

Objectives:

- Working with large spreadsheets
- Freeze Panes and Split Window
- Print Preview
- Inserting Comments
- Creating Charts and Graphs
- Setting Page Breaks
- Formatting Numbers and Text
- Formatting Borders and Colors
- Format Painter



Displaying all Toolbar Icons

There are two main sets of toolbars, the Standard Toolbar and the Formatting Toolbar. Some computers are set for both toolbars to share one row. When doing that, there is not enough room to show all the icons, and so it shows only the most recently used icons. To show all the available toolbar icons, click on **Tools → Customize**. Click on the **Options** tab. Click to put checkmarks into the line for “**Show Standard and Formatting Toolbars on Two Rows**”. Also check the line for “**Always Show Full Menus**”. Once you have done this on your computer at home, this will become the default and you will not need to do it again.

You can review what each icon does by holding your mouse cursor (without clicking) over each icon until the “**Tool Tip**” appears.

Working with Large Spreadsheets

An Excel spreadsheet can have up to **256** columns, and up to **65,536** rows. This makes for a maximum number of over **16 million** 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.

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. Click on the Menu item **Window → Freeze Panes**. 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.

Using Split Windows

Split Windows are similar to Freeze Panes, but you can scroll top and bottom areas, or left and right areas independently. Click on the Menu item **Window → Split**. This time we get vertical and horizontal splits, and separate scroll bars for each area. Click and drag directly on a split to move it. Note the separate scroll bars for each section. Remove a split by **double clicking** on it.


You can also put in a horizontal split by dragging the split bar located at the top of the vertical scroll bar, or put in a vertical split by dragging the split bar located at the right end of the horizontal scroll bar.

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. Get into the **Print Preview** mode by selecting the menu items **File → Print Preview**, or by clicking on the **Print Preview**  icon in the 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** and **Previous** buttons on top to step through the pages.

From **Print Preview** you can click on the **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** button at the top.

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**. This can be done from the normal editing mode by clicking on **View → Page Break Preview**, or from the **Print Preview** mode by clicking the **Page Break Preview** button at the top. If you see the "**Welcome to Page Break Preview**" window to the right, click on **OK** to close that window.

You will see a **heavy blue line** around the entire document and a **heavy dotted blue line** to indicate the breakdown of pages within the document. To move a break location, just locate your mouse over blue lines you want to move. Your cursor will change to a **double arrow**. Click and drag the line to the desired location. Once you have readjusted the break locations, click on **View → Normal** to get back to the normal view.

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 chart 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. Then click on the **Chart Wizard**  icon. Next select the type of chart you want, such as column, bar, line, pie, etc. Next select the chart sub-type. Click on **Next**. You will see a view of the chart. If it is the type you want and has the correct data range, click **Next**. Otherwise, click **Back** and select a new type.

You can next add a **title** and **category** names, then click **Next**. Now you can choose to have the chart made as a separate sheet, or placed as an object in the active sheet. Make your selection and click **Finish**.

If you have selected to have the chart as an object within the sheet, the chart will be placed somewhere on the sheet. The chart will be the **active object**, indicated by the **black boxes** in the **corners** and at the **midpoints** of the sides. These black boxes are **handles**, which can be dragged to make the chart bigger or smaller. You can also **click anywhere within the chart** and **drag** to move the chart on the sheet to a different location.

You can make further adjustments to the chart by **right-clicking** on the chart, and then from the menu click on **Chart Type**, **Chart Options**, etc. If the chart is the **active** object (as noted by the handles) and you click on **Print Preview**, then the preview will show only the chart.

Once you have the chart the finalized and in the proper location, click somewhere on the sheet outside of the chart. This will make the **sheet** the **active** object instead of the chart. Now you can do a **Print Preview** of the entire **sheet**. To make the chart the active object once again, just click somewhere in the chart.

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 **Edit → Copy**. 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 **Edit → Paste**. 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




You have already seen how to use **Format → Cells** to set the formatting of cells for currency, percentage, dates, etc. There are also shortcut icons on the formatting toolbar that can be used. First select the cells to be formatted. Then click on the formatting icon. The **Dollar Sign (\$)** icon in the toolbar 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 Data


Additional toolbar icons can be used to set the display of text, dates, and numbers. Just remember to first select the cells to be formatted, then click on the desired formatting icon.

The left side of the Formatting Toolbar  allows you to set the **font** and **font size**. 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 in the entire formatting toolbar, 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. 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, press the **Escape** key to exit the **Format Painter** mode.

Inserting a Blank Row or Column


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**.

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**.

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 row 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. 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 borders of individual cells 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. For the complete selection of line styles and which lines to print, click on **Format → Cells** and then click on the **Borders** tab. For a simplified selection of possible border styles, you can use the **Borders**  ▾ icon on the Formatting toolbar. Just click on the small down-arrow on the right, and select whatever border you want.

Adding Fill Color and Font Color

Excel data is normally printed in black ink on a clear 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. 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 colors don't print well unless you have chosen a dark Fill color.

Printing Row and Column Labels on Each Page

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

From the normal editing mode (NOT from Print Preview) click on **File → Page Setup**. Click your mouse in the box labeled "**Rows to Repeat at Top**". Now use your mouse to select the rows containing the column labels that you want shown on each sheet. The row numbers will be automatically inserted into the box. Next click your mouse in the box titled "**Columns to Repeat at Left**". Now use your mouse to select the columns containing the row labels that you want shown on each sheet. The column letters will be automatically inserted into the box. Click on the **OK** box. Click on the **Print Preview** icon and look at all sheets. Note that every sheet has the column and row labels printed.