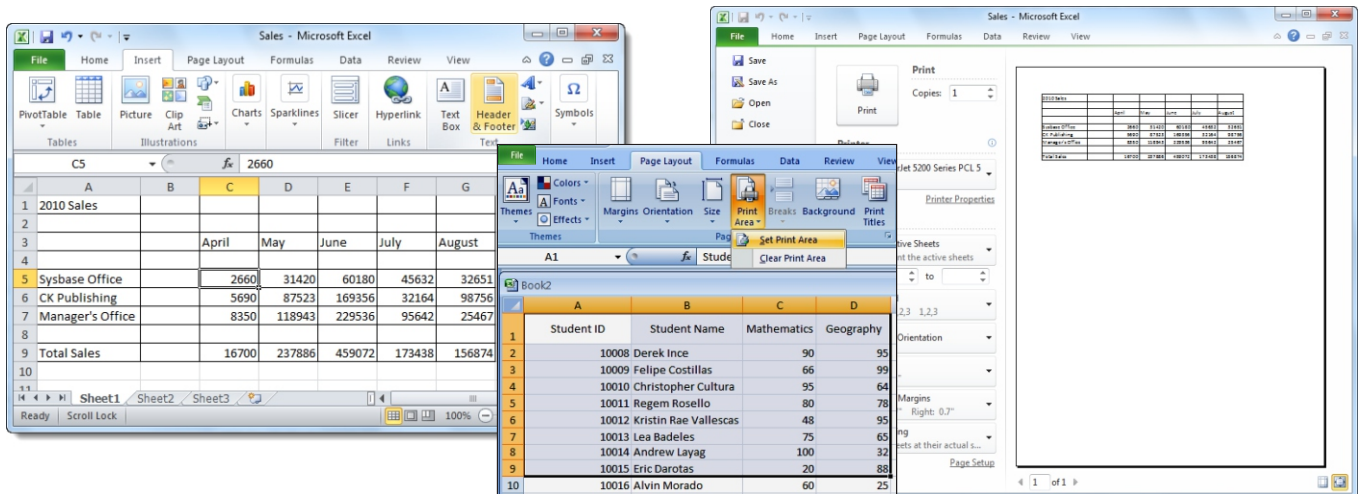


Lesson 5

Word Watch

- headers
- footers
- Print Preview Mode
- print area



Previewing and Printing a Worksheet

Learning Objectives

After completing this lesson, you should be able to:

- add headers and footers to a worksheet;
- preview a worksheet;
- define a print area; and
- print a worksheet.

Adding Headers and Footers

As you finalize your worksheet for printing, you can use a variety of Excel tools and options to improve your worksheet's appearance on a printed page. For example, you can preview a worksheet, add headers and footers, control page breaks, insert comments, and more. You can use headers and footers to add text that appears at the top or bottom of every worksheet page. Headers and footers are useful for making sure that every page prints with a page number, document title, author name, or date. Header text appears at the top of the page outside the text margin. Footers appear at the bottom of a page.

Add Headers and Footers

1 Click Insert tab.

2 Click Header and Footer ().

Excel displays Page Layout view.

The Header and Footer contextual tools also appear in the Ribbon.

Your cursor is active in the center Header box.

Note: You can click in boxes to the left and right to place header text in different locations across the top of the page.

