Excel 2007 - Beginning

103-123

Tutorial 2- Formatting

Notes	Activity

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This icon designates a video is available as an additional reference.
Video DVD is available in the Stevens Point library.

Notes	Activity

Overview

- Formatting is changing the appearance of individual cells or the entire worksheet
- Formatting's purpose is to make the worksheet's data (including formula results) easier to read and thereby, hopefully, enhancing the likelihood trends can be recognized.
- Excel includes a powerful feature, *conditional formatting*, that changes the formatting of data based on it values, highlighting significant values even more.

Themes

- Microsoft Office 2007 products include numerous themes.
- Themes combine numerous formatting options (font, color, etc.) to create a professional, consistent look.
- The default theme for documents is the Office theme.
  - ➢ Uses Calibri font for normal text (worksheet) and Cambria font for headings
- The two fonts for a theme (body and heading) are always provided at the top of the font list for convenience

- Changing the document theme
  - ➢ Page Layout tab
  - ➢ Themes group
  - ➢ Click the Themes [Aa] button
  - ➢ Select a Theme
    - – *Live Preview* is available.

  - ➢ When you change a worksheet's theme, all the cells that use theme colors and fonts, change those colors and fonts to match the new theme.
  - ➢ Any text that is formatted using the body font will automatically change to use the body font of the new theme
  - ➢ Any text that is formatted using the heading font will automatically change to use the heading font of the new theme
- Any text using a different font (not body or heading) or color will be unchanged

Notes	Activity

Label (Text) Formatting

- The most common formatting done to labels is changing the font of the label.
  - ➢ The font includes the *font face*, the appearance of the characters.
    - – Fonts are grouped into *font families*. The most common font families are *serif* and *sans serif*
    - – Serif fonts include small appendages at the end of the strokes used to create a character. The font used in this paragraph is one of the most common serif fonts: Times New Roman.
      - ▪ Serif fonts are best used for large amounts of text, like paragraphs.
    - – Sans serif fonts do not include the appendages (*sans* means *without* in French). This paragraph is typed using a common sans serif font: Arial. Microsoft Office 2007 includes a new sans serif font in the (default) Office theme called Calibri.

  - ➢ To change the font face Change the font of A1 to Arial
    - – Select the cells to be changed
      Tip: To select all the cells in the worksheet, click the blue box with the triangle in that appears between the Column A and Row 1 headers.
    - – Click font arrow (▼) that appears next to the font name Calibri in the Font group of the Home tab.
    - – Select the font face
      - ▪ Font face names appear in the list using the font face characters.
      - ▪ Additionally, Live Preview changes the font of the selected cells when you point to a font name on the list.

Notes	Activity

• The second most common font change is the font size.
  ➢ Font size designates how large the characters appear
    − Zooming a worksheet will also change the size of the characters, but this has no affect on the actual **printed** size of the characters.
  ➢ Font size is measured in *points* where 1 point is approximately 1/72 of an inch (72 points = 1 inch)
  ➢ To change the font size, click the font size arrow (▼) next to the font size `12` in the Font group of the Home tab.
  ➢ Select the font size.
  ➢ Alternatively, you can click the Grow or Shrink font size buttons A˄ A˅ to increase or decrease the font size to the next/previous size available on the font size list.
 	
• The font style can also be changed
  ➢ Don't change font style too much in worksheets—they tend to detract rather than enhance readability.
  ➢ **B** Add or remove **boldface**
  ➢ *I* Add or remove *italics*
  ➢ U Add or remove <u>underline</u>
	Change A1 to size 36
	
	Decrease the font size to 26, then 28
	
	Make A1 bold

Notes	Activity

Changing Cell Color

- The Font group of the Home tab includes two buttons that allow you to change the font color or *fill color* of cells.
- As with all formatting, to start, select the cells to be affected
- To change the font color (sometimes called *foreground* color), click the font color arrow (▼) next to the font color A button to access a list of colors.
  - ➢ If color on the font button (red in the example above) is the color you want, all you have to do is click the font color button.
  - ➢ Theme colors: These colors are defined for the theme and would change if you change the worksheet theme.
  - ➢ Standard colors: This is a list of commonly used, standard colors. Cells formatted with these colors will not change when the theme is changed.
  - ➢ More Colors: Click this option to open the Colors dialog which gives you access to over 16 million colors. Cells formatted with one of these custom colors will not change when the worksheet theme changes.
- To change the fill color of a cell (sometimes called the *background color*), click the fill color arrow (▼) next to the Fill Color button.
  - ➢ Theme, Standard and More colors are also available here.

