



Excel Page Set-up and Other Cool Stuff

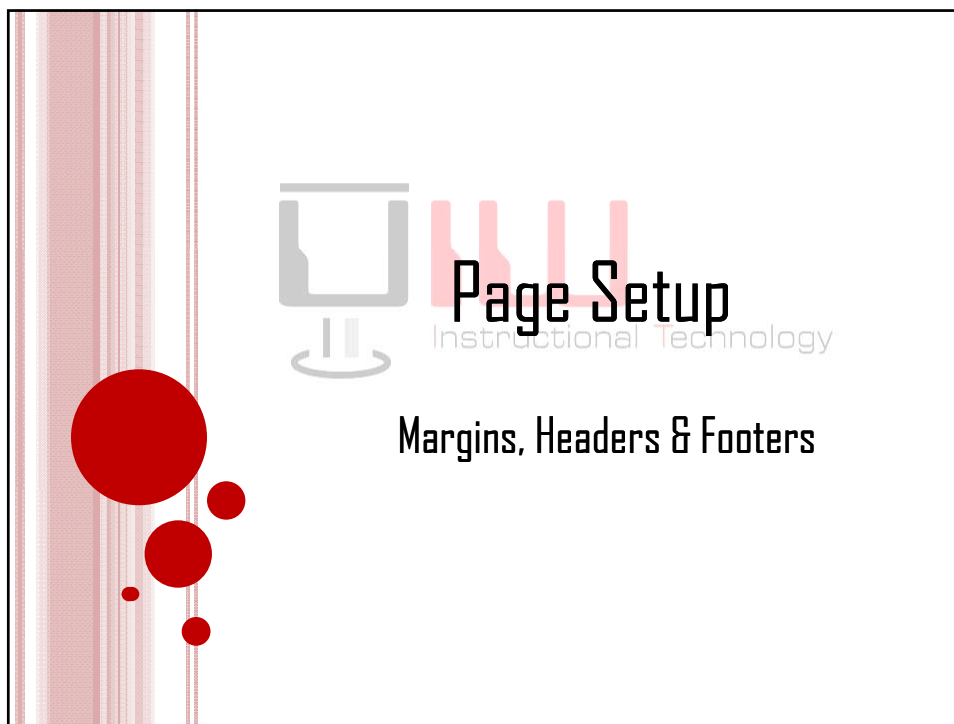
Presented By: Terence Peak



What you will Need

- 1 Before you begin this tutorial, click here:
<http://support.uiwtx.edu/MediaTraining/Tutorials.html>
- 2 Download the Zip file For Excel.zip
- 3 The .zip file contains all of the documents necessary to complete the exercises outlined in the instructions.



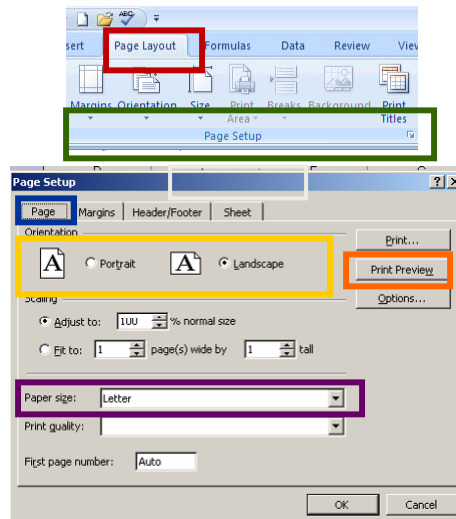


Show Page breaks

The screenshot shows the 'Show Page Breaks' options dialog box in Microsoft Excel. The 'Display options for this workbook:' section is set to 'Names.txt'. The 'Display options for this worksheet:' section is set to 'Names'. The 'Show page breaks' checkbox is checked and highlighted with a green box. The 'Show a zero in cells that have zero value' checkbox is also checked and highlighted with a green box. The 'Gridline color' dropdown is set to a blue color.

