

# Excel 2010 Introduction: Part II

Printing, Names and Sheets

Stephen Moffat, The Mouse Training Company

Microsoft®  
Office

Excel 2010  
Introduction:  
Part II



Stephen Moffat, The Mouse Training Company

# Excel 2010 Introduction

Part II

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Excel 2010 Introduction: Part II

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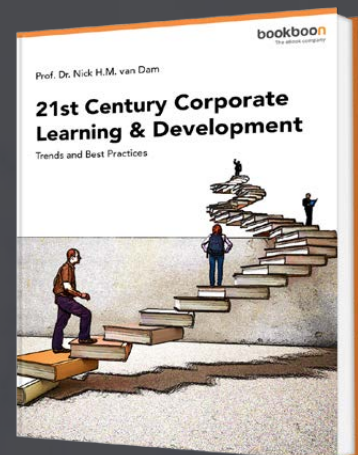


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# Section 8 Names

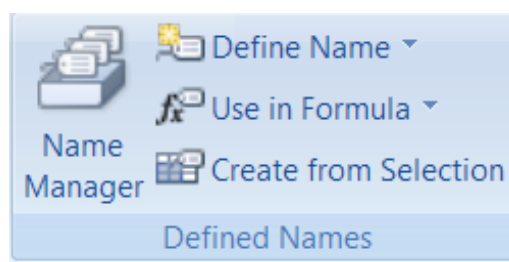
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## **By the end of this section you will be able to:**

- Name cells and ranges by three methods
- Edit names
- Manage names
- Sort and filter names
- Use names in functions

## Naming Cells and Ranges

When entering formulae or referring to any area in a workbook, it is usual to refer to a 'range'. For example, **B6** is a range reference; **B6:B10** is also a range reference. One problem with this sort of reference is that it is not very meaningful and therefore easily forgettable. If you want to refer to a range several times in formulae or functions, you may find it necessary to write it down, or select it, which often means wasting time scrolling around the workbook. Instead, Excel offers the chance to name ranges in a workbook, and to use these names to select cells, refer to them in formulae or use them in Database, Chart or Macro commands.



There are three ways to create names or define them the management of names will be found on the **FORMULAS RIBBON** in the **DEFINED NAMES** group.

## Rules When Naming Cells

- *Names are unique within a workbook and the names that you choose to use must adhere to certain rules.*
- *The first character of a name must be a letter or an underscore character. Remaining characters in the name can be letters, numbers, full stops, and underscore characters.*
- *Names cannot be the same as a cell reference, such as **Z\$100** or **R1C1**.*
- *Spaces are not allowed. Underscore characters and full stops may be used as word separators - for example, *First. Quarter* or *Sales\_Tax*.*
- *A name can contain up to 255 characters.*

- Names can contain uppercase and lowercase letters. Microsoft Excel does not distinguish between uppercase and lowercase characters in names. For example, if you have created the name Sales and then create another name called SALES in the same workbook, the second name will replace the first one.
- Names can refer to external cells or ranges (in other workbooks) and can even be used when those workbooks are not open, although when the references are checked by excel on update errors will occur if they are not valid.

## Name Box

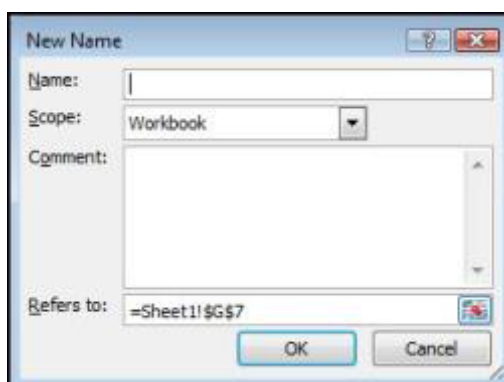


The Name box is situated on the left-hand side of the Formula bar. You can use the Name box to set up names and move to them.

### To Define A Name

#### Method 1 (Define)

#### MOUSE



1. Select the cell or cells you wish to name
2. Click the **DEFINE NAME** from the **DEFINED NAMES** group on the **FORMULAS** ribbon. A dialog is launched
3. In the **NEW NAME** dialog box, in the **NAME** box, type the name that you want to use for your reference. Names can be up to 255 characters in length.
4. In the name box, enter the defined name that you want to create.
5. To specify the scope of the name, in the **SCOPE** drop-down list box, select **WORKBOOK**, or the name of a worksheet in the workbook.
6. You may enter a descriptive comment up to 255 characters. This is optional (see note)

7. If you had selected cells or ranges previous to opening the **NEW NAME** dialog then the cells or ranges selected will be displayed in the **REFERS TO** box



8. If you had not previously selected cells or ranges: Then In the Refers to box Enter a **CELL REFERENCE**. The current selection is entered by default. To enter other cell references as an argument, click **COLLAPSE DIALOG** (which temporarily hides the dialog box), select the cells on the worksheet, and then press **EXPAND DIALOG**.
9. If using a **CONSTANT** for a valueType an = (equal sign), followed by the constant value.
10. If using a **FORMULA** for the valueType an = (equal sign) followed by the formula. To finish and return to the worksheet, click **OK**.
- *If you save the workbook to Microsoft Office SharePoint Server 2010 Excel Services, and you specify one or more parameters, the comment is used as a tooltip in the Parameters toolpane.*
  - *To make the New Name dialog box wider or longer, click and drag the grip handle at the bottom.*

## Method 2 (Direct)

### MOUSE

1. Select the cell, range of cells, or nonadjacent selections (nonadjacent selection: A selection of two or more cells or ranges that don't touch each other. When plotting nonadjacent selections in a chart, make sure that the combined selections form a rectangular shape.) that you want to name.



2. Click in the **NAME BOX** at the left end of the formula bar(formula bar: A bar at the top of the Excel window that you use to enter or edit values or formulas in cells or charts. Displays the constant value or formula stored in the active cell.).
3. Type the name that you want to use to refer to your selection. Names can be up to 255 characters in length and press **ENTER**.
- *You cannot name a cell while you are changing the contents of the cell.*

### Method 3 (By Selection)

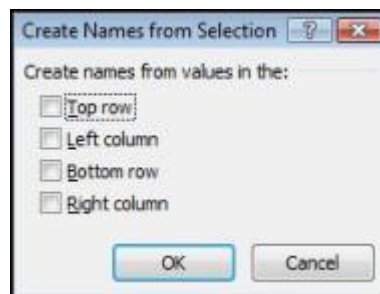
Alternatively, cells can be named using text already on the spreadsheet. For instance, in a spreadsheet, column or row headings may have already been entered in the cells. B6 to B10 for example shows the salesmen's names and their respective sales quarterly this text can be used to name the cell ranges for their sales

	A	B	C	D	E	F
3		Australian Division				
4						
5		Name	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
6		Long	110	175	140	750
7		Olson	200	210	240	575
8		Stark	300.9	180	395	1100
9		Todd	150	200.4	125	185
10		Unger	220	195	335	1025

### To Create Names Automatically:

#### MOUSE

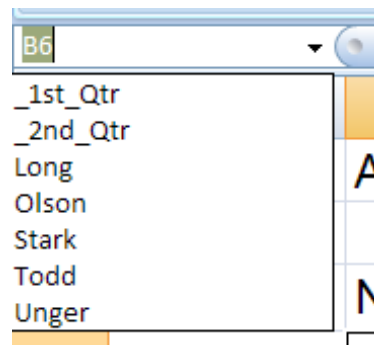
1. Select the cells you wish to define names for, include the data and the data labels in either the first column or top row



2. Click the **CREATE FROM SELECTION** button on the in the **DEFINED NAMES GROUP** on the **FORMULAS** Ribbon
3. Select where your labels are. They **must be part of the selection** can be in the top row or left column.
4. Choose **OK** and, all the salesmen's names will appear in the name box to the left of the formula bar and selecting their name will select their individual sales figures

*This procedure works equally well with text entered to the right of a row of data. Or labels in the bottom of a column but **THEY MUST BE PART OF THE SELECTION.***

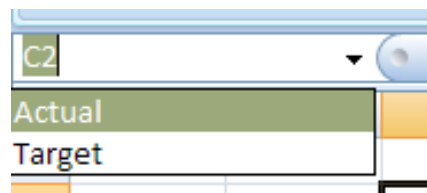
### Selecting Names (Navigation)



Names have great uses as a navigation tool within a document and are very easy to use. You may have used large portions of your spreadsheet to store data and with over 1,000,000 rows and over 16,000 columns it would be tedious or near impossible to move around to known areas without names.

#### To Select Names And Navigate

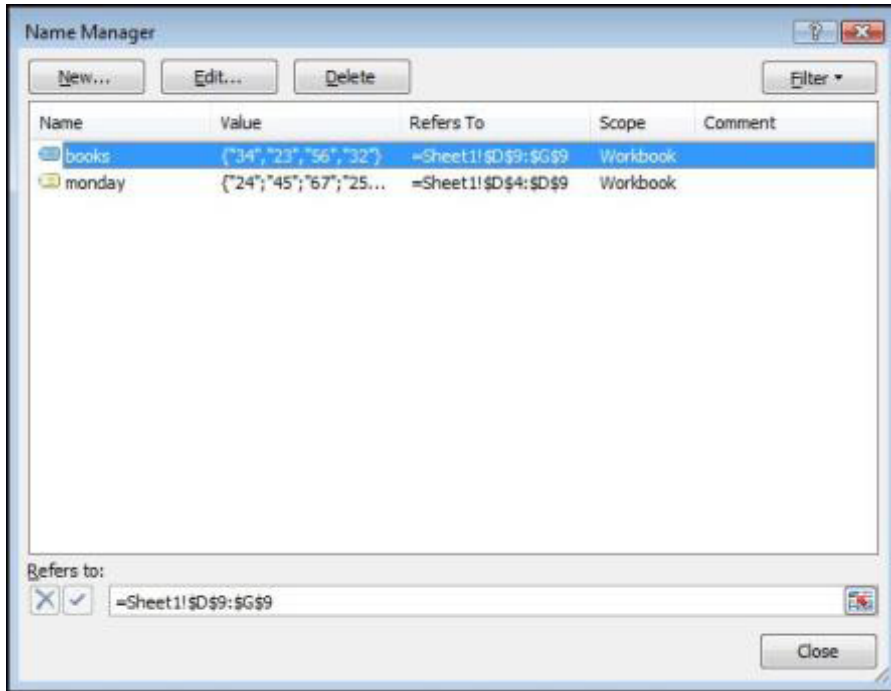
##### MOUSE



1. Click on drop down arrow to right of name box and click on the name you would like to navigate to
2. You will now be at that location with the named cells selected

#### Manage Names By Using The Name Manager

Use the **NAME MANAGER** Dialog box to work with all of the defined names and table names in the workbook. For example, you may want to find names with errors, confirm the value and reference of a name, view or edit descriptive comments, or determine the scope. You can also sort and filter the list of names, and easily add, change, or delete names from one location.



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## **To Use Name Manager**

### **MOUSE**

1. To open the **NAME MANAGER** Dialog box, on the **FORMULA** tab, in the **DEFINED NAMES** group, click **NAME MANAGER**.

#### **View names**



- The Name Manager Dialog box displays the following information about each name in a list box:
- Icon and Name defined name is indicated by a defined name icon.



- A table name is indicated by a table name icon.
- If you save the workbook to Microsoft Office SharePoint Server 2010 Excel Services, and you specify one or more parameters, the comment is used as a tooltip in the Parameters toolpane.
- You cannot use the Name Manager Dialog box while you are changing the contents of the cell.
- The Name Manager Dialog box does not display names defined in Visual Basic for Applications (VBA), or hidden names (the visible property of the name is set to “False”).

#### **Resize columns in name manager**

To automatically size the column to fit the largest value in that column, double-click the right side of the column header or drag to left or right to adjust width

#### **Sort names**

To sort the list of names in ascending or descending order, alternately click the column header.

#### **Filter names**

Use the commands in the **FILTER** drop-down list to quickly display a subset of names. Selecting each command toggles the filter operation on or off, which makes it easy to combine or remove different filter operations to get the results that you want.

To filter the list of names, do one or more of the following:

Select:	To:
Names Scoped To Worksheet	Display only those names that are local to a worksheet.
Names Scoped To Workbook	Display only those names that are global to a workbook.
Names with Errors	Display only those names with values that contain errors (such as #REF, #VALUE, #NAME, and so on.)
Names without Errors	Display only those names with values that do not contain errors.
Defined Names	Display only names defined by you or by Excel, such as a print area.
Table Names	Display only table names.

### To Change A Name

#### MOUSE

1. On the **FORMULAS** tab, in the **DEFINED NAMES** group, click **NAME MANAGER**.
2. In the **NAME MANAGER** Dialog box, click the name that you want to change, and then click **Edit**. You can also double-click the name.
3. The **EDIT NAME** dialog box is displayed.
4. Type the new name for the reference in the **NAME** box.
5. Change the reference in the **REFERS TO** box, and click **OK**.
6. In the **NAME MANAGER** Dialog box, in the **REFERS TO** box, change the cell, formula or constant represented by the name.



7. To cancel unwanted or accidental changes, click **CANCEL** , or press **ESC**.



8. To save changes, click **COMMIT** , or press **ENTER**.
  - *If you change a defined name or table name, all uses of that name in the workbook are also changed. The **Close** button only closes the **Name MANAGER** Dialog box. It is not required to commit changes that have already been made.*

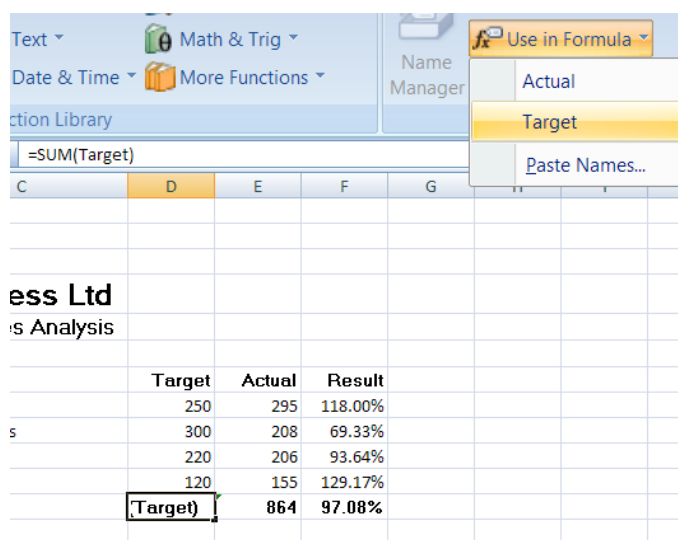
### Delete One Or More Names

1. On the **FORMULAS** tab, in the **DEFINED NAMES** group, click **NAME MANAGER**.
2. In the **NAME MANAGER** Dialog box, click the name that you want to change.

3. To select a name, click it. To select more than one name in a contiguous group, click and drag the names, or press **SHIFT+[CLICK]** for each name in the group.
4. To select more than one name in a non-contiguous group, press **CTRL+[CLICK]** for each name in the group.
5. Click **DELETE**. You can also press **DELETE**.
6. Click **OK** to confirm the deletion.
  - *The Close button only closes the Name Manager Dialog box. It is not required to commit changes that have already been made.*

### Names In Functions

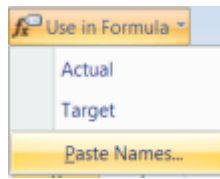
Names in functions can be very useful because it saves you having to go and select large amounts of cells or ranges when constructing a function you can just refer to the name and even then remembering the name is not necessary it can be selected and used easily within your function or formula.



### To Use Names In Functions

1. Go to cell you wish to create formula in and type in the function you wish to start with
2. **E.G.=SUM(**
3. On the **FORMULAS** tab, in the **DEFINED NAMES** group, click **USE IN FORMULA**.
4. Select which named range you wish to use and click on it.
5. The function will now contain the named range and will calculate using the range or ranges it refers to
6. Press **ENTER**. Or click on the green tick on the left of the **FORMULA BAR**.
  - *You may wish to use other methods to create your function or formulae only one method is mentioned here but it is the same method for using the named ranges*

Paste List Of Names



You can use the Paste Names dialog to give you an index of all the names in your workbook. Excel will place this on the workbook wherever the active cell is positioned.

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**To Paste A List Of Names:****MOUSE**

1. On the **FORMULAS** tab, in the **DEFINED NAMES** group, click **USE IN FORMULA**.
2. Click on **PASTE NAMES** a dialog box is launched
3. Select an individual name and click on **OK** for an individual paste.

**OR**

1. Click on paste names to have all names pasted into worksheet with their cell references

**KEYBOARD**

Actual	=Sheet1!\$E\$8:\$E\$11
Target	=Sheet1!\$D\$8:\$D\$11

1. Select a blank cell where you want the list of names to begin.
2. Press **[F3]** to access the **PASTE NAMES** dialog.
3. Press **TAB** to jump to the **CANCEL** button, then **TAB** again to select the **PASTE LIST** button. The list will appear on the worksheet.
  - *When you choose a start cell for your pasted list, make sure there is not any data immediately below as it will get cleared when you paste the list.*

**Intersecting Names**

Where you have named both columns of cells *and* rows of cells in a table, all the values will belong to two ranges. You can use both names in a formula to retrieve the value where they intersect.