- Formatting a **part** of a label's text
  - ➢ Though not used often, it is possible to change the font (face, size, color, etc) of only part of the text stored in a cell.
  - ➢ Select the cell and enter *edit mode* (double-click cell, or edit the cell in the formula bar).
  - ➢ Highlight the part of the text you want to format.
  - ➢ Change the format as described above.

Activity column:

Make A1 dark blue from the theme colors

Make A2 dark red from the standard colors.

Make the background color of the pay rate value (B5) the lightest shade of orange from the theme colors.

Make the background color of the pay increase value (F5) yellow from the standard colors

Add a column before A Stretch to beginning of column F

Experiment with themes. Note standard colors don't change and neither does A1 font.

Delete column A

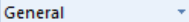Italicize and change the color of the word *Swing*
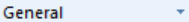
| Notes | Activity |

Formatting Numbers and Dates

Excel 2: Formatting Data

- The font of cells containing data and formulas (numbers, dates) can be changed just like the font for labels.
- Additionally, numbers can be formatted to appear in different ways
  - ➢ Remember, if you format a number while you type it (with $ % commas), Excel will use that format.
    - – It's generally easier to enter numbers without formatting and format them all at once.
  - ➢ General ▼ click the arrow (▼) on this button to access some predefined, commonly used formats
    - – **General:** number appears as typed. For formulas, number includes as many decimal places as needed or as will fit in the cell.
    - – **Number**: Number appears, with 2 decimal places but doesn't include commas in large numbers.
    - – **Currency**: Number appears with the appropriate currency symbol for this computer (probably $), 2 decimal places, commas in large numbers. Negative numbers appear with a minus sign.
    - – **Accounting**: similar to currency, but the $ appears at the far left edge of the cell (doesn't *float* with the size of the number) and negative numbers appear in (parenthesis).
    - – **Percentage**: Number appears with 2 decimal places and a % sign at the end. Decimal numbers are automatically multiplied by 100 to create a percent.
    - – **More Number Formats:** choose this option to gain even more control of the format's appearance.

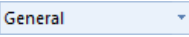| Notes	Activity
➢ **$ ▾** Formats the selected cells using Accounting format (see above) – Click the arrow (▼) to change the currency symbol if necessary ➢ **%** Formats the select cells using Percentage format (see above) but with NO decimal places ➢ **,** Formats a number in Comma format. Large numbers include commas, the number includes 2 decimal places. Negative numbers appear in parenthesis. ➢ Increase or decrease the number of displayed decimal places. – Note: Numbers with hidden decimal places are rounded appropriately. - The Format Number button `General ▾` also includes options for **formatting dates and times**. ➢ Short Date: Dates appear in `m/d/yyyy` format (7/30/2007), no leading zeroes on the month and day, 4-digit years. ➢ Long Date: Dates appear in `dddd mmmm dd,yyyy` format (Wednesday,August 01, 2007), full day of the week, full month number, **with** leading zeroes on the day. ➢ Time: Times appear in h:mm:ss a/p format (1:00:00 PM), no leading zeros on the hour, 2-digit minutes and seconds AM/PM indicator.	B5 Accounting, then Currency F5: Percentage (dropdown), then % Add one decimal B8:I22 Comma, then number Format the date in B3 for Short Date, then Long Date (adjust column if necessary)
## Creating Custom Numeric Formats - Open the Format Cells dialog box ➢ Click the dialog box launcher ▣ in either the Font, Alignment or Number group in the Home tab – Use the Number dialog box launcher to get there quickest. ➢ Alternatively, select More Number Formats from the Number Format `General ▾` button list. - If necessary, select the Number tab - Select the appropriate category (Number, Currency, Accounting, Percentage, Fraction) - Select the number of decimal places - Turn on or off the Use 1000 separator option as appropriate - Select how negative numbers should appear - Select the currency symbol if appropriate	Use the Format Cells dialog box to change the format of B8:I22 to Number, with 1 decimal.

