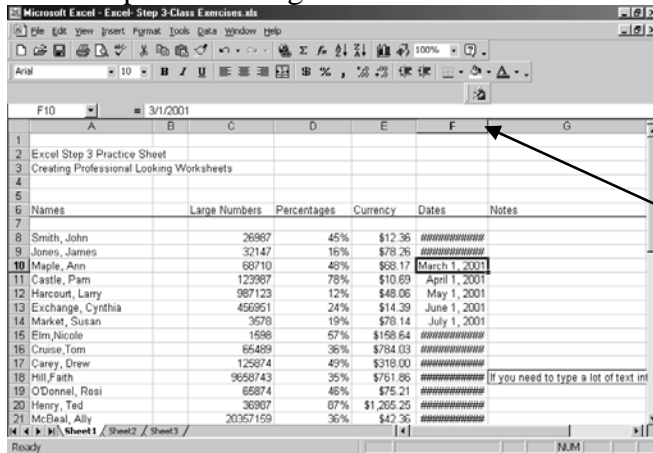


Format Dates


Action Steps

What you do	What happens
1. Select the cells you want to format. (Column F)	The cells will highlight
2. Right-click, then trace to and click Format Cells .	Opens a shortcut menu, and then opens the Format Cells dialog box.
3. Click on the Number page.	Take you to the Number page.
4. Click Date in the Category list box, and then click on your choice from the Type list box.	Selects the Date category, and then selects the new date format. 
5. Click the OK button.	Closes the dialog box and applies the change to the dates in the selected cells.
6. Click the Save icon.	Reveals the worksheet, and then saves the workbook.

An example of a change in the date format:



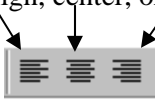
When the number sign is displayed across the cell, it means that the column is not wide enough to display the cells contents. Increase the column's width.

One way to increase the column's width is to place your mouse pointer in the column header on the dividing line between the columns. When your mouse pointer is on the dividing line, it becomes a double-headed arrow . Hold down the mouse button and drag the dividing line to the right, until you have the width you need. Then let go of the mouse button.

Aligning Text

By default, Excel left-aligns text and right-aligns numbers, but you can change the alignment of any cell. The contents can be left aligned, right aligned, centered, or justified. You can also center the contents of a cell across an entire range of cells.

Action Steps


What you do	What happens
1. Select the cells you want to format. (Column A- Right Align, Column D- Center, Column F- Left)	The cells will highlight.
2. In the formatting toolbar, click on the icon for the type of alignment you want. left align, center, or right align. 	Per your selection, Excel will realign your selected cells.

An example of the re-aligned cells:

Right-aligned		Centered		Left-aligned	
Names	Large Numbers	Percentages	Currency	Dates	
Smith, John	26987	45%	\$12.36	January 1, 2001	
Jones, James	32147	16%	\$78.26	February 1, 2001	
Maple, Ann	68710	48%	\$68.17	March 1, 2001	
Castle, Pam	123987	78%	\$10.69	April 1, 2001	
Harcourt, Larry	987123	12%	\$48.06	May 1, 2001	
Exchange, Cynthia	456951	24%	\$14.39	June 1, 2001	
Market, Susan	3578	19%	\$78.14	July 1, 2001	
Elm, Nicole	1598	57%	\$158.64	August 1, 2001	
Cruise, Tom	65489	36%	\$784.03	September 1, 2001	
Carey, Drew	125874	49%	\$318.00	October 1, 2001	
Hill, Faith	9658743	35%	\$761.86	November 1, 2001	

Merge Cells and Center Text

Action Steps

	What you do	What happens
1.	Select the cells you want to format. (A2-F2)	The cells will highlight
2.	Click on the toolbar icon, Merge and Center , to merge the cells into one larger cell and then center the text within the larger cell.  <i>Note:</i> You can unmerge cells by clicking on the Merge and Center tool again.	Per your selection, Excel will merge your selected cells.
3.	Select cells A3-F3 . Click on the Merge and Center icon.	Per your selection, Excel will merge your selected cells.

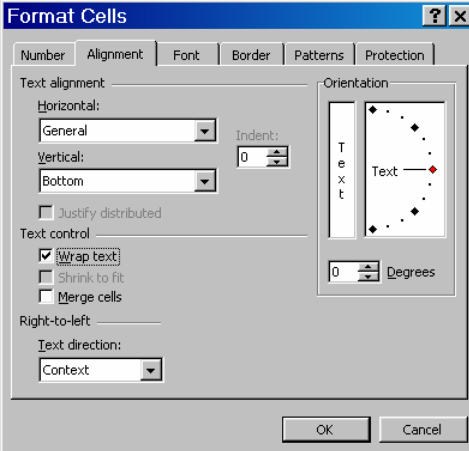
An example of merged cells with text centered:

	A	B	C	D	E	F	
1							
2	Excel Step 3 Practice Sheet						
3	Creating Professional Looking Worksheets						
4	[Merged Cell]						
5							
6	Names	Large Numbers	Percentages	Currency	Dates	Notes	
7							
8	Smith, John		26987	45%	\$12.36	January 1, 2001	

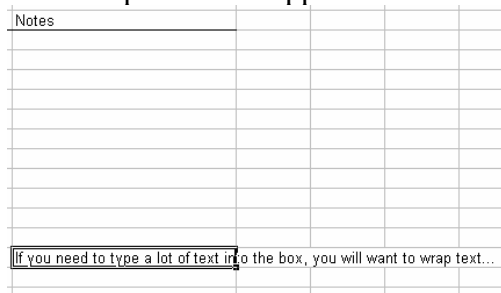
Wrap Text within a Cell

The Wrap Text option specifies that text in the selected cell will break into lines within a cell.