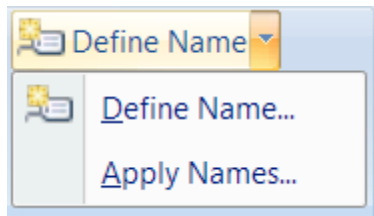
Product	Target	Actual	Result		
Red books	250	295	118.00%		
Green books	300	208	69.33%	=Red_books Target	
Blue books	220	206	93.64%		
Black books	120	155	129.17%		
<b>Total</b>	<b>890</b>	<b>864</b>	<b>97.08%</b>		

**To Display A Value From Intersecting Range Names:**

**KEYBOARD**

1. Select the cell where you want to display the value.
2. Type an equals sign (=) to begin the formula then press [F3] to access the **PASTE NAMES** dialog, select the first name and press **ENTER**.
3. Type a space. Press [F3] again and select the second name. Press **ENTER**. Press **ENTER** again to complete the formula.
  - E.G.: To retrieve the red books target figure from the data shown in the diagram above, your formula would read: `=RED_BOOKS TARGET`

**Applying Names**

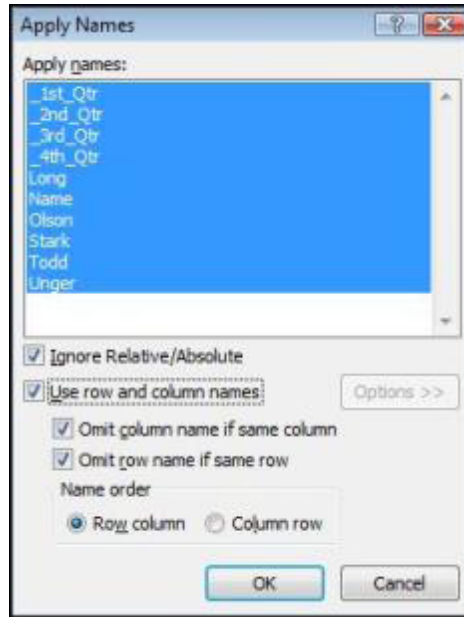


When a cell has already been referred to in a formula, and is then named, the name will not automatically appear in the formula. Similarly, if a cell is referred to by its address rather than its name, the name will not automatically appear. To replace all references with names, the names must be applied.

Suppose a formula is written to sum cells **C7:F7**

`=SUM(C7:F7)`

The formula makes no reference to the range “**OLSON**”, even though this range has been named.



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**To Replace Cell References With Range Names:****MOUSE**

1. Click the drop down arrow next to **DEFINE NAME BUTTON** on the in the **DEFINED NAMES** group on the **FORMULAS** Ribbon;
2. Select **APPLY NAMES**.
3. Click on the name you want, and choose **OK**.

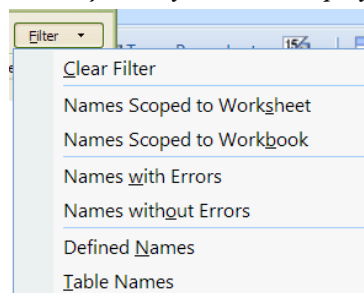
*To apply other names at the same time, use CTRL and click on the required names. The formula will now show the range names instead of the cell references.*

The Apply Names command works throughout the spreadsheet, so wherever the cell reference to the name you chose appeared, the name is now in its place.

**Filtering Out Needed Named Ranges**

Using the filter button allows some basic filtering of the names within your workbook.

- *Don't forget to clear the filter after you have what you want.*
- *Scoping is a function where the names may be used on a specific sheet or throughout the whole workbook. When filtering the names you have it may be useful to set a scope if you have many names on many sheets.*



# Section 9 Working with Sheets

**By the end of this section you will be able to:**

- Rename worksheets
- Create worksheets
- Copy and move worksheets
- Create formulae and functions across worksheets
- Group worksheets
- Protect worksheets
- Work with document windows

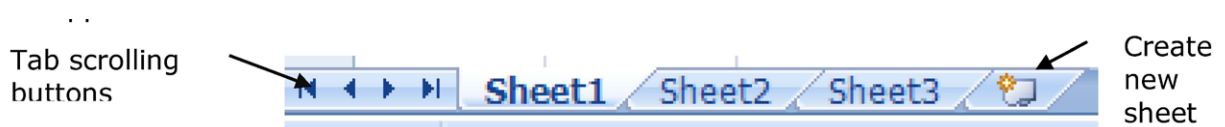
## Multiple Worksheets

When you create a new workbook, Excel gives you multiple pages within that workbook called *worksheets*. The number of worksheets you get defaults to 3, but you can change that (see the section on customisation for more information). The worksheets are useful when you want to store information under common column headings but need to split it up, (for example by month, week or by department).

When the same data needs to be entered on several worksheets, you can use Group mode which forces data that you type on one worksheet appear on all selected sheets. When Group mode is active, any formatting that you apply to the active worksheet also gets applied to the selected sheets.

## Moving Between The Workbook Sheets

Each new workbook contains worksheets, named sheets 1 to sheet 3. The sheet name appears on a tab at the bottom of the workbook window.



### **To Move Between Worksheets:**

#### MOUSE

1. Click on the appropriate tab
  - *If the sheet required is not in view, use the tab scrolling buttons to display the sheet.*

#### OR

## KEYBOARD

1. Press **CTRL+[PAGE DOWN]** to move to the next sheet, or **CTRL+[PAGE UP]** to move to the previous sheet.

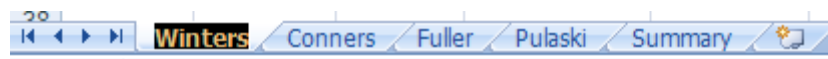
## Worksheet Names

Excel assigns the names “Sheet 1, Sheet 2” and so on to worksheets in a workbook but you can overwrite them with more meaningful names to describe the data they contain.

### To Rename A Worksheet:

## MOUSE

1. Double-click the sheet tab that you want to rename – the current name will become highlighted.
2. Type the name you want.

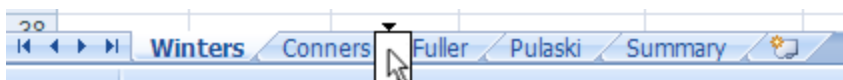


3. Press **ENTER**.
  - *Worksheet names can be a maximum of 31 characters.*

An advertisement for a change management event. On the left is a circular logo with four arrows forming a circle, containing three stylized human figures and several gears. To the right, the text reads 'UNLEASHING CHANGE MANAGEMENT' in large, bold, blue letters. Below this, it says 'OCTOBER 18 &amp; 19, 2018' and 'DE RODE HOED AMSTERDAM'. At the bottom, there is a silhouette of an Amsterdam cityscape with a windmill and a bridge. In the bottom left corner, it says 'Global Executive Events'.

## Move And Copy Worksheets

Having named your sheets, you may need to switch them about so they are arranged in a different order.



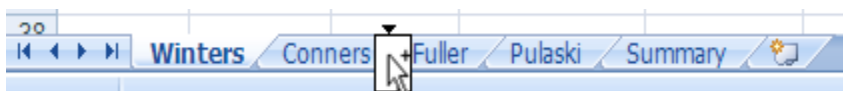
### To Move A Sheet:

#### MOUSE

1. Click and drag the sheet tab left or right. You'll see a page which follows your mouse pointer as you drag and a black marker arrow to show where the sheet will jump to if you release the mouse.
2. Release the mouse when the sheet is in the correct position.

### To Copy A Worksheet:

#### MOUSE



1. Hold down the **CTRL** key then click and drag the sheet tab.
2. When the black arrow marker indicates the position that you want the copy, release the mouse *then* the **CTRL** key.
  - *Because no two worksheets can have the same name, when you copy a sheet as described above, Excel will suffix the copy's name with (2).*

## Insert And Delete Worksheets

You can add and remove worksheets to and from a workbook as required.

### To Add A Worksheet:

#### MOUSE

1. Click on the last tab of the sheets this is a create new worksheet tab
2. Excel will name it initially with the next sequential number available.

#### OR

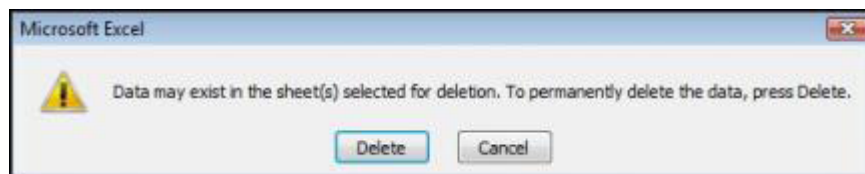
### KEYBOARD

1. Press **SHIFT+[F11]**
2. A new sheet will appear the tab will be to the left of whichever sheet you are currently on and Excel will name it initially with the next sequential number available.

### To Delete A Worksheet:

### MOUSE

1. Click the right mouse button over the worksheet that you want to delete.
2. Choose **DELETE** from the shortcut menu. If there has been ANY work on the sheet to be deleted the following dialog box will appear:
3. Click **OK** to confirm the deletion.



## Activate Group Mode

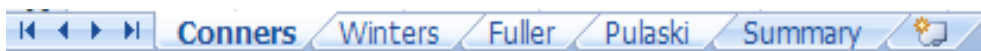
Whenever you select more than one worksheet, Excel considers those sheets to be grouped and switches group mode on accordingly. When group mode is active, the grouped worksheet tabs turn white and the word "[group]" appears on the title bar. Any data that you enter and any formatting that you apply will appear on all worksheets in the group in the same positions on each – this is particularly useful if you need to create a "Summary" sheet that will reference the other worksheets three dimensionally.

## Group Adjacent Sheets

When the worksheets that you want to group are next to each other, you can use the **SHIFT** key to block select them.

### To Group Adjacent Worksheets:

#### MOUSE



1. Click the on the first worksheet's tab that you want to include in your group.
2. Hold down the **SHIFT** key and click on the last worksheet's tab that you want included in your group. All the sheets between the first and the last will be selected. The selected sheet tabs will turn white and the word "[GROUP]" will appear on the title bar.

## Group Non-Adjacent Sheets

When the sheets you want are not next to each other in the workbook, you can use the **CTRL** key to group them.

### To Group Non-Adjacent Worksheets:

#### MOUSE



1. Click the on the first worksheet's tab that you want to include in your group.
2. Hold down the **CTRL** key and click each other worksheet's tab that you want included in your group. The selected sheet tabs will turn white and the word "[GROUP]" will appear on the title bar.
  - *When worksheets are grouped, use normal data entry and formatting commands to populate them (see previous sections for more information).*

## Deactivate Group Mode

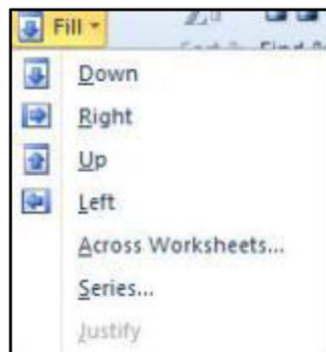
When you have finished entering and formatting data simultaneously, you can deactivate group mode. There are two ways to do this:

**To Deactivate Group Mode:****MOUSE**

1. Click on a sheet tab that is not currently grouped (non white).

**OR**

1. Click the right mouse button over any sheet tab and choose Ungroup Sheets from the shortcut menu.

**Fill Data Across Worksheets**

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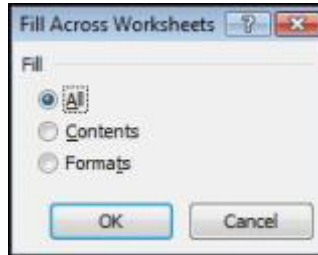


You can copy data to the same position on multiple sheets using the Fill command. This is particularly useful if you need to decide what gets copied (everything, or just the formats). It also saves time for those occasions where you accidentally deactivated group mode, typed your entries and then realised that they are only on one page!

### To Fill Across Worksheets:

#### MOUSE

1. Select the cells you want to copy to the other worksheet(s).



2. Select the worksheets you want the copy to appear on by clicking the sheet tabs (use **SHIFT** to block select or **CTRL** to pick non-adjacent pages).



3. On the **HOME** tab, in the **EDITING** group, click the down arrow to the right of the **FILL** icon.
4. Choose across worksheets
5. Choose the appropriate option and click **OK**.
  - *When you have finished filling the data, remember to deactivate group mode!*

### 3-D Formulae

When you have data on multiple worksheets, you often want a summary page that will collect data from cells across all the sheets and calculate it in a certain way. You can do this with a 3-D formula. 3-D formulae are no different from the formulae already discussed in an earlier section of this manual, however, the way you refer to cells on different worksheets has not yet been explored – that is what we will look at in this section.

29	5	\$76.22	0	\$3,582.34	\$537.35
30	6	\$0.23	0	\$10.58	\$1.59
31	7	\$55.35	0	\$1,273.05	\$190.96
32	8	\$10.20	0	\$469.20	=SUM(Connors:Pulaski!E32)
33	9	\$11.32	0	\$384.88	SUM(number1, [number2], ...)
34	10	\$14.67	0	\$616.14	
35	Totals:			\$14,218.67	\$2,132.80
36					
37					
38					

Worksheet tabs: Connors, Winters, Fuller, Pulaski, Summary

### References To Other Sheets

When you refer to a cell that is in another worksheet, Excel uses the following syntax:

#### Single cell

**'Worksheet name'![Cell reference]**

*In the diagram on previous page, cell D35 on the Summary sheet would be referenced as follows:*

**'Summary'!D35**

#### Cells on adjacent worksheets

**1stWorksheet name:lastWorksheet name![Cell reference]**

*In the diagram on previous page, cell E32 across all staff would be referenced:*

**Connors:Pulaski!E32**

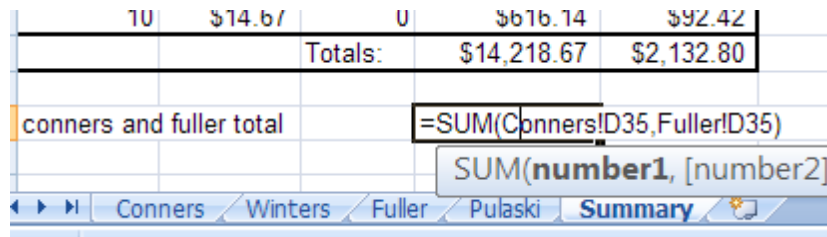
#### Cells on non-adjacent worksheets

**1st Worksheet name![Cell reference],2nd Worksheet name![Cell reference]**

*In the diagram, cell D35 on Connor's and Fuller's sheets would be referenced:*

**Connors!D35,Fuller!D35**

Luckily, because you can get Excel to put the references in automatically by pointing at the cells, you do not have to memorise the syntax!



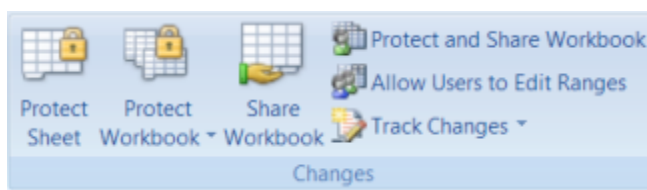
- *Commas separate up the references when selecting ranges or cells in this manner from different sheets*

**To Create A 3-D Formula:**

**MOUSE**

1. Select the cell where you want the result. Begin the formula by typing an equals sign (=), or select a function that you want to use.
2. When you need to enter cell references in your formula, move to the worksheet that contains the first cell you want by clicking the relevant sheet tab.
3. Click on the cell whose value you want in your formula. If you only need to refer to one cell, press **ENTER** to complete the formula.
  - *If you need to select the same cell on adjacent sheets, hold down the SHIFT key and click on the last sheet tab in the block of adjacent sheets. Press ENTER to complete the formula.*
  - *If you need to select the different cells on different sheets, type a comma and click the next sheet tab and cell you need to reference, insert another comma and click the next sheet tab and cell you need to reference and so on until all references have been entered. Press ENTER to complete the formula.*

**Protect Worksheet Data**

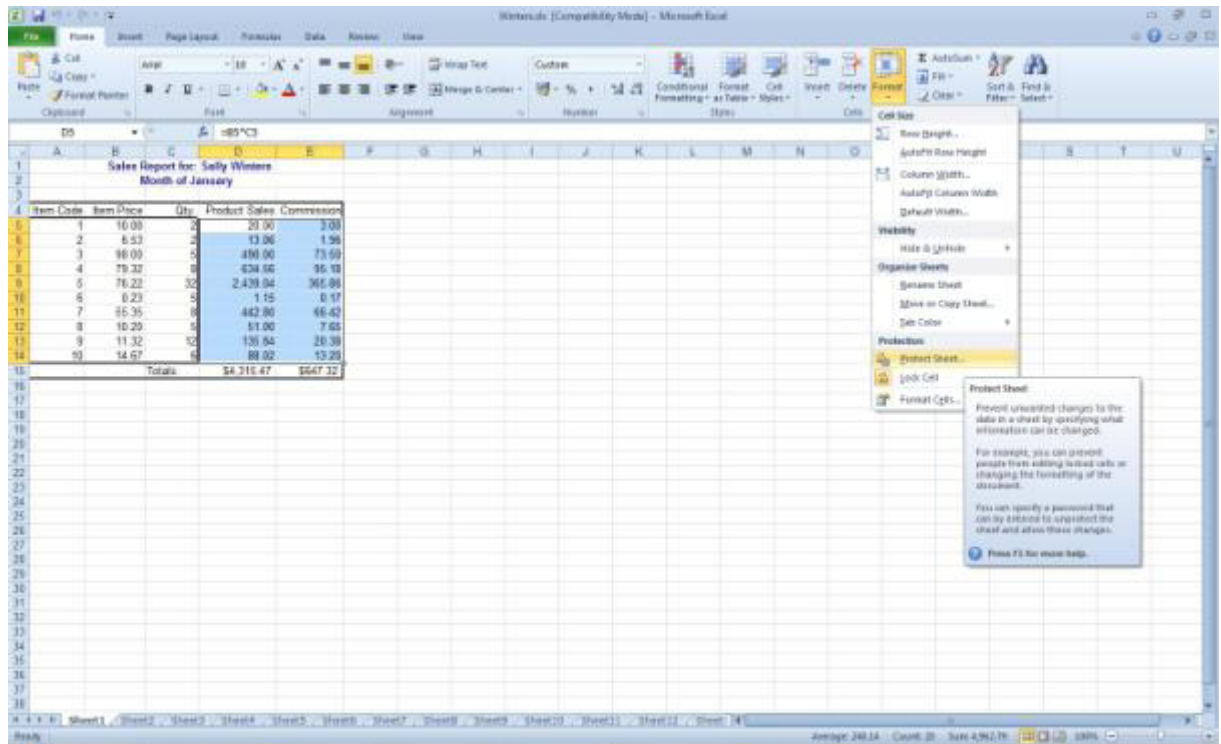


If you type in a cell that already has an entry, you overwrite that entry as soon as you press **ENTER**. Excel does have an Undo facility, but if you need to delegate data entry to someone who is not too familiar with Excel, they could quite feasibly end up overwriting your carefully constructed formulae. To prevent that happening, you can protect worksheets in workbooks. Protected sheets can allow access to some cells but not others. Those that are unavailable cannot be edited, formatted or cleared.

