

UNIVERSITY OF WISCONSIN OSHKOSH

Excel 2007

Formatting and Printing Worksheets

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Formatting Worksheets

Just like the pages of a book, similar worksheets in Excel are put together to form workbooks. By default, new workbooks come with three worksheets, labeled Sheet 1, Sheet 2 and Sheet 3. Additional worksheets can be added, deleted, renamed, and repositioned so that the data is presented in a clear and concise manner.

Renaming Worksheet Tabs

1. Activate the sheet to rename by clicking the appropriate worksheet tab at the bottom of the screen.
2. Right click on the Sheet tab to rename.
3. Select "Rename" from the menu
4. The sheet tab will appear as though the text has a black border, in actuality the text is all selected. Type the new name for the sheet.
5. When finished typing, hit "Enter" on the keyboard.
6. The name of the tab will be updated immediately.

Modify Worksheet Tab Color

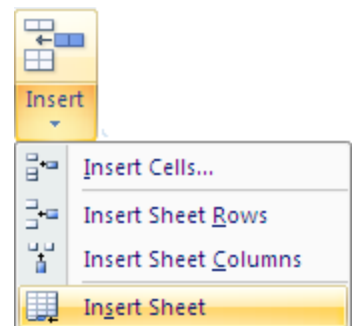
1. Activate the sheet to modify by clicking on the tab at the bottom of the screen
2. Right click on the Sheet tab to color.
3. Select "Tab Color" from the menu
4. Choose a color from the menu provided.
5. The color of the tab will be updated immediately.


Note: The tab color may not appear to change immediately, this is because the sheet is still activated and much of the color disappears behind the tab name. Activate another sheet to reveal the full tab color.

Insert Worksheets

By default, workbooks are comprised of three sheets. If more sheets are required, they can easily be added with a few clicks of the mouse.

1. Click the sheet to the right of the position you want the new sheet to appear. For example, if you click Sheet 2, the new sheet will appear between Sheet 1 and Sheet 2.
2. Activate the Home Ribbon
3. Click the "Insert" button in the Cells Group.
4. Select "Insert Sheet"
5. A new sheet will be added to the tabs at the bottom of the page.

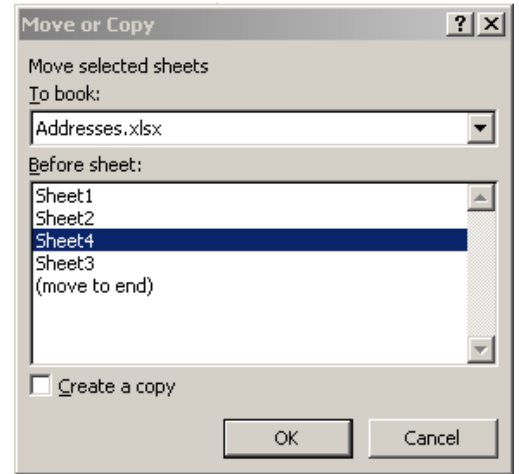


Note: New sheets can also be added by right clicking a sheet tab and selecting insert or by clicking the new sheet button  located adjacent to the named sheets.

Reposition Worksheets

Move or copy Dialog Box

1. Right Click the tab of the sheet to move or copy.
2. Select "Move or Copy" from the menu.
3. The Move or Copy window will appear (pictured at right).
4. Select the book to move the worksheet to. By default the current workbook is selected but other open workbooks can be selected by clicking the dropdown.
5. Click on the sheet below where you want the sheet to be placed. In the example at right, we want to move Sheet 3 so that it is between Sheet 2 and Sheet 4, so Sheet 4 would be clicked.
6. Click OK.
7. The sheet will immediately move to the new location



Note: The "Create a copy" checkbox, will keep the original worksheet in place, but will place a second copied worksheet in a new location.

Drag Method

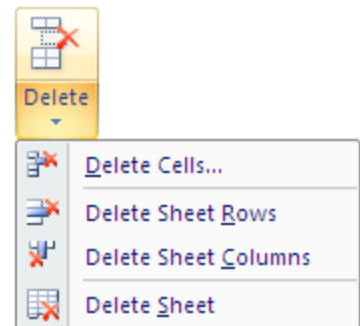
If a spreadsheet needs to be moved to a new location in the current workbook, the drag method may be easier and faster.

