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Microsoft Excel 2013 Part 2: Intermediate Excel

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Introduction

Microsoft Excel 2013 is a spreadsheet program that is used to manage, analyze, and present data. It includes many powerful tools that can be used to organize and manipulate large amounts of data, perform complex calculations, create professional-looking charts, enhance the appearance of worksheets, and more. This handout covers modifying worksheets and workbooks, working with comments and views, changing the page layout, previewing and printing worksheets, and using templates.

Working with Rows and Columns

Although the number of rows and columns in a worksheet is fixed, you can still insert rows and columns if you need to make room for additional data, or delete rows and columns if the data they contain is no longer needed. These operations do not change the total number of rows and columns in the worksheet. You can also resize or hide rows and columns to meet your needs. The *Cells* group on the *Home* tab of the *Ribbon* contains commands that can be used to easily insert, delete, or format rows and columns (see Figure 1).

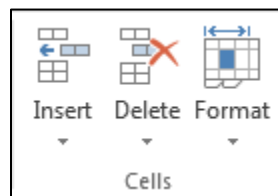


Figure 1 – Cells Group on the Home Tab

Inserting Rows and Columns

You can insert rows and columns into a worksheet to add empty space or additional data. Rows are inserted above the selected row; columns are inserted to the left of the selected column.

To insert a row:

1. Select the row above which you want to insert a new row.
2. On the **Home** tab, in the **Cells** group, click the **Insert** arrow, and then click **Insert Sheet Rows** (see Figure 2).

NOTE: You can also insert a row by right-clicking the header of the row above which you want to insert the new row, and then clicking **Insert** on the shortcut menu.

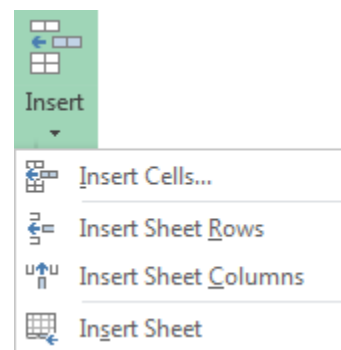


Figure 2 – Insert Menu

To insert a column:

1. Select the column to the left of which you want to insert a new column.
2. On the **Home** tab, in the **Cells** group, click the **Insert** arrow, and then click **Insert Sheet Columns** (see Figure 2).

NOTE: You can also insert a column by right-clicking the header of the column to the left of which you want to insert the new column, and then clicking **Insert** on the shortcut menu.

Deleting Rows and Columns

You can delete rows and columns from a worksheet to close up empty space or remove unwanted data. Before deleting a row or column, you should make sure that it does not contain any data you want to keep.

To delete a row:

1. Select the row that you want to delete.
2. On the **Home** tab, in the **Cells** group, click the **Delete** arrow, and then click **Delete Sheet Rows** (see Figure 3).

NOTE: You can also delete a row by right-clicking the row header, and then clicking **Delete** on the shortcut menu.

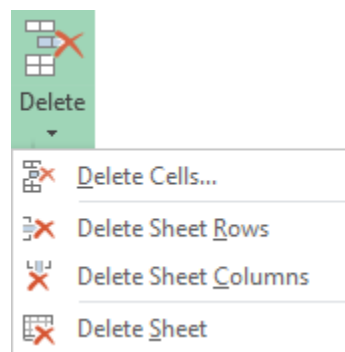


Figure 3 – Delete Menu

To delete a column:

1. Select the column that you want to delete.
2. On the **Home** tab, in the **Cells** group, click the **Delete** arrow, and then click **Delete Sheet Columns** (see Figure 3).

NOTE: You can also delete a column by right-clicking the column header, and then clicking **Delete** on the shortcut menu.

Changing Row Heights

Excel automatically adjusts row heights to accommodate the tallest entry in the row. You can, however, manually increase or decrease row heights as needed. The default row height is 15 points. You can specify a row height of 0 (zero) to 409 points. If you set a row height to 0 (zero) points, the row is hidden.

To change a row height:

1. Select the row that you want to resize.
2. On the **Home** tab, in the **Cells** group, click the **Format** button, and then click **Row Height** (see Figure 4). Or, right-click the row header, and then click **Row Height** on the shortcut menu.
3. In the **Row Height** dialog box, type a value in the **Row height** box, and then click the **OK** button (see Figure 5).

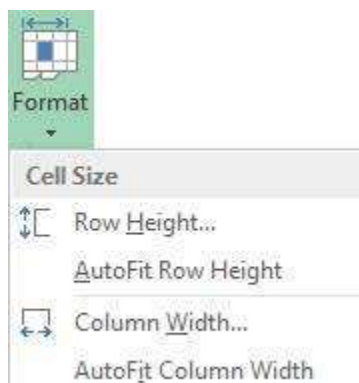


Figure 4 – Format Menu

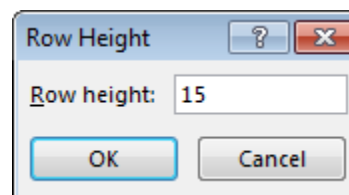


Figure 5 – Row Height Dialog Box

NOTE: You can also resize a row by dragging the bottom edge of the row header down to increase or up to decrease the row height (see Figure 6). Double-clicking the bottom edge of the row header changes the row height to automatically fit its contents.

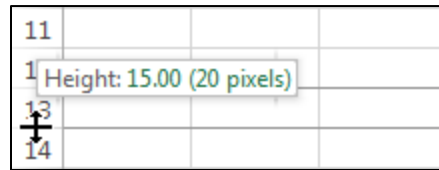


Figure 6 – Changing the Row Height Using the Row Header

Changing Column Widths

The default worksheet columns are wide enough to display about 8 characters. If your data is too long and does not fit in a cell, you can widen the column to display the entire contents of the cell. You can also make columns narrower to save worksheet space. The default column width is 8.43 characters. You can specify a column width of 0 (zero) to 255 characters. If you set a column width to 0 (zero) characters, the column is hidden.

To change a column width:

1. Select the column that you want to resize.
2. On the **Home** tab, in the **Cells** group, click the **Format** button, and then click **Column Width** (see Figure 7). Or, right-click the column header, and then click **Column Width** on the shortcut menu.
3. In the **Column Width** dialog box, type a value in the **Column width** box, and then click the **OK** button (see Figure 8).

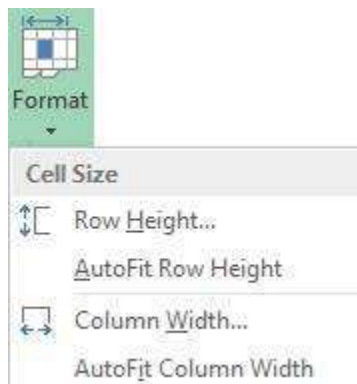


Figure 7 – Format Menu

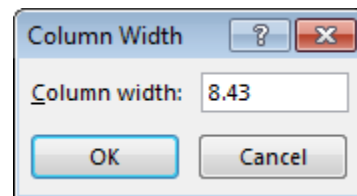


Figure 8 – Column Width Dialog Box

NOTE: You can also resize a column by dragging the right edge of the column header right to increase or left to decrease the column width (see Figure 9). Double-clicking the right edge of the column header changes the column width to automatically fit its contents.