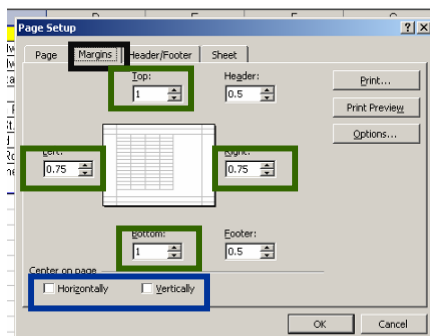
- Click the **Office Button**
- Click **Excel Options**
- Click **Advanced**
- Scroll down and locate **Display options for this worksheet**
- Choose **Show Page Breaks**

Page Setup



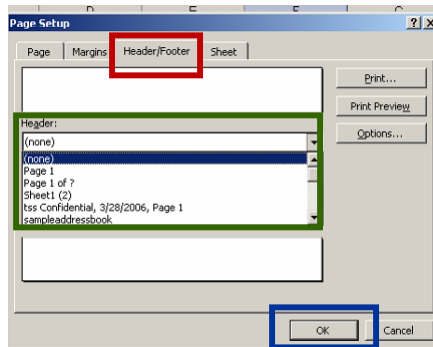
1. Locate the **Page Layout** tab
2. Click **Page Setup** command
3. Click on the **Page** tab
4. Choose **Landscape** for multi-column worksheets or **Portrait** for multi-row worksheets
5. Click on the **Paper size** drop down menu to adjust for different types of paper
6. To see an example of the printed worksheet, Click **Print Preview**

Margins and Centering



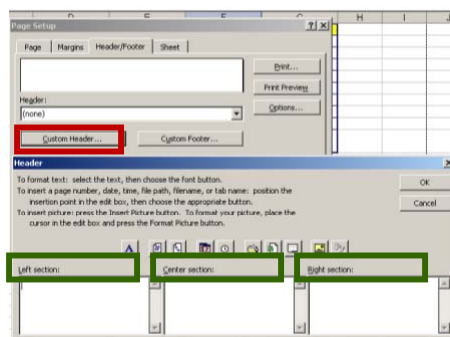
1. While still in Page setup, Click the **Margins** tab.
2. Set margins at **.75"** sides, and **1"** top and bottom
3. To place a worksheet in the center of a printed page, click on the **Center horizontally** and the **Center vertically** checkboxes

Standard Headers and Footers



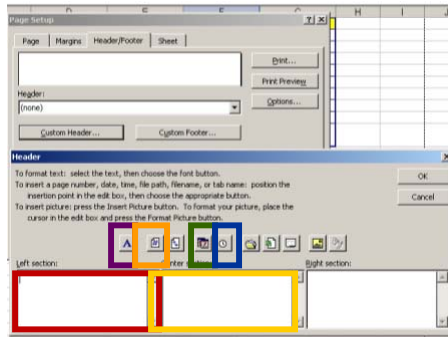
- 1 Click the **Header / Footer** tab
- 2 There are 2 options, **Standard and Custom**
- 3 For Standard, Click on the **Header (or Footer)** drop down menu
- 4 Choose one of the available options
- 5 Click **OK**

Custom Headers and Footers



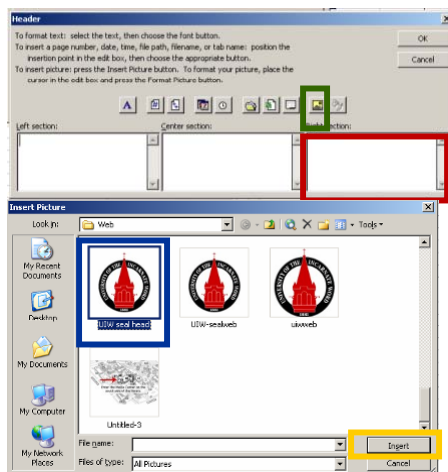
- 1 Custom creates unique Headers / Footers
- 2 Click **Custom Header**
- 3 Click the **Left, Right or Center** section to add text or image

Custom Headers and Footers



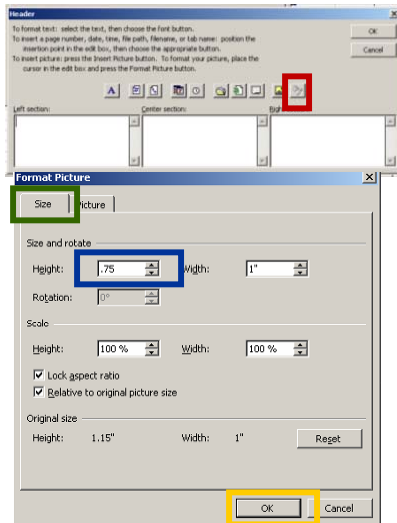
- 1 In the **Left Section**
- 2 Click on the **Calendar** to add date
- 3 Click on the **Clock** to add time
- 4 In the **Center Section:**
- 5 Click on the **A** to add text
- 6 Type your department name
- 7 Click on the **#** to add page number