1. Click the tab of the worksheet that will be moved, hold down the mouse button and begin dragging.
2. The mouse pointer will change to appear as though it is dragging a piece of paper.
3. Drag the mouse pointer to the new location of the worksheet.
4. The sheet will be placed at the location of the small black arrow.
5. Release the mouse button.
6. The worksheet will immediately move to the new location.



Delete a Worksheet

1. Click the sheet to delete.
2. Activate the Home Ribbon
3. Click the "Delete" button in the Cells Group.
4. Select "Delete Sheet"
5. The sheet will immediately disappear from the tabs at the bottom of the workbook.

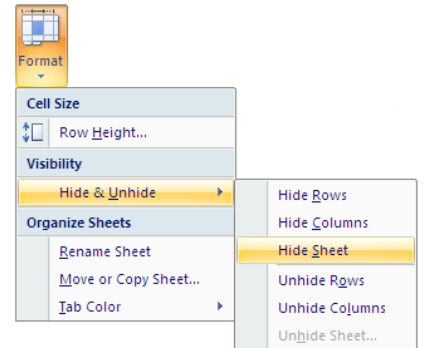


Hide/Unhide Worksheets

Occasionally you may have a worksheet that you may need to keep but do not need to view on a regular basis. For example the data that makes up a chart. You want to have the chart visible, but not the data required to make the chart. The sheet containing that data can be hidden, and accessed only when a change needs to be made.

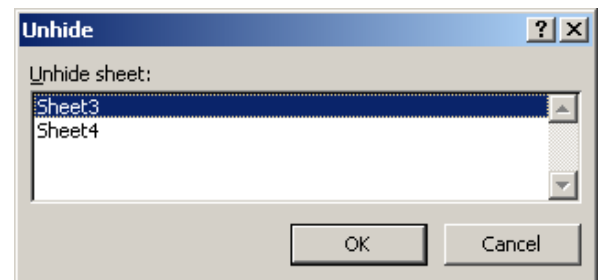
Hide Worksheets

1. Activate the sheet to be hidden
2. Activate the home ribbon
3. Click the Format button in the Cells group
4. Select "Hide & Unhide"
5. Click "Hide Sheet"
6. The sheet will immediately disappear.



Unhide Sheet

1. Activate the home ribbon
2. Click the Format button in the Cells group
3. Select "Hide & Unhide"
4. Click "Unhide Sheet"
7. The Unhide dialog box will appear.
5. Click on the sheet to unhide from the list provided.
6. Click OK
7. The sheet will immediately reappear in the workbook.





Margins

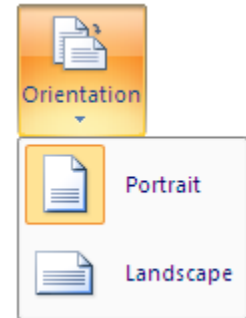
Margins determine the amount of space between the data in your worksheet and the edge of the paper. They are specific to worksheets, so Sheet 1 can have different margins than Sheet 2.

1. Activate the desired worksheet.
2. Activate the Page Layout ribbon.
3. Click the Margins button in the Page Setup Group
4. Select one of the margin combinations provided or click Custom Margins to choose your own.
NOTE: In addition to the regular margins, the Page Setup dialog box allows control over the size of the header and footer. There is also the option to override any margins settings and instead center the spreadsheet on the page horizontally or vertically.

Set Page Orientation

The page orientation of a document is the way the text is printed on the paper. By default, Excel is set to print spreadsheets so that the paper is in portrait (8 ½" wide x 11" tall). However, worksheets with a large amount of data in columns may be too wide to fit paper in this direction. In these situations, the paper orientation can be changed to landscape (11" wide x 8 ½" tall).