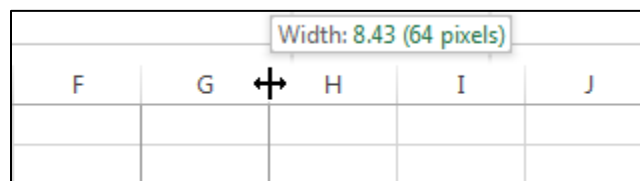


Figure 9 – Changing the Column Width Using the Column Header

Hiding and Unhiding Rows and Columns

You can hide rows and columns within a worksheet. Any data or calculations in hidden rows and columns are still available through references; they are simply hidden from view. When you need the data, you can unhide rows and columns. Hidden rows and columns do not appear in a printout.

To hide a row or column:

1. Select the row or column that you want to hide.
2. On the **Home** tab, in the **Cells** group, click the **Format** button, point to **Hide & Unhide**, and then click **Hide Rows** or **Hide Columns** (see Figure 10).

NOTE: You can also hide a row or column by right-clicking the row or column header, and then clicking **Hide** on the shortcut menu.

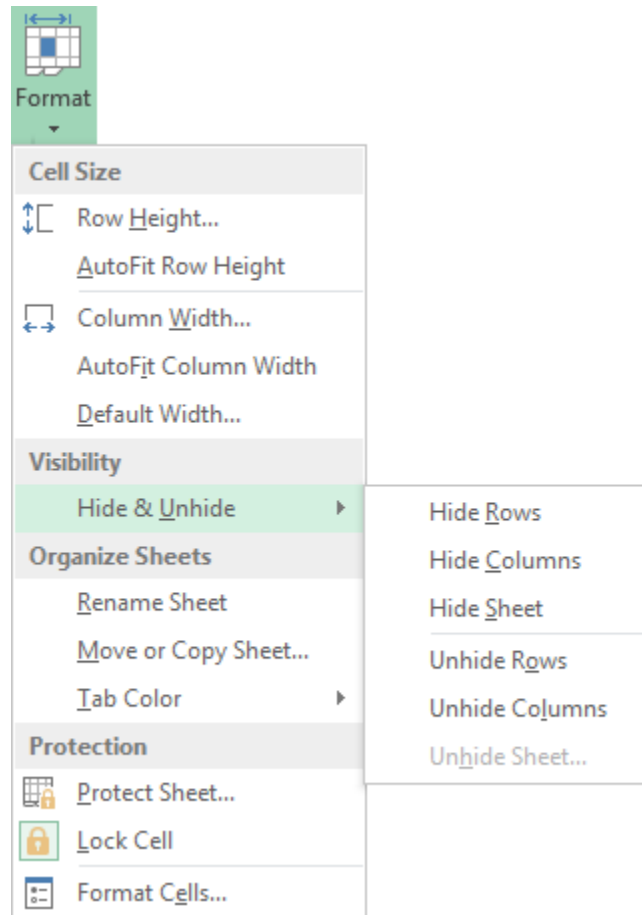


Figure 10 – Format Menu and Hide & Unhide Submenu

To unhide a row or column:

1. Select the rows above and below the hidden row, or select the columns to the left and right of the hidden column.
2. On the **Home** tab, in the **Cells** group, click the **Format** button, point to **Hide & Unhide**, and then click **Unhide Rows** or **Unhide Columns** (see Figure 10).

NOTE: You can also unhide a row or column by selecting the rows or columns that surround the hidden row or column, right-clicking the selection, and then clicking **Unhide** on the shortcut menu. To unhide row 1, right-click the top edge of the row 2 header, and then click **Unhide**. To unhide column A, right-click the left edge of the column B header, and then click **Unhide**.

Working with Worksheets

A *worksheet*, also known as a *sheet*, is where you enter data in Excel. A workbook can contain one or more worksheets. Each worksheet has a tab located at the bottom of the workbook window. The active worksheet is the one that is currently displayed (see Figure 11).

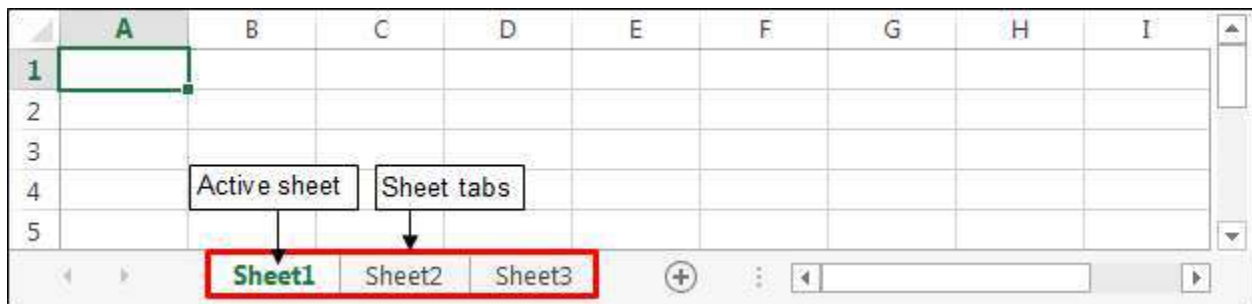


Figure 11 – Sheet Tabs

Selecting Worksheets

In order to work with a worksheet, you must first select (or activate) it. When you want to work with more than one worksheet at a time, you can select multiple adjacent or nonadjacent worksheets. When multiple worksheets are selected, the word *[Group]* appears in the Title bar at the top of the program window.

To select a worksheet:

1. Click the tab of the worksheet that you want to select (see Figure 11).

To select multiple adjacent worksheets:

1. Click the tab of the first worksheet that you want to select, hold down the **Shift** key, and then click the tab of the last worksheet that you want to select (see Figure 12).

NOTE: To cancel the selection of multiple worksheets, click the tab of any unselected worksheet, or right-click the tab of any selected worksheet, and then click **Ungroup Sheets** on the shortcut menu.



Figure 12 – Selected Sheet Tabs

To select multiple nonadjacent worksheets:

1. Click the tab of the first worksheet that you want to select, hold down the **Ctrl** key, and then click the tabs of additional worksheets that you want to select.

To select all worksheets in a workbook:

1. Right-click a sheet tab, and then click **Select All Sheets** on the shortcut menu.

Navigating Between Worksheets

If a workbook contains many worksheets, all the sheet tabs may not be visible. You can use the tab scrolling buttons located at the bottom of the workbook window to display hidden sheet tabs (see Figure 13). These buttons become available only when there are more sheet tabs than can fit in the tab area.





- Click the **Previous** button  or **Next** button  to scroll one sheet at a time.
- Hold down the **Ctrl** key and click the **Previous** button  to scroll to the first sheet.
- Hold down the **Ctrl** key and click the **Next** button  to scroll to the last sheet.



Figure 13 – Tab Scrolling Buttons

NOTE: When you right-click any of the tab scrolling buttons, the **Activate** dialog box opens and displays a list of all the worksheets in the workbook. You can activate a worksheet by selecting it, and then clicking the **OK** button (see Figure 14).

