

# Week 5: Toolbox

## Keyboard Shortcuts



**CTRL + P | CMD + P:** Open Print dialogue

**CTRL + X | CMD + X:** Cut selection

**CTRL + C | CMD + C:** Copy selection

**CTRL + V | CMD + V:** Paste data (from previous cut/copy action)

**CTRL + F2:** Open Print Preview window

### Selecting cells with your keyboard and mouse:

**The SHIFT key:** When you use the SHIFT key in conjunction with your mouse to select cells, you can select whole ranges. Single click on your first cell, press down Shift - hold it down, then single-click the last cell of your selection. All cells between your first and last cell will be selected.

**The CTRL key:** When you hold the CTRL key and click cells/columns/rows with your mouse you can select multiple items that are non-contiguous. Non-contiguous means the items are not directly next to each other.

**Windows Shortcuts:** [Microsoft Office Support pages](#) | **Mac Shortcuts:** [Microsoft Office Support pages](#)

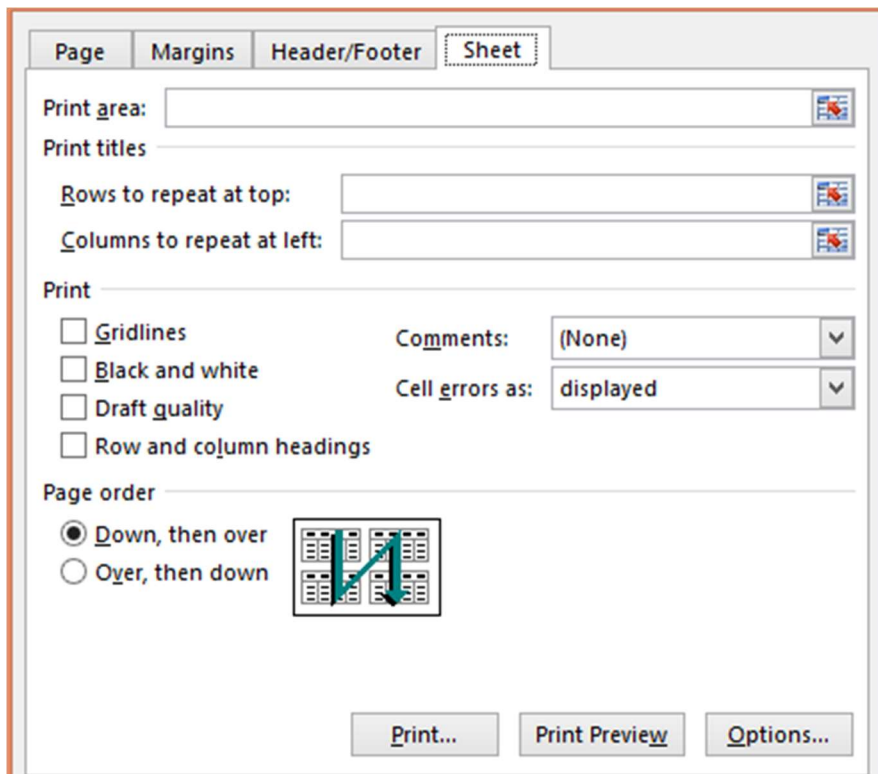
## Excel Terminology



**Print titles**



You can find this tool on the PAGE LAYOUT tab. In the dialogue box that opens you can configure a number of settings. In these two edit boxes you can set which rows/columns to repeat at the left and top of every printed page. In this sense, printing titles works a bit like Freeze Panes - except that Freeze Panes has no bearing on the printed page.

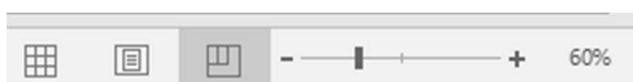


### Print area

The Print area of a spreadsheet is set up in the Print Titles dialogue box (see Print Titles). This is a great tool to use when you are working with large sets of data and you are intending to print only one particular section of it.

### Page break

Page breaks in Excel divide a worksheet into separate pages for printing. There are two types of page breaks: automatic (dotted blue line) and manual breaks (solid line). Automatic page breaks will adjust to other page layout settings such as orientation, margins, and scale. Access the Page Break tool via the PAGE LAYOUT tab. The page break view is accessible through the VIEW tab or the Status bar.



## Ninja Tip of the Week



### Font size vs Zoom slider

It can be tempting to enlarge a sheet's font so you can see things better on the screen. The problem is though that the font size is relative to a printed page and something that looked great on the screen, is oversized once we print. Remember to use the zoom slider in the Status Bar to enlarge data on the screen instead.