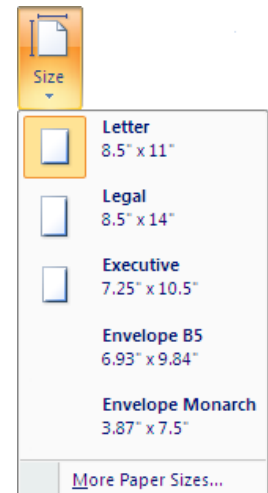
1. Activate the Page Layout Ribbon
2. Click the Orientation button
3. Select one of the options provided.
 - a. Portrait: tall and skinny 
 - b. Landscape: short and fat 



Paper Size

In some cases, a regular piece of copy paper may not accommodate the large amount of data contained on a worksheet; other situations may demand a smaller spreadsheet on a half sheet. Excel allows users to change the size of the paper they are printing on.

1. Activate the Page Layout Ribbon
2. Click on the "size" button
3. Click on one of the standard sizes provided in the gallery.
4. Click "More Paper Sizes" to choose additional paper sizes.



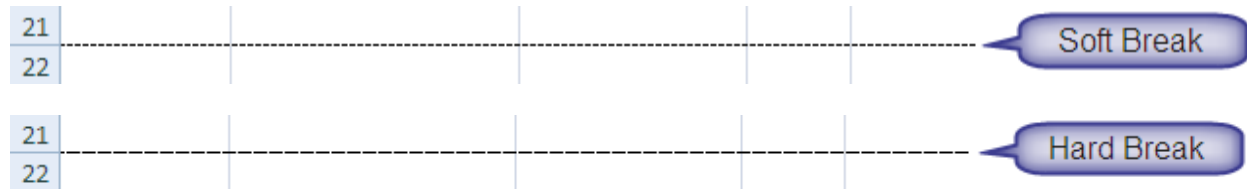
Adding Backgrounds

Excel 2007 allows the user to add a background to an excel worksheet, this could be your departmental logo or watermark. Although useful, it is important to remember that backgrounds are only visible in the electronic form of the document. A background will not appear on a printed worksheet.

1. Activate the Page layout Ribbon
2. Click on the Background button
3. Browse to the appropriate background picture
4. Click the "Insert" button
5. The selected picture will be added to the worksheet as a background.
6. NOTE: To delete the background, activate the page layout ribbon and click the button labeled "Delete Background."

Page Breaks

By default page breaks are automatically added to your worksheet when the data extends past the space available for the selected page size. These page breaks (referred to as soft breaks) appear as a dotted line, but only after the worksheet is viewed in print preview. If desired, a user can force page breaks (referred to as hard breaks) so that data is printed to a page in a specific manner. Notice that Hard breaks have a more dashed line.



Add Page Breaks

1. Select the entire row (by clicking the row label) below the desired page break position. In the example above, the user would select row 22.
2. Activate the Page Layout Ribbon
3. Click the Breaks button.
4. Click "Insert Page Break"
5. A hard page break (dashed line) will appear immediately above the selected cells

Remove Page Breaks

1. Select the entire row (by clicking the row label) immediately below the page break.
Note: Only hard breaks can be deleted.
2. Activate the Page Layout Ribbon
3. Click the Breaks button.
4. Click "Remove Page Break"
5. The hard page break (dashed line) will disappear.

Note: To remove all hard page breaks and return a spreadsheet back to its original soft break form, Click "Reset all page breaks."

Headers and Footers

Headers and footers are used to hold titles, page numbers, or any other pieces of information you would like to appear on every page. Headers are at the top of the page, while footers are at the bottom of a page.


Adding a Header and Footer

1. Activate the Insert Ribbon
2. Click the Header & Footer button in the Text Group.
3. The following three items will immediately display
 - a. The screen will change to display the page layout view.
 - b. The areas designated for Headers and Footers will become visible
 - c. The Header/Footer Ribbon will be displayed.


Header

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4. Headers and Footers are split into three sections (left, center and right), click the section in which you would like to add text.
5. Type text or use one of the preformatted sets of text under the Header and Footer dropdowns or under the Header and Footer Elements.