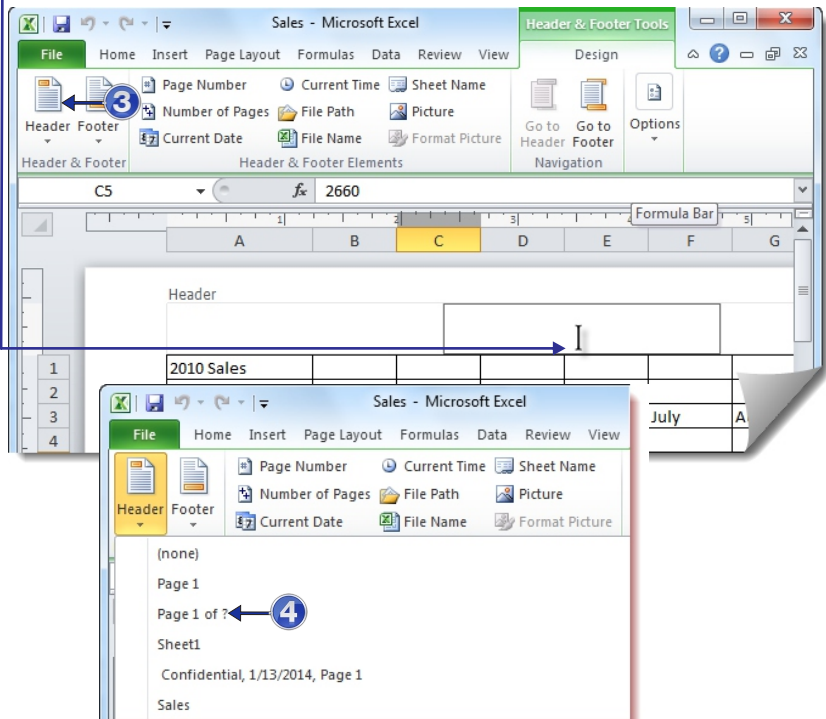
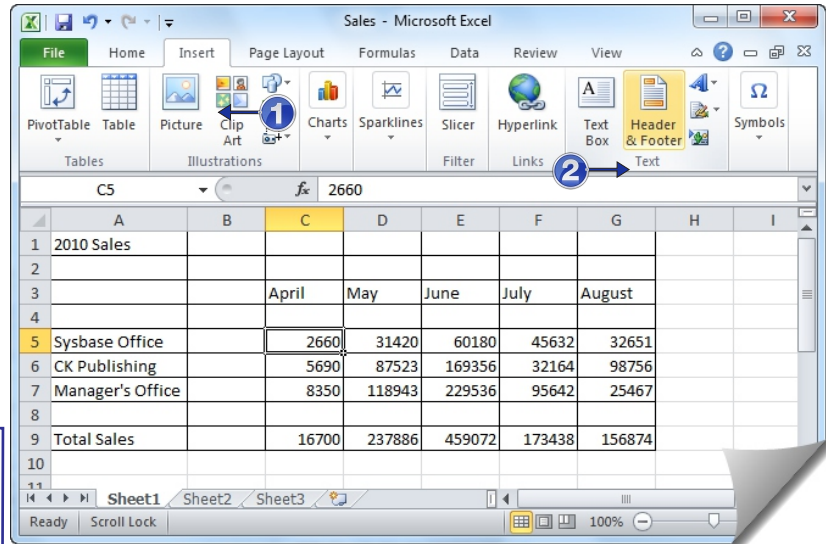
3 Click Header ().

- To insert a footer, click Footer and continue to follow these steps.

4 Click to select a Header.

Excel adds the field to the header box.

Note: You can also view headers and footers in Print Preview.



Previewing a Worksheet

You can use Print Preview mode to preview worksheets before printing them. In Print Preview, you can see how your worksheet will look when it is printed, including any headers, footers, and margins that you have set. You can also move margins to make adjustments to the page.

Preview a Worksheet


❶ Click the File Tab ().

❷ Click on Print .


Excel opens the worksheet in Print Preview mode.

You can click the preview page to change the magnification of your view.

You can click Next Page and Previous Page to view another page in your worksheet.

You can click  to display margins or hide on the page.

Margins appear as dotted lines on the page.