Custom Headers and Footers



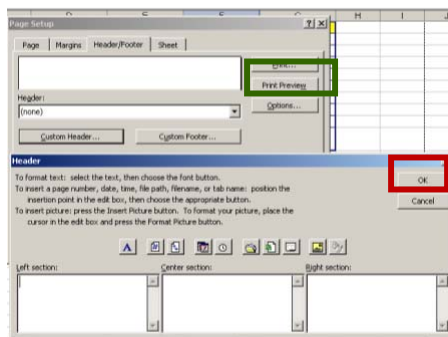
- 8 In the **Right Section**
- 9 Click on the **Mountain** to add an image
- 10 Locate an **image** on your hard drive
- 11 Click **Insert**

Custom Headers and Footers



- 1 Click on the **Paint Bucket** to Edit the picture
- 2 Click on the **Size tab**
- 3 Change the size to **.75**
- 4 Click **OK**

Custom Headers and Footers



- 5 Click **OK**
- 6 Click **Print Preview** to see the final Product

First Name	Last Name	Address	City	State	Zipcode	Phone	MF	GPA
Sara	Boettcher	4301 Broadway	San Antonio	TX	78212	210 829-3937	f	4
Vanessa	Morrison	421 Reagan Rd.	Dublin	TX	78112	210 829-4041	f	3.2
Jane	Goodall	2221 Perdita	Bandera	TX	78109	210 829-3935	f	2.9
Judy	Collins	222 Main St.	Blanco	TX	78111	210 829-3557	f	2.9
Terry	Peak	4301 Broadway	San Antonio	TX	78222	210 829-3920	m	4
Bob	Jones	72 Par Rd	Blanco	TX	78109	210 829-3940	m	3.4
John	Belushi	120 Elwood Lane	San Antonio	TX	78222	210 829-3956	m	3.1
Phil	Crupp	100 Gasoline Alley	San Antonio	TX	78202	210 829-3930	m	3
Bill	Board	2454 Painter	Universal City	TX	78148	210-222-2555	m	2.5
Carl	Sagan	222 Nasa Rd	San Antonio	TX	78222	210 829-3944	m	2.2

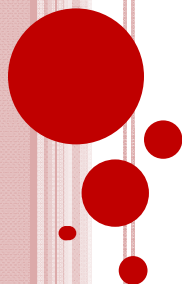
3:57 PM 5/19/2006

Instructional Technology 1



Miscellaneous Cool Stuff

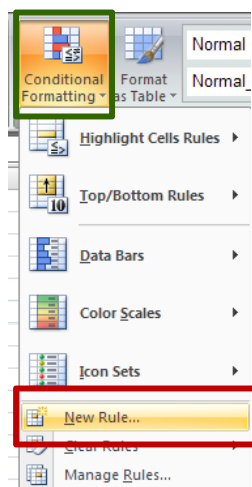
Instructional Technology



Conditional Formatting

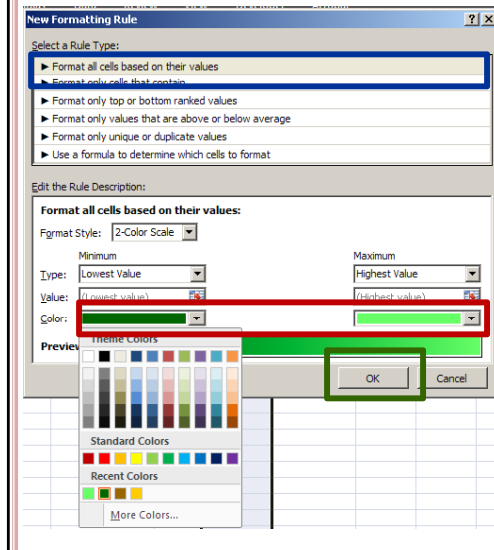
- ① Conditional Formatting alerts you when certain conditions exist within a cell by changing the font state, condition or type style.
- ① For example, if you are keeping a list of students, you can format cells to change color depending on the zip code

Conditional Formatting



- ① Open **Addresses**
- ① Highlight the **Zip Code column (Column F)**
- ① Click the down arrow next to **Conditional Formatting**
- ① Click **New Rule**

Conditional Formatting



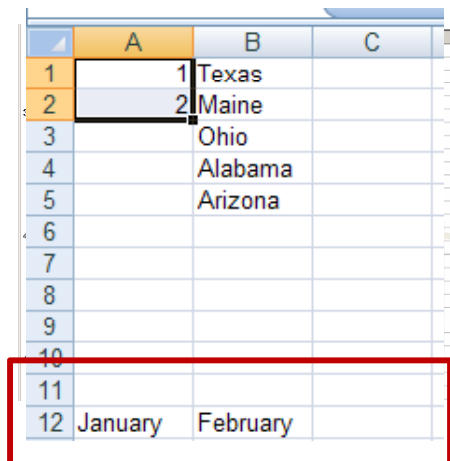
- 1 Click **Format Cells based on values**
- 2 Choose a color **for the lowest and highest valued**
- 3 Click **OK**

