



# Using Large Worksheets in Excel

## To Delete a Column

Select the column to be deleted by clicking on the column header. The entire column will be highlighted. From the menu, click on **Edit, Delete**. If a column is deleted in error, click on Edit, Undo in the menu.

## 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	Term	Instructor Name	Course	Subje	Catalog N
2	2002 Summer	Knight,Catharine C	003966	5100	210
3	2002 Summer	Shabaya,Judith	003966	5100	210
4	2002 Summer	Ambrose,Brandi	003966	5100	210
5	2002 Summer	Barrett,Rebecca Ann	003967	5100	211
6	2002 Summer	Gribble,Brandilyn B	003967	5100	211
7	2002 Summer	Gribble,Brandilyn B	003967	5100	211
8	2002 Summer	Chappell,Cathryn A	003972	5100	410
9	2002 Summer	Yoder Jr,Walter H	003972	5100	410
10	2002 Summer	Chappell,Cathryn A	003972	5100	410
11	2002 Summer	Andrick-Hughes,Melissa Sue	003983	5100	420
12	2002 Summer	Dortch,Timothy A	003988	5100	480
13	2002 Summer	Buchanan,James H	003987	5100	490
14	2002 Summer	Alderman,Melba Kay	003987	5100	490
15	2002 Summer	Covrig,Duane M	003987	5100	490
16	2002 Summer	Savery,John R	003987	5100	490
17	2002 Summer	Savery,John R	003987	5100	490
18	2002 Summer	Savery,John R	003987	5100	490
19	2002 Summer	Bishop,Dwight A	003987	5100	490

## Freezing Rows and Columns

When scrolling, the columns or rows of data needed to identify the records may scroll off the screen. Freezing will leave 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. Click in the cell to make it active.
2. From the menu, click on **Window, Freeze Panes**.
3. Scroll down to note that the rows stay visible above the cell selected in step one. Scroll to the right to note that the columns stay visible to the left of the cell selected in step one.
4. From the menu, **Window, Unfreeze panes** to return to normal scrolling.

## To Filter a List

1. Click anywhere inside the data to select an active cell.
2. From the menu, click on **Data, Filter, AutoFilter**. A down arrow will appear at the top of each row in the cell with the field name. (The arrows do not print.)
3. Set the criteria by making choices at the lists on the down arrows.
4. To remove the filter and view all the records, click on **Data, Filter, Show All** from the menu.
5. To remove the filter arrows, click on **Data, Filter, AutoFilter** to remove the checkmark.

## Sorting Data in Lists

1. Click anywhere inside the data to select an active cell.
2. From the menu, select **Data, Sort**. 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. If you do, only those highlighted cells are sorted, not the rows, and your data will be scrambled.)
3. In the Sort dialog box at the down arrows, select the fields by which to sort. For each field, select to sort by ascending or descending order.
4. In the "My list has" frame of the Sort dialog box, click to select **Header row**, if the first row of data contains the field names. Then, click on **OK**.



# Printing a Large Worksheet in Excel

From the menu, click on **File, Page Setup**. 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 File, Page Setup. When the changes are completed, click on a worksheet tab for a worksheet that is not displayed on top.

## 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.

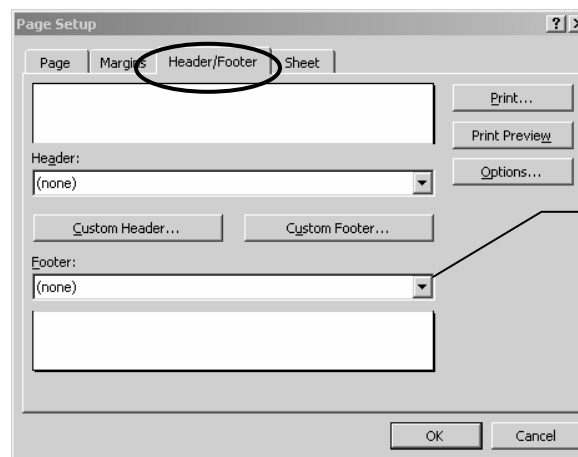
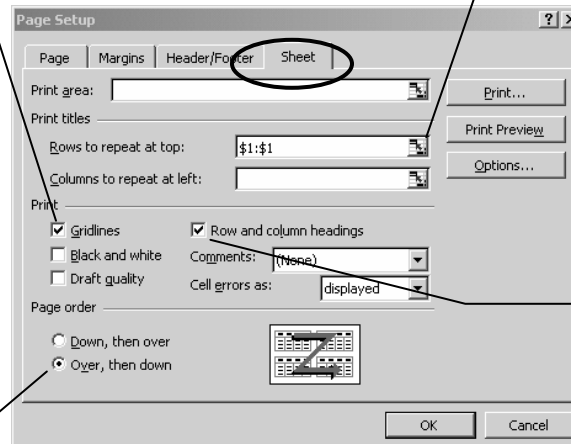
On the **Sheet** tab and in the **Print** frame, click to place a checkmark in the **Gridlines** checkbox.

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 and in the **Page order** frame, click on the option button for **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.