**Software Orientation**

* Excel 2016 provides tools to enhance the look of your worksheets onscreen and in print.
* To improve how a worksheet displays or to prepare a worksheet for printing, use commands on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_tab and the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_tab shown on the next slide.
* Use these formatting options to ensure that your worksheets are more \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, more \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and more \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Working with Rows and Columns**

* In Excel, you can:
  + Insert or delete \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_in an existing worksheet
  + Increase or decrease row \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and column \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Hide and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_rows and columns
  + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_data so that data in a row appears in a column and vice versa.

**Inserting or Deleting a Row or Column**

* You will often need to insert additional rows or columns into a worksheet.
* To insert a row, select the row or a cell in the row \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_which you want the new row to appear. The new row is then inserted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the selected cell or row.
* To insert \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_rows, select the same number of rows as you want to insert.
* Inserting columns works the same way, except columns are inserted to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of the selected cell or column.
* By default, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_column is formatted the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_as the column to the left.
* To deleting a row or column, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the row number or column letter and click \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_in the shortcut menu.
* The column heading or row heading is its identifying letter or number.
* You select an entire column or row by clicking its \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* To select multiple adjacent columns or rows, click the first column or row heading, hold the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_key, and then click the last heading.
* To select multiple nonadjacent columns or rows, click the first column or row heading, and then hold down the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_key while clicking other headings.

**Modifying Row Height and Column Width**

* By default, all \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_in a new worksheet are the same \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and all \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_are the same \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Modifying the height of rows and width of columns can make a worksheet’s contents easier to read and increase its visual appeal.
* You can set a row or column to a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_height or width or change the height or width to fit the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* To change height and width settings:
  + Use the Format commands in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_group on the Home tab
  + Use the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_that appears when you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_a selected row or column
  + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_or drag the boundary, which is the line between rows or columns.

* Row height (top-to-bottom measurement of a row) is measured in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; one point is equal to 1/72 inch. The default row height is 15 points, but you can specify a row height of 0 to 409 points.
* Column width (left-to-right measurement of a column). Although you can specify a column width of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the default column width is 8.43 characters (based on the default font and font size). If a column width or row height is set to 0, the corresponding column or row is hidden.
* If the value entered in a column exceeds the column width, the #### symbols appear, which indicate the number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_than the column width.
* If worksheet data appears crowded or too loose when you use the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Column Width, you can use the mouse to drag the right column boundary for any columns that seem crowded or have too much white space.
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is the empty area of a document, in which no content appears.
* To change the default width for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_columns on a worksheet or a workbook, click \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and then select Default Width.
* In the Standard Width dialog box, type a new default column measurement. Note that when changing the default column width or row height, columns and rows that contain data or that have been previously formatted retain their formatting.

**Hiding or Unhiding a Row or Column**

* If a worksheet contains a large number of rows or columns, you can hide a row or a column using the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_command or by setting the row height or column width to zero.
* When rows are hidden, they do not appear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_or in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, but the data remains and can be unhidden.
* To unhide hidden rows, select the row above and the row below the hidden row or rows and use the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_command.
* To display hidden columns, select the adjacent columns and follow the same steps used for displaying hidden rows.
* Use the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_feature to find a hidden row or column and then make it visible.

**Transposing Rows or Columns**

* Transposing a row or column causes your cell data to change \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_data will become \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_data, and column data will become row data.
* Use the Paste Special command to perform this type cell copying.
* In the Paste Special dialog box, select the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_check box to transpose row or column data.

**Using Themes**

* A document \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is a predefined set of colors, fonts, and effects that can be applied to a workbook.
* Use document themes to easily format an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_document.
* Themes are used in other Office applications so you can give all your Office documents a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_look in terms of colors, fonts, and effects.
* Effects, such as shadows or bevels, modify the appearance of an object.
* Excel has several predefined document themes.
* When you apply a theme to a workbook, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_contained within that theme replace any styles that were already applied to cells or ranges.

**Choose a Theme for a Workbook**

* Applying a new theme changes fonts and colors, and the color of shapes and SmartArt, tables, charts, and other objects.
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_are used to format specific cells or ranges within a worksheet; document themes are used to apply sets of styles (colors, fonts, and fill effects) to an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Many built-in cell styles use theme-aware formatting, so applying a new theme determines which fonts and colors are used by styles.
* Styles are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_from themes in that you can change styles regardless of the theme that’s applied to a document.