### Unlock Cells

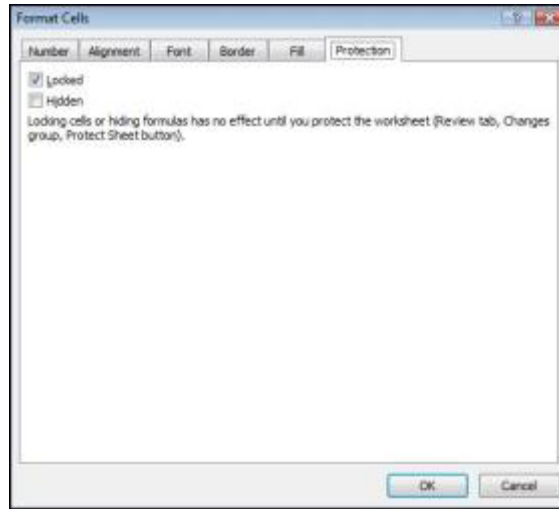
By default, all cells in a worksheet are locked. This does not have any effect on data entry and editing until you switch on the worksheet protection at which point all locked cells are made unavailable. This means that if you want to have access to certain cells, but not others, you need to unlock those cells first.

In the diagram below, you would need to unlock the selected cells so that when you protect the worksheet, those cells are accessible.



**To Unlock Cells:**


**MOUSE**



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1. Select the cells you want to be accessible when you protect the worksheet – you can select cells on multiple sheets using group mode if necessary.



2. Click the **DIALOG BOX LAUNCHER**. From either the **FONT**, **ALIGNMENT** or **NUMBER** group on the **HOME** ribbon
3. Click the **PROTECTION** tab. And uncheck the **LOCKED** box.
4. Click **OK** to close the dialog and save the setting.

### OR

1. Select the cells you want to be accessible when you protect the worksheet – you can select cells on multiple sheets using group mode if necessary.
2. Click the **FORMAT** button in the **CELLS** group on the **HOME** ribbon.



3. The **LOCK CELL** button is already selected (all cells are locked by default). Click the **LOCK CELL** button to unlock the selected cells.

## Worksheet Protection

### To Protect A Worksheet:

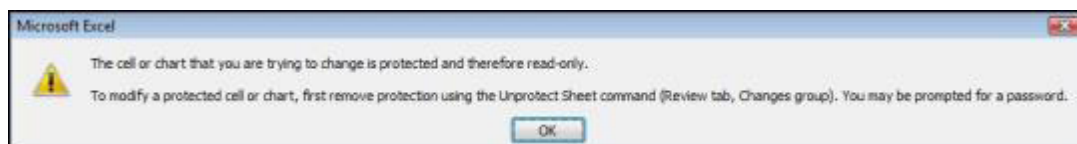
#### MOUSE



1. Ensure that the sheet you want to protect is the active sheet.
2. Click the **FORMAT** button in the **CELLS** group on the **HOME** ribbon. (See picture on previous page). Click on **PROTECT SHEET**. A dialog box is launched
3. Select from the checkboxes what you wish people be allowed to do (best left as default) Ticking the **FORMAT CELLS** option would then allow all users to change the formatting of cells (locked or unlocked) while still preventing them from changing the actual contents of the locked cells.
4. Type a password to prevent unauthorized users from removing sheet protection. A password is case sensitive, can be up to 255 characters long, and can contain any combination of letters, numbers, and symbols.
5. Click **OK** to close the dialog and switch on sheet protection.

**RECORD ALL PASSWORDS SOMEWHERE AS DATA CAN BE LOST IF YOU CANNOT REMEMBER THEM** *With worksheet protection active, only the unlocked cells are available to*

*work with. If you try and type in a locked cell, the following warning appears:*



## Unprotect Sheets

If you do need access to the locked cells, you can switch worksheet protection off, provided you know the correct password.

### To Switch Off Sheet Protection:

#### MOUSE

1. Select the protected sheet.
2. Click the **FORMAT** button in the **CELLS** group on the **HOME** ribbon.



3. Click on **UNPROTECT SHEET**.
4. If you had a password then a dialog box will appear Type the password and click **OK**. The sheet is now unprotected.
  - *Excel only lets you protect and unprotect sheets one at a time, that is to say, you cannot group all the sheets you want to protect or unprotect and do it in one go.*

### View Worksheets Side By Side

You can display several worksheets in a workbook tiled in various ways on screen. These options can be found on the **VIEW** ribbon and the **WINDOW** group.

An advertisement for 'e-Learning for Kids'. It features a central image of a smiling female teacher leaning over a laptop to assist two young students, a boy and a girl. To the right, there are two smaller circular inset images: one showing three children looking at a book together, and another showing a group of children sitting at desks in a classroom, working on laptops. The background is a light yellow with orange and white decorative swirls. In the top left corner, there is a logo for 'e-learning for kids' consisting of a grid of colorful squares. In the bottom right, there is a green oval containing a list of achievements. At the bottom of the advertisement, there is a paragraph of text about the organization.

**e-learning for kids**

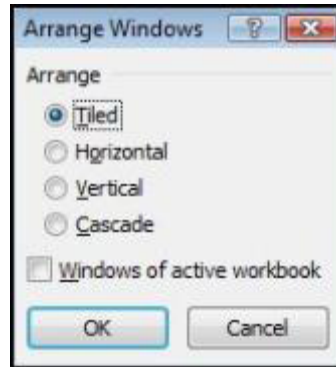
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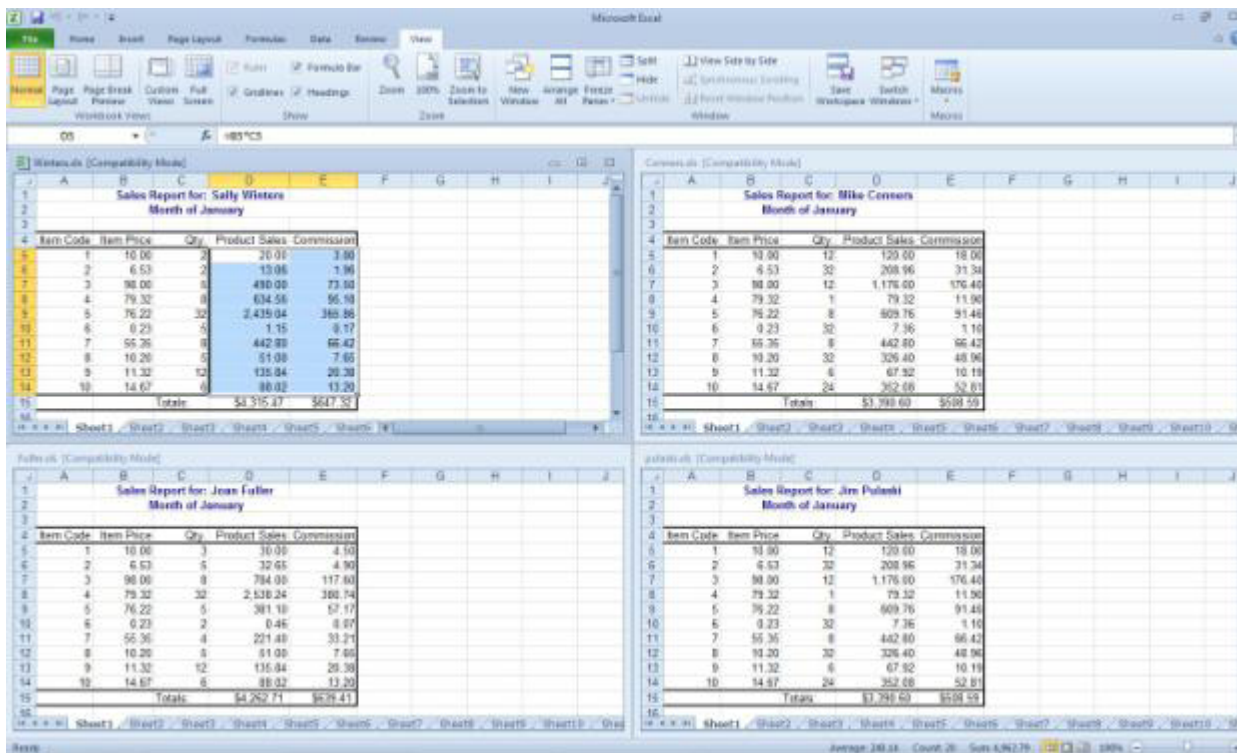


**To Display Worksheets Side By Side:****MOUSE**

1. Go to the **VIEW** ribbon and click on the **VIEW SIDE BY SIDE** button a dialog is launched
2. Choose a file you wish to compare with and you will see it side by side with your original file.



3. Click **OK**
  4. Repeat the above steps until you have a window for each worksheet.
  5. On the **VIEW** ribbon, click Arrange all. The Arrange Windows dialog box will appear:
  6. Choose the arrangement you want your worksheet windows to follow. Check the box **WINDOWS OF ACTIVE WORKBOOK** (this prevents windows from other open files being included in the arrangement).
  7. Click **OK** to close the dialog and arrange the windows.
- *If your initial window is maximised, you do not see any change to the screen when you issue the New Window command, you may not know how many windows you have. When you access the Window menu, the bottom section lists the number of windows currently open.*



Picture above shows tiled windows

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50

Studying

51

Working

101

Research

50

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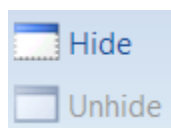
### Synchronous scrolling



When the windows are opened with the method viewed side by side, the button for synchronous scrolling will allow simultaneous scrolling for both documents. If this feature does not help it can be switched off. This is only available when documents are viewed side by side

### Hide Windows

Whole windows can be hidden. Although you may need them open for calculations, macros, referred tables, etc you may not wish to see them.



#### To Hide A Window

##### MOUSE

1. Select the window you wish to hide
2. Go to the **VIEW** ribbon and click the **HIDE** button in the **WINDOW** group. The window is now hidden

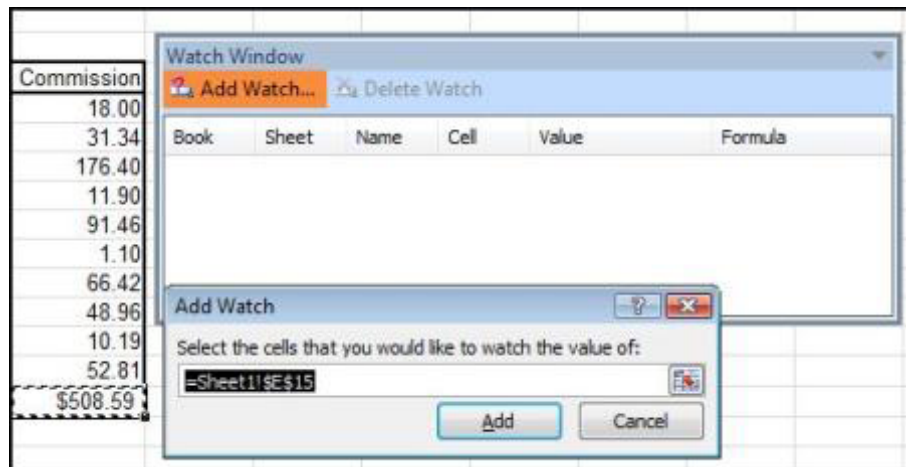
#### To Unhide A Window

##### MOUSE

1. Go to the **VIEW** ribbon and click the **UNHIDE** button. In the **WINDOW** group a dialog is launched
2. Choose window to unhide and click **OK**. The window reappears.

### Watch Window

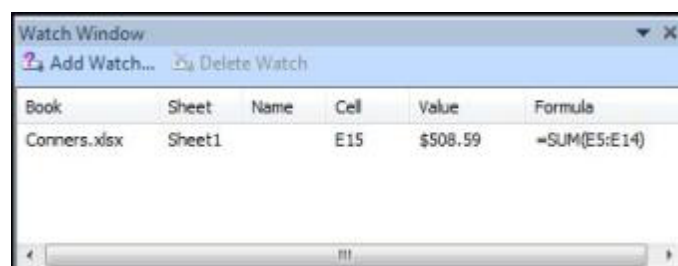
A watch window can be used to easily track results of multiple cells when you are working on a different sheet or workbook. This saves you from having to switch back and forth or scroll between sheets to keep track of important data.

**To Set A Watch****Mouse**

1. Select a cell to which you want to add a Watch

Go to the **FORMULAS** ribbon and click on **WATCH WINDOW** in the **FORMULA AUDITING** group

2. Click on **ADD WATCH**
3. Select cell you wish to monitor
4. Click on **ADD**
5. You may now switch windows or scroll and the watch window will monitor that cell for changes in result as you enter or manipulate figures elsewhere.

**To Delete A Watch****MOUSE**

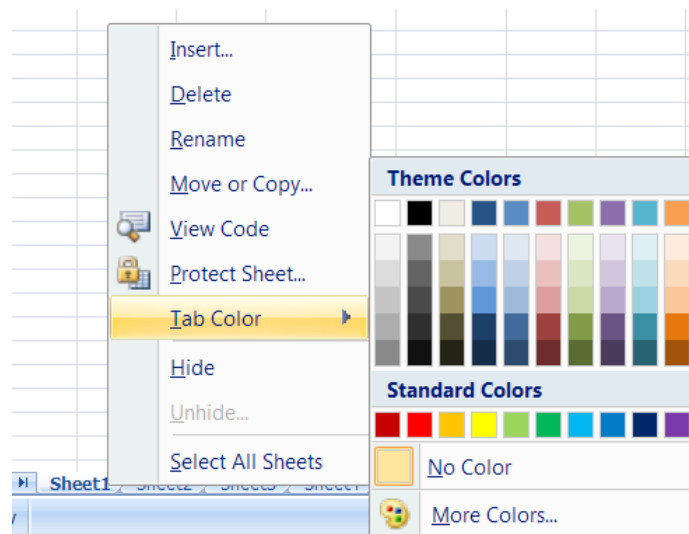
1. Go to the **FORMULAS** ribbon and click on **WATCH WINDOW** in the **FORMULA AUDITING** group
2. Select watch to delete

3. Click on **DELETE WATCH** on watch window

### Change Colour Of Worksheet Tab

#### **To Change The Colour Of A Worksheet Tab:**

1. Select the worksheet whose tab you want to re-colour.
2. Click the **FORMAT** button in the **CELLS** group, **HOME** ribbon and move your cursor down the menu to **TAB COLOUR**.
3. Select the colour and click **OK**



#### **OR**

1. Right-click on the tab and choose the **TAB COLOUR** option.
2. Select the colour and click **OK**

# Section 10 Printing

By the end of this section you will be able to:

- Set up printing preferences using the page setup dialog
- Use the ribbons for setting up page preferences
- Insert and edit Headers and Footers
- Use Print preview and page layout views
- Scale printing to a fixed set of pages
- Set page breaks
- Set up and change Margins by various methods
- Print and collate multiple copies
- Set up print areas
- Change print quality
- Print page ranges or entire workbooks.



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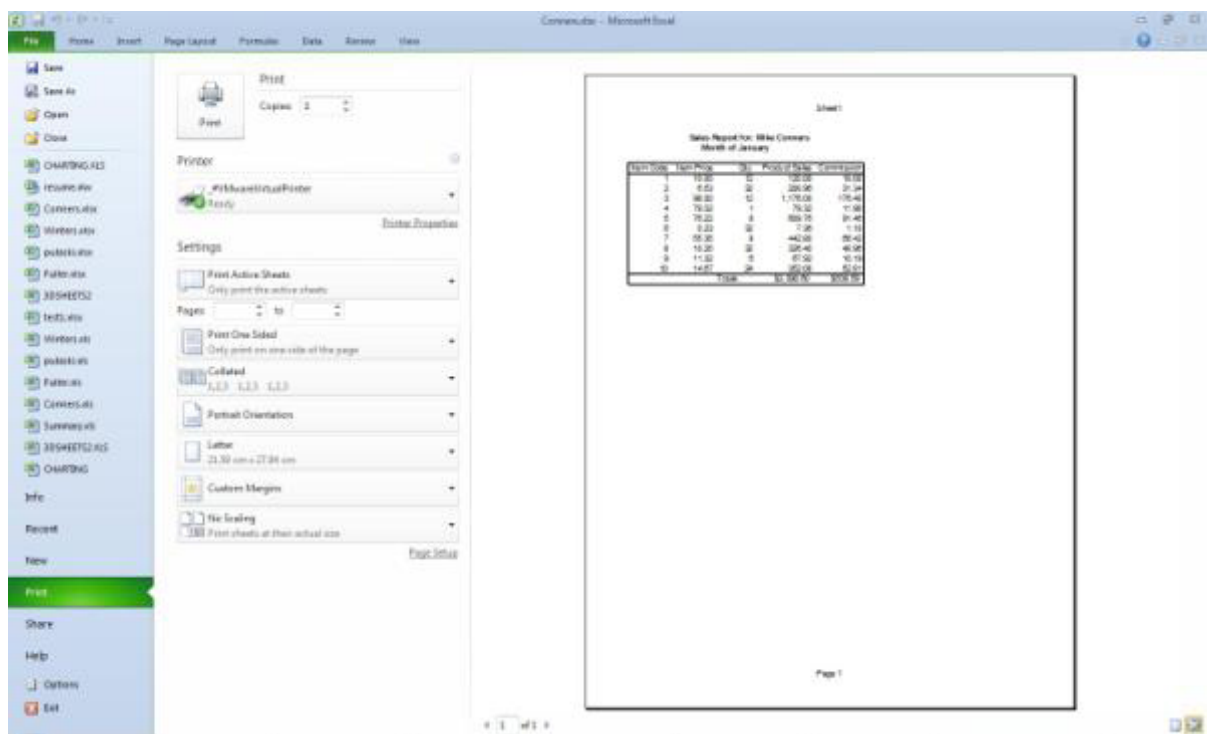
**SKF**

## Printing Options

When you want a hard copy of worksheet data, Excel gives you many tools for choosing how that printout will look. Swapping the page orientation between portrait and landscape, scaling the size of the printout and choosing whether to print worksheet gridlines are but a few of the options that can be set. Excel automatically assigns headers and footers to your worksheet data, but you can change or enhance these very easily.