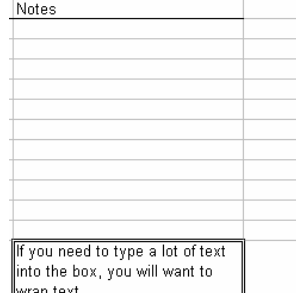
Action Steps

What you do	What happens
1. Select the cells you want to format. (Column G)	The cells will highlight.
2. Right-click, then trace to and click Format Cells .	Opens a shortcut menu, and then opens the Format Cells dialog box.
3. Click the Alignment Page.	Opens the Alignment Page list.
4. Under Text Control, select the checkbox for Wrap Text .	Selects the Wrap Text category. 
5. Select OK	Return to your spreadsheet, and your selection of cells will be using word wrap.

An example of unwrapped text:



An example of wrapped text:



Part B: Utilizing Special Effects

Overview

This lesson focuses on options that will enhance the appearance of your worksheet by changing your text, adding color, applying shading and rotating text.

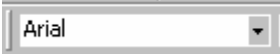

Objectives

After this part of the lesson, you should be able to:

- Change font type and font size.
- Apply bold and italics.
- Apply colors, borders, and shading.
- Rotate Text.

Change Font and Font Size

Action Steps

What you do	What happens
1. Select the cells that you want to make a font change to. (A2 to Tahoma, font 20) (A3 to Tahoma, font 16)	Highlights the cells.
2. Click the Font down-arrow on the Formatting toolbar, then scroll down and click Times New Roman or whichever font you want. 	Opens the Font list box, then scrolls down the list and changes the text to Times New Roman or the desired font.
3. Click the Font Size down-arrow on the Formatting toolbar, and then select the size. 	Opens the Font Size list box, and then increases the font size.





To quickly move to a particular font within the font drop down list:
 Click on the drop down arrow.
 With the list displayed, type the first letter of the font's name.
 Scroll if needed.
 Click on the font's name.

An example of a changed font:

	A	B	C	D	E	F
1						
2	Excel Step 3 Practice Sheet					
3	Creating Professional Looking Worksheets					
4						
5						
6	Names		Large Numbers	Percentages	Currency	Dates

Apply Bold and Italic Styles

Action Steps


What you do		What happens
1.	Select the cell that you want to change. (G6)	Selects the cells.
2.	Click the Bold icon on the Formatting toolbar. 	Applies bold formatting to the selected cells.
3.	Select the cell that you want to change. (A6)	Selects the cells.
4.	Click the Italics icon on the Formatting toolbar. 	Applies italic formatting to the selected cell.
5.	To bold or italicize non-connecting cells, click CTRL and click on the various desired cells to highlight them and then use the Bold or Italics icons. Select cells A8, A10 and A12 . Apply italics.	This will highlight the random cells to which you want your formatting applied.

An example of Bold Formatting:

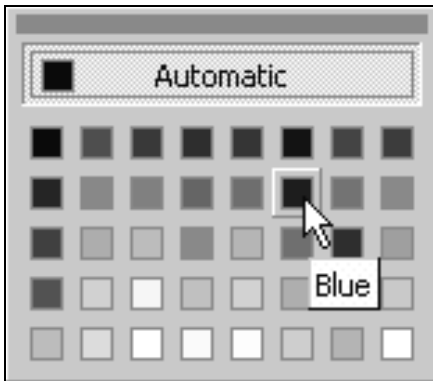
	A	B	C	D	E	F	G
1							
2	Excel Step 3 Practice Sheet						
3	Creating Professional Looking Worksheets						
4							
5							
6	<i>Names</i>	Large Numbers	Percentages	Currency	Dates		Notes
7							
8	Smith, John		26987	45%	\$12.36	January 1, 2001	
9	Jones, James		32147	16%	\$78.26	February 1, 2001	
10	Maple, Ann		68710	48%	\$68.17	March 1, 2001	
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15	Elm, Nicole		1598	57%	\$158.64	August 1, 2001	
16	Cruise, Tom		65489	35%	\$784.03	September 1, 2001	

Change Text Color

Action Steps

What you do	What happens
1. Select the cells that you want to make a font color change to. (A2 Dark Blue, A3 Light Blue, A6-G6 Dark Pink)	Selects the cells.
2. Click on the Font Color icon, then click the color of choice 	Opens the Font Color palette, and changes the color of the text in the selected cells to the chosen color.

The Color Palette:

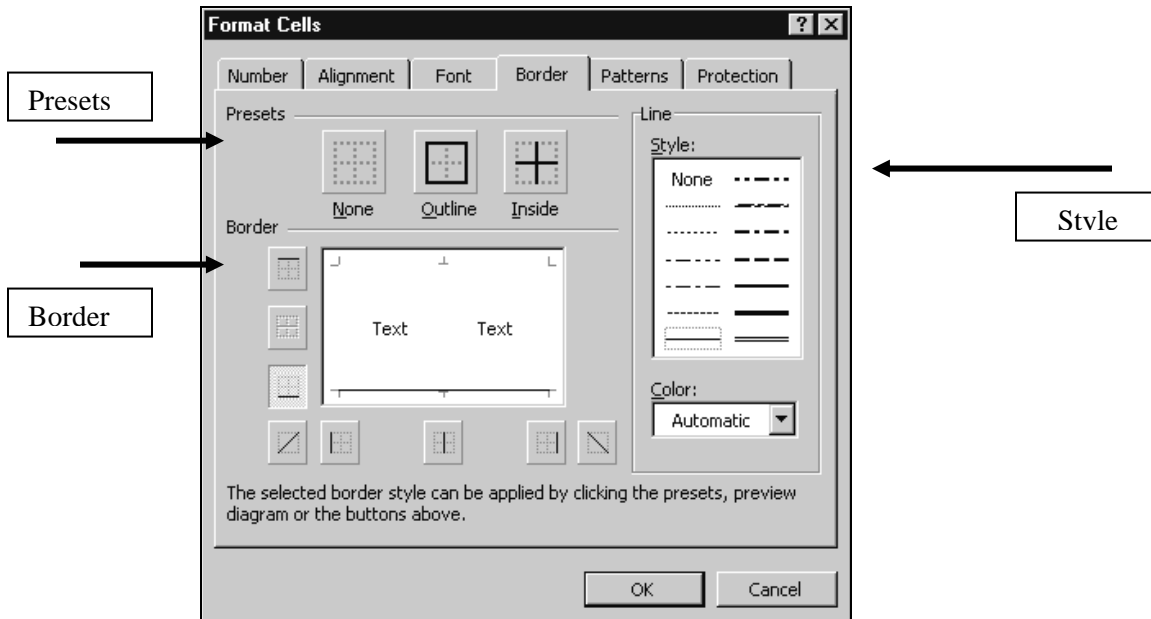


Apply a Single Border

Action Steps

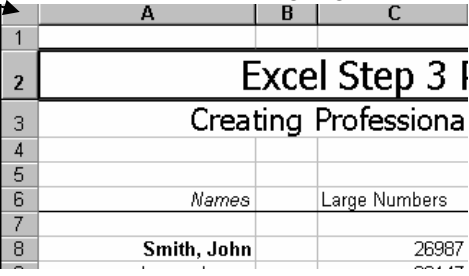
	What you do	What happens
1.	Select the cells that you want to add a border to. (Under A6-G6, double line border)	Selects the cells.
2.	Click Format , then trace to and click Cells .	Opens the Format menu, and then opens the Format Cells dialog box.
3.	Click the Border tab.	Reveals the Border card.
4.	Click the desired Border icon(s) in the Presets area (None, Outline, or Inside) and the Border section.	Applies a border to the bottom of the preview image in the dialog box, as shown below.
5.	Select the Style of Border from the Line section.	Applies the style to the border
6.	Click the OK button.	Closes the dialog box and applies a single border to the bottom of the selected cells.

The Border Card with the Presets, Border and Style areas marked:

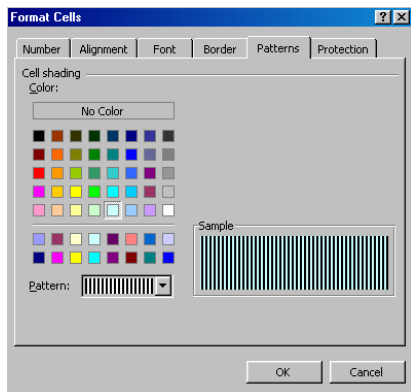


Apply Shading

Action Steps

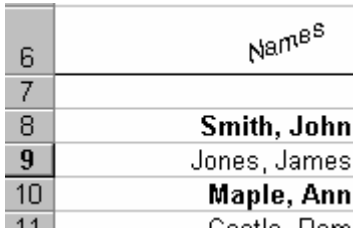
What you do	What happens
<p>1. Press Ctrl+Home, and then click the Select All button. (It is the gray colored rectangle at the junction of the row and the column headers.) An alternative method is to press Ctrl +A. or select the cells that you want to shade. (Row 7 & Column B)</p>	<p>Moves to cell A1, then selects the entire worksheet or the cells highlighted.</p> 
<p>2. Click Format, then trace to and click Cells.</p>	<p>Opens the Format menu, and then opens the Format Cells dialog box.</p>
<p>3. Click the Patterns tab.</p>	<p>Reveals the Patterns card.</p>
<p>4. Click the light yellow color located on the third square from the left in the fifth row of the Color section, or the desired color. Select a pattern from the Pattern dropdown, if desired.</p>	<p>Selects a light yellow color and shows a preview of how the color will appear in the worksheet.</p>
<p>5. Click the OK button, then click cell A1.</p>	<p>Closes the dialog and applies the color to the worksheet, then selects cell A1.</p>
<p>6. Click the Save icon, then click the Close Window button.</p>	<p>Saves the workbook, and then closes it.</p>

The Cell Shading Color Palette and Patterns:



After shading is applied to the worksheet, the gridlines are no longer visible.

Rotate Text**Action Steps**

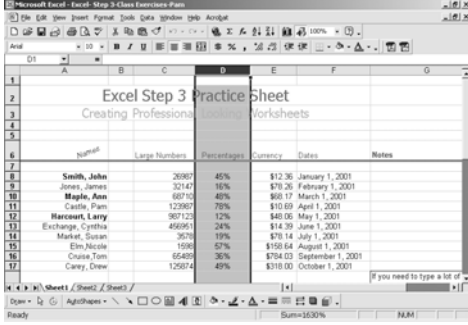
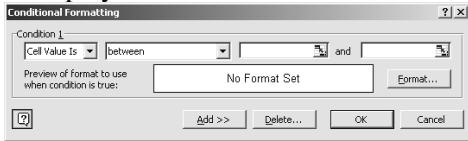
What you do		What happens												
1.	Select the cell that you want to rotate text. (Cell A6, 20 degrees)	Selects the cell.												
2.	Click Format on the menu bar, then trace to and click Cells .	Opens the Format Cells dialog box.												
3.	Click the Alignment tab	Returns the Alignment												
4.	Double-click in the Degrees text box.	Selects the Degrees text box.												
5.	Type <i>20</i> (for example) and click on OK .	Rotates the text 20 degrees, closes the Format Cells dialog box, and applies the rotation to the cell.												
6.	Your text will not be aligned with the text below it. Click on the center alignment icon on the toolbar.	<p>The text was previously right aligned. When you rotated it, the text no longer appeared above the text for which it was a header. Changing the alignment to center will improve the text's appearance.</p>  <table border="1"> <tbody> <tr> <td>6</td> <td><i>Names</i></td> </tr> <tr> <td>7</td> <td></td> </tr> <tr> <td>8</td> <td>Smith, John</td> </tr> <tr> <td>9</td> <td>Jones, James</td> </tr> <tr> <td>10</td> <td>Maple, Ann</td> </tr> <tr> <td>11</td> <td>Cottle, Dan</td> </tr> </tbody> </table>	6	<i>Names</i>	7		8	Smith, John	9	Jones, James	10	Maple, Ann	11	Cottle, Dan
6	<i>Names</i>													
7														
8	Smith, John													
9	Jones, James													
10	Maple, Ann													
11	Cottle, Dan													