| Notes | Activity |

Creating Custom Date Formats

- Open the Format Cells dialog box
  - ➤ Click the dialog box launcher 🔲 in either the Font, Alignment or Number group in the Home tab
    - − Use the Number dialog box launcher to get there quickest.
  - ➤ Alternatively, select More Number Formats from the Number Format `General` button list.
- If necessary, select the Number tab
- Select the appropriate category: Date or Time
- Select the appropriate Type

- If the Type doesn't include the format you want:
  - ➤ Select the Custom category
  - ➤ In the Type box, type the appropriate format descriptor using the following special codes where appropriate.
  - ➤ **m** for the month number (no leading zero)
  - ➤ **mm** for the month number (with leading zero)
  - ➤ **mmm** for the 3-letter month name abbreviation
  - ➤ **mmmm** for the complete month name
  - ➤ **d** for the day number (no leading zero)
  - ➤ **dd** for the day number (with leading zero)
  - ➤ **ddd** for the 3-letter abbreviation of the day of the week
  - ➤ **dddd** for the complete day of the week name
  - ➤ **yy** for a 2-digit year
  - ➤ **yyyy** for a 4-digit year

  - ➤ **h** for the hour in 24-hour format unless the am/pm indicator is included
  - ➤ **hh** for the hour with a leading zero (24-hour clock unless AM/PM)
  - ➤ **m** for minutes with no leading zero
  - ➤ **mm** for minutes with a leading zero
  - ➤ **s** for seconds with no leading zero
  - ➤ **ss** for seconds with a leading zero
  - ➤ **AM/PM** to include AM or PM as appropriate

Use the Format Cells dialog box to format the date:
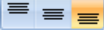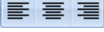
ddd, mmm d, yyyy
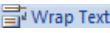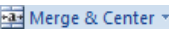
Enter a time (afternoon) in M2.

Format.

Clear All.

Notes	Activity
Cell Alignment	Double the height of row 7

Excel 2: Formatting Worksheet Cells
- Excel provides many cell alignment options
- Because columns and rows can be resized, alignment options include both horizontal and vertical alignment
- The default horizontal alignment depends on what is stored in cell.
  - ➢ Labels left-aligned
  - ➢ Numbers and dates right-aligned
- The default vertical alignment is *bottom*
- To change alignment, click one of the alignment buttons in the Alignment group of the Home tab.
- Use these buttons to specify vertical alignment
- Use these button to specify horizontal alignment

- Click this button to get a list of text rotation options
  - ➢ To remove rotation, click the selected rotation option again.
  - ➢ Choose the last option, Format Cell Alignment, to open the Format Cells dialog box with the Alignment tab selected. This gives even more control of the rotation.

- The Indent buttons allow you to indent or un-indent the contents of a cell (or cells) by one character each time the button is clicked.

- Wrap Text The Wrap Text button is used for labels. It tells Excel to expand the height of a row and wrap text in it instead of allowing the text to spill into the next column.

- Merge & Center The Merge & Center button allows you to merge multiple cells into one big cell and automatically center the text within the merged cell.
  - ➢ First select the cells to merge
  - ➢ Click the Merge & Center button
  - ➢ Only one of the selected cells can contain data before the merge.

Activity column (red text):

Center B7:I7.
Right align

Experiment with vertical alignment.

Experiment with rotation

Indent A8:A18

I8: Turn text wrapping on.

Try to merger & center A1:I2
Merge & center A1:I1
Merge & center A2:I2

Notes	Activity

Cell Borders

- When Excel worksheets print, none of the cell borders you see on the screen print, only the contents of the cells. Borders can give the printed worksheet the same appearance as the worksheet on the screen.
- Borders can also be used to make cells (often *total rows or columns* standout
- Select the cells that should include borders
- Click the arrow (▼) on the Borders ⊞ button in the Font group of the Home tab.
  - ➤ If the style of border you want is already displayed on the Borders button, simply click the button (not the arrow) to apply that border style.
- The Borders button list includes numerous, commonly used border styles, including one to turn off all the borders (None). Select the appropriate style.
- To change the border color (Border list is visible):
  - ➤ Click Line Color under Draw Borders
  - ➤ Select the color you wish to use
  - ➤ The mouse will change shape to a pencil. You can now use the pencil to *draw* borders, or, press Esc to cancel *draw borders* mode.
  - ➤ Excel will remember the color you chose and use it for all subsequent borders.
  - ➤ Select one of the built-in border styles again and the borders will appear in the color you chose.