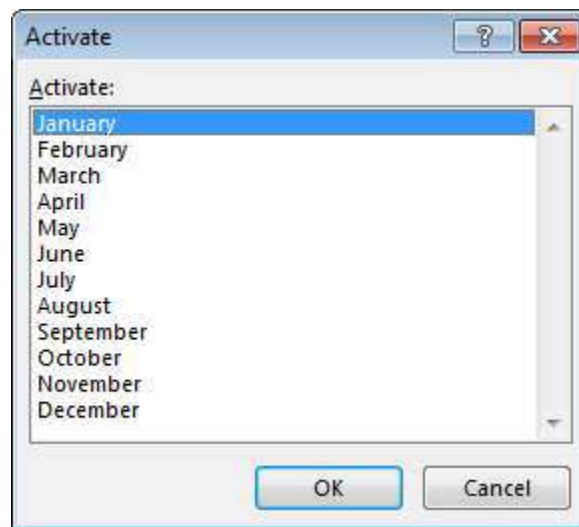


Figure 14 – Activate Dialog Box

Renaming Worksheets

Each worksheet has a name that appears on its tab at the bottom of the workbook window. By default, the worksheets are named *Sheet*, followed by a number (*Sheet1*, *Sheet2*, etc.). You can replace the default worksheet names with descriptive names to help you easily locate data in a workbook.

To rename a worksheet:

1. Double-click the tab of the worksheet that you want to rename. Or, right-click the sheet tab, and then click **Rename** on the shortcut menu. The worksheet name is selected on the tab (see Figure 15).
2. Type a new name, and then press the **Enter** key. The sheet tab size adjusts to fit the name.

NOTE: Worksheet names cannot exceed 31 characters and cannot be blank. Each worksheet name in a workbook must be unique.

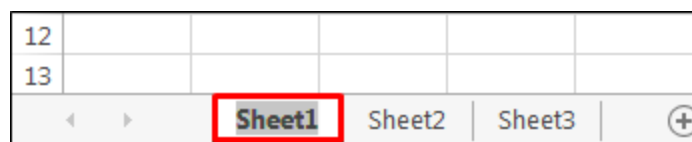


Figure 15 – Sheet Tab with Selected Name

Inserting Worksheets

By default, each new workbook contains one worksheet. You can insert additional worksheets as needed.

To insert a worksheet:

1. Click the tab of the worksheet to the left of which you want to insert a new worksheet.
2. On the **Home** tab, in the **Cells** group, click the **Insert** arrow, and then click **Insert Sheet** (see Figure 16).

NOTE: You can also insert a worksheet by clicking the **New sheet** button located on the right side of the last visible tab (see Figure 17). This inserts a new worksheet to the right of the active sheet.

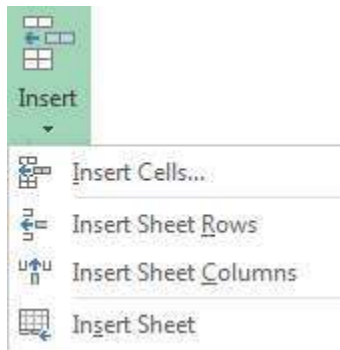


Figure 16 – Insert Menu



Figure 17 – New Sheet Button

Deleting Worksheets

If you no longer need a worksheet, you can delete it from the workbook. Deleting a worksheet cannot be undone.

To delete a worksheet:

1. Click the tab of the worksheet that you want to delete.
2. On the **Home** tab, in the **Cells** group, click the **Delete** arrow, and then click **Delete Sheet** (see Figure 18).
3. If the worksheet contains data, a dialog box opens asking you to confirm. Click the **Delete** button (see Figure 19).

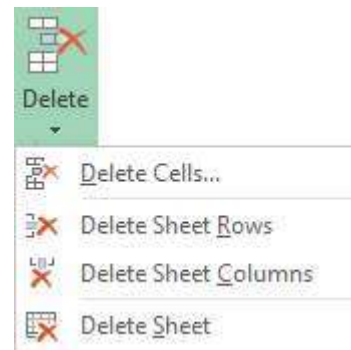


Figure 18 – Delete Menu

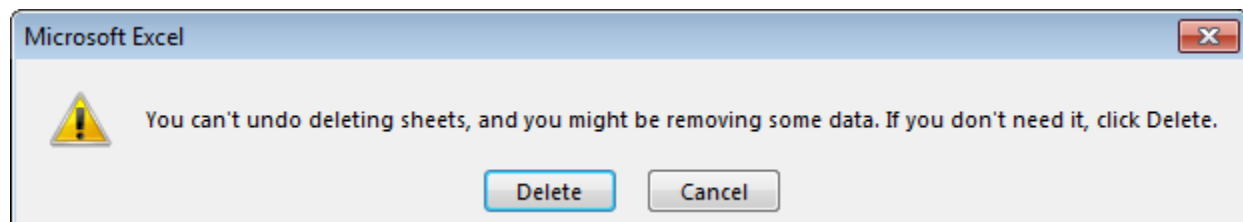


Figure 19 – Microsoft Excel Dialog Box

NOTE: You can also delete a worksheet by right-clicking its tab, and then clicking **Delete** on the shortcut menu.

Moving Worksheets

You can move a worksheet to another location in a workbook. This allows you to reorganize the worksheets in a workbook. For example, you might want to arrange worksheets in chronological order or in order of importance, or you might want to group similar worksheets together.

To move a worksheet:

1. Right-click the tab of the worksheet that you want to move, and then click **Move or Copy** on the shortcut menu. The **Move or Copy** dialog box opens (see Figure 20).
2. In the **Before sheet** box, click the name of the worksheet to the left of which you want the selected worksheet to be moved.

NOTE: The **(move to end)** option moves the selected worksheet after the last worksheet in the workbook.

3. Click the **OK** button.

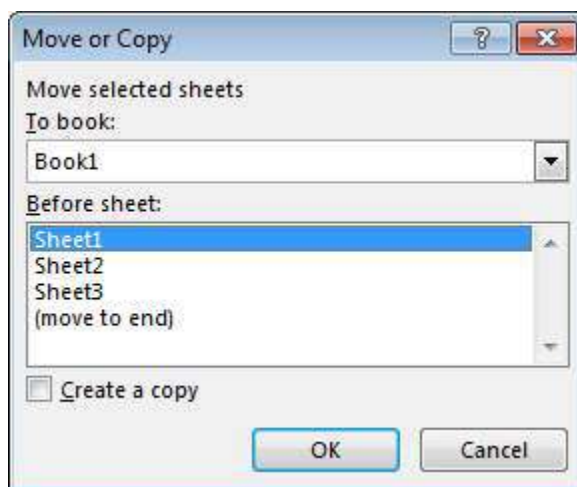


Figure 20 – Move or Copy Dialog Box

NOTE: You can also move a worksheet by dragging its tab to the desired location. As you drag, the mouse pointer changes to a small sheet and a small black arrow indicates where the worksheet will be moved when you release the mouse button (see Figure 21 and Figure 22).

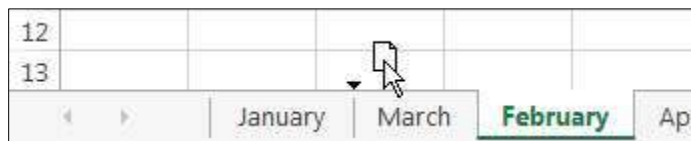


Figure 21 – Moving a Worksheet



Figure 22 – Moved Worksheet

Copying Worksheets

You can make a copy of a worksheet in a workbook. This is useful if you need to create a new worksheet that is similar to an existing worksheet in the workbook. When you copy a worksheet, the new copy is given the name of the original worksheet followed by a sequential number in parentheses. For example, making a copy of *Sheet1* results in a new worksheet named *Sheet1 (2)*.

To copy a worksheet:

1. Right-click the tab of the worksheet that you want to copy, and then click **Move or Copy** on the shortcut menu. The **Move or Copy** dialog box opens (see Figure 23).
2. In the **Before sheet** box, click the name of the worksheet to the left of which you want the selected worksheet to be copied.
3. Select the **Create a copy** check box.
4. Click the **OK** button.