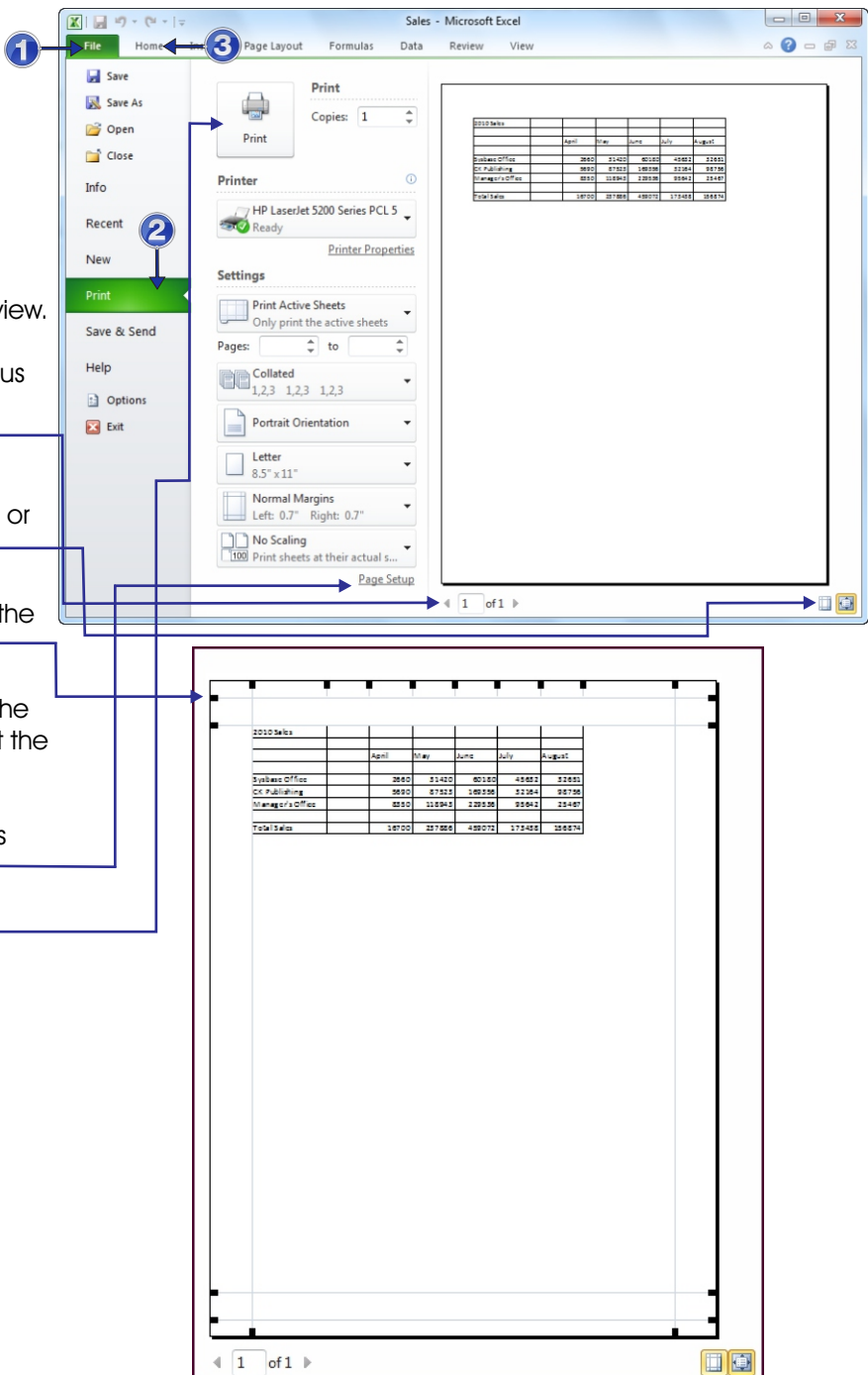
You can click a line and drag with the changed mouse cursor () to adjust the page margin.

You can click Page Setup to access Page Setup options.

You can click Print to print the file.

❸ Click Home tab to close print preview.

Print Preview closes.



Printing a Worksheet

If you have a printer connected to your computer, you can print your Excel worksheets. You can send a file directly to the printer using the default printer settings, or you can open the Print dialog box and make changes to the printer settings.

Print a Worksheet

1 Click the File Tab (File).

2 Click the Print .

The Print dialog box opens.

- To print a file without adjusting any printer settings, click Quick Print () on the Quick Access toolbar.

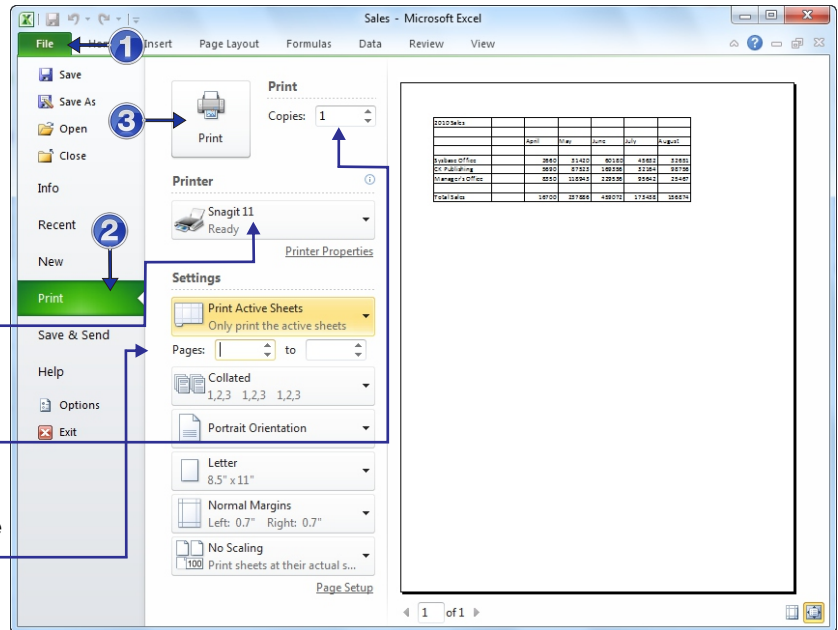
You can select a printer from this list.