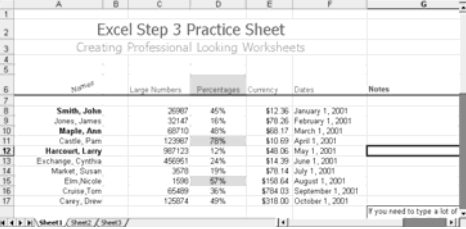
Conditional Formatting

Using conditional formatting, you can visually identify critical highs or lows in a report. You can specify up to three conditions that apply to the value of a cell or the formula that produces the value in that cell.

In this lesson, you apply conditional formatting to the cells in column D. Gray shading is applied if the cell's value is greater than 50% (.50).

Action Steps

What you do	What happens
1. Click on the header for Column D to select all the cells in the column.	Column D is highlighted. 
2. From the menu, click on Format, Conditional Formatting .	The Conditional Formatting dialog box is displayed. 

What you do	What happens																																																																																																																																																
<p>3. Click on the down arrow to select a math operator. In this example, select greater than.</p> <p>4. In the edit box (third box), type .50 (50% expressed as a decimal equivalent).</p> <p>5. Follow these steps to define the formatting that you want the cells to have if the condition, cell value is greater than .50, is met.</p> <p>a. Click on the Format button to display the Format Cells dialog box.</p> <p>b. Click on the folder tab for Patterns.</p> <p>c. Select the fourth color down in the far right-hand column. It is a gray.</p> <p>d. Click on OK.</p>	<p>Here is the Conditional Formatting dialog box with the condition and formatting defined.</p> 																																																																																																																																																
<p>6. Click on the OK button in the Conditional Formatting dialog box.</p>	<p>All the cells in column D that meet the criterion (cell value is greater than .50) are shaded in gray.</p>  <table border="1" data-bbox="732 1035 1195 1262"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> <th>G</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>6</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>7</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>8</td> <td></td> <td>Smith, John</td> <td>20987</td> <td>45%</td> <td>\$12.36</td> <td>January 1, 2001</td> <td></td> </tr> <tr> <td>9</td> <td></td> <td>Jones, James</td> <td>32147</td> <td>16%</td> <td>\$70.26</td> <td>February 1, 2001</td> <td></td> </tr> <tr> <td>10</td> <td></td> <td>Maple, Ann</td> <td>68710</td> <td>49%</td> <td>\$60.17</td> <td>March 1, 2001</td> <td></td> </tr> <tr> <td>11</td> <td></td> <td>Cardie, Pam</td> <td>122987</td> <td>78%</td> <td>\$10.69</td> <td>April 1, 2001</td> <td></td> </tr> <tr> <td>12</td> <td></td> <td>Harcourt, Larry</td> <td>987123</td> <td>12%</td> <td>\$40.06</td> <td>May 1, 2001</td> <td></td> </tr> <tr> <td>13</td> <td></td> <td>Exchange, Cynthia</td> <td>496951</td> <td>24%</td> <td>\$14.29</td> <td>June 1, 2001</td> <td></td> </tr> <tr> <td>14</td> <td></td> <td>Marler, Jordan</td> <td>3078</td> <td>19%</td> <td>\$78.14</td> <td>July 1, 2001</td> <td></td> </tr> <tr> <td>15</td> <td></td> <td>Elm, Nicole</td> <td>1598</td> <td>27%</td> <td>\$158.64</td> <td>August 1, 2001</td> <td></td> </tr> <tr> <td>16</td> <td></td> <td>Crane, Tom</td> <td>65489</td> <td>30%</td> <td>\$768.03</td> <td>September 1, 2001</td> <td></td> </tr> <tr> <td>17</td> <td></td> <td>Carey, Drew</td> <td>125874</td> <td>49%</td> <td>\$318.00</td> <td>October 1, 2001</td> <td></td> </tr> </tbody> </table>		A	B	C	D	E	F	G	1								2								3								4								5								6								7								8		Smith, John	20987	45%	\$12.36	January 1, 2001		9		Jones, James	32147	16%	\$70.26	February 1, 2001		10		Maple, Ann	68710	49%	\$60.17	March 1, 2001		11		Cardie, Pam	122987	78%	\$10.69	April 1, 2001		12		Harcourt, Larry	987123	12%	\$40.06	May 1, 2001		13		Exchange, Cynthia	496951	24%	\$14.29	June 1, 2001		14		Marler, Jordan	3078	19%	\$78.14	July 1, 2001		15		Elm, Nicole	1598	27%	\$158.64	August 1, 2001		16		Crane, Tom	65489	30%	\$768.03	September 1, 2001		17		Carey, Drew	125874	49%	\$318.00	October 1, 2001	
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Part C: Incorporating Headers & Footers

Overview

The Header/Footer card in the Page Setup dialog box allows you set up and preview headers and footers for the current workbook. The Header and Footer list boxes each contain a list of preset text, dates, and page numbers that you can apply to the workbook. You can also design a Custom Header or Custom Footer to get exactly what you want.