Activity column:

Draw a red border above B19:I19.
Undo.

Use button to add top border to those cells.

Turn all border on B7:I7

Create a custom border for B7:I7, one color/style on top another on bottom

Notes	Activity

- Alternatively, you can use the Borders tab of the Format Cells dialog box.
  - ➢ Choose More Borders in the Borders list or
  - ➢ Click the dialog box launcher ⊡ in either the Font, Alignment or Number groups of the Home tab
  - ➢ Click the Border tab if necessary.
  - ➢ Choose the line style you wish you use
  - ➢ Choose the color for the line
  - ➢ Click the Border button for the border that should be set (you can click them individually or use one of the Presets.
    - – You can also simply click in the Text area where you want the border to appear
    - – You must set the line style and color before selecting the border
  - ➢ If appropriate, choose a different line style and/or color and set a different border.
    - – Using the dialog box allows you to have multiple borders on a cell that are each a different style and/or color.
- Click the OK button

Background Images

- Many of today's spreadsheets are displayed in (PowerPoint) presentations or on a web page.
- To enhance the appearance of these kinds of spreadsheets, you can add a background image to a worksheet.
  - ➢ The best images are designed to *tile*—repeat themselves over and over again until the designated area has been filled.
  - ➢ Excel will *tile* your selected image regardless of whether it was designed to tile or not.
  - ➢ Select subtle background images so they don't overpower your worksheet.
  - ➢ Background images do not print, they only display so you don't have to worry about wasting a lot printer ink on background images.
- Click the Background 🖼 button in the Page Setup group of the Page Layout tab.
- Use the Sheet Background dialog box that opens to locate the desired background image.
- Double-click the image or click the Open button to use the image as the worksheet's background.

Apply background.gif

Print preview

Notes	Activity

- To remove the background image
  - ➢ Undo (Ctrl-Z) if you just applied the background image
  - ➢ Or, click the Background button again (now labeled Delete Background

- To change the background image, first remove the current image (see above) and then add a new image.

Copying Formats

- The Format Painter tool allows you to copy the format of one cell to other cells
- Select the cell whose format you want to copy
- Click the Format Painter 🖌️ button in Clipboard group of the Home tab. The mouse pointer will change shape 🖌️ to let you know Format Painter is active.
- Click, or drag over multiple cells, to apply the format to those cells.
- Copying multiple times
  - ➢ If you want to copy the format of a cell to multiple locations, **double**-click the 🖌️ button
  - ➢ The mouse pointer will change (see above)
  - ➢ Select the cell or drag to select multiple cells to receive the format
  - ➢ Select more cells to receive the format
  - ➢ Click the 🖌️ button to turn off the Format Painter

- Alternatively, you can use the Clipboard to copy formats from one cell to another.
  - ➢ Select the cell whose format you want to copy.
  - ➢ Right-click the cell to receive the format
    - – Drag and then right-click to apply the format to multiple cells.
  - ➢ Choose Paste **Special** from the popup menu
    - – Alternatively, you can choose Paste Special from the list under the Paste 📋 button in the Clipboard group of the Home tab.
  - ➢ In the Paste Special dialog box, click the Formats button, then the OK button.
    - – Note the other Paste Special options that are available.
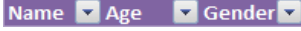
<div style="color:red">

Use the Format Painter to copy the format of I19 to I8:I18

Remove the borders from I8:I17

Shade A8 lightest blue Lock Format Painter and experiment, formatting A9:A18

Shade G8:H18 White

Save.

</div>

Notes	Activity

Applying Styles

 Excel 2: Working with Table Styles

- To simplify formatting cells, Excel includes many built-in *styles*—pre-defined formatting styles.
- Select the cells to be formatted.
- Click the Cell Styles button in the Styles group of the Home tab.
- Touch the appropriate style to see the Live Preview of the formatting.
  - ➢ Tip: Scroll the worksheet so the selected cells are visible when the Cell Styles list is open.
- Click the style to apply.
- Note the Cell Styles list includes number formatting styles as well.