You can specify a number of copies to print or find more printer-specific options by clicking Properties.

You can specify a print range and what part of the worksheet to print using these options (○ changes to ●).

3 Click Print.

Excel sends the file to the printer for printing.



Defining a Print Area

You can define a print area to print only a certain portion of a worksheet. For example, you want to print a range of cells. You can define the print area to prevent Excel from printing the entire worksheet.

Define a Print Area

1 Select the cells that you want to include in the print area.

2 Click the Page Layout tab.

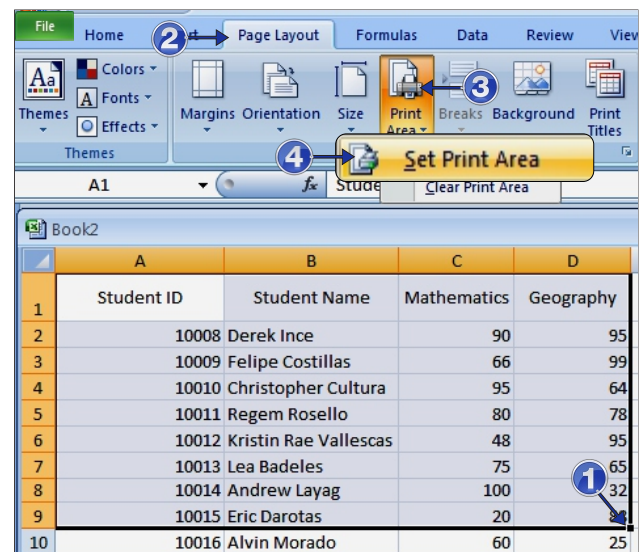
3 Click Print Area.

4 Click Set Print Area.

Excel saves the print area.

- The next time you print, Excel prints only the defined cells.

Note: To clear a defined area, click on the Page Layout tab and then click Clear Print Area.



3

Laboratory



SpreadSheet
VISUALLESSONGUIDE

Manual

LABORATORY MANUAL

Lesson 5 Previewing and Printing a Worksheet

You can print entire or partial worksheets and workbooks, one at a time, or several at once. And if the data that you want to print is in a Microsoft Office Excel table, you can print just the Excel table. You can also print a workbook to a file instead of to a printer. This is useful when you need to print the workbook on a different type of printer from the one that you originally used to print it. Before you print your Microsoft Excel spreadsheet, it is important that you preview what the spreadsheet will look like once it is printed. By using "Print Preview" you can see what the spreadsheet will look like printed and be able to make some basic changes to it. Doing this can save you both time and wasted paper.

Objectives

After completing this Laboratory, you should be able to:

- demonstrate the process of previewing a worksheet, defining the print area of a worksheet and printing a worksheet.

Lab 5.1 Printer's Preview

Estimated Completion time: 5 - 10 Minutes

Directions:

1. Launch **Microsoft Excel**.
2. Type the data in the Preview into the spreadsheet.
3. Apply all that you have learned in the previous lessons to make a good excel work output.
4. Make your own header and footer and add it to the worksheet that you have just created. Follow the steps on how to add header and footer.
5. Save the worksheet as **Header and Footer** and place it to your own folder.

Score



Preview

Sysbase Computers				
Cagayan de Oro Branch				
Personnel Information				
Employees Name	Department	Title	Salary	Date Hired
Erick Gamboa	Accounting	Head	48,000	June 1, 2000
Jun Agipo	Legal	Attorney	45,000	April 5, 2001
Richard Sunog	Legal	Attorney	45,000	April 26, 1989
Dereck Haling	Marketing	Manager	30,000	December 6, 2005
Jorge Ambrocio	Sales	Manager	30,000	November 3, 2006

Lab 5.2 **Printer Splinter****Estimated Completion time: 15 - 20 Minutes**

Directions:

1. Launch **Microsoft Excel**.
2. Open your **Header and Footer** worksheet.
3. Follow the steps on how to preview a worksheet, print a worksheet and define a print area.
4. Do the Following:
 - a. Preview the worksheet before printing.
 - b. Print the worksheet in one copy.
 - c. Define a print area.
5. Save the worksheet as its filename and place it to your own folder.