Objectives

After this part of the lesson, you should be able to:

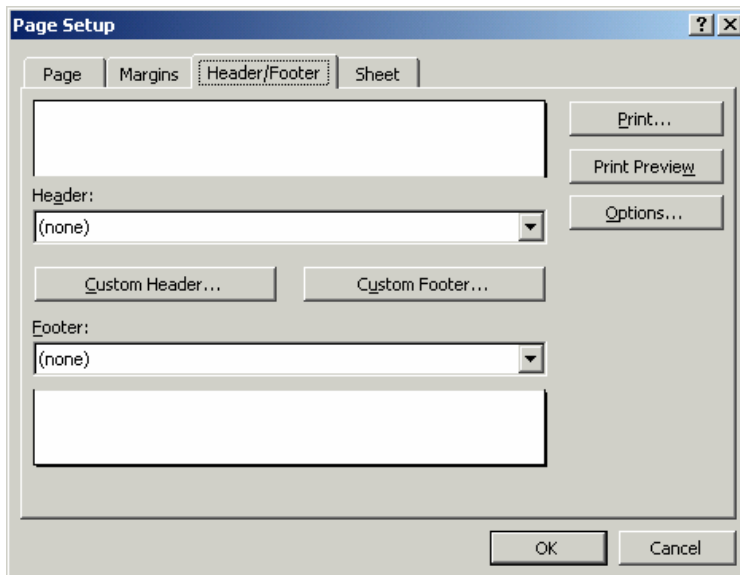
- Create a Header.
- Create a Footer.

Create a Custom Header

Action Steps


	What you do	What happens
1.	Double-click on the View option from the Menu Bar.	Returns to the Page Setup dialog box.
2.	Trace down and select Header and Footer .	Returns Page Setup dialogue box.
3.	Click the Header/Footer tab.	Reveals the Header/Footer card.
4.	Click the Custom Header button.	Opens the Header dialog box.
5.	Click in the Center section list box, and then type your header. (CONFIDENTIAL)	Places the insertion point in the Center section, and then enters the custom header.
6.	Click the OK button in the Header dialog box.	Closes the Header dialog box and displays the new header in the Page Setup dialog box.
7.	Go to Create a Footer on the next page.	

An example of a custom header in the Page Setup dialogue box:

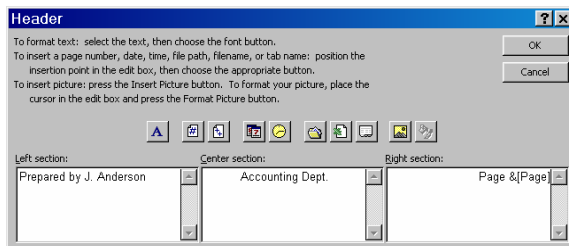


Create a Custom Footer

Action Steps

	What you do	What happens
1.	Click the Custom Footer button.	Opens the Footer dialog box.
2.	Type your footer in the Left, Center, and/or the Right sections list boxes. (Left- Class Name, Center- Your Name, Right- Page Number)	Enters the text.
3.	If you want to add page numbers, then type <i>Page</i> in the Right section list box.	Moves the insertion point to the Right section list box, and then enters the text.
4.	Enter a space, and then click the Page Number icon. 	Enters a space after Page, and then inserts a placeholder for the page number.
5.	Click the OK button in the Footer dialog box.	Closes the Footer dialog box and displays the new footer in the Page Setup dialog box.
6.	Click the OK button in the Page Setup dialog box.	Closes the Page Setup dialog box and shows the worksheet in Print Preview.

An example of the entry for a custom footer:



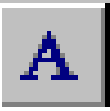


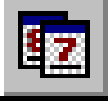
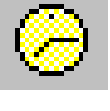



The header and footer will now show up on any new pages that are printed from the Sheet1 worksheet, but they will not appear on the other worksheets in the workbook. To set headers and footers for the other worksheets, click the sheet tab for the worksheet you want to print, then open the Page Setup dialog box and use the Header/Footer card to apply headers and footers.



If you want to use the same header or footer on more than one worksheet, first, select the worksheets you want to include.¹ Then, open the Page Setup dialog box and setup the header or footer.

¹ To select more than one worksheet, hold down the **CTRL** key and click on the sheet tab for each of the sheets that you want to select. The sheet tabs will appear as active, in white.

Header and Footer List Box Icons

Excel 2002 has added 3 new icons to this list box – path and file, picture, and format picture. The following defines each of the icons available in the Header and Footer List box:

	<p>Allows you to change the Header/Footer font. Select the text, and then choose the font icon.</p>
	<p>Inserts the page number.</p>
	<p>Inserts the total number of pages. You can use this in combination with the insert page number icon to add “Page 1 of 5” to the header/footer of a worksheet.</p>
	<p>Inserts the current date.</p>
	<p>Inserts the current time.</p>
	<p>Inserts the path and file name.</p>
	<p>Inserts the file name.</p>
	<p>Inserts the sheet name.</p>

	Inserts a picture.
	Format a picture. You must first insert the picture and then press the Format Picture icon. This icon will be unavailable until a picture has been added.

Part D: Managing the Print Function

Overview

Excel provides many options that let you specify how you want your work to print. You can choose to print an entire workbook, a single worksheet, a chart, or a selected range of cells. You can change page orientation and scaling, and you can adjust margins and centering. As you make changes, you can use Print Preview to see how your work will look when you print it. When you are ready to print, the Print dialog box will let you choose what you want to print and how many copies you want.

Course Objectives

After this part of the lesson, you should be able to:

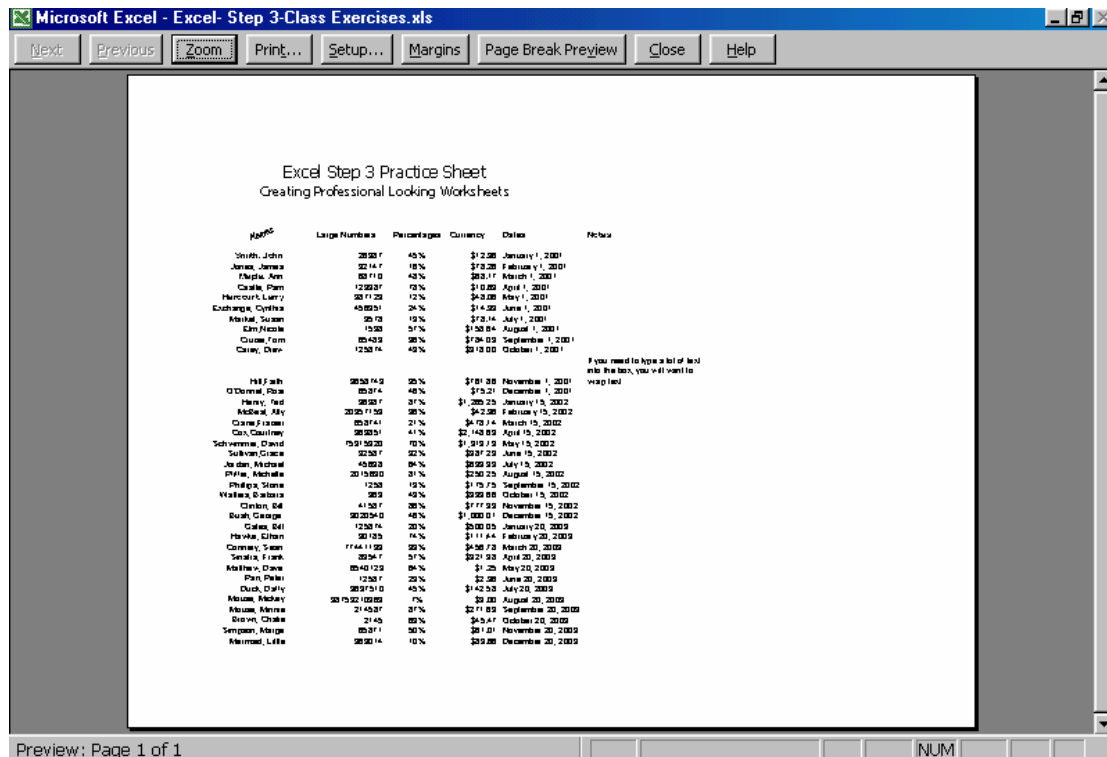
- Preview your worksheet prior to printing.
- Adjust page margins.
- Adjust the centering of the worksheet.
- Set a print area to print only selected information.
- Print the entire workbook.

Preview the Worksheet

Action Steps


	What you do	What happens
1.	Click File , then trace to and click Print Preview .	Opens the File menu, and then displays the worksheet in Print Preview mode.
2.	Move the mouse pointer over the page.	Changes the mouse pointer to a magnifying glass pointer.
3.	Click the title (or anywhere) on the worksheet.	Zooms in on the worksheet.
4.	Click the worksheet again.	Zooms out to a full-page view.
5.	Click below the scroll box on the vertical scroll bar.	Shows the contents of the second page.
6.	Click the Close button on the Print Preview toolbar.	Closes Print Preview and returns to the worksheet.

An example of Print Preview:

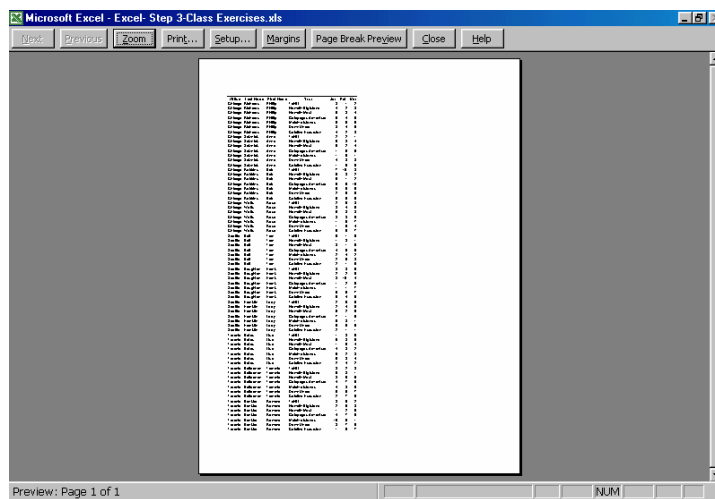


Change Page Orientation and Scaling

Action Steps

What you do		What happens
1.	Click on the Sheet 2 tab.	The second worksheet in the workbook is displayed.
2.	Click on the Print Preview icon in the toolbar  .	The Print Preview view is displayed. Note that there are 2 pages. Use the Next button on the toolbar to see page 2.
3.	Click on the Page Setup button in the toolbar.	This works the same as File, Page Setup to return the Page Setup dialog box.
4.	Select the Portrait option in the Orientation section.	Specifies that the page will be wider than it is tall.
5.	Select the Fit to Option in the Scaling section.	Specifies that the worksheet will be sized to fit on one page.
6.	Click the Print Preview button.	Opens the Print Preview window and shows that the worksheet now fits on one page.

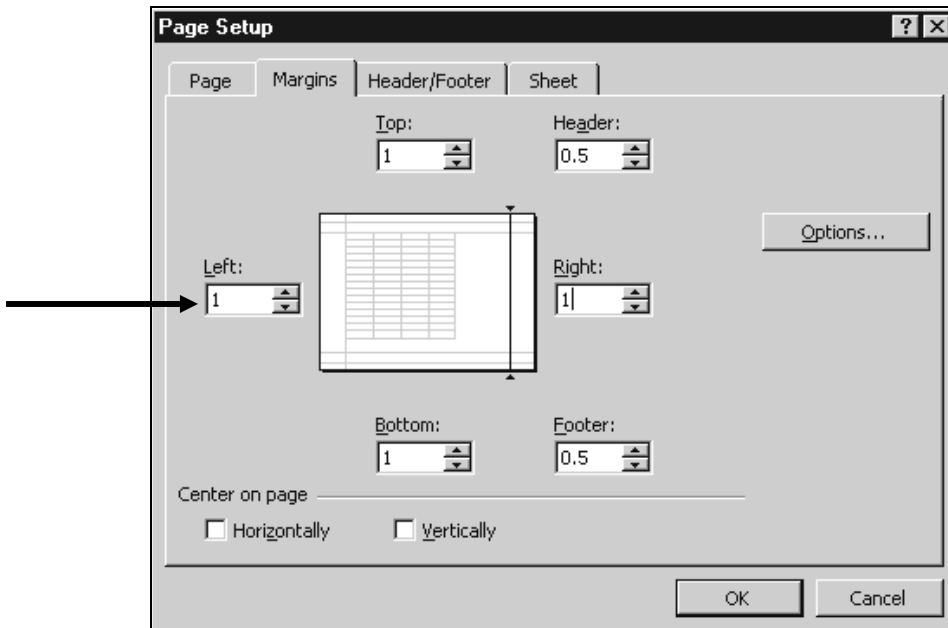
An example of scaling:



Set Page Margins

Action Steps

What you do	What happens
1. Click File on the menu bar, then trace to and click Page Setup .	Opens the File menu, and then opens the Page Setup dialog box.
2. Click the Margins tab.	Reveals the Margins card.
3. Double-click in the Left text box, then type 1, or the desired spacing.	Selects the text in the Left text box, and then sets the left margin to 1 inch.
4. Press the Tab key, and then type 1, or the desired spacing, in the Right text box.	Selects the text in the Right text box, and then sets the right margin to 1 inch.
5. Click the OK button.	Closes the Page Setup dialog box and shows the worksheet in Print Preview mode with new margins.

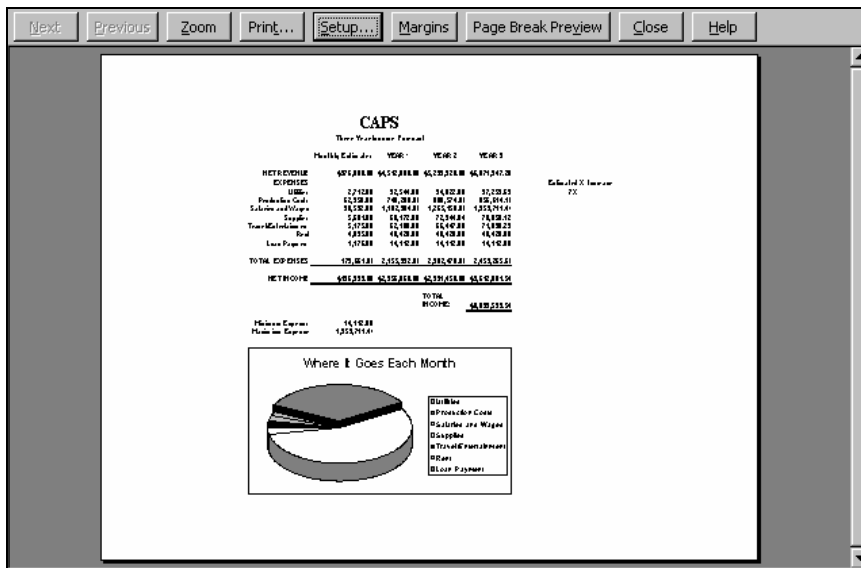


Adjust Centering

Action Steps

	What you do	What happens
1.	Click File on the menu bar, then trace to and click Page Setup .	Opens the File menu, and then opens the Page Setup dialog box.
2.	Click the Margins Tab.	Reveals the Margin Card.
3.	Select the Horizontally and Vertically options in the Center on page section.	Specifies that the worksheet will be centered on the page and adjusts the preview image to show the change.
4.	Click the OK button.	Returns to Print Preview and applies the changes.

An example after adjustment for centering:



Setting Print Areas

Set and Clear a Print Area

Action Steps

	What you do	What happens
1.	Click cell A1 , and then scroll down and over to cover the area that you want in the printing area.	Selects the cells.
2.	Click on the File option from the menu bar, trace to Print Area , then trace to and click Set Print Area .	Opens the File menu, opens the Print Area submenu, and then sets the area that you want to print.
3.	Click cell A1 .	Selects the cell.
4.	Click File , then trace to and click Print Preview .	Opens the File menu, then opens Print Preview and shows the print area.
5.	Click the Close button.	Closes Print Preview and returns to the worksheet.
6.	Click File , trace to Print Area , then trace to and click Clear Print Area .	Opens the File menu, opens the Print Area submenu, and then clears the print area.

Print a Selection

Action Steps

	What you do	What happens
1.	Click cells that you want to print. (Column A- Names)	Selects the range of cells that you want to print.
2.	Click File , then trace to and select Print .	Opens the File menu, and then opens the Print dialog box.
3.	Choose the Selection option in the Print what section.	Specifies that only the currently selected cells will print.
4.	Click the Preview button, and then click the shaded area of the page.	Opens Print Preview, and then zooms in on the selection that will be printed.
5.	Click the page again.	Zooms out.
6.	Click the Close button.	Closes Print Preview and returns to the worksheet.



To print the selection, click the OK button instead of the Preview button in the Print dialog box.

An example of selected text:

Monthly Estimates	
NET REVENUE	\$376,000.00
EXPENSES	
Utilities	2,712.00
Production Costs	62,350.00
Salaries and Wages	98,532.00
Supplies	5,681.00
Travel/Entertainment	5,175.00
Rent	4,035.00
Loan Payment	1,176.00
TOTAL EXPENSES	179,661.00
NET INCOME	\$196,339.00

Print the Entire Workbook**Action Steps**














	What you do	What happens
1.	Click any visible cell, and then press Ctrl + Home .	Deselects the chart, and then moves to cell A1.
2.	Click File , then trace to and click Print .	Opens the File menu, and then opens the Print dialog box.
3.	Select the Entire workbook option in the Print what section.	Specifies that the entire workbook will be printed.
4.	Click the Preview button.	Shows the Sheet1 worksheet in Print Preview.
5.	Click the Next button, and then click the text at the top of the worksheet.	Shows the Sheet2 worksheet, then zooms in.
6.	Click the Setup button, select the Gridlines option, and then click the OK button.	Opens the Page Setup dialog box, specifies that gridlines will print, then closes the dialog box and shows Sheet2 in Print Preview with gridlines.
7.	Click the worksheet again, and then click the Close button.	Zooms out to a full-page view, then closes Print Preview and returns to the Sheet2 worksheet.
8.	Click the Save button, then click the Close Window button.	Saves the workbook, and then closes the workbook.