## Print Preview

Before sending anything to print, it is always a good idea to preview what you will see on the page. The Print Preview window will show how your data is going to print. This is very different than the preview you would use in all previous versions of Excel.



## To Go To Print Preview

### MOUSE

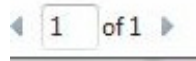
1. Click the worksheet that you want to preview before you print it. Click the **FILE** ribbon, click **PRINT**

### OR

### KEYBOARD

1. Press **CTRL+F2**. On the **PRINT PREVIEW** window,

Do one or more of the following:



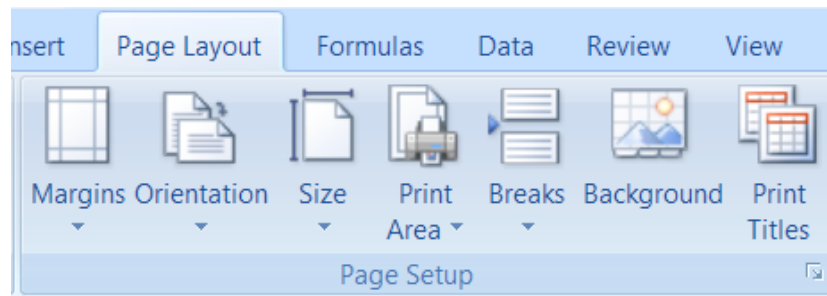
- To preview the next and previous page, in the **PREVIEW** group, click **NEXT PAGE** and **PREVIOUS PAGE**.



- To view page margins, in the **PREVIEW** group, click the **SHOW MARGINS** button in the lower right hand corner.
- This displays the margins in the **PRINT PREVIEW** view. To make changes to the margins, you can drag the margins to the height and width that you want. You can also change the column widths by dragging handles at top of print preview page.
- To make page setup changes, on the Print Preview tab, in the Print group, click Page Setup, and then select the options that you want on the Page, Margins, Header/Footer, or Sheet tab of the Page Setup dialog box.

## Page Setup

### Page Setup Group On The Page Layout Ribbon



When you want to alter headers and footers, orientation and so on, you use the Page Setup dialog box. There are four tabs within this dialog, each give settings for one aspect of your printout. You can access the Page Setup dialog from either the worksheet or the Print Preview window, however if you access it from the latter, some of the **SHEET** tab settings are unavailable.

**To Access The Page Setup Dialog:**

**MOUSE**



1. Click the **DIALOG BOX LAUNCHER**. From **PAGE SETUP** group on the **PAGE LAYOUT** ribbon

**OR**



1. If you are in the Print Preview window, click the **PAGE SETUP** link

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## Page Tab



The **PAGE** tab allows you to set page orientation, scaling, paper size, print quality and a start number for page numbering.

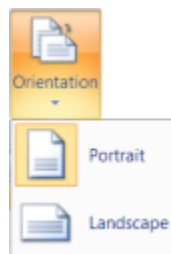
### Orientation

Use this setting to swap between portrait and landscape printouts.

### To Change Page Orientation:

#### MOUSE

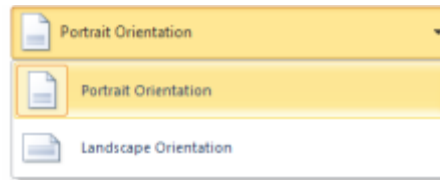
1. Access the **PAGE SETUP** dialog and click the **PAGE** tab.
2. The default orientation is **PORTRAIT**. Click **LANDSCAPE** to switch to printing on a landscape page.
3. Click **OK** to close the dialog and save the setting – next time you access **PRINT PREVIEW**, the new settings will be displayed.



OR

4. Go to **PAGE SETUP** group on the **LAYOUT** ribbon and select **ORIENTATION**. Choose portrait or landscape

OR



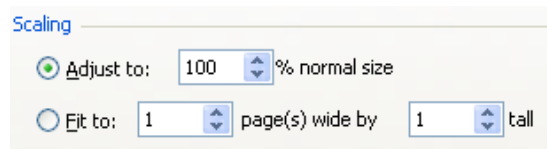
5. When in **PRINT PREVIEW** Click on the drop down button to change orientation

### Scaling

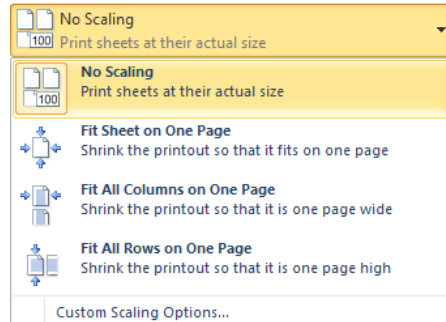
You can manually scale the size of your printout by choosing a percentage amount you want to increase or decrease it by. The Adjust to option reduces or enlarges the printed worksheet. The Fit to option will only reduce (not enlarge) the worksheet or selection when you print so that it fits on the specified number of pages.

### To Reduce Or Enlarge Your Printout:

MOUSE



1. Access the Page Setup dialog and click the **PAGE** tab.
2. Select the **ADJUST TO** check box, and then enter a percentage number in the % normal size box. You can reduce the worksheet to 10 percent of normal size or enlarge it to 400 percent of normal size.



3. Click **OK** to close the dialog and save the setting –while in Print Preview, the new settings will be displayed. Or they will be seen next time you access it.

**OR**

4. While in Print preview make a choice from the drop down box the last choice will open the page set up dialog box to allow you to manually make changes as in the previous example.

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**To Fit Your Printout To A Number Of Pages:****MOUSE**

1. Access the Page Setup dialog and click the **PAGE** tab.
2. Select the **FIT TO** check box and then enter a number in the **PAGE(S) WIDE BY** box. If you want to limit the number of pages tall, enter a number in the **TALL** box.
3. Click **OK** to close the dialog and save the setting – next time you access Print Preview, the new settings will be displayed.

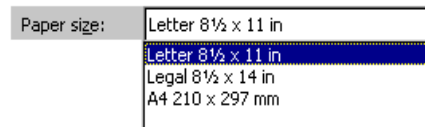
**OR**

1. Make a choice in **PRINT PREVIEW**. use **CUSTOM SCALING OPTIONS** to open the page setup dialog as previously mentioned

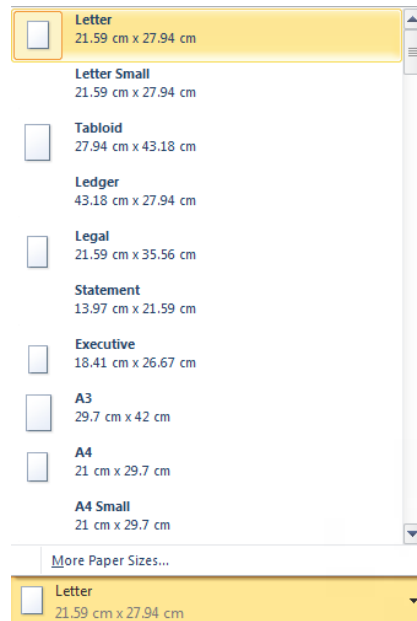
**Paper size**

You can pick the size of the paper you want to print on by choosing from a list of pre-defined sizes.

To Choose Paper Size:

**MOUSE**

1. Access the Page Setup dialog and click the **PAGE** tab.
2. Click the drop-down list arrow to the right of the **PAPER SIZE** box and click the paper size you want.



3. Click **OK** to close the dialog and save the setting – next time you access Print Preview, the new settings will be displayed.

**OR**

4. Go to the **PAGE SETUP** group on the **LAYOUT** ribbon and click on the **SIZE** button to see many predefined sizes to set your paper size to. If the size you wish is not available in the list. Then click on **MORE PAPER SIZES** at the bottom. This launches the **PAGE SETUP** dialog box

**OR**

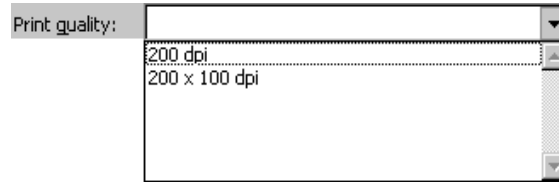
5. When in **PRINT PREVIEW** make a choice from the Paper size drop down box on the left hand side of the preview window.(see adjacent)

### **Print quality**

You can enhance the quality of the printout if you need a pristine copy.

**To Change Print Quality:****MOUSE**

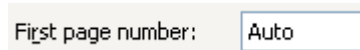
1. Access the **PAGE SETUP** dialog and click the **PAGE** tab.



2. Click the drop-down list arrow to the right of the **PRINT QUALITY** box and click the resolution you want for the print quality of the active workbook.
  3. Click **OK** to close the dialog and save the setting – next time you access **PRINT PREVIEW**, the new settings will be displayed.
- *Resolution is the number of dots per linear inch (dpi) that appear on the printed page. Higher resolution produces better quality printing in printers that support higher resolution printing.*

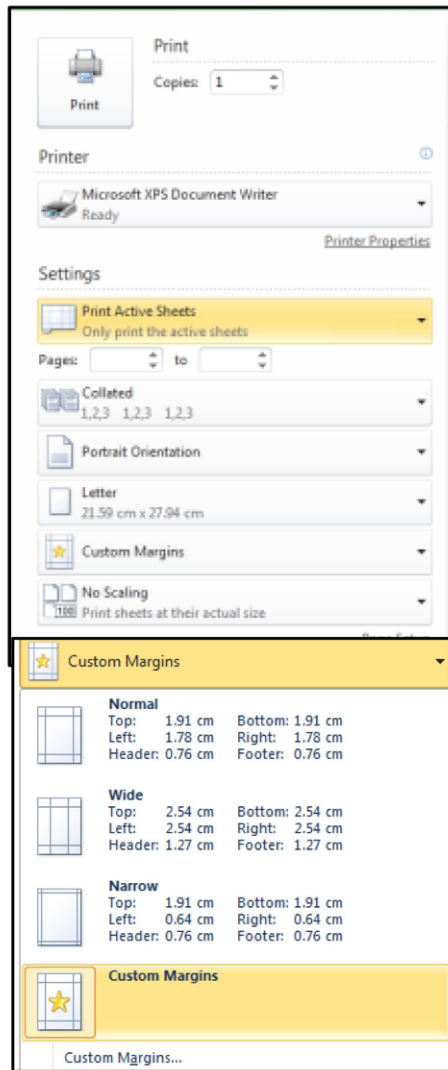
**Set first page number**

If your printout is to form part of a larger document, you may need to change start number for pages.

**To Change First Page Number:****MOUSE**

1. Access the Page Setup dialog and click the **PAGE** tab.
2. Drag across the word **Auto** in the **FIRST PAGE NUMBER** box to select it. Type the number you want the page numbering to begin at.
3. Click **OK** to close the dialog and save the setting – next time you access **PRINT PREVIEW**, the new settings will be displayed.

### Print Preview Options



As mentioned in previous examples many of the page setup options can be found in either the Page setup group on the page layout ribbon or in the page setup dialog box or in the print preview pane options on the left hand side of the preview pane.

As you can see here one of your first choices is to choose which printer you may wish to print to.

You may only wish to print a section of your workbook, a sheet or the whole book. Be careful if you print a whole workbook be aware of how many pages there are in it.

You are also able from this dialog to collate or uncollate your pages if you are printing several copies.

The **ORIENTATION**, **SCALING** and **PAPER SIZES** we have already discussed.

The margins can be changed using the drop down box to several presets and also a choice for **CUSTOM MARGINS** which will open up the **PAGE SETUP DIALOG** box at the **MARGINS TAB** discussed next.



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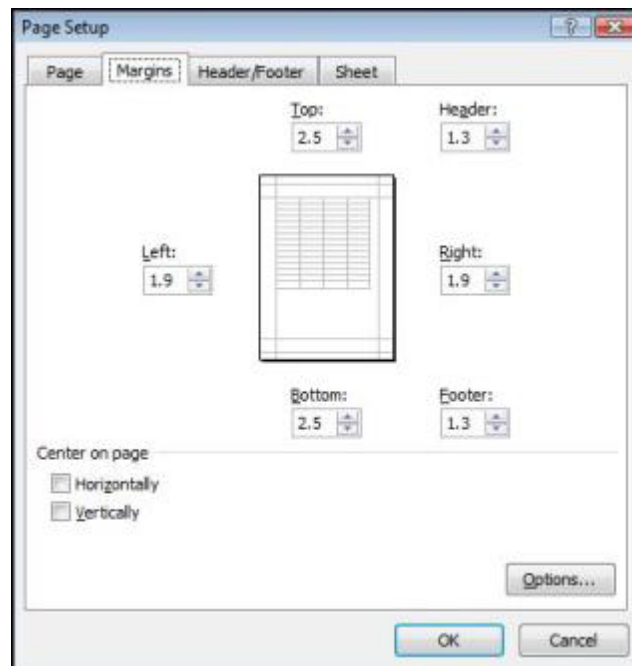
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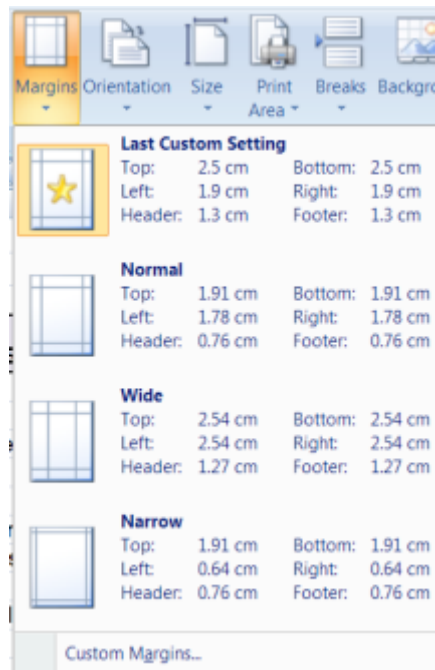


In the bottom right hand corner is a button to allow you to see and manually drag the margins to the size you wish by clicking it the margins will appear on the preview.

## Margins Tab

The Margins tab lets you set top, bottom, left and right margins and centre your data horizontally and vertically on the page. You can also determine how far from the bottom and top edges of the page your headers and footers print.



**To Change Margins:****MOUSE**

1. Access the **PAGE SETUP** dialog and click the **MARGINS** tab. (above)
2. Use the up and down arrows in the **TOP**, **BOTTOM**, **LEFT** and **RIGHT** boxes to increase and decrease margin measurements. The page sample in the middle of the dialog will update to show how your settings will look should you choose to apply them.
3. Click **OK** to close the dialog and save the settings these are then applied in **PRINT PREVIEW**.

**OR**

4. Go to the **LAYOUT** ribbon and the **PAGE SETUP GROUP** and click on margins a selection of quick margin changes will be available including the last custom settings for a page
5. Click on a set of margins and they will be set.

To Change Header And Footer Position:

MOUSE



1. Access the **PAGE SETUP** dialog and click the **MARGINS** tab.



2. Use the up and down arrows in the **HEADER** and **FOOTER** boxes to increase and decrease the space between the header and footer and the top and bottom edges of the page.
3. Click **OK** to close the dialog and save the settings these are then applied in **PRINT PREVIEW**..

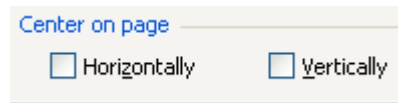
### Centre on page

Use these check boxes to centre the data you are printing horizontally (between left and right margins) and/or vertically (between top and bottom margins).

“I studied English for 16 years but...  
...I finally learned to speak it in just six lessons”  
Jane, Chinese architect

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**To Centre Horizontally And Vertically:****MOUSE**

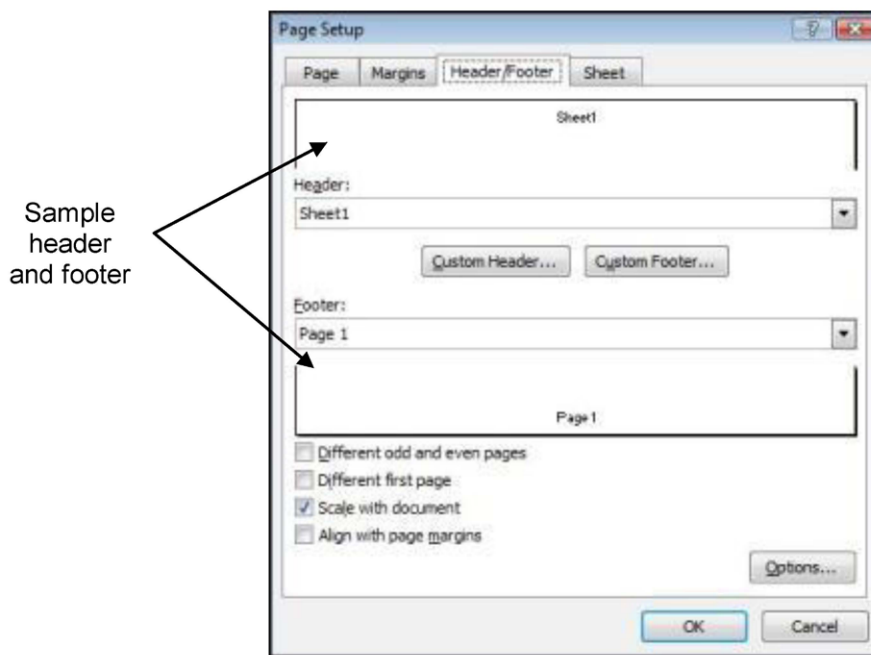
1. Access the **PAGE SETUP** dialog and click the **MARGINS** tab.
2. Click the **HORIZONTALLY** check box to centre between left and right margins. Click the **VERTICALLY** check box to centre between top and bottom margins.
3. Click **OK** to close the dialog and save the settings – next time you access **PRINT PREVIEW**, the new settings will be displayed.