Score**Preview**

Sysbase Computers				
Cagayan de Oro Branch				
Personnel Information				
Employees Name	Department	Title	Salary	Date Hired
Erick Aso	Accounting	Head	48,000	June 1, 2000
Jun Agipo	Legal	Attorney	45,000	April 5, 2001
Richard Sunog	Legal	Attorney	45,000	April 26, 1989
Dereck Haling	Marketing	Manager	30,000	December 6, 2005
Jorge Daub	Sales	Manager	30,000	November 3, 2006

Lab 5.3 **Hard Copy****Estimated Completion time: 5 - 10 Minutes**

Directions:

1. Open and print the worksheet **Computed Grades** (Lab 4.6)
2. Follow the steps on how to preview a worksheet, print a worksheet and define a print area.
3. Save the worksheet as **Computed Grades Printed** and place it to your own folder.

Grade Report							
No.	Names	First Grading	Second Grading	Third Grading	Fourth Grading	Total	FINAL GRADE
1	Acam Tesh	93.23	94.53	94.56	95.01		
2	Acetas, Rowena	90.02	90.80	91.00	92.98		
3	Avila, Kimberly	89.98	88.90	87.90	89.02		
4	Comon, Jonit	85.23	86.56	86.89	87.94		
5	Gemina, John	94.09	94.96	94.01	94.50		
6	Labis, Theresa	82.01	82.93	83.07	84.90		
7	Llagas, Farah	90.02	89.39	88.89	89.89		
8	Oclarit, Vanessa	91.90	92.32	92.45	92.78		
9	Pacana, Tina	96.90	96.95	97.09	97.20		
10	Sajonia, Eli	95.90	96.01	95.98	96.03		
	MAXIMUM MARKS						
	AVERAGE MARKS						
	MEDIAN MARKS						
	MINIMUM MARKS						
	NUMBER OF STUDENTS						

Project 1 “Grading System”

Instructions:

- Using Microsoft Excel create a Grading System that will compute the average rate of the students based on the following criteria:
 - Quizzes 20%
 - Recitation 10%
 - Project 20%
 - Class Activity 20%
 - Periodical Exams 30%
- Input at least 30 random students, 15 Males and 15 Females.
- Input Data in the worksheets for the grading.
- Observe the given rubric found in the next page in creating your project.
- Present and submit your Grading System to your Instructor for grading.

Project 2 “Payroll System”

A payroll system involves everything that has to do with the salary of employees and the filing of employment tax. This includes keeping track of hours, calculating wages, withholding tax and other deductions.

Instructions:

- Using Microsoft Excel create and design a comprehensive Payroll System that will calculate the monthly salary of employees using the following details:
 - Employer
 - Employees
 - Daily Time Record
 - Monthly salary
 - Mandatory Deductions: (SSS, Philhealth, Pag-ibig, Tax etc.)
 - Loans
 - Overload Pay
 - Bonus and Incentives
 - Deductions for absences and tardiness from works
- Research or ask from reliable source for the formulas on how to compute the monthly salary, deductions, bonus & incentives.
- Observe the given rubric found in the next page in creating your project.
- Submit and present your project to your instructor for grading.

PROJECT MAKING

Part 3 SpreadSheet

Rubric in Making the Projects

Category	4	3	2	1
Accuracy	Results are 100% accurate and the specific value is shown.	Results of the computation is 100% accurate	At least 95% of the result is accurate.	Less than 95% of the result is accurate.
User Friendly	The system is easy; graphics/pictures are added to aid the user.	The system is easy to use.	The system a bit confusing to teachers.	The system is very complicated that the teacher cannot use it.
Layout/ Organization	The layout of the system is organized and easy to understand. It uses other text formats.	The layout of the system is organized and is easy to understand.	Attempts are made to organize the format of the system. Some fields are not in their proper places.	The system's formatting and organization is confusing to the teacher.
Functionality	Uses simplified functional formulas to arrive to the correct result.	Uses functional formulas to arrive to the correct result.	Uses some formulas that are not functional.	Do not use any functional formula at all.