Note: the dropdowns under the Header and footer are preformatted to include the location of the item, text from these dropdowns will go directly to the left, right, or center, the user does not get to choose the location.
6. Text will appear in desired location and will be printed at the appropriate location on all pages of a spreadsheet.
7. When all text has been added to the Header and Footer, click in the spreadsheet portion of the worksheet.
8. If desired, click the normal view button  in the lower right corner of your screen to return to the original view of your worksheet.


Removing a Header and Footer

1. Activate the Insert Ribbon
2. Click the Header & Footer button in the Text Group.
3. The Header and Footer Ribbon will appear.
4. Click the Header or Footer button on the far left of the ribbon.
5. Select None.
9. If desired, click the normal view button  in the lower right corner of your screen to return to the original view of your worksheet.


Print Titles

Similar to Headers and Footers, print titles appear at the top of every page. However, they differ in their overall purpose, information in headers and footers relate to the overall worksheet, a title, page numbers, etc. Print titles are meant to display column or row headings at the top (or right side) of every page. In other words, when there is enough data to extend onto multiple pages, print titles will repeat the column or row headings so that data on subsequent pages can easily be interpreted.

1. Activate the page layout ribbon.

2. Click the Print Titles button in the Page Setup group.
3. The page setup dialog box will appear.
4. Locate the Print Titles area of the dialog box
5. Click the collapse dialog box button  next to the desired field.



6. Select the rows or columns to repeat.
Note: the cell references can also be typed into the space provided.
7. Click the expand dialog box button  to open the dialog box again.
8. Click OK
9. Click print preview to ensure that the print titles were applied.

Print Area

The Print Area feature allows a user to specify ONLY a specific range of cells to be printed. When completed, the rules will remain in place until they are removed. This feature should only be used if the range is the only portion of the worksheet that will ever be printed and will only very rarely be a need to print the entire worksheet.

Set Print Area

1. Activate the page layout ribbon.
2. Select the cells to be printed.
3. Click the Print Area button.
4. Click "Set Print Area"
5. The rule will immediately be put in place.

Note: The Print Area can also be accessed by launching the Page Setup dialog box.

Clear Print Area

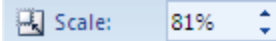
1. Activate the page layout ribbon
2. Click the Print Area button.
3. Click "Clear Print Area"
4. The rule will immediately be cancelled.

Caution: If different portions of a worksheet need to be printed on a regular basis, select the desired cells and in the print dialog box, click the radio button next to selection.

Scale to Fit

Often times there may be a spreadsheet that is just a little bigger than the space allowed on a page. It often works out, so that only one line or one column extends onto the next page. Although there are various ways to modify the layout of a document to force it onto the desired number of pages, the scale to fit option can often take much of the guess work out of the process.

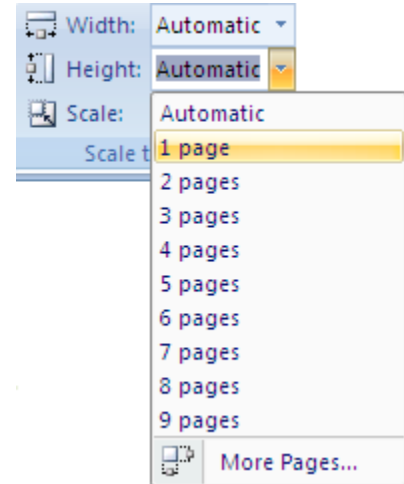
Modifying Scale



The Scale option is located in the Scale to Fit Group on the Page Layout Ribbon. Use the roll box to increase or decrease the scale of all aspects of the worksheet. In other words, this will allow you to shrink all portions of the worksheet at once.

Width and Height

Another option for forcing data onto the desired number of pages is using the Width and Height feature; this will automatically modify the scale depending on the number of pages the user wants the worksheet to be.