**Header/Footer Tab**

Unless you specify otherwise, Excel uses the sheet name as the header for your printout and the page number as the footer. You can choose from a predefined list of options for your header and footer, or for total flexibility, you can build up the header and footer with codes that will generate dates, times, file names etc.

**Header**

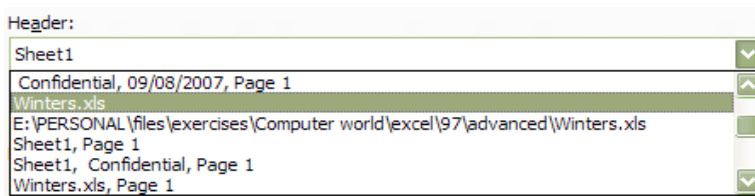
Excel's default header is the sheet name. The **HEADER** box gives a list of options for you to use as your header. Excel spaces items out in the header at the top left, middle and top right of the page. Where an option has commas separating items Excel will interpret the comma as the spacing symbol.



**To Change The Header:**

**MOUSE**

1. Access the Page Setup dialog and click the **HEADER/FOOTER** tab.



2. Click the drop-down list arrow to the right of the **HEADER** box to view a list of predefined headers and click the one you want. The sample area will show you what your choice will look like.
3. Click **OK** to close the dialog and save the settings – next time you access Print Preview, the new settings will be displayed.

**Footer**

Excel’s default footer is the page number. The **FOOTER** box, gives you the same options as the header box, but the position of the chosen item will be at the bottom of the page. Excel spaces items out in the footer at the top left, middle and top right of the page. Where an option has commas separating items Excel will interpret the comma as the spacing symbol.

**To Change The Footer:**

1. Click the **DIALOG BOX LAUNCHER**. From **PAGE SETUP** group on the **PAGE LAYOUT** ribbon, select the **HEADER/FOOTER** tab ,
2. Click the drop-down list arrow to the right of the **FOOTER** box to view a list of predefined footers and click the one you want.
3. Click **OK** to close the dialog and save the settings – next time you access Print Preview, the new settings will be displayed.

## New Methods For Headers And Footers In 2010



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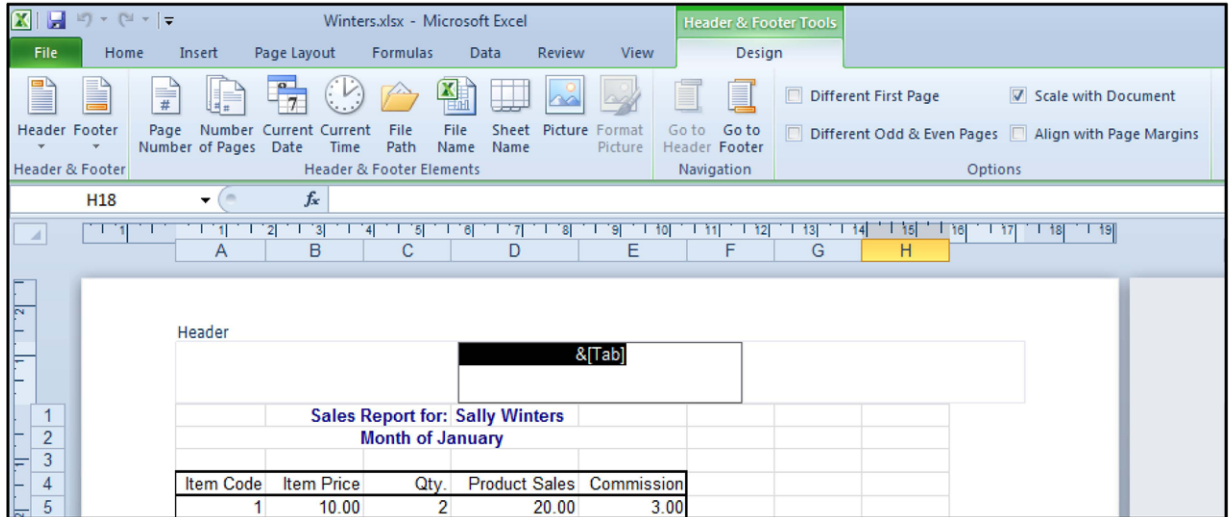
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In Microsoft Office Excel, you can quickly add or change headers or footers to provide useful information in your worksheet printouts. You can add predefined header and footer information or insert elements such as page numbers, the date and time, and the file name.



To define where in the printout the headers or footers should appear and how they should be scaled and aligned, you can choose from the header and footer options.

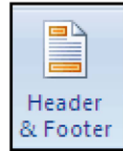
For worksheets, you can work with headers and footers in Page Layout view. For other sheet types, such as chart sheets, or for embedded charts you can also work with headers and footers in the **PAGE SETUP** dialog box.

### Insert Specific Elements In A Header Or Footer

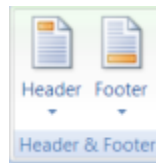
For worksheets, you can work with headers and footers in Page Layout view. For other sheet types, such as chart sheets, or for embedded charts, you can work with headers and footers in the **PAGE SETUP** dialog box.

### Add A Predefined Header Or Footer

For worksheets, you can work with headers and footers in Page Layout view. For other sheet types, such as chart sheets or for embedded charts, you can work with the headers and footers in the **PAGE SETUP** dialog box.

**Add A Predefined Header Or Footer To A Worksheet In Page Layout View****MOUSE**

1. Click the worksheet to which you want to add a predefined header or footer.
2. On the **INSERT** tab, in the **TEXT** group, click **HEADER & FOOTER**.
3. Excel displays the worksheet in **PAGE LAYOUT** view. You can also click **PAGE LAYOUT VIEW** on the **STATUS BAR** to display this view.



4. Click the left, center, or right header or footer text box at the top or at the bottom of the worksheet page.
5. Clicking any text box selects the header or footer and displays the **HEADER AND FOOTER TOOLS**, on the **DESIGN** tab.

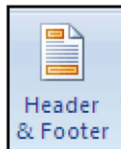


6. On the **DESIGN** tab, in the **HEADER & FOOTER** group, click **HEADER** or **FOOTER**, and then click the predefined header or footer that you want.
7. To return to **NORMAL** view, on the View tab, in the Workbook Views group, click Normal. You can also click Normal on the status bar.

### Add A Predefined Header Or Footer To A Chart

#### Mouse

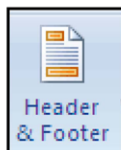
1. Click the chart sheet or embedded chart to which you want to add a predefined header or footer.



2. On the **INSERT** tab, in the **TEXT** group, click **HEADER & FOOTER**.
3. Excel displays the **PAGE SETUP** dialog box
4. Click the predefined header or footer in the **HEADER** or **FOOTER** group.

### Add Or Change The Header Or Footer Text For A Worksheet In Page Layout View

#### MOUSE



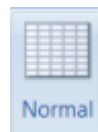
1. Click the worksheet to which you want to add headers or footers, or that contains headers or footers that you want to change.
2. On the **INSERT** tab, in the **TEXT** group, click **HEADER & FOOTER**.



3. Excel displays the worksheet in Page Layout view. You can also click Page Layout View on the status bar to display this view.
4. To add a **HEADER** or **FOOTER**, click the **LEFT**, **CENTER**, or **RIGHT** **HEADER OR FOOTER** text box at the top or at the bottom of the worksheet page. And either:
5. Type the text that you want.
6. Insert a header or footer element if you want from the **HEADER AND FOOTER ELEMENTS** group on the **DESIGN** ribbon.



7. To change a **HEADER** or **FOOTER**, click the **HEADER** or **FOOTER** text box at the top or at the bottom of the worksheet page that contains header or footer text, and then select the text that you want to change.
8. To start a new line in a **HEADER OR FOOTER** text box, press **ENTER**.
9. To delete a portion of a **HEADER OR FOOTER**, select the portion that you want to delete in the header or footer text box, and then press **DELETE** or **BACKSPACE**. You can also click in the text and then press **BACKSPACE** to delete the preceding characters.



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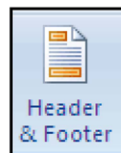
10. To return to **NORMAL** view, click on the worksheet and then click on the **NORMAL VIEW** button on the **VIEW** tab, in the **WORKBOOK VIEWS** group. You can also click **NORMAL** on the status bar.
  - To include a single ampersand (&) within the text of a header or footer, use two ampersands.
  - E.G., to include “Subcontractors & Services” in a header, type Subcontractors && Services.
11. To close the **HEADERS OR FOOTERS**, click anywhere in the worksheet, or press **ESC**.

### Choose The Header And Footer Options

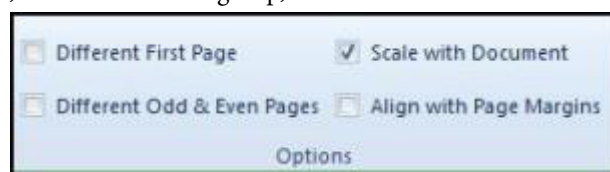
For worksheets, you can work with headers and footers in Page Layout view. For other sheet types, such as chart sheets or for embedded charts you can work with headers and footers in the **PAGE SETUP** dialog box.

### Choose The Header And Footer Options For A Worksheet

#### MOUSE



1. Click the worksheet for which you want to choose header and footer options.
2. On the **INSERT** tab, in the **TEXT** group, click **HEADER & FOOTER**.
3. Excel displays the worksheet in Page Layout view. You can also click Page Layout View on the status bar to display this view.
4. Click the **LEFT**, **CENTER**, or **RIGHT** header or footer text box at the top or at the bottom of the worksheet page.
5. Clicking any text box selects the **HEADER OR FOOTER** and displays the **HEADER AND FOOTER TOOLS**, as the Design tab appears.
6. On the **DESIGN** tab, in the **OPTIONS** group, select one or more of the following:

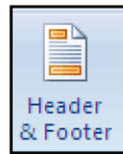


7. To insert a different header or footer for odd pages on an odd page and for even pages on an even page, select the **DIFFERENT ODD & EVEN PAGES** check box.
8. To remove headers and footers from the first printed page, select the **DIFFERENT FIRST PAGE** check box.
9. To use the same font size and scaling as the worksheet, select the **SCALE WITH DOCUMENT** check box. To make the font size and scaling of the headers or footers independent of the worksheet scaling for a consistent display on multiple pages, clear this check box.

10. To make sure that the header margin or footer margin is aligned with the left and right margins of the worksheet, select the **ALIGN WITH PAGE MARGINS** check box. To set the left and right margins of the headers and footers to a specific value that is independent of the left and right margins of the worksheet, clear this check box.
11. To return to **NORMAL** view, on the **VIEW** tab, in the **WORKBOOK VIEWS** group, click **NORMAL**. You can also click **NORMAL** on the status bar.

### **Choose The Header And Footer Options For A Chart**

#### MOUSE

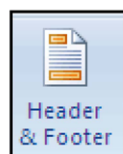


1. Click the chart sheet or embedded chart to which you want to add a predefined header or footer.
2. On the **INSERT** tab, in the **TEXT** group, click **HEADER & FOOTER**.
3. Excel displays the **PAGE SETUP** dialog box.
4. To insert a different header or footer for odd pages on an odd page and for even pages on an even page, select the **DIFFERENT ODD & EVEN PAGES** check box.
5. To remove headers and footers from the first printed page, select the **DIFFERENT FIRST PAGE** check box.
6. To use the same font size and scaling as the worksheet, select the **SCALE WITH DOCUMENT** check box. To make the font size and scaling of the headers or footers independent of the worksheet scaling for a consistent display on multiple pages, clear this check box.
7. To make sure that the header margin or footer margin is aligned with the left and right margins of the worksheet, select the **ALIGN WITH PAGE MARGINS** check box. To set the left and right margins of the headers and footers to a specific value that is independent of the left and right margins of the worksheet, clear this check box.

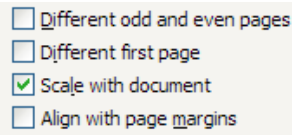
### Custom Header Or Footer For A Chart

#### **Add Or Change The Header Or Footer Text For A Chart**

#### MOUSE



1. Click the chart sheet or embedded chart to which you want to add headers or footers, or that contains headers or footers that you want to change.
2. On the **INSERT** tab, in the **TEXT** group, click **HEADER & FOOTER**. Excel displays the Page Setup dialog box.



3. If none of the predefined headers and footers are what you want, you can customise them using the **CUSTOM HEADER** and **CUSTOM FOOTER** buttons. When you click either of these buttons, Excel gives you a dialog box representing either the top (**CUSTOM HEADER**) or bottom (**CUSTOM FOOTER**) edge of your page.
4. Click **CUSTOM HEADER** or **CUSTOM FOOTER**.
5. Click in the **LEFT SECTION**, **CENTER SECTION**, or **RIGHT SECTION** box, and then click the buttons to insert the header or footer information that you want in that section.
6. To add or change the header or footer text, type additional text or edit the existing text in the **LEFT SECTION**, **CENTER SECTION**, or **RIGHT SECTION** box.
7. To start a new line in a section box, press **ENTER**.

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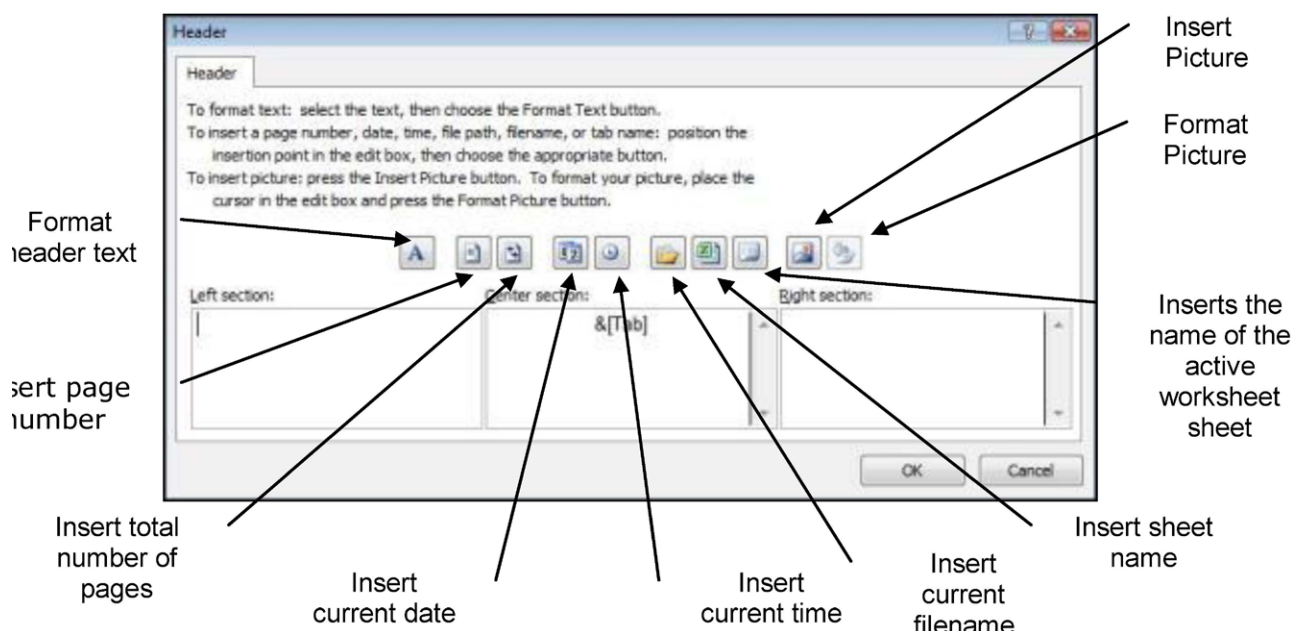
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8. To delete a portion of a header or footer, select the portion that you want to delete in the section box, and then press **DELETE** or **BACKSPACE**. You can also click in the text and then press **BACKSPACE** to delete the preceding characters.
  - To include a single ampersand (&) within the text of a header or footer, use two ampersands. For example, to include "Subcontractors & Services" in a header, type Subcontractors && Services.
  - To base a custom header or footer on an existing header or footer, click the header or footer in the Header or Footer box.

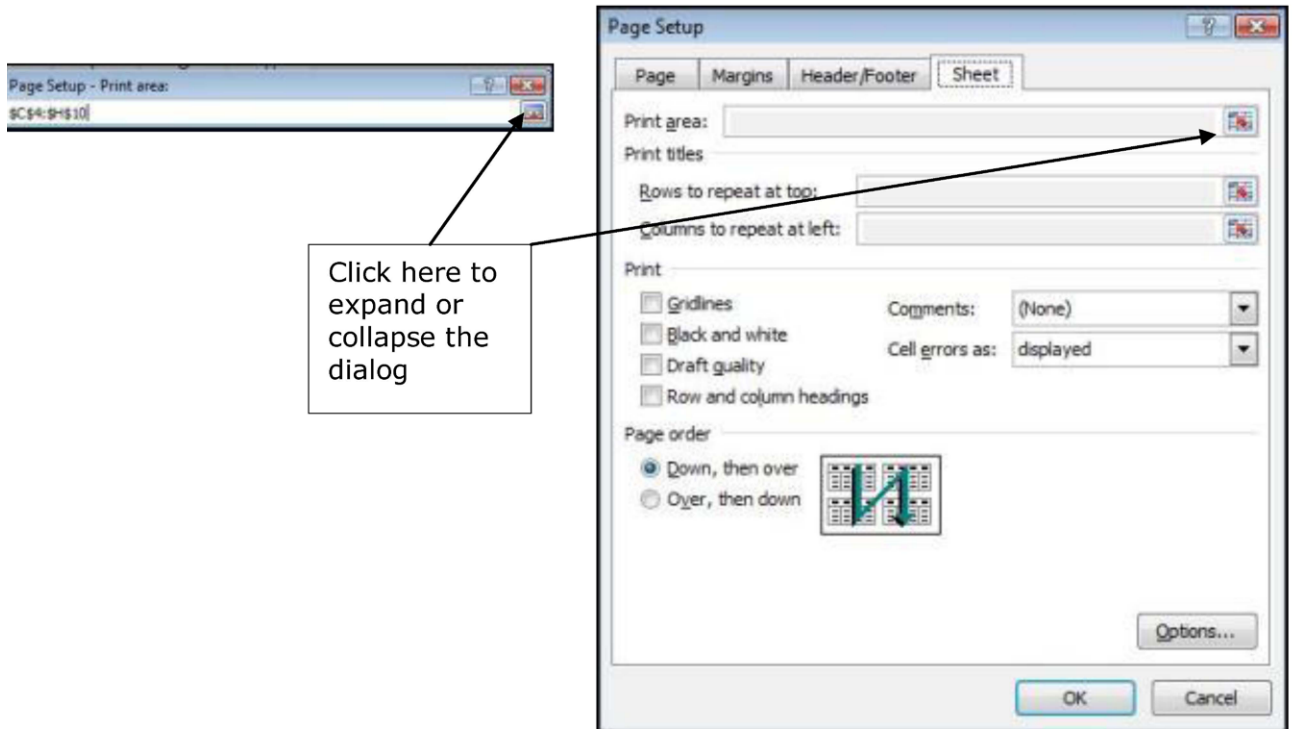
You can type text into the left, centre and right sections, but if you want information to change dynamically according to alterations you make to filenames, sheet names or you want to always display the current date and time in the header (useful for seeing when a worksheet was printed), the dialog has buttons that generate codes. The codes instruct Excel to include information where you have positioned them and will update if the information that they generate changes. The diagram below details what each of the buttons do.