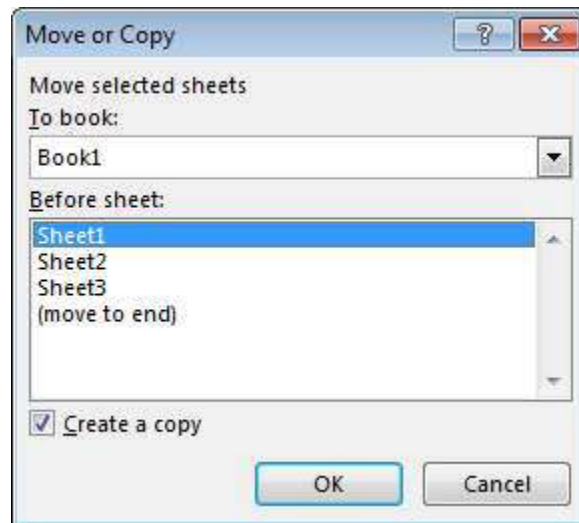


Figure 23 – Move or Copy Dialog Box

NOTE: You can also copy a worksheet by holding down the **Ctrl** key and dragging its tab to the desired location. As you drag, the mouse pointer changes to a small sheet with a plus sign on it and a small black arrow indicates where the worksheet will be copied when you release the mouse button (see Figure 24 and Figure 25).

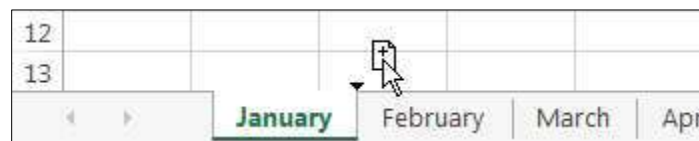


Figure 24 – Copying a Worksheet



Figure 25 – Copied Worksheet

Working with Comments

Some cells in a worksheet may contain data that requires an explanation or special attention. Comments provide a way to attach this type of information to individual cells without cluttering the worksheet. You can use the commands in the *Comments* group on the *Review* tab of the *Ribbon* to add, edit, and delete comments, navigate between comments, and display or hide comments (see Figure 26).




Figure 26 – Comments Group on the Review Tab

Adding Comments

You can add a comment to any cell in a worksheet. Excel labels each new comment by using a name that is specified in the Excel Options dialog box.

To add a comment:

1. Select the cell to which you want to add a comment.
2. On the **Review** tab, in the **Comments** group, click the **New Comment** button . Or, right-click the cell, and then click **Insert Comment** on the shortcut menu.
3. Type the comment in the **Comment** box (see Figure 27).
4. When finished, click any cell in the worksheet to hide the comment. A red triangle appears in the upper-right corner of the cell to indicate that it contains a comment.

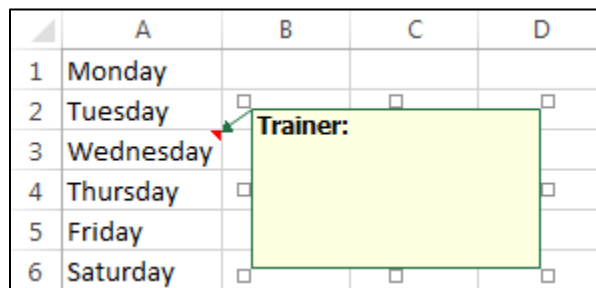



Figure 27 – Comment Box

Editing Comments

You can easily edit comments if you need to make any changes.


To edit a comment:

1. Select the cell that contains the comment you want to edit.
2. On the **Review** tab, in the **Comments** group, click the **Edit Comment** button . Or, right-click the cell, and then click **Edit Comment** on the shortcut menu.
3. Edit the comment in the **Comment** box.
4. When finished, click any cell in the worksheet to hide the comment.

Deleting Comments

You can delete comments that are no longer needed.

To delete a comment:


1. Select the cell that contains the comment you want to delete.
2. On the **Review** tab, in the **Comments** group, click the **Delete** button .

NOTE: You can also delete a comment by right-clicking the cell, and then clicking **Delete Comment** on the shortcut menu.

Displaying and Hiding Comments

By default, comments are hidden and appear only when you position the mouse pointer over a commented cell. If needed, you can display comments at all times regardless of where the mouse pointer is located. You can display or hide comments individually or all at once.

To display or hide a comment:

1. Select the cell that contains the comment you want to display or hide.
2. On the **Review** tab, in the **Comments** group, click the **Show/Hide Comment** button .

NOTE: You can also click the **Show All Comments** button in the **Comments** group to display or hide all the comments in the worksheet.

Working with Views

Excel provides several ways in which you can view worksheets and workbooks. You can use the commands on the **View** tab of the **Ribbon** to switch to different views, change a worksheet's zoom level, split the workbook window into panes, freeze panes, switch between open workbooks, and display multiple workbooks on the screen (see Figure 28).

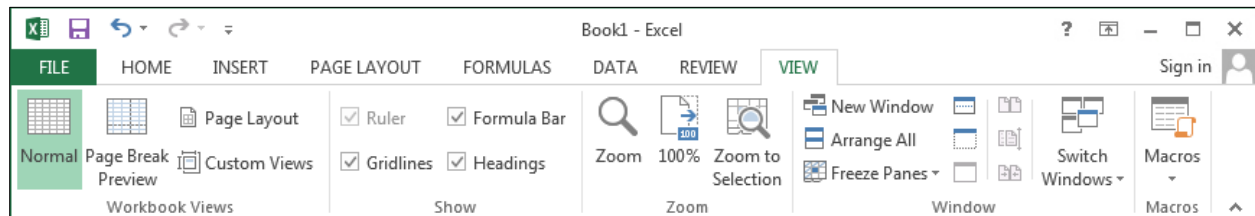






Figure 28 – View Tab of the Ribbon

Switching Views

Excel offers a variety of viewing options that change how a worksheet is displayed on the screen. These views can be useful for performing various tasks (see Table 1).

Table 1 – Workbook Views

Name	Description
 Normal	This is the default view. If you switch to another view and return to Normal view, Excel displays page breaks.
 Page Break Preview	Displays a preview of where pages will break when the worksheet is printed. Use this view to easily adjust page breaks.
 Page Layout	Displays the worksheet as it will appear when printed. Use this view to see where pages begin and end, and to add headers and footers.
 Custom Views	Allows you to save the current display and print settings as a custom view that you can quickly apply in the future.

To switch views:

1. On the **View** tab, in the **Workbook Views** group, click the desired view button (see Figure 29). Or, click the desired view button on the **View Shortcuts** toolbar located on the right side of the **Status** bar (see Figure 30).

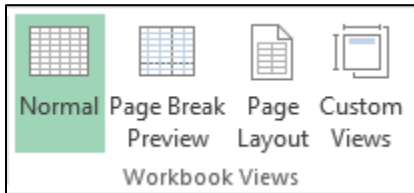


Figure 29 – Workbook Views Group on the View Tab



Figure 30 – View Shortcuts Toolbar

Changing the Zoom Level

You can zoom in to make a worksheet easier to read or zoom out to see more of the worksheet. Changing the zoom level does not affect the appearance of the printed worksheet; it only affects how the worksheet appears on the screen.

To change the zoom level:

1. On the **View** tab, in the **Zoom** group, click the **Zoom** button (see Figure 31). Or, click the **Zoom** button on the right side of the **Status** bar (see Figure 32).