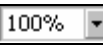


To print the entire workbook, click the OK button in the Print dialog box.






Appendix: Excel Common Tools And Shortcuts












Standard Tools




Button	Description	Alternate Method
	AutoSum: Use the AutoSum button to insert a function that totals a proposed range.	Press [ALT+=].
	Chart Wizard: Use the Chart Wizard button to create or modify a chart.	Press [F11].
	Copy: Use the Copy button to place a copy of a selected object on the Clipboard for later use.	Press [CTRL+C].
	Cut: Use the Cut button to remove the selected object and place it on the Clipboard for later use.	Press [CTRL+X].
	Drawing: Use the Drawing button to toggle between showing and hiding the Drawing toolbar.	
	Format Painter: Use the Format Painter button to copy the formatting of the selected object and apply the same formatting to other objects.	
	Insert Hyperlink: Use the Insert Hyperlink button to insert or edit a hyperlink that jumps to another document, another application's file, or another Web page.	
	New: Use the New button to open a new, blank workbook. Any current workbooks will remain open in the background.	Press [CTRL+N].
	Office Assistant: Use the Office Assistant button to open or activate the Office Assistant to get help or tips as you work with Excel.	Press [F1].
	Open: Use the Open button to open an existing workbook on your computer or network.	Press [CTRL+O].
	Paste Function: Use the Paste Function button to open the Paste Function dialog box to begin creating a function.	
	Paste: Use the Paste button to place a copy of the object currently stored on the Clipboard into the workbook.	Press [CTRL+V].
	Print Preview: Use the Print Preview button to activate Print Preview mode, which lets you see how your worksheet or print area will look on the printed page.	

	Print: Use the Print button to print one copy of the current worksheet or print area using the default print settings.	
	Redo: Use the Redo button to restore an action that you have just undone. Use the down-arrow to open a list of actions that can be restored simultaneously.	Press [F4].
	Save: Use the Save button to save the current workbook.	Press [CTRL+S].
	Sort Ascending: Use the Sort Ascending button to sort the selected rows in ascending order.	
	Sort Descending: Use the Sort Descending button to sort the selected rows in descending order.	
	Spelling: Use the Spelling button to check the spelling of the worksheet.	Press [F7].
	Undo: Use the Undo button to reverse an action that you have just performed. Use the down-arrow to open a list of actions that can be undone simultaneously.	Press [CTRL+Z].
	Zoom: Use the Zoom list box to change how large or small the worksheet appears on the screen. Use the down-arrow to open a list of preset options.	

Formatting Tools

Button	Description	Alternate Method
	Align Left: Use the Align Left button to align the cell contents at the left edge of the selected cells.	
	Align Right: Use the Align Right button to align the cell contents at the right edge of the selected cells.	
	Bold: Use the Bold button to apply bold formatting to the contents of the selected cells.	Press [CTRL+B].
	Border: Use the Border button to apply the current border to the selected object. Use the down-arrow to select a different border style to apply to the selected object.	
	Center: Use the Center button to center the cell contents in the selected cell.	

	Comma Style: Use the Comma Style button to apply a comma format to the contents of the selected cells.	
	Currency Style: Use the Currency Style button to apply a currency format to the contents of the selected cells.	Press [CTRL+SHIFT+\$].
	Decrease Decimal: Use the Decrease Decimal button to remove one decimal place from the contents of the selected cells.	
	Decrease Indent: Use the Decrease Indent button to decrease the indent of the contents of the selected cell one character width.	
	Fill Color: Use the Fill Color button to apply the current color to the selected cells. Use the down-arrow to select a different color to apply to the selected cells.	
	Font Color: Use the Font Color button to apply the current color to the contents of the selected cells. Use the down-arrow to select a different color to apply to the selected text.	
	Font List Box: Use the Font list box to apply an installed font to the contents of the selected cells. Use the down-arrow to open a list of installed fonts.	Press [CTRL+SHIFT+F], and then press [ALT+DOWN] to open the font list.
	Font Size List Box: Use the Font Size list box to apply a font size to the contents of the selected cells. Use the down-arrow to open a list of preset sizes or type the size you want.	Press [CTRL+SHIFT+P], then press [ALT+DOWN] to open the font size list.
	Increase Decimal: Use the Increase Decimal button to add one decimal place to the contents of the selected cells.	
	Increase Indent: Use the Increase Indent button to indent the contents of the selected cells one character width.	
	Italic: Use the Italic button to apply italic formatting to the contents of the selected cells.	Press [CTRL+I].

	Merge And Center: Use the Merge and Center button to merge the selected cells and center the contents in the new cell.	
	Percent Style: Use the Percent Style button to apply a percent format to the contents of the selected cells.	Press [CTRL+SHIFT+%].
	Underline: Use the Underline button to apply underline formatting to the contents of the selected cells.	Press [CTRL+U].

Navigation Shortcuts

Objective	How To Get There
Go to cell A1.	Press [CTRL+HOME].
Move to the end of the worksheet.	Press [CTRL+END].
Move to the beginning of a row.	Press [HOME].
Move to the end of a row.	Press [CTRL+RIGHT].
Move one screen up.	Press [PAGE UP].
Move one screen down.	Press [PAGE DOWN].
Move one cell in a given direction.	Press one of the arrow keys.
Move to the edge of the current data region.	Press [CTRL] + one of the arrow keys.