To make sure that the header margin or footer margin is aligned with the left and right margins of the worksheet, select the **ALIGN WITH PAGE MARGINS** check box. To set the left and right margins of the headers and footers to a specific value that is independent of the left and right margins of the worksheet, clear this check box.

### Sheet Tab

The Sheet tab has many settings that you can use to select what appears on the printed sheet. You can also use this tab to set a print area, (useful if you do not want the whole worksheet to print) and print titles.



- Some settings on the Sheet tab are only available when you access the Page Setup dialog from the layout ribbon. If you are accessing it from the Print Preview window, you will not have access to the Print Area and Print Titles settings.

### Print Area

Use this to set the range of cells that you want to print. If you do not set a Print Area, Excel will print all the data on the active worksheet.

### **To Set A Print Area:**

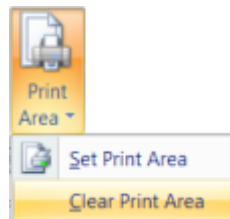
#### MOUSE



1. Click the **DIALOG BOX LAUNCHER**. From **PAGE SETUP** group on the **PAGE LAYOUT** ribbon, select the **SHEET** tab ,
2. Click the button on the right of the **PRINT AREA** box to collapse the **PAGE SETUP** dialog so that you can see the worksheet

3. Select the cells you want to print and click the **EXPAND** button to go back to the **PAGE SETUP** dialog
4. The selected cells will appear listed in the **PRINT AREA** dialog. Click **OK** to close the dialog and save the settings – next time you access **PRINT PREVIEW**, the new settings will be displayed.

**OR**



5. Click on **PRINT AREA** From **PAGE SETUP** group on the **PAGE LAYOUT** ribbon and select **SET PRINT AREA**.

*You can use the Set Print Area option to set the selected cells to the print area as an alternative to using the Page Setup dialog.*



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**To Clear The Print Area:****MOUSE**

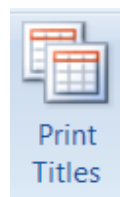
1. Click the **DIALOG BOX LAUNCHER**. From the **PAGE SETUP** group on the **PAGE LAYOUT** ribbon, select the **SHEET** tab, Delete the values from the **PRINT AREA**.

**OR**

2. Click on the **PRINT AREA** button From **PAGE SETUP** group on the **PAGE LAYOUT** ribbon and select **CLEAR PRINT AREA**.

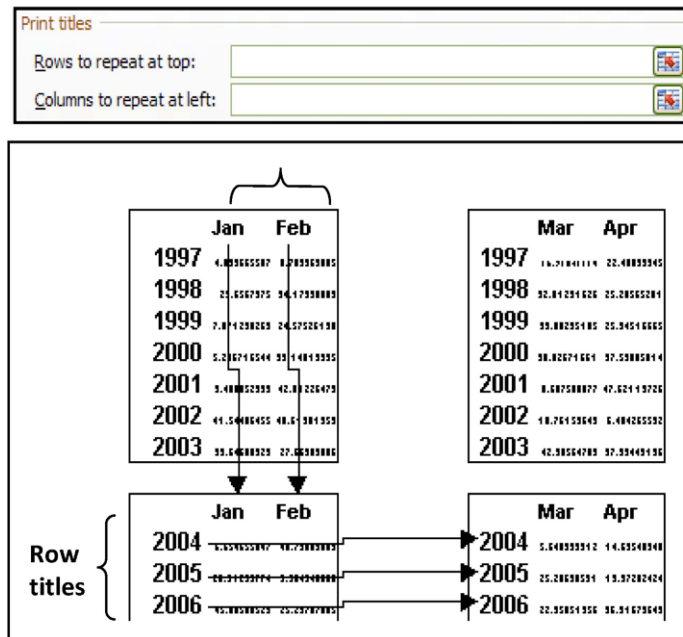
**Print Titles**

When your printouts run to several pages you may have column and row headings that you would like to print on each new page. The diagram below shows a four page printout where the months have been set up to print at the top of each page and the years at the left of each page. Excel allows you to specify any number of rows and columns to repeat when you have a multi-page printout.

**To Set Print Titles:****MOUSE**

1. Access the **PAGE SETUP** dialog From the **PAGE SETUP** group on the **PAGE LAYOUT** ribbon then Click the **SHEET** tab.

**OR**



2. Go to the **PAGE SETUP** group on the **PAGE LAYOUT** ribbon, and select the **PRINT TITLES** button. This will open the **PAGE SETUP** dialog box at the **SHEET** tab
3. Click the button on the right of the **ROWS TO REPEAT AT TOP** box to collapse the Page Setup dialog so that you can see the worksheet (see diagrams) Select the rows you want by dragging over them with the selection pointer.
4. Click the Expand button to return to the Page Setup dialog. The rows you selected will be referenced in the **ROWS TO REPEAT AT TOP** box.
5. Repeat steps (selecting columns not rows) as above for the **COLUMNS TO REPEAT AT LEFT** box if required.
6. Click **OK** to close the dialog and save the settings – next time you access Print Preview, the new settings will be displayed.

**Print**

The settings here allow you to choose whether to print gridlines, row and column headings and so on. If you choose not to print gridlines, Excel will print any borders you formatted your cells with the diagrams below illustrate some of the effects of activating certain settings.

### Black and White

	Jan	Feb
1997	29.73618231	31.6679482
1998	5.5522686	12.8824232
1999	26.64647443	45.3883867
2000	34.78837374	5.48226282
2001	33.13133431	45.34711573
2002	21.78783482	45.72548674
2003	47.31158542	33.43548233

→

	Jan	Feb
1997	13.28663181	41.3658888
1998	26.7284874	37.26181565
1999	42.86441842	5.323785633
2000	17.82783755	4.396387264
2001	15.37855872	37.7882888
2002	49.5742858	36.42571537
2003	6.447811314	48.38888563

Worksheet with shading...      Would print like this.

### Gridlines

	Jan	Feb
1997	46.67336165	8.332364264
1998	26.26374884	38.17331166
1999	6.88847336	49.86282855
2000	6.337522338	21.58248452
2001	46.65483213	6.437722688
2002	7.332252835	48.67811267
2003	31.18688853	44.61621755

→

	Jan	Feb
1997	48.58445118	22.37368835
1998	15.7328842	25.19556516
1999	11.21866434	3.788616485
2000	47.83378758	5.337138744
2001	26.48875583	15.42664853
2002	33.83188181	22.72842448
2003	28.22864548	1.842364278

Worksheet with borders and shading...      Would print like this.

### Row headings

	Jan	Feb
1997	42.78337332	18.32323818
1998	4.128343716	37.77818655
1999	13.35352337	28.23484524
2000	28.18172356	18.86312681
2001	32.47858446	11.96882618
2002	16.17328388	38.38243823
2003	5.352648233	1.635352337

→

	A	B	C
1		Jan	Feb
2	1997	26.38786351	17.16388271
3	1998	21.35717288	33.14284382
4	1999	33.31386368	17.35338832
5	2000	46.5824822	38.44781383
6	2001	16.82711236	42.47457674
7	2002	7.381471214	38.68872733
8	2003	48.37164812	17.81117288

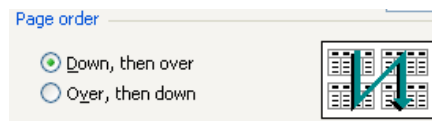
Worksheet with row and column headings.

To Change Sheet Tab Print Settings:

MOUSE

1. Access the **PAGE SETUP** dialog and click the **SHEET** tab.
2. Check the boxes under the **PRINT** heading until you have the combination of settings that you require.
3. Click **OK** to close the dialog and save the settings – next time you access Print Preview, the new settings will be displayed.

**Page Order**



When you have multiple pages to print, each with a printed page number, you can control the order that the data prints on the pages using the Page Order settings.

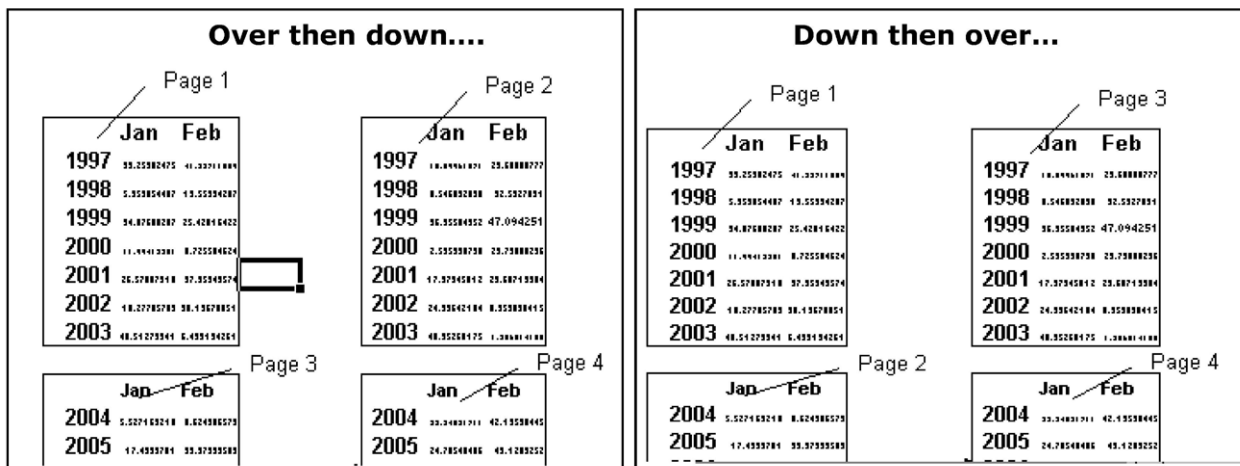
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The diagram below shows how pages will have different numbers according to which setting you choose.



**To Change Page Order:**

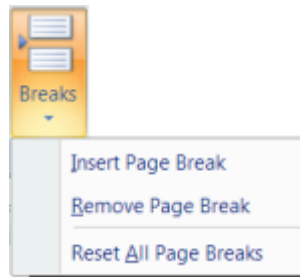
MOUSE

1. Access the Page Setup dialog and click the **SHEET** tab.
2. Click the option button in the **PAGE ORDER** section for the order you want the pages numbered.
3. Click **OK** to close the dialog and save the settings – next time you access Print Preview, the new settings will be displayed.
  - *The Page Setup dialog saves print settings for the active sheet only. If you want several sheets to have the same print settings, select them before you access the Page Setup dialog.*

**Page Breaks**

If you do not get page breaks to fall where you want them with the scaling options, you can insert them manually. Excel lets you put in both horizontal and vertical page breaks.

**To Insert A Horizontal Page Break:**

MOUSE

1. Select the cell in column A below where you want the page break.
2. Choose breaks from the **PAGE SETUP** group on the **LAYOUT** ribbon then click **INSERT PAGE BREAK**.  
A dotted line will appear above the active cell – this represents the page break.

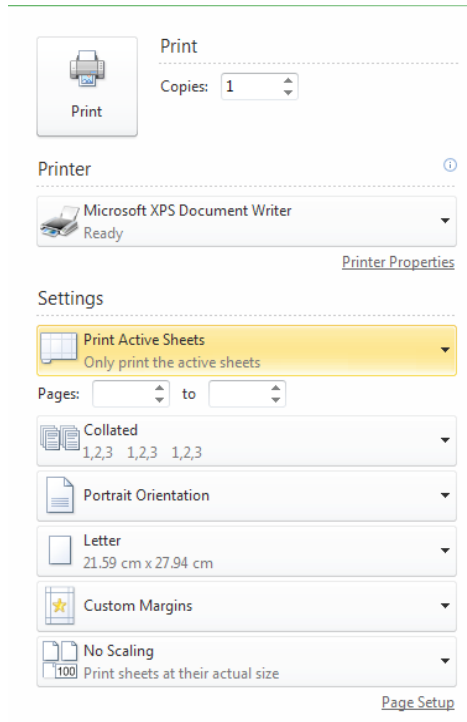
**To Insert A Vertical Page Break:**MOUSE

1. Select the cell in row 1 to the right of where you want the page break.
2. Choose breaks from the **PAGE SETUP** group on the **LAYOUT** ribbon then click **INSERT PAGE BREAK**.  
A dotted line will appear to the left of the active cell – this represents the page break.
- *If you insert a page break when you are not in either the first column or row, Excel will insert both a horizontal and vertical page break above and to the left of the active cell position.*

**To Remove A Page Break:**MOUSE

1. Select the cell immediately below and/or to the right of the page break.
2. Choose breaks from the **PAGE SETUP** group on the **LAYOUT** ribbon then click **REMOVE PAGE BREAK**.  
The page break will be removed
3. If **RESET ALL PAGE BREAKS** is selected then **ALL** page breaks will be removed
  - *If the Fit To option is active in the page setup dialog, you cannot set manual page breaks.*

## Print Data



The screenshot shows the 'Print' dialog box in Microsoft Excel. At the top, there is a 'Print' button with a printer icon and a 'Copies' dropdown menu set to '1'. Below this is the 'Printer' section, which shows 'Microsoft XPS Document Writer' as the selected printer, with a 'Ready' status and a 'Printer Properties' link. The 'Settings' section includes a 'Print Active Sheets' dropdown menu (set to 'Only print the active sheets'), a 'Pages' field with 'to' separator, a 'Collated' dropdown menu (set to '1,2,3 1,2,3 1,2,3'), a 'Portrait Orientation' dropdown menu, a 'Letter' paper size dropdown menu (set to '21.59 cm x 27.94 cm'), a 'Custom Margins' dropdown menu, and a 'No Scaling' dropdown menu (set to 'Print sheets at their actual size'). A 'Page Setup' link is located at the bottom right of the settings section.



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Excel will print all data on the selected worksheet (unless you tell it otherwise by setting a Print Area). If you want to print more than one worksheet, select the sheets you want first, before you click the Print button.

**To Print The Active Worksheets:**

MOUSE

1. Click the worksheet that you want to print.
2. Click the **FILE RIBBON**, click **PRINT**, Or Press **CTRL+[P]**
3. Choose **PRINT ACTIVE SHEETS** from the drop down box.
4. Click **PRINT**

**To Print A Specific Worksheet Page Or Range Of Pages:**

MOUSE

1. Click the **FILE RIBBON**; click **PRINT**, Or Press **CTRL+[P]**.



Pages:  to

2. Type in the page number that you want to start at in the **PAGES** box and the end page number in the **TO** box.
3. Click **PRINT** to launch the print

**To Print The Entire Workbook:**

**MOUSE**



1. Click the **FILE RIBBON**, click **PRINT**.Or Press **CTRL+[P]**
2. Select **PRINT ENTIRE WORKBOOK** from the drop down box
3. Click **PRINT**to launch the print

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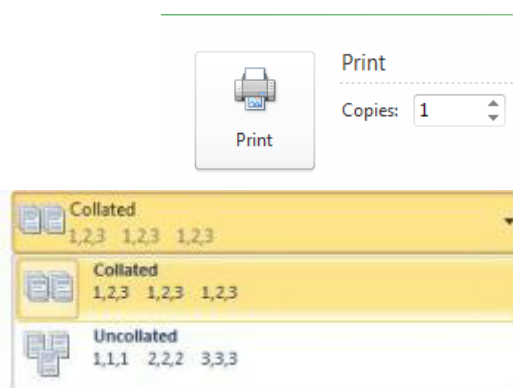


**To Print The Selection:****MOUSE**

1. Select the cells you want to print.
2. Click the **FILE RIBBON**, click **PRINT**.Or Press **CTRL+[P]**
3. Choose the **PRINT SELECTION** option button from the drop down box.
4. Click **PRINT** to launch the print.

**Copies**

By default, Excel will print one copy of the item you have sent to print. You can print multiple copies by changing the Print dialog settings. When you print multiple copies of a document, Excel lets you choose whether the copies are collated (Excel prints each whole document before it starts on the next copy) or uncollated (Excel prints however many copies you have requested of each page).

**To Print Multiple Copies:****MOUSE**

1. Click the **FILE RIBBON**, click **PRINT**.Or Press **CTRL+[P]**
2. In the **COPIES** section of the window, use the up and down arrows to the right of the **NUMBER OFCOPIES** text box to set the number of copies you require.
3. Set the **COLLATE** check box by clicking in it to change the current setting.
4. Click **OK** to launch the print.

# Section 11 Utilising Large Worksheet

By the end of this section you will be able to:

- Split screen
- Freeze panes
- Use zoom controls
- Use name box to navigate
- Use goto

What if you could build your future and create the future?