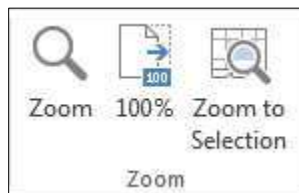


Figure 31 – Zoom Group on the View Tab

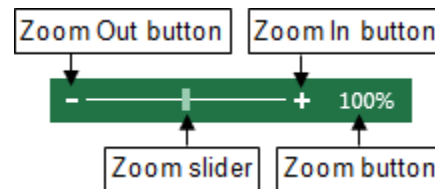


Figure 32 – Zoom Slider and Zoom Button on the Status Bar

2. In the **Zoom** dialog box, select a preset zoom level or enter a custom zoom level, and then click the **OK** button (see Figure 33).

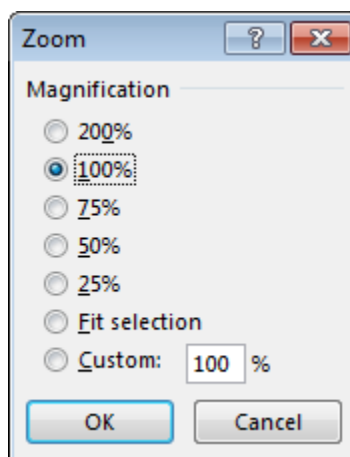




Figure 33 – Zoom Dialog Box

NOTE: You can also adjust the zoom level by using the **Zoom** controls on the right side of the **Status** bar (see Figure 32). You can drag the **Zoom** slider left to zoom out or right to zoom in, or click the **Zoom Out** button  or **Zoom In** button  on either side of the slider.

Freezing Panes

Freezing panes is a useful technique for keeping an area of a worksheet visible while you scroll to another area of the worksheet. You can choose to freeze just the top row, just the left column, or multiple rows and columns of a worksheet. Excel displays dark gray lines to indicate frozen rows and columns (see Figure 34).

NOTE: You can freeze only rows at the top and columns on the left side of the worksheet; you cannot freeze rows and columns in the middle of the worksheet.

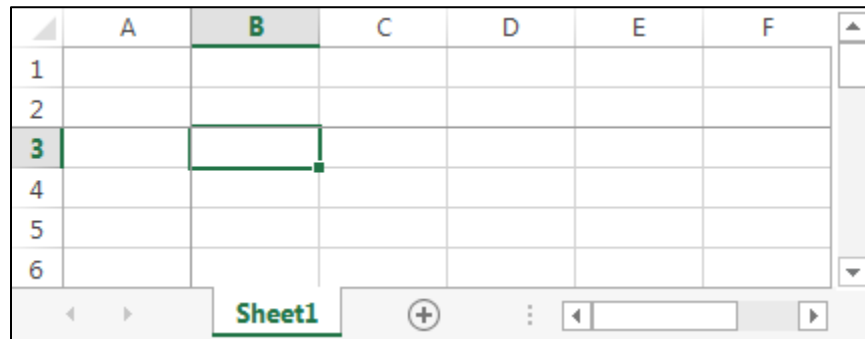


Figure 34 – Frozen Rows and Columns

To freeze panes:

1. Select the cell below the row and to the right of the column that you want to freeze.
2. On the **View** tab, in the **Window** group, click the **Freeze Panes** button, and then click **Freeze Panes** (see Figure 35).

NOTE: If any rows or columns in a worksheet are frozen, the **Freeze Panes** option changes to **Unfreeze Panes**. You can unfreeze panes by clicking the **Freeze Panes** button, and then clicking **Unfreeze Panes**.

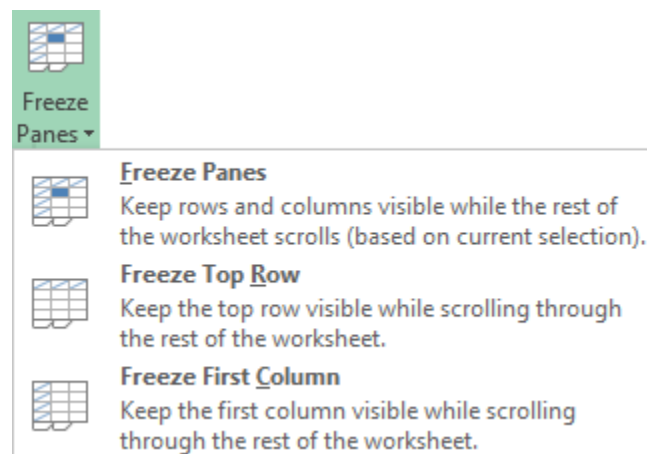


Figure 35 – Freeze Panes Menu


Splitting the Workbook Window

You can split the workbook window into two or four resizable panes, all with independent scroll bars. This allows you to view different parts of a worksheet at the same time.

To split the workbook window:

1. Select the cell where you want to split the workbook window.

NOTE: To split the workbook window into two panes instead of four, select the first cell in the row or column where you want to create the split.

- On the **View** tab, in the **Window** group, click the **Split** button . Split bars appear in the workbook window (see Figure 36).

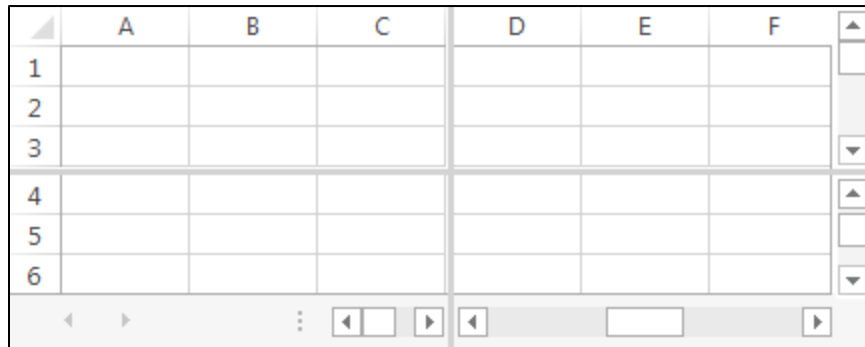


Figure 36 – Workbook Window with Four Panes

NOTE: You can resize the panes by dragging the split bars. You can remove the panes by clicking the **Split** button again or by double-clicking the split bars that divide the panes.

Viewing Multiple Workbooks

You can have more than one workbook open at a time and switch between them as you work. You can also arrange two or more workbooks on the screen at the same time.

To switch between open workbooks:

- On the **View** tab, in the **Window** group, click the **Switch Windows** button and select the workbook that you want to display (see Figure 37).

NOTE: A check mark is displayed to the left of the active workbook.

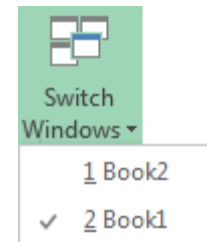



Figure 37 – Switch Windows Menu

To display two workbooks side by side:

- On the **View** tab, in the **Window** group, click the **View Side by Side** button .

NOTE: If only two workbooks are open, they immediately appear side by side. If more than two workbooks are open, the **Compare Side by Side** dialog box opens so you can select the second workbook you want to display (see Figure 38).