Table Styles

- Excel allows you to create special groups of data called tables.
- One advantage to defining a table is the table can be quickly formatted.
  - ➢ There are other advantages that we'll discuss in future tutorials.
- Tables normally have a header row (column titles) and data. They may contain total rows or total columns
- Table styles include the ability to highlight the headers, alternate the colors for each row (or column) and the ability to highlight the first and last columns of a table
  - ➢ If you add new rows to the table, the alternating row colors will be applied to the new rows.
- To format a range of data as a table.
  - ➢ Select the range of cells including the header row, data, total rows and total columns
  - ➢ Click the Format as Table button to display the list of built-in table styles.
  - ➢ Point to a table style to see the results using Live Preview. Click a style to apply it to the table.
    - – The first time you define a style for a table, Live Preview doesn't work. After you've applied a table style to a range of data, Excel recognizes the range as a table and Live Preview works from then on.

Activity column:

Use Live Preview to preview styles on B7:I7
Apply Accent 1

Apply style to H19:I22

Open another copy of Tutorial 2 Start.

Save as Table Styles

Delete rows 19-22
Copy A7:I18 to A25

Highlight A7:I18

Format using first Light table style.

Live Preview other table styles.

Choose a medium red table style.

Notes	Activity
• **Tip**: Once a table has been defined (initial style is applied to it), you no longer need to highlight the whole table to apply a new style. Simply make any cell in the table the active cell—Excel will know you're in the table.	

• For other table processing applications, Excel places column *filter buttons* Name ▼ Age ▼ Gender ▼ at the top of each column in the table. We won't be using these. To remove them:
  ➢ Make sure one of the table's cells is the active cell (click anywhere in the table)
 	
  ➢ Click the Filter Filter button in the Sort & Filter group of the Data table.
   – It should be *lit up* if the active cell is in a table.
   – Clicking it will *turn it off*, hiding the column filter buttons.
	Turn off the filter arrows.

• Customizing a table style
  ➢ By default, Excel highlights the header row of a table and *bands* (alternating colors) the rows.
  ➢ You can highlight additional data (first and last columns) or remove the existing highlighting by changing the check boxes in the Table Style Options group of the Table Tools Design tab
   – Table Tools Design will not appear unless one of the table's cells is the active cell.
   ☑ Header Row ☐ First Column
   ☐ Total Row   ☐ Last Column
   ☑ Banded Rows ☐ Banded Columns
  ➢ You can change the table style (apply a different style) by using the Table Styles group of the Table Tools Design tab or by clicking the Format as Table button in the Styles group of the Home tab.
   – Since the table is *defined*, Live Preview should work.
	Format the first and last columns.

• Caution: Table styles CANNOT be copied from one range of cells to another using the Format Painter or the Clipboard.
  ➢ The range receiving the formatting will **look** OK, but Excel will not recognize the range as a table.
  ➢ The Table Tools Design tab will not appear
  ➢ Row banding (alternate colors) won't apply to new cells.
	Use Format Painter to copy A7:I18 format to A25:I36
	
	Click A10. Sort.
	Click A30. Sort.
	(Alt rows messed up)

Notes	Activity

Conditional Formats

Excel 2: Introducing Conditional Formats

- One of the most effective ways to highlight data in a worksheet is to highlight the data that meets certain criteria (*highest value, values above the average, values belonging to a certain group*).
- Instead of highlighting these values manually and then having to readjust the highlighting when values change, Excel allows you to set conditional formatting for cells.
- To define conditional formats, you define *rules* for the cells.

  - ➢ There are two types of rules
    - – Highlight Cells Rules
    - – Top/Bottom Rules
- Highlight cell rules specify conditions a cell's value must meet in order to be highlighted (apply conditional format)
  - ➢ Select the cells that should apply the conditional formats
  - ➢ Click the Conditional Formatting button in the Styles group of the Home tab
  - ➢ Select Highlight Cells Rules from the list of Conditional Formatting options.
  - ➢ Select the appropriate comparison from the list that appears.
  - ➢ Enter the value that should be used as a comparison.
  - ➢ Select the formatting to be applied to the cells
    - – Select Custom Format to open the Format Cells dialog box to create your own conditional format style.