**The innovation accelerator**

One generation's transformation is the next's status quo. In the near future, people may soon think it's strange that devices ever had to be "plugged in." To obtain that status, there needs to be "The Shift".

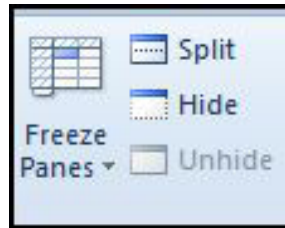
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## Useful Tools for Large Sheets

### Split Screen



The visible worksheet area is relatively small. If the data you are working with spans a large number of columns and rows, you may find it difficult to move and copy information between areas, or even to view data in non-adjacent columns or rows on the same screen. Splitting the screen gives you the ability to scroll the data one side of the split independently of the other side – so you could be viewing cells Z100 – AH116 on one side of your screen, and cells A1 – G16 on the other.

	A	B	C	D	K	L	M	N	O	P	Q	R
4			Jan	Feb	Sep	Oct	Nov	Dec	Totals			
5	<b>1997 Profit &amp; Loss</b>											
6	Sales											
7	Sales A		3,000	3,000	4,000	4,000	4,000	6,000	41,500			
8	Sales B		1,500	1,500	2,000	2,000	2,000	3,000	19,600			
9	Sales C		500	1,000	2,000	2,000	2,000	3,000	17,300			
25	Total overheads		5,400	3,900	5,100	5,100	5,100	5,100	51,100			
27	Nett profit		-1,875	-75	400	400	400	3,150	3,145			
28	Cumulative profit			-1,950	0	800	800	3,550				
30	<b>1997 Cash Flow</b>											
31	Misc. funds		6,000	0	0	0	0	0				
32	30 days income		0	5,000	3,600	8,000	8,000	8,000				
33	Materials (0 days)		200	400	800	800	800	1,200				
34	Materials (30 days)		0	1,275	780	1,700	1,700	1,700				
35	Expenditure (0 days)		4,000	2,500	3,700	3,700	3,700	3,700				
36	Expenditure (30 days)		0	1,400	400	1,400	1,400	1,400				
37	Balance		1,800	1,225	295	695	1,095	1,095				

**To Split The Screen Horizontally:****MOUSE**

1. Position the mouse along the top edge of the upward pointing arrow at the top of the vertical scroll bar – your pointer should display as shown in the diagram above.
2. Drag down – you will see a fuzzy line that follows your mouse down. Release the mouse when the line is at the position you want to split the screen.

**To Split The Screen Vertically:****MOUSE**

1. Position the mouse along the top edge of the upward pointing arrow at the right of the horizontal scroll bar – your pointer should display as shown in the diagram above
2. Drag left – you will see a fuzzy line that follows your mouse across. Release the mouse when the line is at the position you want to split the screen.
3. When the screen is split, you get scroll bars in each horizontal or vertical section of your window which you can use to move the display for just that section.

**To Apply Both Splits At Same Time****MOUSE**

x

1. Go to the **WINDOW** group on the **VIEW** ribbon and click on the **SPLIT** button
2. Both horizontal and vertical splits will be applied at the same time. These can be adjusted by positioning the mouse over one and dragging in the desired direction

**To Remove A Split:****MOUSE**

1. Position the mouse over the split.
2. Drag a split back up until it is flush with the column or row letters or numbers and release the mouse,  
**OR** Double click on the split

**OR**

1. Go to the **WINDOW** group on the **VIEW** ribbon and click on the **SPLIT** button

**Freeze Panes**

When you want certain rows or columns to remain static on screen while you scroll down or across data on a worksheet, you can use freeze panes.

Freeze Lines

	A	B	C	
1		Jan	Feb	Mar
2	Britain	£1,019.93	£1,162.56	£1,241.52
3	France	£1,734.05	£1,901.87	£1,987.96
4	Germany	£1,241.52	£1,333.16	£1,407.06
5	Germany	£1,241.52	£1,333.16	£1,407.06

**To Freeze Panes:**

**MOUSE**

1. Select the cell below and to the right of the cells you want to freeze.
2. Go to the **WINDOW** group on the **VIEW** ribbon and click on the **FREEZE PANES** button
3. Make a selection
  - *If you only want the freeze for rows, select the cell in column A below the rows you want to freeze. If you only want the freeze for columns, select the cell in row 1 to the right of the columns you want to freeze.*

**To Unfreeze Panes:****MOUSE**

1. Go to the **WINDOW** group on the **VIEW** ribbon and click on the **FREEZE PANES** button
2. Select **UNFREEZE PANES**

**Zoom**

You can adjust the scale of the on-screen display with the Zoom command. Excel allows you to specify any percentage between 1 and 100 for viewing on-screen data. If there is a particular range that you need to make visible on one screen without scrolling, you can use the Fit selection option.



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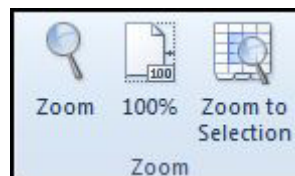
## MAN Diesel & Turbo



**To Zoom Screen Display:****MOUSE**

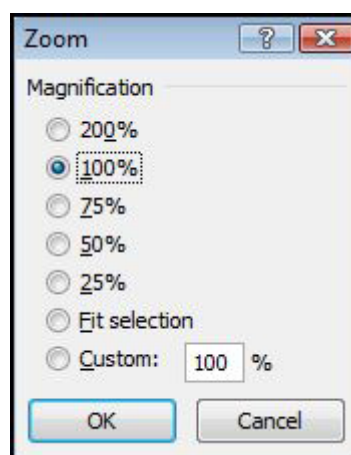
1. In the bottom right hand corner of the screen click on the **PLUS** or **MINUS** buttons to zoom in or out of your spreadsheet

OR



1. Click on the **PERCENTAGE** button on the bottom right hand corner of your screen and a dialog box will open.

OR



1. Click on the **ZOOM** button on the **VIEW** ribbon in the **ZOOM** group.
2. A dialog box will open.

**Either**

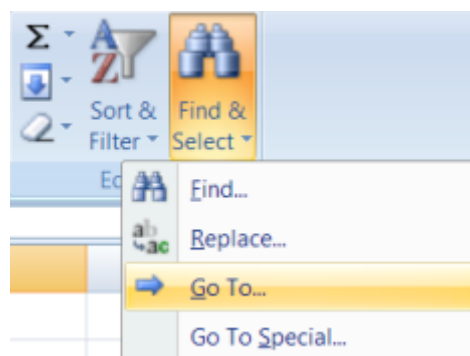
1. Choose a **PERCENTAGE** from the dialog box
2. Click **OK** to apply the zoom and close the dialog.

**OR**

1. Highlight the **PERCENTAGE** figure currently displaying in the **CUSTOM** Zoom text box and type the figure you want to use.
2. Click **OK** to apply the zoom and close the dialog.

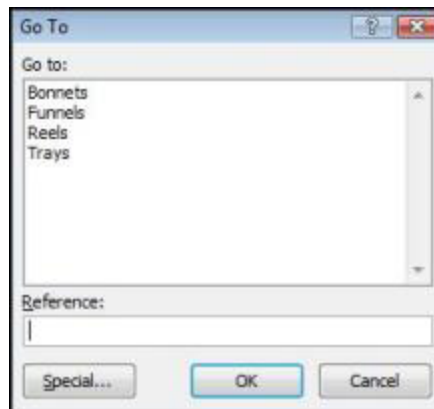
**Navigation****Go To**

The **GOTO** feature can be used to go to a specific cell address on the spreadsheet. It can also be used in conjunction with names.

**To GO TO A Name:****MOUSE**

1. Click the **FIND & SELECT BUTTON** on the in the **EDITING GROUP** on the **HOME** Ribbon.
2. Select **GO TO**
3. The following dialog appears
4. Click on the name required, then choose **OK**.

**OR**

KEYBOARD

1. Press [F5]. The following dialog box appears;
2. Click on the name required, then choose **OK**.

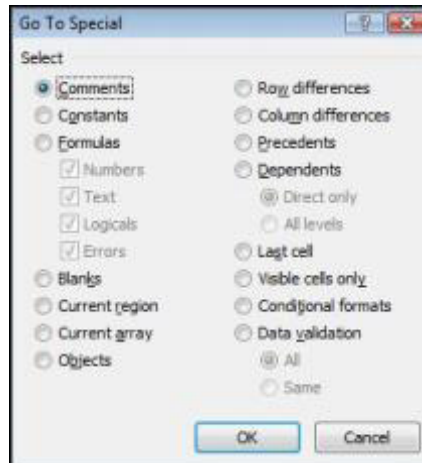
*Not only does the cell pointer move to the correct range, but it also selects it. This can be very useful for checking that ranges have been defined correctly, and also for listing all the names on the spreadsheet.*

*You can also go to a specific cell that has been used in two range names. The previous example mentioned cell C6, the intersection of the FEB and Britain ranges.*

**To Move To A Cell That Belongs To Two Ranges:**KEYBOARD

1. Press [F5] and type the first range name in the Reference box, then type a space and the second range name.
2. Click **OK**. The pointer immediately jumps to the correct cell.

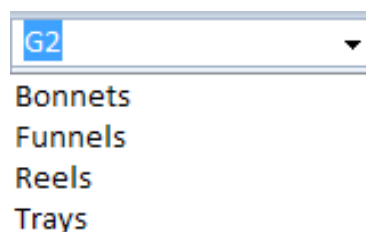
**To Go To Locations In Workbook Based On Different Criteria Than Names.**

Keyboard

1. Press [F5] and click the **SPECIAL** button. The following dialog appears
2. Make a selection and click on **OK**
3. All cells of those criteria will be selected.
4. Use **RETURN** or **TAB** keys to move around.

Navigating With Name Box

If you wish to travel to a point on your spreadsheet you know the reference of then the name box can be used to enter a cell reference and it will take you there. Since it IS called the name box any named cells or ranges throughout your workbook can be moved to merely by choosing it from the name book.

To Use Name Box For NavigationMOUSE

1. Click in name box
2. Type cell reference

Press return

OR

3. Click drop down arrow to right of name box
4. Select a name to take you to that location

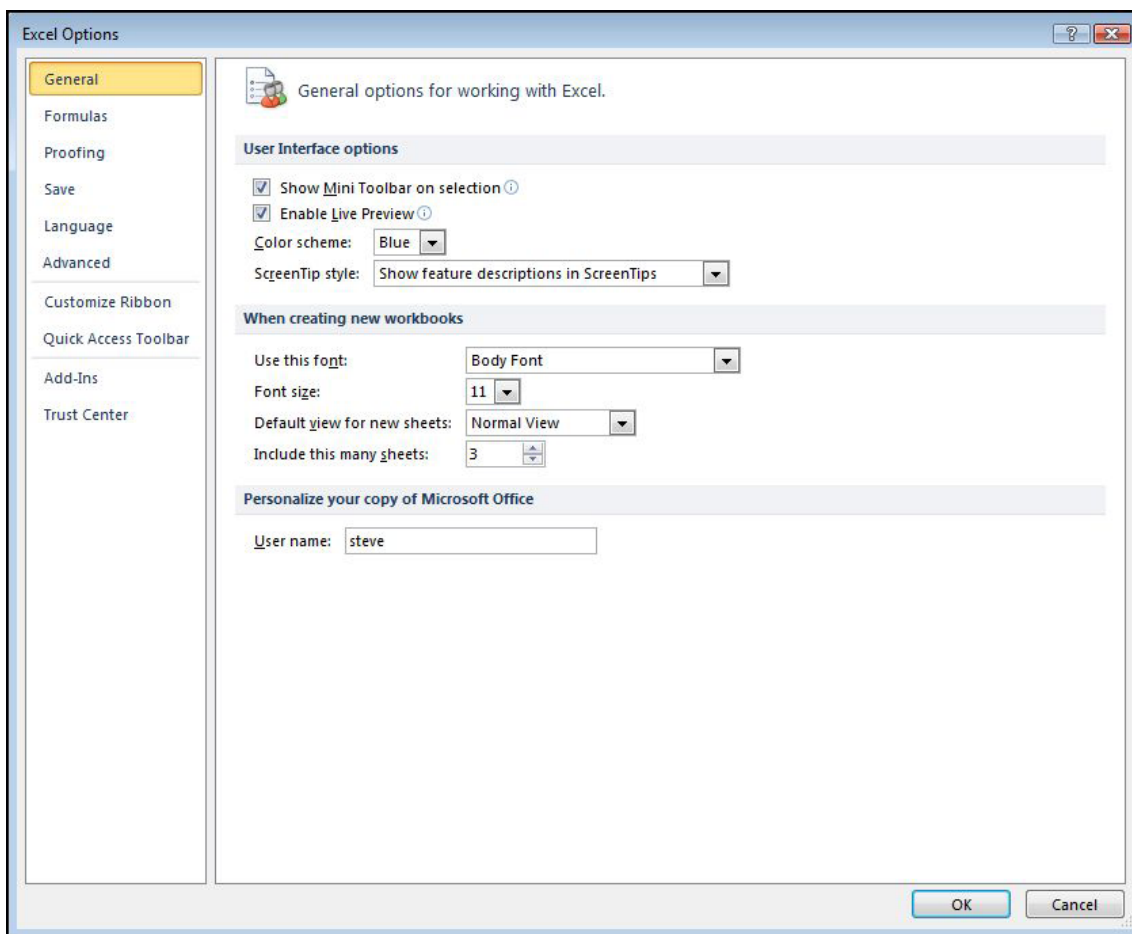
The advertisement features a circular logo on the left with three stylized human figures in the center, surrounded by four interlocking gears and four curved arrows pointing clockwise. To the right of the logo, the text 'UNLEASHING CHANGE MANAGEMENT' is written in large, bold, blue capital letters. Below this, the dates 'OCTOBER 18 & 19, 2018' and the location 'DE RODE HOED AMSTERDAM' are listed in smaller blue capital letters. At the bottom, there is a silhouette of an Amsterdam cityscape including a windmill, several buildings, and a bridge. In the bottom left corner, the text 'Global Executive Events' is displayed. A hand cursor icon is positioned over the advertisement, pointing towards the bottom right corner.

# Section 12 Customising Excel

**By the end of this section you will be able to:**

- Access and change Excel settings
- Create excel ribbons
- Edit existing ribbons
- Edit quick access toolbar
- Set language choices
- Set defaults for Excel

## Set Excel Options



### OPTIONS ARE SET VERY DIFFERENTLY IN EXCEL 2010

Click the **FILE RIBBON**, Click the **EXCEL OPTIONS** button to open the dialog box above

#### General

This sheet allows you to turn off the mini toolbar that appears whenever you right click on a cell or range plus other basic options

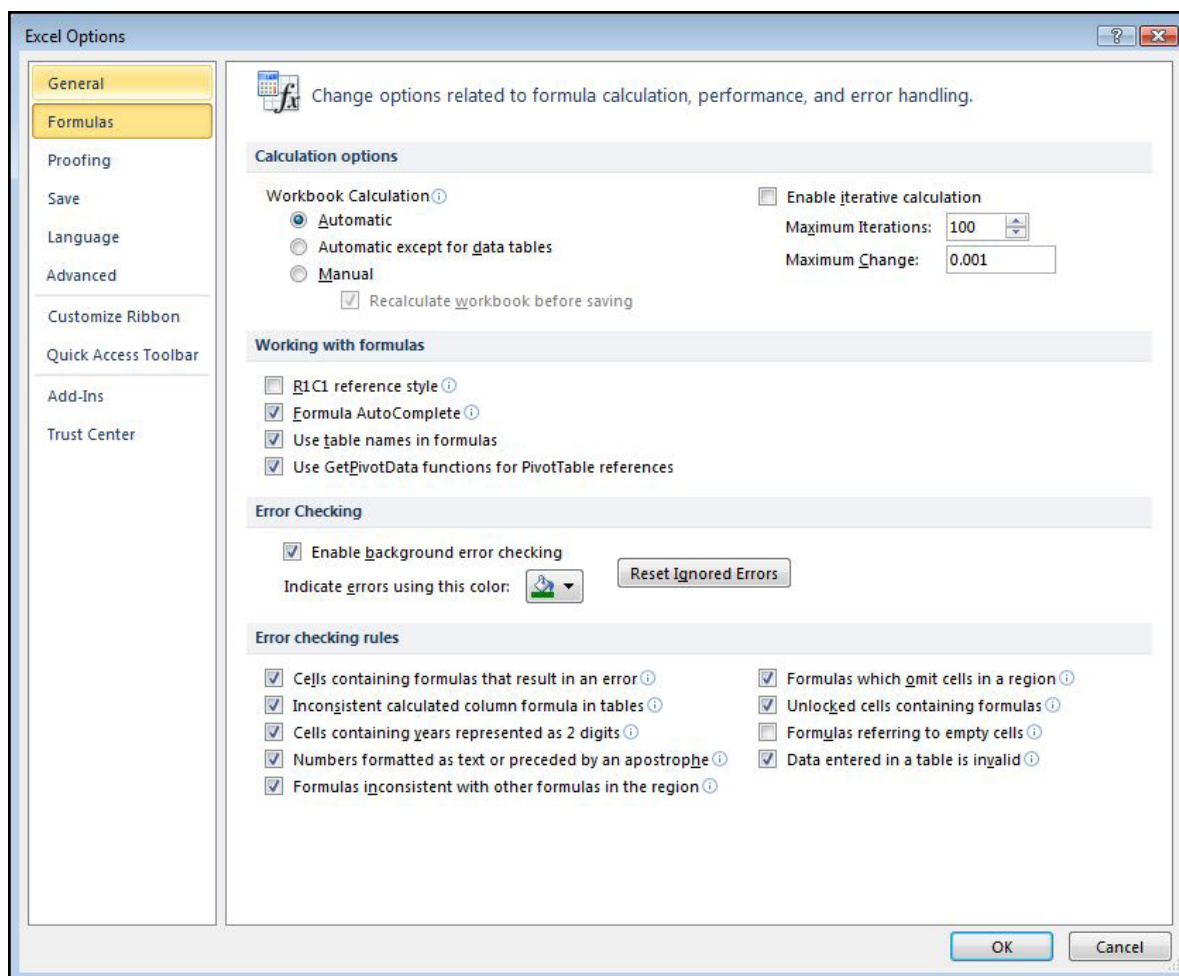
You may put in a different username which by default is the logon for windows