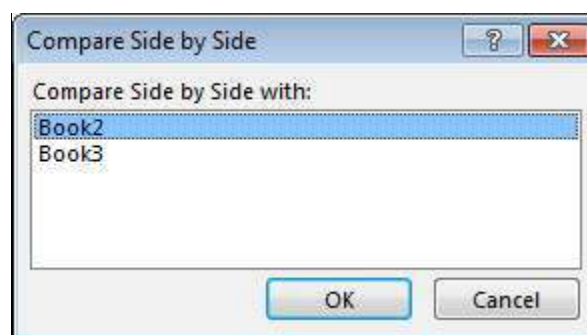



Figure 38 – Compare Side by Side Dialog Box

To display all open workbooks:

1. On the **View** tab, in the **Window** group, click the **Arrange All** button .
2. In the **Arrange Windows** dialog box, select the desired arrangement option, and then click the **OK** button (see Figure 39).

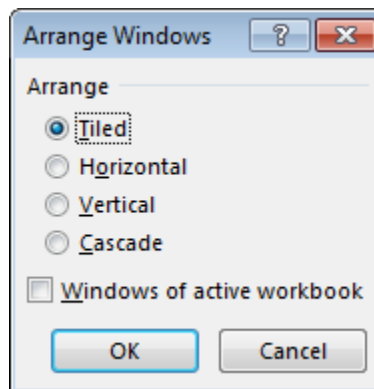





Figure 39 – Arrange Windows Dialog Box

NOTE: When multiple workbooks are displayed on the screen, you can activate a particular workbook by clicking its window. You can control individual windows by clicking the **Minimize** button , **Maximize** button , or **Close** button  in the upper-right corner of each window.

Changing the Page Layout

The commands used to define the layout of a printed page are available on the *Page Layout* tab of the *Ribbon* (see Figure 40). They can be used to change the page margins and orientation, set a print area, control page breaks, adjust the scale, and specify whether or not to print gridlines.

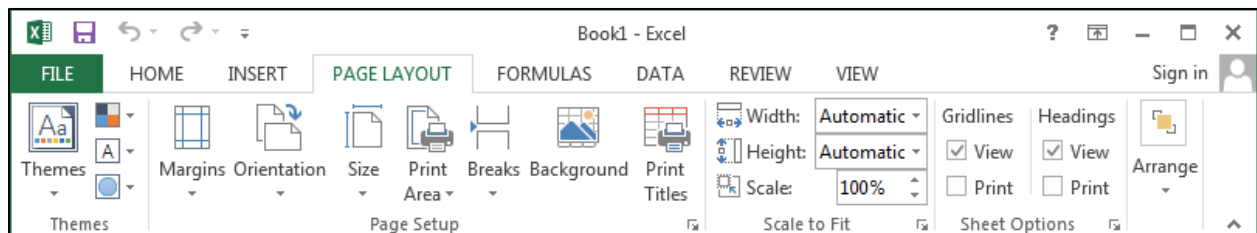


Figure 40 – Page Layout Tab of the Ribbon

NOTE: You can also adjust page layout settings using the *Print* page of the *Backstage* view. This allows you to immediately see the results in the preview pane.

Changing the Page Margins

Margins define the printed area on a page. They control the amount of blank space between the printed data and the top, bottom, left, and right edges of the page. You can change the page margins by selecting one of the preset margin settings or by setting custom margins.

To change the page margins:

1. Select the worksheet for which you want to change the margins.
2. On the **Page Layout** tab, in the **Page Setup** group, click the **Margins** button and select the desired margin setting from the menu (see Figure 41).

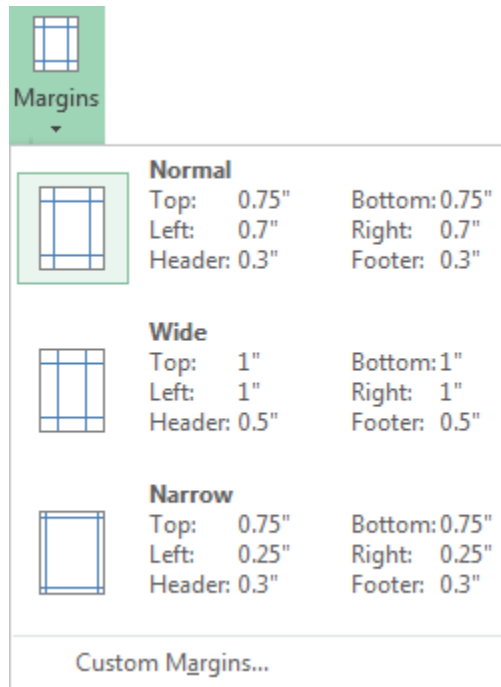


Figure 41 – Margins Menu

To set custom margins:

1. Select the worksheet for which you want to set custom margins.
2. On the **Page Layout** tab, in the **Page Setup** group, click the **Margins** button, and then click **Custom Margins** at the bottom of the **Margins** menu (see Figure 41).
3. In the **Page Setup** dialog box, on the **Margins** tab, enter the desired values in the **Top**, **Bottom**, **Left**, and **Right** boxes, and then click the **OK** button (see Figure 42).

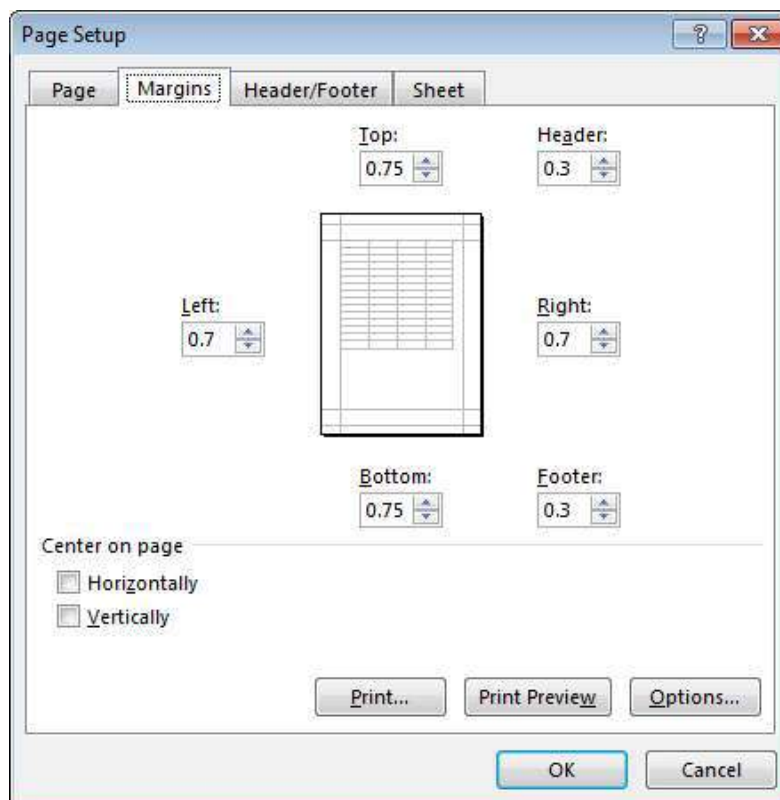


Figure 42 – Margins Tab of the Page Setup Dialog

Changing the Page Orientation

In Excel, you can print a worksheet in either portrait or landscape orientation. Portrait orientation (the default) is useful for long worksheets that are not very wide; landscape orientation is useful for worksheets with many columns.

To change the page orientation:

1. Select the worksheet for which you want to change the orientation.
2. On the **Page Layout** tab, in the **Page Setup** group, click the **Orientation** button, and then click **Portrait** or **Landscape** (see Figure 43).