Notes	Activity

• Top/Bottom rules allow you to format the highest or lowest values in a range
  ➢ Select the cells that should apply the conditional formats
  ➢ Click the Conditional Formatting button in the Styles group of the Home tab
  ➢ Select Top/Bottom Rules from the list of Conditional Formatting options.
  ➢ Select the appropriate Top/Bottom category from the list that appears.
    – Don't worry if you don't want Top **10.** You'll be able to change the vale in the next step.
  ➢ Enter the value that should be used as a comparison.
  ➢ Select the formatting to be applied to the cells
    – Select Custom Format to open the Format Cells dialog box to create your own conditional format style.
	Select I8:I18
	
	Format highest
	Format lowest
	
	Delete Yach's Monday hours. Note highest changes.
	
	Undo

• To clear conditional formatting from cells
  ➢ Select the cells that should apply the conditional formats
  ➢ Click the Conditional Formatting button in the Styles group of the Home tab
  ➢ Click Clear Rules
  ➢ Click Clear Rules from Selected Cells
	Remove conditional formatting from I8: I18

Data Bars

Excel 2: Introducing Conditional Formats

• One the of the coolest new features in Excel 2007 is Data Bars
  ➢ For some reason, Excel places access to this feature under Conditional Formatting (as does the book). I don't understand why.
  ➢ Remember, this feature will not transfer if you save the workbook as an Excel 97-2003 workbook.
• Data bars are graphical bars (bar graph) that appear behind data showing the relationship between the data.
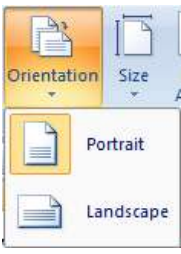
	17
	20
	22
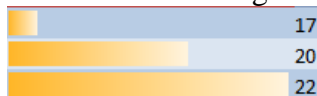
These bars can quickly point out trends or significant values in the range of cells.

Notes	Activity
➢ The smallest values in the range get small bars, the largest values get bars that nearly fill the cell. The other values' bars are sized proportionally (to the smallest and largest values) based on the value in the cell. • To add Data Bars to cells: ➢ Select the cells to receive the data bars. ➢ Click the Conditional Formatting button in the Styles group of the Home tab ➢ Click the Data Bars option on the list. ➢ Choose the color of the data bars (Live Preview works) – If you want the bars to be a color that is not on the list, click the More Rules (rules?) button and change the Bar Color in the New Formatting Rule dialog box that appears. ➢ Tip: Make the column containing the Data Bars wider or narrower to make the Data Bars appear as you wish. • To clear Data Bars from cells ➢ Select the cells that have Data Bars ➢ Click the Conditional Formatting button in the Styles group of the Home tab ➢ Click Clear Rules ➢ Click Clear Rules from Selected Cells • Tip: When selecting cells to add data bars, only select like data and don't highlight data and totals together. The bars are sized proportionally to the largest and smallest values in the entire range of cells. If cells have different types of values, apply data bars to each range separately.	Add data bars to total hours. Open Table Styles workbook. Clear formats from second table. Add data bars to A26:I36 Note how totals affect other hours bars. Clear conditional formatting from 2nd table. Add data bars to data and totals separately.

Preparing a Worksheet For Printing

- Today, worksheets are more often displayed (in a presentation or on a web page) than printed.
- However, circumstances do arise when your worksheet will need to be printed.

- Note: most print options are saved with the worksheet. They will still be set when you open the worksheet at a later date.

Notes	Activity

• Hiding Rows and Columns
 	
   ➢ In some worksheets, the data might overwhelm the reader or the data may be sensitive—the reader should not be allowed to see it.
 	
   ➢ Excel allows you to hide rows or columns of data. Hidden data is not printed.
 	
   ➢ Select the rows or columns to hide.
 	
   ➢ Right-click within the selected area and choose Hide from the popup menu
 	
      – Alternatively, you can use the Format button in the Cells group of the Home tab.
 	
   ➢ The rows or columns disappear, but not the rows are not renumbered (columns not relabeled). The hidden row numbers (column letters) are just skipped.
 	