Lists

	A	B	C
1		Texas	
2		Maine	
3		Ohio	
4		Alabama	
5		Arizona	
6			
7			
8			
9			
10			
11			
12	January	February	

- 1 Open **"Trends"**
- 2 Select Cells **A1 & A2**
- 3 Hold the mouse over the bottom right corner until the pointer becomes a **thin + sign**
- 4 Drag the mouse down to cell **A10**
- 5 Repeat the process in column **B**, **Highlighting Cells B1-B5**

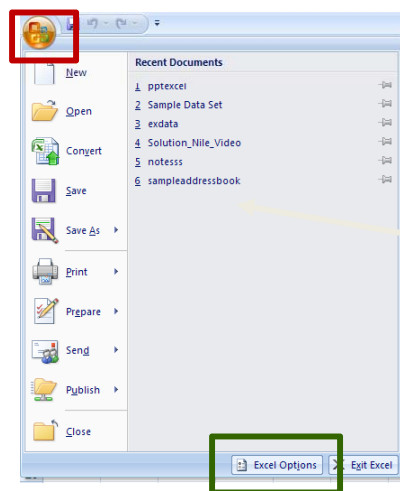
Lists



	A	B	C
1		1 Texas	
2		2 Maine	
3		Ohio	
4		Alabama	
5		Arizona	
6			
7			
8			
9			
10			
11			
12	January	February	

- 1 Select Cells **A12 & B12**
- 2 Repeat the previous process, but drag across to column **G**

Create Lists



- 1 Locate the **Office Button** and click it
- 2 Click **Excel Options**

Create Lists

Click Popular

Click Edit Custom List

Create Lists

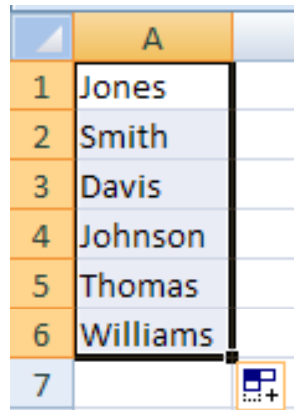
In the Custom lists column, NEW LIST should be highlighted

In the List entries column, type in the list entries, pressing the Return key after EACH entry

Click Add

Click OK

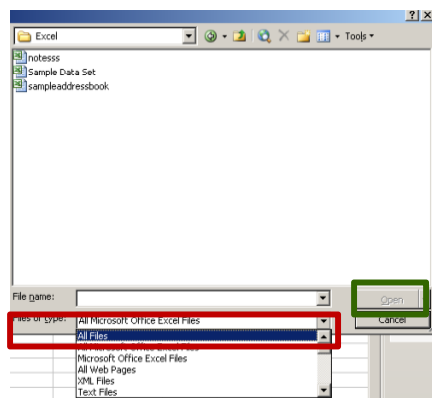
Lists



	A
1	Jones
2	Smith
3	Davis
4	Johnson
5	Thomas
6	Williams
7	

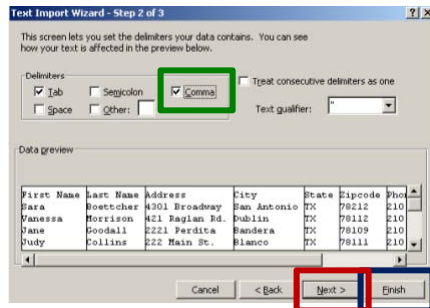
- 1 On the **Trends** Worksheet, Type the first two names on your the list in any column or row
- 2 Hold the mouse over the bottom right corner until the pointer becomes a **thin + sign**
- 3 Drag the mouse down to complete the list

Open a Spreadsheet from Delimited Text



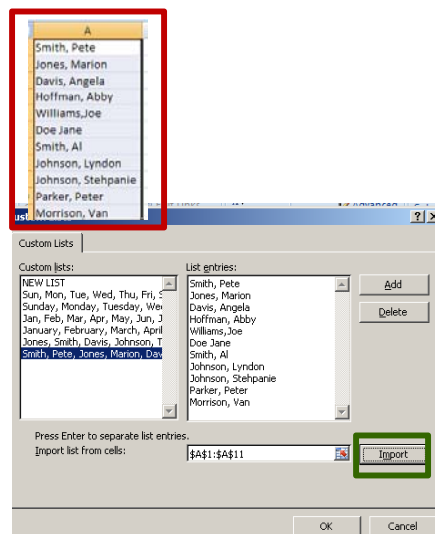
- 1 If text is delimited (spaced) by commas or tabs, it can be opened in Excel. This is common when downloading text files
- 2 Click the **Office Button**
- 3 Click **Open**
- 4 Locate the **For Excel** Folder and change **Files of Type** to **"All Files"**
- 5 Click **Names.txt**
- 6 Click **Open**

