Using Large Worksheets in Excel 2007

Quick Reference Guide

To Delete a Column

Select the column to be deleted by clicking on the column header. From the **Home** tab, Cells group, click on the **Delete** tool's down arrow. Select Delete Sheet Columns. If a column is deleted in error, click on the Undo tool in the Quick Access toolbar.

Excel's Rules for Lists

1. Within the rows of data, there should be no completely blank rows and no completely blank columns. A null field value (a field with no value) is allowed. However, a row with no record or a column with no field values and no field name is not allowed.
2. The row directly above the first row of data contains the field names.

To Change the Width of All the Columns

This will make each column as wide as its widest entry. Select all the columns by clicking on the gray rectangle above the row 1 header and to the left of the column A header. All the columns and rows are highlighted. Place the mouse pointer on the right border of the column header for column A. With the mouse appearing as a double-headed arrow, double click.

	A	B	C	D	E
1	Academic Progra	Academic (Major) Pla	Plan Title	Plan Ty	Term
2	EDUCP	598000ND	Workshop Specialist	CON	2004 Fall
3	EDUCU	530608BS	Vocational Integrated Business	MAJ	2004 Fall
4	EDUCU	540000BS	Technical Education	MAJ	2004 Fall
5	EDUCU	540000BS	Technical Education	MAJ	2004 Fall
6	EDUCU	540000BS	Technical Education	MAJ	2004 Fall
7	EDUCU	540000BS	Technical Education	MAJ	2004 Fall
8	EDUCU	540000BS	Technical Education	MAJ	2004 Fall
9	EDUCU	540000BS	Technical Education	MAJ	2004 Fall
10	EDUCU	540000BS	Technical Education	MAJ	2004 Fall
11	EDUCU	540000BS	Technical Education	MAJ	2004 Fall
12	EDUCU	540000BS	Technical Education	MAJ	2004 Fall
13	EDUCU	540000BS	Technical Education	MAJ	2004 Fall
14	EDUCU	540000BS	Technical Education	MAJ	2004 Fall
15	EDUCU	540000BS	Technical Education	MAJ	2004 Fall
16	EDUCP	540000BS	Technical Education	MAJ	2004 Fall

Freezing Rows and Columns

When scrolling, the columns or rows of data needed to identify the records may scroll off the screen. Freezing leaves those identifying columns and rows in place as you scroll.

1. Choose the active cell so that the rows above and columns to the left are those to freeze.
2. On the **View** tab, click on the **Freeze Panes** tool.
3. Select the **Freeze Panes** option.
4. Scroll down and the rows stay visible above the cell selected in step one. Scroll to the right and the columns stay visible to the left of the cell selected in step one.
5. To return to normal scrolling, on the **View** tab, click on the F**reeze Panes** tool. Then, select **Unfreeze Panes**.

To Filter a List

1. Click anywhere inside the data to select an active cell.
2. Click on the **Data** tab.
3. Click on the **Filter** button. A down arrow will appear at the top of each row in the cell with the field name. (The arrows do not print.)
4. Set the criteria by making choices at the lists on the down arrows. Then, click on **OK**.
5. To remove the filter and view all the records, click on the **Data** tab. Select the **Clear** tool in the Sort and Filter group.
6. To remove the filter arrows, click on the **Data,** tab. Then, click on the **Filter** button**.**

Sorting Data in Lists

1. Click anywhere inside the data to select an active cell.
2. On the **Data** tab, select the **Sort** tool. The Sort dialog box appears. Excel will recognize and highlight the range of cells to use for the sort. (Do not select (highlight) any of the columns, rows or cells yourself).
3. In the Sort dialog box, click on the down arrow for Sort by to select the first field by which to sort. Make appropriate selections at the Sort on and Order down arrows.
4. Mark or unmark the ☑ My data has headers checkbox.
5. To sort by more than one field, click on the Add level button to add another Sort row and repeat step 3. Do this for each field on which to sort.
6. Click on **OK**.

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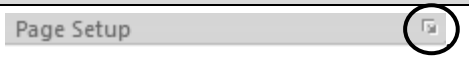
Printing a Large Worksheet in Excel 2007

Quick Reference Guide

From the Page Layout tab, click on the **Page Setup** dialog box launcher 

Follow any or all of these tips. Then, click on **OK**.

