




## Excel 2007 Part 3

### Objectives:

- Working with large spreadsheets
- Freeze Panes
- Printing Header Rows & Columns
- Inserting Comments
- Creating Charts and Graphs
- Setting Page Breaks
- Formatting Numbers and Text
- Formatting Borders and Colors
- Format Painter



## Setup Quick Access Toolbar with Print Preview

By default, the toolbar has commands for Save, Undo, and Redo. You can add other icons as well. Click on the **Microsoft Office Button**, then on **Print**, and then **Right Click** on **Print Preview**. Select **Add to Quick Access Toolbar**. Now the icon for **Print Preview**  appears at the top.

## Working with Large Spreadsheets

An Excel spreadsheet can have up to **16,384** columns, and up to **1,048,576** rows. This makes for a maximum number of over **17 billion** cells. Luckily most spreadsheets never get that large.

Column heading start with letters **A, B, C**, etc and then go to letters **AA, AB, AC**, etc once the single letters have been used up. To scroll around within the document using the mouse, you can 1) click on the scroll arrows, 2) drag the scroll bar, or 3) click the mouse in the open areas of the scroll bars to move a page at a time. Note that you can scroll left and right as well as up and down.

You can also move around the document using keyboard controls. **Page Down** and **Page Up** move a page at a time. Hold down the **CTRL** key and hit the **END** key to get to the end of the spreadsheet. Hold down **CTRL** and press **HOME** to get to the beginning.

You can also change the magnification of the spreadsheet by adjusting the **Zoom** slider located at the bottom right corner of the screen. Moving the slider to the left shrinks the spreadsheet, allowing you to see more data on the screen. Moving to the right makes the spreadsheet larger.


## Using Freeze Panes


You can freeze the column and row headers in place and then scroll around the remainder of the document by using Freeze Panes. Click in a cell just below and to the right of the headers that you want frozen in place. Click on the Ribbon tab for **View**. Then click on the icon for **Freeze Panes**. Once again select **Freeze Panes** from the submenu. Note the lines that appear just below the top headers and to the right of names. Now you can scroll while keeping the headers within view. To remove Freeze Panes, click on the icon for **Freeze Panes**, and then in the submenu, click on **Unfreeze Panes**.

## Hiding a Column or Row

To temporarily hide a column, select the column by clicking on its column letter at the top. Now **right** click within the selected column. From the menu, click on **Hide**. The entire column disappears. To get it back, **select** the columns on **BOTH** sides. Then click somewhere in the selected area with the **right** mouse button. Select **Unhide**.

## Print Preview

You should always preview the document on screen before you actually print it. This will allow you to better set up the document for printing. It is recommended that you put the Print Preview icon on the Quick Access Toolbar if it is not there already. To do this, click on the **Microsoft Office Button**, then on **Print**, and then **Right Click** on **Print Preview**. Select **Add to Quick Access Toolbar** from the menu. Now the icon for **Print Preview**  appears in the toolbar.

Get into the **Print Preview** mode by selecting the **Print Preview**  icon in the Quick Access Toolbar. **Print Preview** mode shows the document broken down into individual pages exactly as it will print. At the bottom left corner it states how many pages there are. Use the **Next Page** and **Previous Page** buttons on top to step through the pages.

From **Print Preview** you can click on the **Page Setup** button at the top, and the **Page Setup** window will appear. To change the paper's orientation, click on the **Page** tab, then select the proper orientation, **Portrait** or **Landscape**. Click on **OK**.

When you are finished looking at the **Print Preview**, you must get back to the normal editing mode by clicking the **Close Print Preview** button at the top.

### **Printing Headers Rows and Columns on Each Page**

When printing a multi-sheet Excel spreadsheet, it is helpful to specify that the header columns and header rows be printed on every sheet so that you can see the headers on all sheets instead of having the column headers only on the sheets across the top and the row headers only on sheets down the left side.

Click on the Ribbon tab for **Page Layout** . Now click on the **Print Titles** icon. Click your mouse inside the box for **Rows to Repeat at Top**. Click on the spreadsheet to select the header row(s). The row numbers are automatically entered into the box in a special format such as **\$3:\$4**. Now click your mouse in the box for **Columns to Repeat at Left**. Click on the spreadsheet to select the header column(s). Columns are automatically entered into the box. Click on **OK**. To see the results, click on the **Print Preview** icon and look at the various sheets. Note that every sheet has the column and row headers printed.