Open a Spreadsheet from Delimited Text



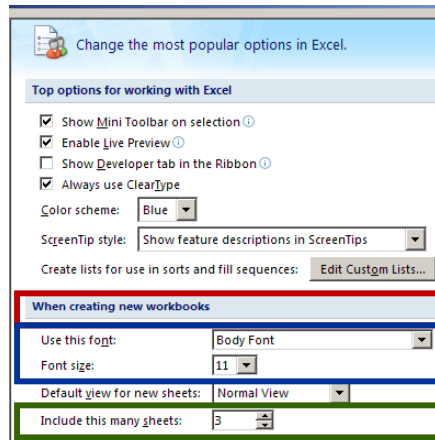
- 1 The Text Import Wizard Opens
- 2 Check the **Delimiters** box
- 3 Click **Next**
- 4 Check the **Comma** box
- 5 Click **Finish**
- 6 The worksheet opens with the text data
- 7 Save the file as an **Excel Worksheet**

Import a List



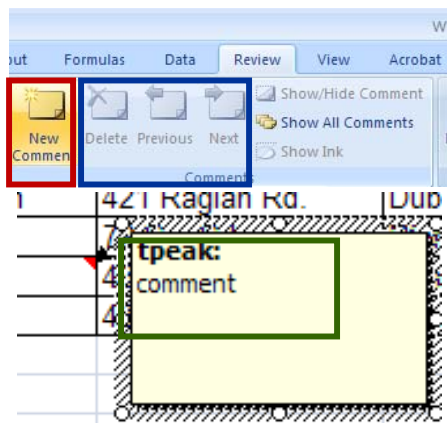
- 1 Open the Excel worksheet from the previous step
- 2 Highlight the **list of names** on the worksheet
- 3 Click the **Office Button**
- 4 Click **Excel Options**
- 5 Click **Popular**
- 6 Click **Edit Custom List**
- 7 Click **Import**

Change Workbook Default Settings



- 1 Click the **Office Button**
- 2 Click **Excel Options**
- 3 Click **Popular**
- 4 Locate **When Creating New Workbooks**
- 5 Change the **Font, Size** and **number of worksheets**

Insert Comments



- 1 Comments allows commentary to be added to a worksheet
- 2 Open **Addresses**
- 3 Click cell **B11**
- 4 On the **Review** tab, choose **New Comment**
- 5 Type a **comment**
- 6 Once a comment is added, the **add, delete, previous and next** options appear

Reading comments



Copy of woalss		
A	B	C
1	First Name	Last Name
2	Sara	Boettcher
3	Terry	Peak
4	Joe	Smith
5	Bob	Jones
6	Van	Morrison
7	Judy	Collins
8	John	Belushi
9	Carl	Sagan
10	Phil	400 Gasoline
11		Feedback: This address looks wrong, Check Zipcode
12		
13		
14		

Click on the **Red Triangle**

Read the comment

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Activation is required to continue using all the features in this product.

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Get the product updates, help, and online resources of Microsoft Office Online

about Microsoft Office Excel 2007

Microsoft® Office Excel® 2007 (12.0.6331.5000) SP1 MSO (12.0.6330.5000)

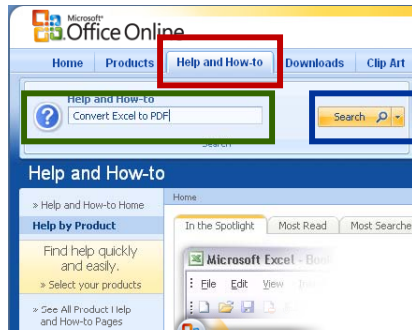
Click the **Office Button**

Click **Excel Options**

Click **Resources**

Click **Go Online**

Convert Excel to PDF



- 1 Click the **Help and How-to** tab
- 2 Type *Convert Excel to PDF* in the **Help and How to window**
- 3 Click **Search**
- 4 On the next page click **Microsoft 2007 Add-in: Save as PDF**
- 5 On the next page, read the directions and follow the prompts to download the software

Questions?

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