   ➢ If the hidden cells are referenced in formulas, that's not a problem. The cells and their values are still there and can be referenced in formulas.
 	
   ➢ To unhide hidden data, select the two rows or columns that surround the hidden data, right-click in the selected area and choose Unhide (or use the Format button)
 	
• Changing Page Orientation
 	
   ➢ Some worksheets are wider than others and print better in Landscape orientation (long edge of the paper becomes the top)
 	
   ➢ To change the print orientation
      – Click the Orientation button in the Page Setup group of the Page Layout tab.
      – Choose either Portrait or Landscape from the list that appears.
	Hide rows 8:18 in Swingline Payroll
	
	Print Preview
	
	Unhide rows.
	
	Hide rows 5 and 6
	
	Change orientation to landscape.

Notes	Activity

• Defining the Print Area
  ➤ By default, Excel prints all the data in a worksheet (not the empty columns to the right or the rows below the last data)
  ➤ Often, you'll only want to print a portion of a worksheet
    – Some cells may contain sensitive or support data or even instructions.
  ➤ This can be done by highlighting the cells to be printed.
    – Select the cells
    – Click the Print button in the Office menu
    – Select the *Selection* option in the Print dialog box
    – Note: this is the only way to preview a selection. The Print, Preview option doesn't allow you to designate that only the selection should be previewed.
 	
  ➤ If the area of the worksheet to be printed is always the same (some parts are never printed), you can designate the *Print Area* of a worksheet.
    – Select the range of cells to be printed
    – Click the Print Area button in the Page Setup group of the Page Layout tab
    – Click Set Print Area in the list
    – Whenever any printing or preview options are selected only the defined Print Area is included.
 	
    – To restore normal printing, choose the Clear Print Area option in the Print Area list.
	In Table Styles
	Select A1:I22
	
	Print Preview (includes all)
	
	Print, Selection, Preview
	Close Preview.
	
	Set print area to A1:I18
	
	Print Preview.
	
	Close Print Preview.
	
	Clear Print Area.

Notes	Activity

• Defining Print Titles
 ➢ In some large worksheets, you'll want titles, row headers, and/or column headers to be repeated on every page.
 ➢ This is nearly impossible to do manually, because the location of the page breaks change as the worksheet changes.
 ➢ Luckily, Excel includes the ability to repeat selected rows or columns on every page in the printed worksheet.
 	
  – Click the Print Titles button in the Page Setup group of the Page Layout tab. The Print Setup dialog box will appear with the Sheet tab already selected.
  – Click in either the **Row to repeat** or the **Columns to repeat** box.
  – Use the mouse to highlight the rows (columns) to be repeated on every page. Excel puts the appropriate row/column column reference in the dialog box.
  – Click the OK button
  – Use Page Layout view (or Print, Preview) to verify the repeating cells appear on every page.
 	
 ➢ Tip: The Page Setup dialog box allows you to set just about all these print options in one easy location. Click the dialog box launcher in the Page Setup group of the Page Layout tab, to open the dialog box.
 	
• Adding Headers & Footers
 ➢ Headers and footers appear in the top and bottom margins of each printed page.
 ➢ They include information that may not be in the worksheet (page numbers, date printed, etc)
 ➢ Headers and footers are each divided into three sections. The left section appears left aligned in the margin, the center section appears centered in the margin and right section appears right aligned in the margin.
	Set Print Titles for rows 1-3 and column A
	
	Page Layout View
	
	Header Left: Student Name

Notes	Activity

- ➢ Switch to Page Layout view ▣ (in Status Bar)
- ➢ (optional) Zoom to view one (or more) whole page
- ➢ Click on the words *Click to add header* or *Click to add footer*
- ➢ Click the section you want to add information to
  - – Tip: You don't have to click on the words (*Click to add header/footer*). You can immediately click in the section of the header/footer to want to change even if there's no text there.
- ➢ Add any text and as much text as you like to the section.
  - – You can add text to all the sections if need be.
- ➢ When the insertion point is in the header or footer, the Header & Footer Tools Design tab appears. This tab has a number of buttons that can be used to quickly insert common text into the currently selected section (at the insertion point).
  - – Each of these buttons inserts one or more *codes* into the document that represent values. Excel updates these codes **every time the worksheet is printed.**
  - – When the section of the header/footer that contains these codes is selected, the actual code itself appears. When anything else is selected, Excel replaces the code with the current value for that code.