### **Adjusting Column Width**

Sometimes you want to adjust the width of multiple columns to make them all the same. Select all the columns that you want to adjust. Click with the Right mouse button anywhere in the selected area. Select **Column Width**, and change it to whatever size you want and click **OK**. (Note that it might take a little trial-and-error to get the exact size you want.) Be sure to look at **Page Preview** to see how the final results fit the printed page.

### **Page Break Preview**

When working with large spreadsheets, you will sometimes need to readjust the locations where the sheet is broken up into pages in order to better fit the data onto each page. This is done using **Page Break Preview**. Click on the icon at the lower right of the page (just to the left of the Zoom slider) for **Page Break Preview**. This allows you to see and adjust where the spreadsheet is broken down into pages. If you see the “**Welcome to Page Break Preview**” window, read the information given and then click on **OK** to close that window. You will see a **heavy blue line** around the entire document and **heavy dotted blue lines** to indicate the breakdown of pages within the document. To adjust a page break, locate your mouse over the dotted blue line that you want to move. Your cursor will change to a **double arrow**. Click and drag the line to the desired location.

Click on the **Normal** view icon (second icon to the left of the Page Break icon) to get back to the editing mode. You can click on the **Print Preview** icon to see how the pages will now print. Click on **Close Print Preview** to get out of Print Preview mode.

## Inserting a Comment

You can attach a notation to an individual cell by using a Comment. **Right click** within the cell, then from the menu, select **Insert Comment**. The comment box will appear. Your user name (as registered on your computer) is automatically entered at the top. If you don't want your name there, you can press and hold down the **Backspace** key to remove it. Type in your comment. Click somewhere else on the spreadsheet to end the comment. Note the red triangle to indicate a comment. To read a comment, just move your cursor over any box that has a red triangle. The comment will appear.

## Creating Charts

The best way to get an understanding of your Excel data is often by viewing the information graphically. First select that data elements that you want to view. Also select the header labels that describe each data element. Click on the Ribbon tab for **Insert**. Next click on the icon for the type of chart you want, such as column, line, pie, bar, etc. The chart will appear.

When the chart is created, the **Ribbon** is automatically switched to the **Design** tab. From the **Chart Layouts** section, you can select from a variety of pre-set layouts. From the **Chart Styles** section you can select from a variety of colors. To further customize your chart, click on the **Layout** tab of the Ribbon. From there you can select icons to add a chart title, data labels, gridlines, legend, etc.

## Inserting Today's Date

To automatically insert today's date, click in the desired cell to make it the active cell, then hold down the **CTRL** key, and press the **semi-colon (;)**. Today's date is inserted.

## Selecting Multiple Areas Within a Worksheet

It is frequently required to select several separate areas at the same time, such as when making a chart that requires both data and header information to be selected, or when doing an Autosum of several separate cells. This can be done using the following method.



Select the first cell by clicking on it or the first area by clicking and dragging to get multiple adjacent cells. Now hold down the **CTRL** key, and select the second cell or area of cells. Keep holding down the **CTRL** key until you have selected all the cells or areas needed. Release the **CTRL** key and continue with the operation.

## Copy and Paste

Sometimes you need to copy a formula, text, or data from one cell to another cell. This can be done using **Copy** and **Paste**. Select the cell with the desired information to make it the active cell. Click on the **Copy** icon located at the left side of the **Home** tab **Ribbon**. A flashing dotted outline (called a marquee) will appear around the selected cell to indicate that this data is now on the clipboard. Now click on the destination cell to make it the active cell. Click on **Paste** at the left side of the **Ribbon**. The data or formulas will be copied. You can now hit the **Escape** key to

take the original data off the clipboard, and this will remove the marquee around the cell. If it is a formula that has been copied, the cell addresses within the formula will have been updated in accordance with its **relative** position.




### **Toolbar Icons for Dollars, Percents, Decimal Places**

The **Home** tab of the **Ribbon** has several shortcut icons shown in the **Number** section that can be used to set cell formatting. First select the cells to be formatted, and then click on the formatting icon. The **Dollar Sign (\$)** icon puts numbers into a format with a dollar sign at the left, and two decimal places. The **Percent Sign (%)** icon in the toolbar formats the cells to show percents with zero decimal places, and shows the percent (%) sign. There are also icons to adjust the number of decimal places. Click once on the **Increase Decimal**  icon in the toolbar for each additional decimal place you want. Similarly, click once on the **Decrease Decimal**  icon for each decimal place you want to remove.