Format Multiple Worksheets

Changes made in the Page Setup dialog box will affect only the active worksheets. The tabs for active worksheets are white in color. To make changes on more than one worksheet, hold down the **CTRL key** and click on each worksheet tab before you select Page Setup. When the changes are completed, click on a worksheet tab for a worksheet that is not displayed on top to deselect the sheets.

Print the Gridlines

The gridlines are the lines that outline each cell. Although the gridlines are displayed on the screen, they do not print unless you request that they print.

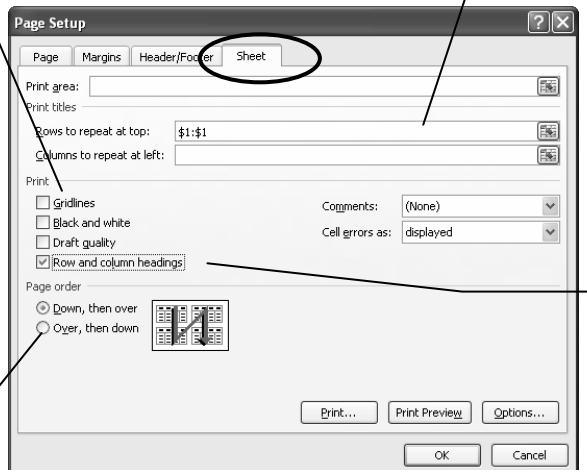
On the **Sheet** tab and in the **Print** frame, click to place a checkmark in the **Gridlines** checkbox.

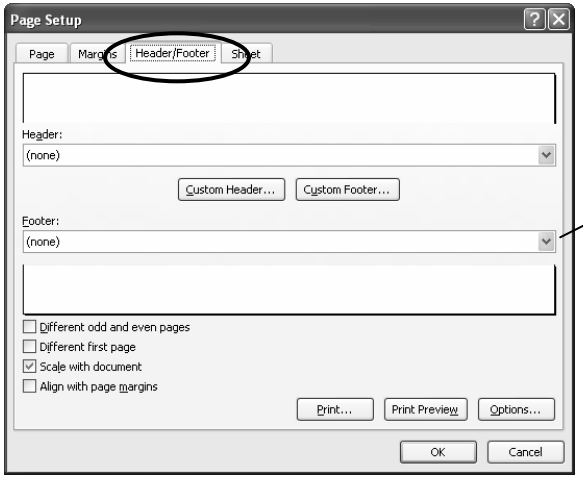
NOTE: Gridlines will not print if "Draft quality" is checked.

Print Over, then Down

By default, Excel prints as many rows and their related columns, as fit on one page. Then, it moves down the worksheet to print the next set of rows. Example: If there are 50 rows with 16 columns in each row, rows 1 through 25 may print with their first 8 columns on page one. Then, Excel will print rows 26 through 50 with their first 8 columns on page two. It probably is preferable to print rows 1 through 25 with their first 8 columns on page one and rows 1 through 25 with their next 8 columns on page two. This is referred to as "printing over, then down."

On the Sheet tab, in the **Page order** frame, select **Over, then down**.





Print the Field Names as a Header Row on Each Page

This is done only one worksheet at a time.

1. On the **Sheet** tab, click on the Expand/Collapse button for **Rows to repeat at top**. The dialog box collapses to allow a better view of the worksheet.
2. In the worksheet, click on the **row number** for the row which contains the text to repeat on all applicable pages. The row is surrounded by the marquee (dashed, moving lines).
3. Click on the **Expand/Collapse** button to expand the dialog box.

Print the Row and Column Headings of the Worksheet

Row headings are the row numbers and column headings are the letters. Printing these is helpful when each record has many columns and the record prints across several pages. The row numbers help to identify a specific record as you read across the pages.

In the **Print** frame, click to place a checkmark in the **Row and column headings** checkbox.

Page Numbering

1. Click on the **Header/Footer** tab.
2. Click on the down arrow for the **Footer** edit box. A list of footers, which come with Excel, is displayed.
3. Choose a footer, such as **Page 1**. This will print the word "Page" and the appropriate page number.

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