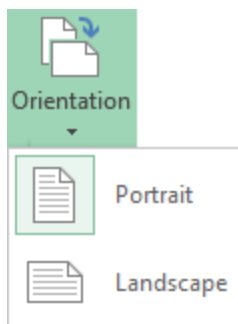


Figure 43 – Orientation Menu

Setting a Print Area

By default, Excel prints the entire worksheet. If you frequently print a specific section of a worksheet, you can set a print area that includes just that section. That way, when you print the worksheet, only that section will print.

To set a print area:

1. Select the cells that you want to define as the print area.
2. On the **Page Layout** tab, in the **Page Setup** group, click the **Print Area** button, and then click **Set Print Area** (see Figure 44). The print area is outlined with a dark gray line.

NOTE: You can clear the print area by clicking the **Print Area** button, and then clicking **Clear Print Area**.

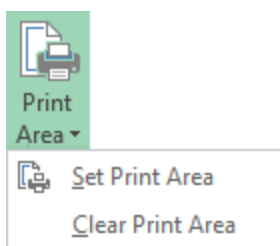


Figure 44 – Print Area Menu

Adjusting Page Breaks

Page breaks are dividers that break a worksheet into separate pages for printing. Excel inserts automatic page breaks based on the paper size, margin settings, and scaling options you set. You can override the automatic page breaks by inserting manual page breaks or by moving existing page breaks to another location in the worksheet. You can also remove manually-inserted page breaks or reset all page breaks back to the default. Although you can work with page breaks in *Normal* view, the best way to view or adjust all the page breaks in a worksheet is in *Page Break Preview* view.

To insert a page break:

1. In **Normal** view, select any cell in the row below or in the column to the right of where you want the break to occur.
2. On the **Page Layout** tab, in the **Page Setup** group, click the **Breaks** button, and then click **Insert Page Break** (see Figure 45). A dark gray line appears in the worksheet indicating the location of the manual page break.

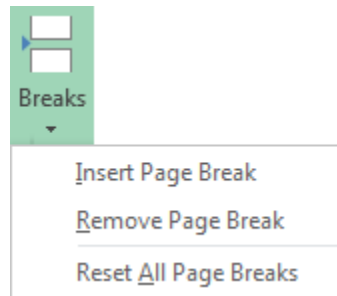



Figure 45 – Breaks Menu

To remove a page break:

1. In **Normal** view, select a cell in the row below a horizontal break or in the column to the right of a vertical break.
2. On the **Page Layout** tab, in the **Page Setup** group, click the **Breaks** button, and then click **Remove Page Break** or **Reset All Page Breaks** (see Figure 45).

NOTE: Page breaks inserted automatically by Excel cannot be removed.

To move a page break:

1. On the **View** tab, in the **Workbook Views** group, click the **Page Break Preview** button  to switch to **Page Break Preview** view.

NOTE: If the **Welcome to Page Break Preview** dialog box opens, click the **OK** button. To not see this dialog box every time you switch to **Page Break Preview** view, select the **Do not show this dialog again** check box before you click the **OK** button.

2. Drag the page break (a dashed or solid blue line) to the desired location (see Figure 46 and Figure 47).

NOTE: Moving an automatic page break changes it to a manual page break.

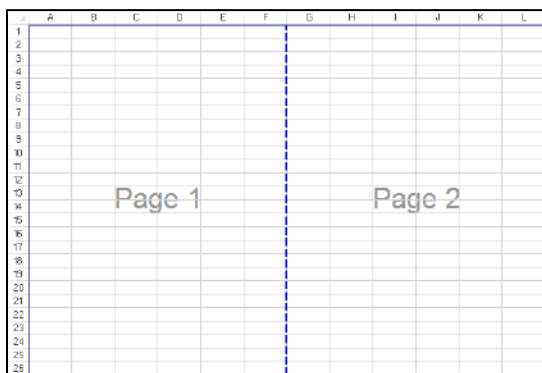


Figure 46 – Automatic Page Break (Dashed Line)

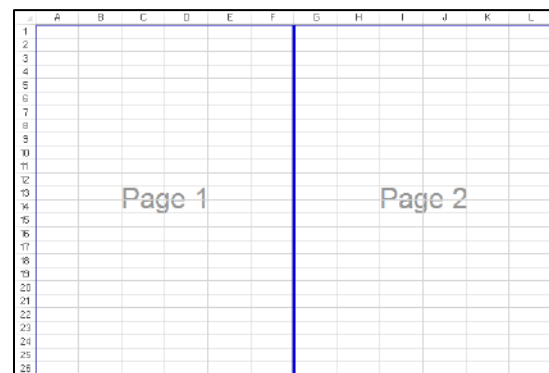


Figure 47 – Manual Page Break (Solid Line)

3. On the **View** tab, in the **Workbook Views** group, click the **Normal** button  to switch back to **Normal** view.

Scaling Worksheets

Scaling allows you to adjust the size of a worksheet for printing. By default, Excel prints a worksheet at a scale of 100%. You can change the scale percentage (from 10% through 400%) to fit more or less data on a printed page. You can also adjust the scale by specifying the number of horizontal and vertical pages on which the worksheet should fit. These changes affect only the worksheet's printed appearance, not how it looks on the screen.

To change the scale percentage:

1. Select the worksheet that you want to scale.
2. On the **Page Layout** tab, in the **Scale to Fit** group, enter the desired percentage in the **Scale** box (see Figure 48).

NOTE: The **Width** and **Height** controls must be set to **Automatic** in order to use this feature.

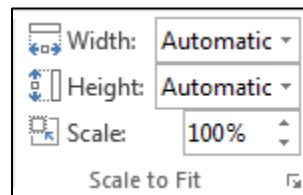


Figure 48 – Scale to Fit Group on the Page Layout Tab

To fit a worksheet on a specific number of pages:

1. Select the worksheet that you want to scale.
2. On the **Page Layout** tab, in the **Scale to Fit** group, do the following (see Figure 48):
 - Click the **Width** arrow and select the number of horizontal pages that the worksheet should take up when printed.
 - Click the **Height** arrow and select the number of vertical pages that the worksheet should take up when printed.

NOTE: The **Width** and **Height** controls are normally set to **Automatic** which means that the worksheet prints at full size on as many pages as necessary.

Printing Gridlines

Gridlines are the light gray lines that appear around cells in a worksheet. By default, gridlines are displayed on the screen, but they are not printed. You can choose to print a worksheet with gridlines to make the data easier to read on a printed page.

To print gridlines:

1. Select the worksheet that you want to print with gridlines.
2. On the **Page Layout** tab, in the **Sheet Options** group, under **Gridlines**, select the **Print** check box (see Figure 49).

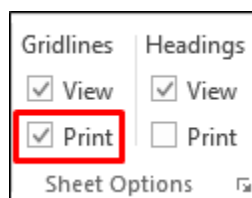


Figure 49 – Sheet Options Group on the Page Layout Tab

Previewing and Print Worksheets

Before printing a worksheet, you can preview it to see how each page will look when printed. When you are ready to print the worksheet, you can quickly print one copy of the entire worksheet using the current printer, or you can change the default print settings before printing it. The *Print* page of the *Backstage* view allows you to preview a worksheet, set print options, and print the worksheet, all from one location (see Figure 50).