Notes	Activity
– Displays the current page number Temporarily appears as [&Page]	Footer Left: Filename Footer Left: Path & filename Footer Center: Page x of y Footer Right : *Printed: &* *Date & Time*

– Displays the current page number
Temporarily appears as [&Page]

– Displays the total number of pages to be printed. Usually used to create *Page x of y* (the *y* part).
Temporarily appears as [&Pages]

– Inserts the current date at the insertion point. Frequently used to create: *Printed on: datecode*
Temporarily appears as [&Date]

– Inserts current time at the insertion point. Often appended to the current date.
Temporarily appears as [&Time]

– Displays the filename of the workbook.
Temporarily appears as [&File]

– Displays the filename and the location (path) of the file.
Temporarily appears as [&Path][&File]

– Displays the name of the worksheet being printed.

– Inserts a picture into the header or footer.

➢ The Header & Footer group of the Header & Footer Tools Design tab also includes to buttons that provide access to lists of predefined header and footer code **combinations** (like *Page x of y, Page x,* etc)

    – Click either of these buttons and select the combination you want.

    – CAUTION: Clicking the combinations, removes any existing footer data in ALL sections.

Insert *Prepared by student name* combination in Header (name gone).

Notes	Activity

➢ **Tip**: You can also insert header and footer information in the Page Setup dialog box
       – Click the dialog box launcher ▫ in the Page Setup group of the Page Layout tab, to open the dialog box.
       – Click the Header/Footer tab
       – Click Custom Header or Custom Footer. Another dialog box will appear that allows you define the headers and footers including the buttons described above.
     ➢ **Tip**: If you know the header/footer codes, you can type them manually. Be sure to include the [square brackets] and the & symbol.
  • Inserting Page Breaks
     ➢ Rarely do large worksheets split across pages in an appropriate manner. To make the pages split appropriately, insert manual page breaks where appropriate.
     ➢ Switch the view to Page Break Preview ▣ (in Status Bar)
     ➢ Select column A the row that is to be the first row on the new page (page break inserted **before** this row)
     ➢ Right-click the cell and choose Insert Page Break
       – Or click the Breaks ▤ button in the Page Setup group of the Page Layout tab.
       – You can also right-click the row number
       – You can also click column headers to insert horizontal page breaks.
     ➢ Repeat for as many pages as necessary.
 	
     ➢ (In Page Break Preview) Excel represents manual page breaks (set by you) using a solid blue line. Automatic page breaks appear as dashed blue lines
       – After setting page breaks, the page breaks appears as dashed lines in Normal view as well.
	Insert a column page break before Saturday
	
	Insert a page break before the 2nd table.
	
	Page Layout View

Notes	Activity

> ➤ To move a manual page break, point to its blue line (in Page Break Preview mode) and drag it to a new location (mouse pointer changes to ↕)
> ➤ To delete a manual page break,
>   – click any cell that is just **below** the page break (or the row number just below the page break)
>   – Right-click and choose Remove Page Break from the popup menu.
>   ▪ Note you can also Reset All Page Breaks using this technique.
>
> ➤ I recommend making manual page breaks the last step you do before previewing or printing a document.
>   – Titles in particular can realign page breaks

- Scaling to Fit
  - ➤ Some worksheets just barely spill over to the last pages (one or two rows or columns).
  - ➤ You can tell Excel to *scale* these worksheets *to fit*.
    - – Excel will adjust margins and cell font sizes to make the worksheet print on the number of pages you specify
  - ➤ Preview the worksheet first to verify that scaling is required. Page Layout view works too.
  - ➤ Use the Scale to Fit group of the Page Layout tab to adjust the scaling
    - – Select Width to define the number of pages wide the worksheet should be.
    - – Select Height to define the number of pages deep the worksheet should be.
    - – Alternatively, you can select a scale percentage if you wish
      - ▪ Reset this value to 100% to remove all scaling.
      - ▪ Note: you can also make this scaling number larger that 100% to make the printed output larger.

Return Swingline Payroll to Portrait orientation.

Scale worksheet to fit one page width.

Print Layout.

Close and save both worksheets.