### **Toolbar Icons for Formatting Font Type and Size**


The **Home** tab of the **Ribbon** also has several shortcut icons shown at the left side in the **Font** section that can be used to set cell font and size. To change font, first select the cells to be formatted, and then click on the small triangle just to the right of the font name. A list of available fonts will be shown. As you move your mouse over the font names, the selected cells will change to the font being pointed to. Click to select your desired font. Font size can be changed in the same manner by selecting the cells, then click on the small triangle to the right of the font size. Move your mouse over the font size to see the result and just click on the desired font size.

### **Toolbar Icons for Other Cell Formatting**


Additional icons at the left side of the **Home** tab of the **Ribbon** allow additional formatting. You can click on the bold letter **B** to get **Bold** formatting, use the slanted **I** to get **Italics**, and click on the underlined **U** to get **Underlining**. Use the **Align Left**  icon to align the data with the **left** side of the cell. Use the **Align Center**  icon to **center** the data within the cell. Use the **Align Right**  icon to align data to the **right** side of the cell.

### **Using the Format Painter**

Once you have a cell completely formatted the way you want it, you can use the **Format Painter** to duplicate the same format into other cells. This includes **ALL** the formatting options including font, font size, bold, italics, underline, alignment, merge & center, dollar sign, percent sign, decimal places, indents, borders, fill color, and font color.


Click in the cell which has the formatting you want. Next, click on the **Format Painter**  icon located at the left side of the **Home** tab of the **Ribbon**. Use a single click if you want to re-format a single time, or double-click the icon to turn on that mode and re-format as many cells as you want. The cursor will turn into a paintbrush, indicating the **Format Painter** mode. Select the destination cell(s). These cells will instantly get the same format as the original cell. When you are finished with selecting multiple cells, either press the **Escape** key or select the **Format Painter** icon again to exit the **Format Painter** mode.

## Inserting a Blank Column or Row


To insert a new blank **column**, **right-click** on the column letter directly **to the right** of where you want the new column. A menu will appear. Left click on **Insert**. The inserted column will be the same width as the column directly to the left. To resize the column, move the cursor into the header area at the top of the column and locate the cursor over the line on the right side of the column. The cursor will change to a double sided arrow . Hold down the left mouse button and drag to the right until the entire name is shown.

To insert a new blank **row**, **right-click** on the row number directly **below** where you want the new row. A menu will appear. Left click on **Insert**. The new row will be the same height as the row directly above. You can adjust the height using the same method as for column width.



## Merge and Center Text

It often looks best to center a title over several columns within a spreadsheet. This can be done automatically using the **Merge & Center** function. First type in the title somewhere in a blank cell somewhere over the data. Next select all the cells in that row that you want the title centered within (including the cell that contains the title). Click on the **Merge & Center**  icon, located in the **Alignment** section of the **Ribbon**. The individual cells will be merged into a single large cell spanning the width of the original selected cells, and the title will move to the center of the cell.

## Creating Cell Borders

The light gray border lines (called **Gridlines**) shown on the screen around each individual cell typically do not print in Excel, but it is possible to turn on the printing of any part of a cell's border and to select what line style is used by formatting the **Borders**. First select the cell(s) for which you want to have a **Border** shown. Then click on the small triangle located just to the right of the **Border** icon  in the **Font** section of the **Ribbon**. A drop-down menu will appear listing the available borders. **Borders** do show up on the print even if **Gridlines** do not.

## Adding Fill Color and Font Color

Excel data is normally printed in black ink on an unfilled background, but it is possible to apply color both the font itself and to the background of the cell. To fill in a background color, first select the cell(s) to be formatted, then click on the down-arrow next to the **Fill Color**  icon, located in the **Font** section of the **Ribbon**. Look over the various colors available and select one. Be aware that light colors don't print well. To have the letters themselves print in color, click on the **down-arrow** next to the **Font Color**  icon, and select a color. Be aware that light font colors don't print well unless you have chosen a dark Fill color.