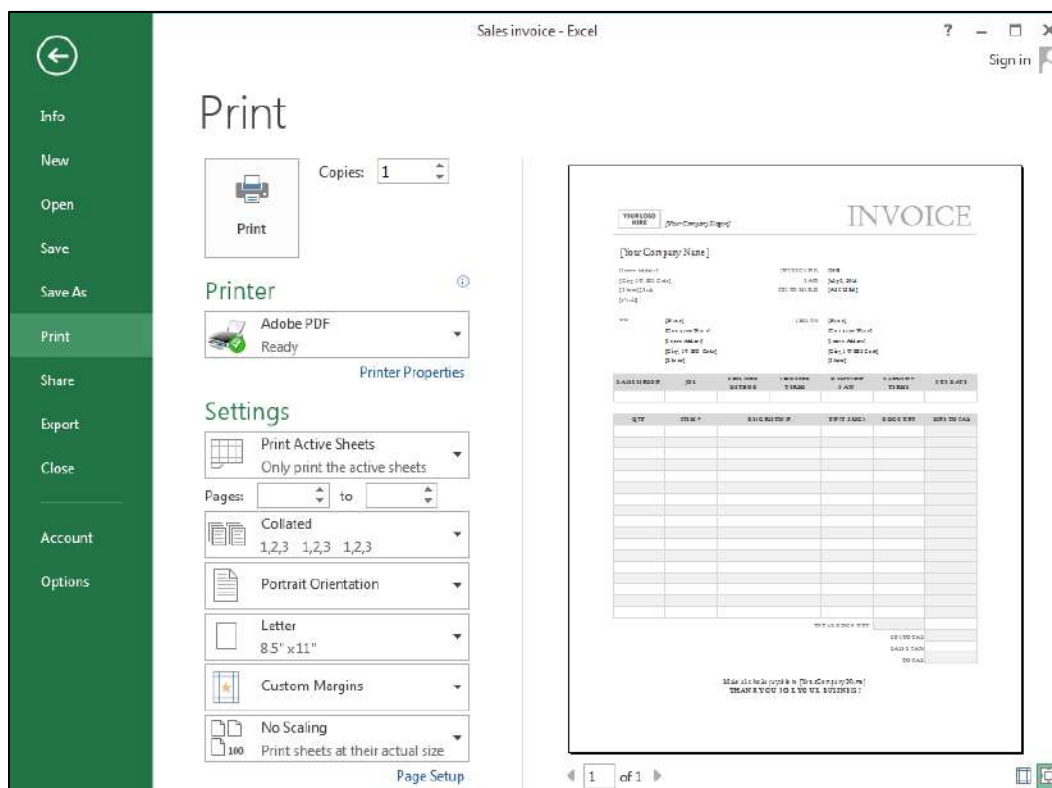






Figure 50 – Print Page of the Backstage View

To preview and print a worksheet:

1. Select the worksheet that you want to preview and print.
2. Click the **File** tab, and then click **Print**. Or, press **Ctrl+P**. The **Print** page of the **Backstage** view opens, displaying print settings in the center pane and a preview of the worksheet in the right pane (see Figure 50).
3. To preview the worksheet, in the right pane, do the following:
 - To switch pages, click the **Next Page** button  or **Previous Page** button , or enter a specific page number in the **Current Page** box.
 - To view page margins, click the **Show Margins** button . Click the **Show Margins** button again to hide margins.

NOTE: You can change the margins and column widths by dragging the lines and handles.

 - To display the page in normal size, click the **Zoom to Page** button . Click the **Zoom to Page** button again to return to full page view.
4. To change the print settings, in the center pane, do one or more of the following:
 - To change the printer, in the **Printer** section, click the button displaying the name of the default printer and select the desired printer from the list.


- To print multiple copies, type the number of copies you want to print in the **Copies** box.
 - To change other settings (such as page range, collation, orientation, paper size, margins, or scaling), in the **Settings** section, select the desired options.
5. To print the worksheet, click the **Print** button.

Using Templates

You can save time and effort by creating a new workbook based on a template. Templates contain content and design elements that you can modify to meet your needs. Excel 2013 offers a variety of templates (such as budgets, invoices, and calendars), and many more are available for download on Office.com.

To use a template:

1. Click the **File** tab, and then click **New**. The **New** page of the **Backstage** view opens, displaying thumbnails of the available templates (see Figure 51).

NOTE: You can search for online templates by typing a keyword in the **Search** box located at the top of the **New** page, and then clicking the **Search** button  or pressing the **Enter** key to display the search results.

2. In the right pane, click the thumbnail of the template that you want to use. A preview window opens, displaying a larger image of the template and additional information.
3. Click the **Create** button. Excel creates a new workbook based on the selected template and opens it in a new window.

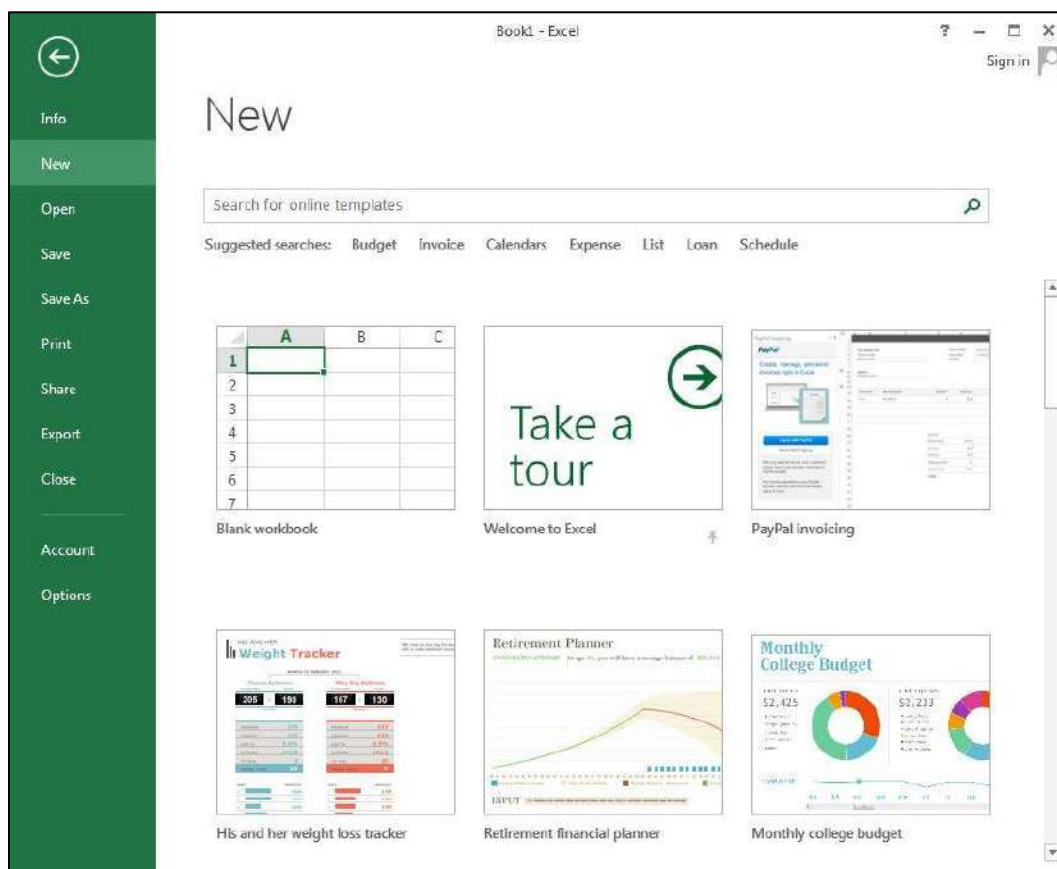


Figure 51 – New Page of the Backstage View