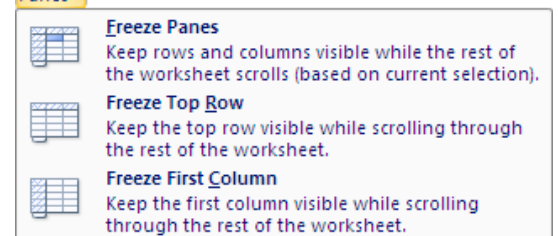


1. Activate the Page layout Ribbon.
2. Click the Width or Height dropdown in the Scale to Fit Group.
3. Click the number of pages wide or high the spreadsheet should be.
4. The Scale of the worksheet will automatically change to accommodate the data on the specified number of sheets

Freeze Panes

When worksheets get long it is often difficult to see the areas that need to be reviewed. Various methods have already been discussed for viewing long spreadsheets while printed, but very often work is done just by looking at the computer screen. Fortunately, Excel has a Freeze panes feature that will force a specific row or column to always appear on-screen. This is most often used to freeze column and row headings in place, allowing scrolling through the remaining data.

1. Activate the View Ribbon
2. Click the Freeze Panes button in the Window Group.
3. Click one of the options available:
 - a. **Freeze Panes:** This option is dependent on which cell in the worksheet is selected. All cells above and to the left of the selected cell will freeze.
 - b. **Freeze Top Row:** This will freeze row one of the worksheet.
 - c. **Freeze First Column:** This will freeze column A of the worksheet.
4. A thin black line will appear on the screen separating the frozen cells from the rest of the worksheet.
5. Test frozen cells by scrolling through document.



Split Worksheet

Splitting a worksheet is especially handy when you must compare various sections of a worksheet to other sections of the same worksheet. Although the data may not be located next to each other, you can view all the data on the same screen.

1. Activate the View Ribbon
2. Click a cell in the worksheet. The sheet will be split above and to the left of the selected cell.
3. Click the Split button in the Window Group.
4. Thick blue bars will be added to the worksheet splitting the sheet into four separate sections.
5. Each section is scrollable, so that the data can be positioned adjacent to each other for easier comparison.

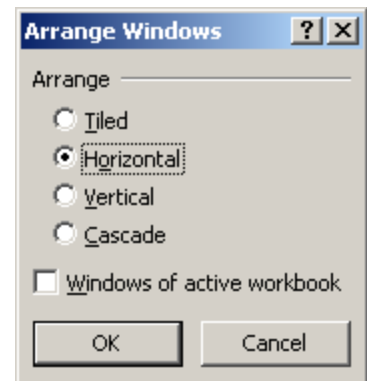
Arrange Worksheets in a new Window

Freezing Panes and splitting worksheets allow for data comparison within a single worksheet. However, often times related data can be separated on different worksheets within the same workbook. Excel 2007 allows a user to open another copy of the same workbook so the different worksheets can easily be compared.

1. Activate the View Ribbon
2. Click the New Window Button in the Window Group
3. Another instance of the workbook will open in the system tray.

Note additional instances of the workbook can be added by continuing to click the new window button.

4. Click the Arrange All button in the Window Group.
5. The Arrange Windows dialog box appears.
6. Click the radio button next to the desired option.



- a. **Tiled:** Will organize different instances of the workbook next to each other, so that the entire space is covered.
- b. **Horizontal:** will place different instances of the workbook on top of one another so that the top instance can be compared to the instance below it.
- c. **Vertical:** will place different instances of the workbook to the left or right of the original so that one instance can be compared to the instance next to it.
- d. **Cascade:** will place different instances of the workbook on top of one another in a cascading fashion.

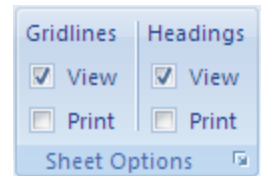
Note: By default, when arranging work sheets all open instances of Excel will be included. If only the instances of the currently viewed spreadsheet are to be included in the range, click the check box next to “Windows of active workbook”

7. Click OK

The worksheets will immediately be resized and repositioned in accordance with the chosen arrangement.

Sheet Options

By default, items such as the gridlines and column headings are always present in Excel to help users organize data as it is entered. However, these items may not always need to be viewed. At other times it may be helpful to have these items printed onto paper along with other data. Excel 2007 makes modifying this very easy.



1. Activate the Page Layout Ribbon
2. Locate the Sheet Option Group.
3. Click the checkboxes next to view or print under each category.
4. The changes will immediately be applied to the worksheet.