**Viewing and Printing Worksheet Gridlines**

* Worksheet gridlines (the lines that display around worksheet cells), row headings, and column headings can be used to enhance a worksheet’s appearance.
* Gridlines appear onscreen, by default, but are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_printed automatically.
* You can choose to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_or hide gridlines in your worksheet
* You can choose whether gridlines are printed. A printed worksheet is easier to read when gridlines are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Print Preview is the screen that appears when you click the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_tab and then click \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, or if you click Print Preview in a dialog box that provides the button.
* Print Preview allows you to see what your document will look like before you print it.

**Inserting Headers and Footers**

* Headers or footers provide useful information about the worksheet, such as who prepared it, the date it was created or last modified, the page number, and so on.
* Headers and footers are visible in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and appear on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* A header is a line of text that appears at the top of each page of a printed worksheet.
* A footer is a line of text that appears at the bottom of each page.
* You can:
  + Add predefined header or footer information to a worksheet
  + Insert elements such as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Add your own \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to a header or footer.
  + On the Header & Footer Tools Design tab, the Header & Footer group contains predefined headers and footers that allow you to automatically add text to the header or footer.
  + You also can create a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_header or footer by manually typing the text you want to include.
  + The predefined header and footer elements in Excel insert \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_into the header or footer.
  + When your workbook is printed, Excel replaces these codes with the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_You can view how the headers and footers will look by using \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_in Backstage view.
  + Many of Excel’s predefined headers and footers combine one or more elements.
  + You can customize the appearance of your header or footer in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
  + You can change options such as the font type or size, or add special effects to your header and footer text.

**Preparing a Document for Printing**

* When worksheet data prints on several pages, you can use several commands to set up your document to print in a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_manner.
* The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_command on the View tab controls where page breaks occur, enabling you to break data where it is most logical.
* You can also:
* Change page \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Change the orientation of the worksheet
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the worksheet to fit more data on a single page

**Repeating Row and Column Print Titles**

* In worksheets that span two or more pages, you can instruct Excel to print \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_rows or columns on each page to give your readers a better perspective of the data they are viewing.
* The reader won’t have to go back to the first page to see \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, which are also referred to as print titles.
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_help to give your printed documents a uniform look from the first to the last page.

**Adding and Moving a Page Break**

* The Print window in Backstage view displays a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_preview of a worksheet just as it will be printed.
* With Print Preview, you can check the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and overall \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of a worksheet before actually printing it.
* You \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_make changes to the document in Print Preview.
* A page break is a divider that breaks a worksheet into \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_pages for printing.
* Excel inserts automatic vertical page breaks (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) based on paper size, margin settings, scaling options, and the positions of any manual page breaks (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) that you insert.
* Excel provides a Page Break Preview window in which you can quickly adjust automatic page breaks to achieve a more desirable printed document.
* Use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_page breaks to control page break locations.
* You can \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_an automatic page break to a new location to convert it to a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_page break.
* Or click a cell in the row where you want a page break to occur, then click the Page Layout tab.
* In the Page Setup group, click \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and then Insert Page Break. A horizontal page break appears.

**Set Margins**

* Margins are an effective way to manage and optimize the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_space on a printed worksheet
* In Excel, you can choose one of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_built-in margin sets, or you can create \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_margins using the Page Setup dialog box.
* The Margins menu includes the following predefined settings:
  + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_margin setting is the default for a new workbook.
  + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_margins allow more area for data when you print a workbook
  + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_margins introduce more white space.
* You can also set \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_margins in Excel.
* When you click Custom Margins, the Page Setup dialog box opens with the settings that have been applied to the active worksheet.
* You can change any of the settings to create a custom margin setting.
* Header and footer margins automatically adjust when you change the page margins.
* Worksheets that do not fill an entire page can be centered \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_using the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_tab of the Page Setup dialog box.
* On the Page Layout tab, in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_group, click the Breaks button arrow and then select \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to quickly remove all manual page breaks from a worksheet.

**Setting a Worksheet’s Orientation**

* Printed worksheets are easiest to read and analyze when all of the data appears on one piece of paper.
* Excel’s orientation and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_features give you control over the number of printed pages of worksheet data.
* You can change the orientation of a worksheet, which is the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* A worksheet printed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_uses the Portrait orientation, which is the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_setting.
* A worksheet printed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_uses the Landscape orientation.

**Scaling a Worksheet to Fit on a Printed Page**

* Scaling refers to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_printed output to a percentage of its actual size.
* One use for scaling is to resize a document so that it fits on a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ page.
* Before attempting to change the scaling for a worksheet’s output, the maximum width and height must be set to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.