You may change the default number of sheets from three to whatever you wish the limitations of excel will be in the next chapter

You may even change the colour scheme for excel windows (not dialog boxes)

## Formulas Sheet

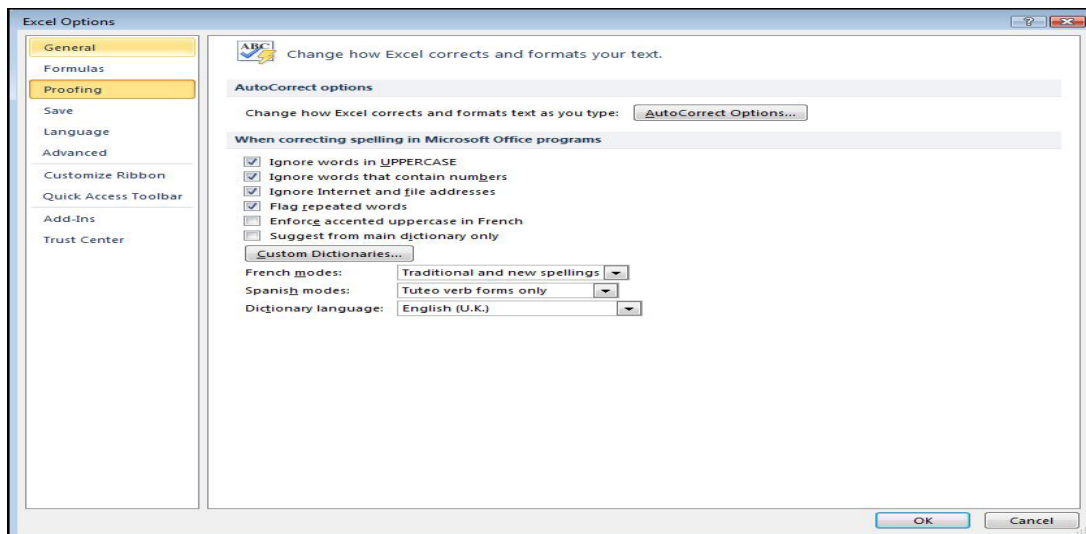
This sheet allows the setting of options that changes the way excel will calculate your sheets and workbook



## Proofing

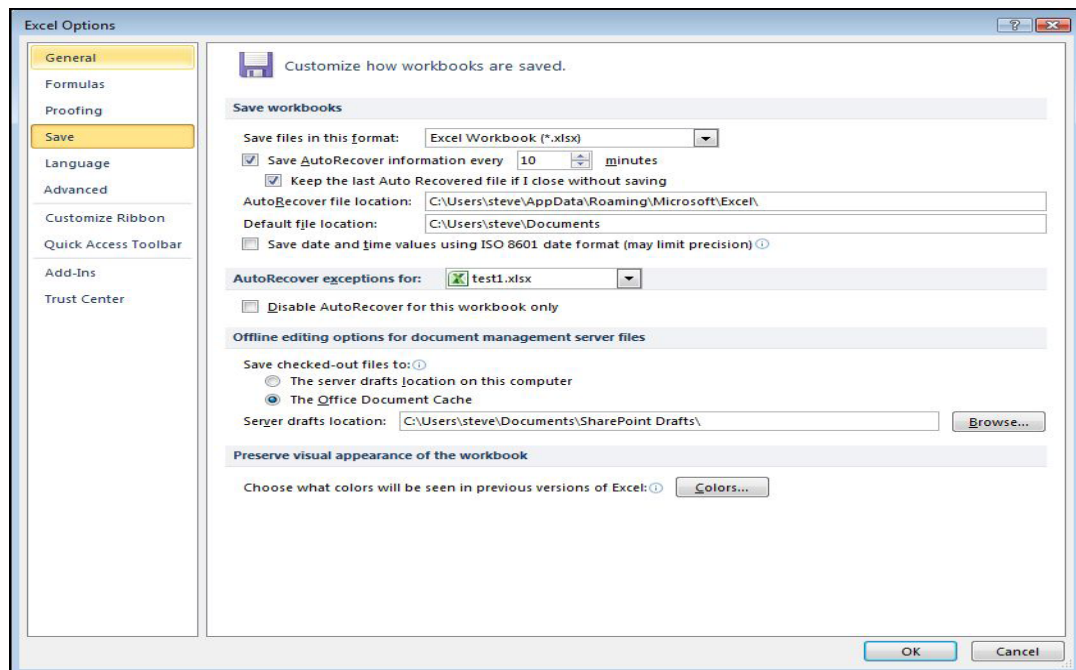
It is here on the Proofing sheet that the spell-check and grammar options are set for excel.

It also has the options for the autoformatting and autocorrection of entered text



## Save

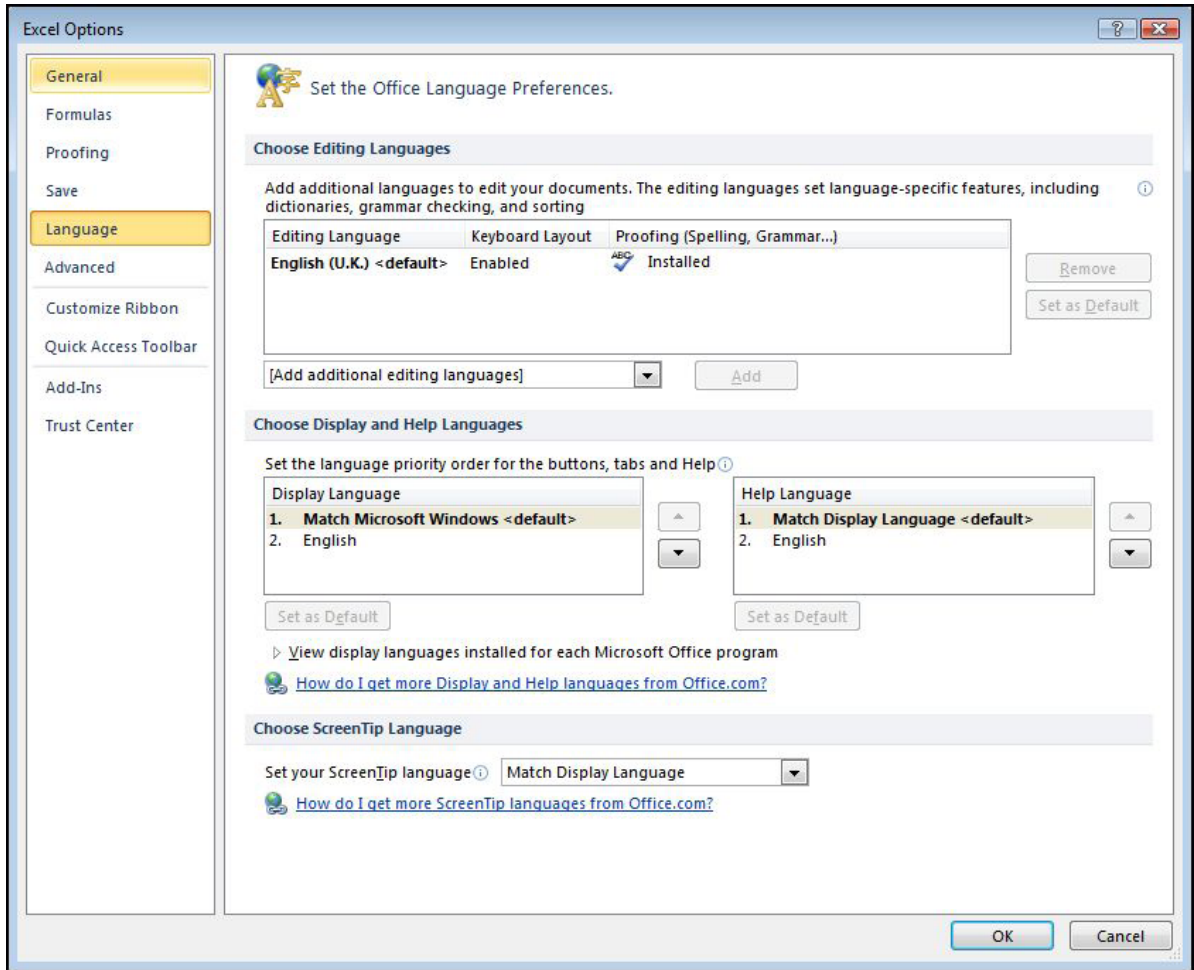
**SAVE** is an important sheet since excel 2010 saves in a completely different file format this sheet gives global options on what **FILETYPE** to save the file as and where to save files by default. This sheet also has the **AUTORECOVER** options for where and how your files will be **AUTOSAVED** should windows crash. This saves your work regularly and automatically and should recover work should the worst happen.



## Language

Clicking the language settings button allows the setting of the default language not just for excel but for all the office programmes. It will allow you to change not only the tied language but the display and help language

Even your screentip language can be set from here



### Advanced Options

These are all the options on the advanced sheet there are too many to go into but should be useful for reference

Editing custom lists for various usages such as drag fill, series and sorting can be done from this sheet

**Editing options**

- After pressing Enter, move selection  
Direction: Down
- Automatically insert a decimal point  
Places: 2
- Enable fill handle and cell drag-and-drop
  - Alert before overwriting cells
- Allow editing directly in cells
- Extend data range formats and formulas
- Enable automatic percent entry
- Enable AutoComplete for cell values
- Zoom on roll with IntelliMouse
- Alert the user when a potentially time consuming operation occurs  
When this number of cells (in thousands) is affected: 33,554
- Use system separators  
Decimal separator: .  
Thousands separator: ,
- Cursor movement:
  - Logical
  - Visual

**Cut, copy, and paste**

- Show Paste Options button when content is pasted
- Show Insert Options buttons
- Cut, copy, and sort inserted objects with their parent cells

**Image Size and Quality** test1.xlsx

- Uppdate links to other documents
- Set precision as displayed
- Use 1904 date system
- Save external link values

**General**

- Provide feedback with sound
- Provide feedback with animation
- Ignore other applications that use Dynamic Data Exchange (DDE)
- Ask to uppdate automatic links
- Show add-in user interface errors
- Scale content for A4 or 8.5 x 11" paper sizes
- Show customer submitted Office.com content
- At startup, open all files in:
- Web Options...
- Enable multi-threaded processing
- Disable undo for large PivotTable refresh operations to reduce refresh time when the PivotTable data source has more than this number of rows (in thousands): 300
- Create lists for use in sorts and fill sequences: Edit Custom Lists...

**Lotus compatibility**

- Microsoft Excel menu key: /
- Transition navigation keys

**Lotus compatibility Settings for:** Sheet2

- Transition formula evaluation
- Transition formula entry

- Show vertical scroll bar
- Show sheet tabs
- Group dates in the AutoFilter menu
- For objects, show:
  - All
  - Nothing (hide objects)

**Display options for this worksheet:** Sheet2

- Show row and column headers
- Show formulas in cells instead of their calculated results
- Show sheet right-to-left
- Show page breaks
- Show a zero in cells that have zero value
- Show outline symbols if an outline is applied
- Show gridlines
- Gridline color:

**Formulas**

- Enable multi-threaded calculation  
Number of calculation threads:
  - Use all processors on this computer: 2
  - Manual 1
- Allow user-defined XLL functions to run on a compute cluster
- Cluster type:  Options...

- Discard editing data
- Do not compress images in file
- Set default target output to: 220 ppi

**Print**

- High quality mode for graphics

**Chart**

- Show chart element names on hover
- Show data point values on hover
- Insert charts using Draft Mode
- Hide Draft Mode notification on charts

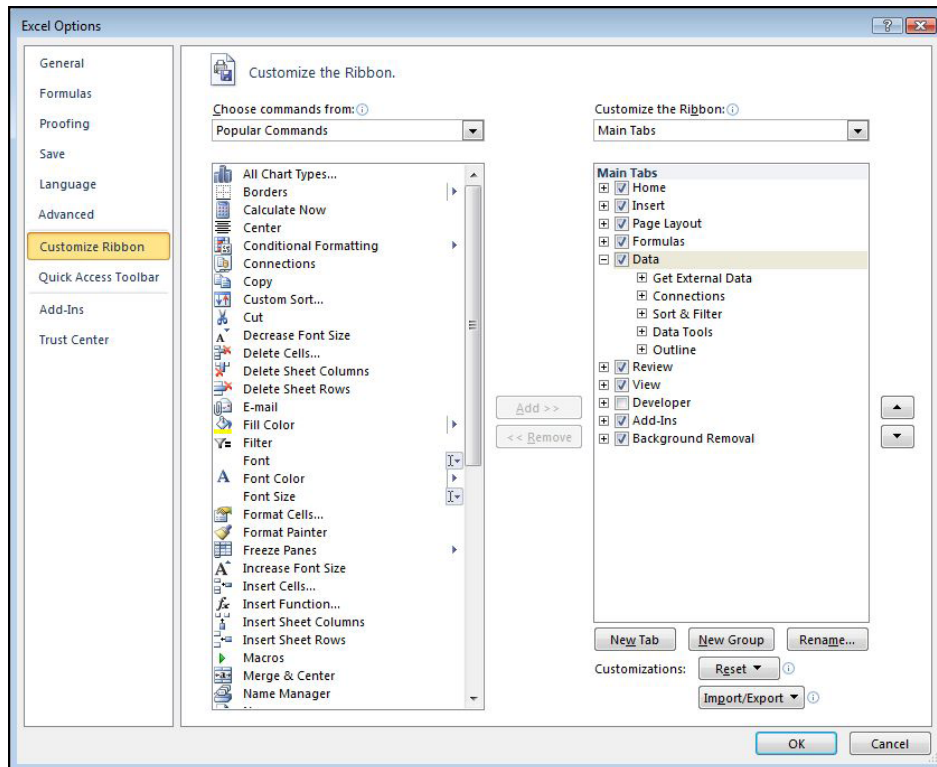
**Display**

- Show this number of Recent Documents: 20
- Ruler units: Default Units
- Show all windows in the Taskbar
- Show formula bar
- Show function ScreenTips
- Disable hardware graphics acceleration
- For cells with comments, show:
  - No comments or indicators
  - Indicators only, and comments on hover
  - Comments and indicators
- Default direction:
  - Right-to-left
  - Left-to-right

**Display options for this workbook:** test1.xlsx

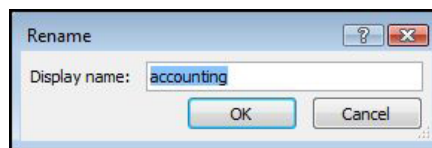
### Customise Excel Ribbons

New to 2010 is the ability to customise existing ribbons and create new ribbons with all the most useful tools for the way you work with excel. These customisations can be exported and imported into other computers using excel 2010 or simply store the exports in case your machine has to be reinstalled. Then simply import your customisations into the new installation.

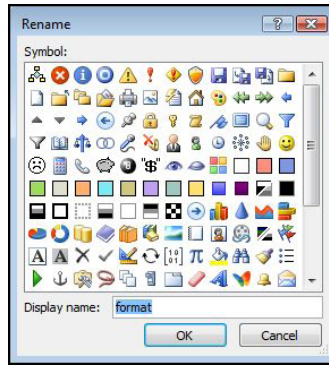


### To create a new ribbon

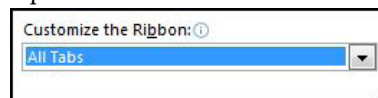
#### MOUSE



1. Go to the **FILE** ribbon and open the **EXCEL OPTIONS** from the button on the below left.
2. Go to the **CUSTOMISE RIBBON** button the dialog box above will be seen.
3. Click on the **NEW TAB** button a new tab will appear in the right hand frame



4. Use the arrow buttons on the far right to position the tab where you wish it to appear.
5. Click on **RENAME**.
6. Give your tab a name and press **OK**.
7. Select the **CUSTOM GROUP** on your created tab
8. Click **RENAME**
9. Select an icon and name the group then click on **OK**



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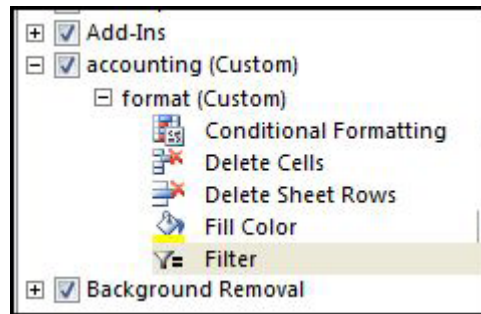
Goal setting

Motivation

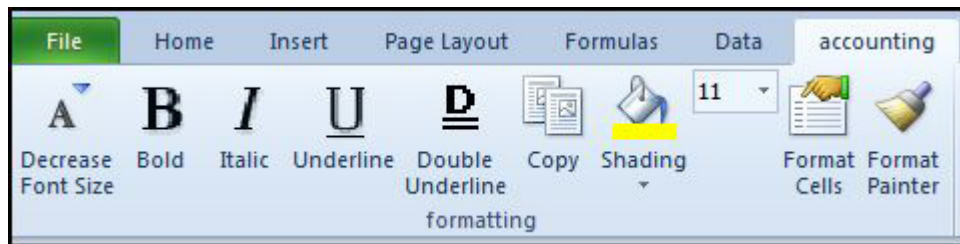
Coaching



10. You may add several groups onto your tab if you wish, just rename each of them with appropriate labels.
11. Now you may drag the buttons you wish from the box on the left onto your group on the right.
12. If you cannot find a button you wish, go to the drop down box at the top of the commands and select the **ALL COMMANDS** option for example or **COMMANDS NOT IN THE RIBBONS**. You will now have other buttons you may wish to use



13. When all the buttons have been added that you wish You will end up with your own ribbon on the right with the commands you would most like to access easily.
14. When you click ok you will find your ribbon amongst the others selecting it you will be able to use the commands you have added.



You may use the same method to edit existing ribbons

### **To show or hide a ribbon**

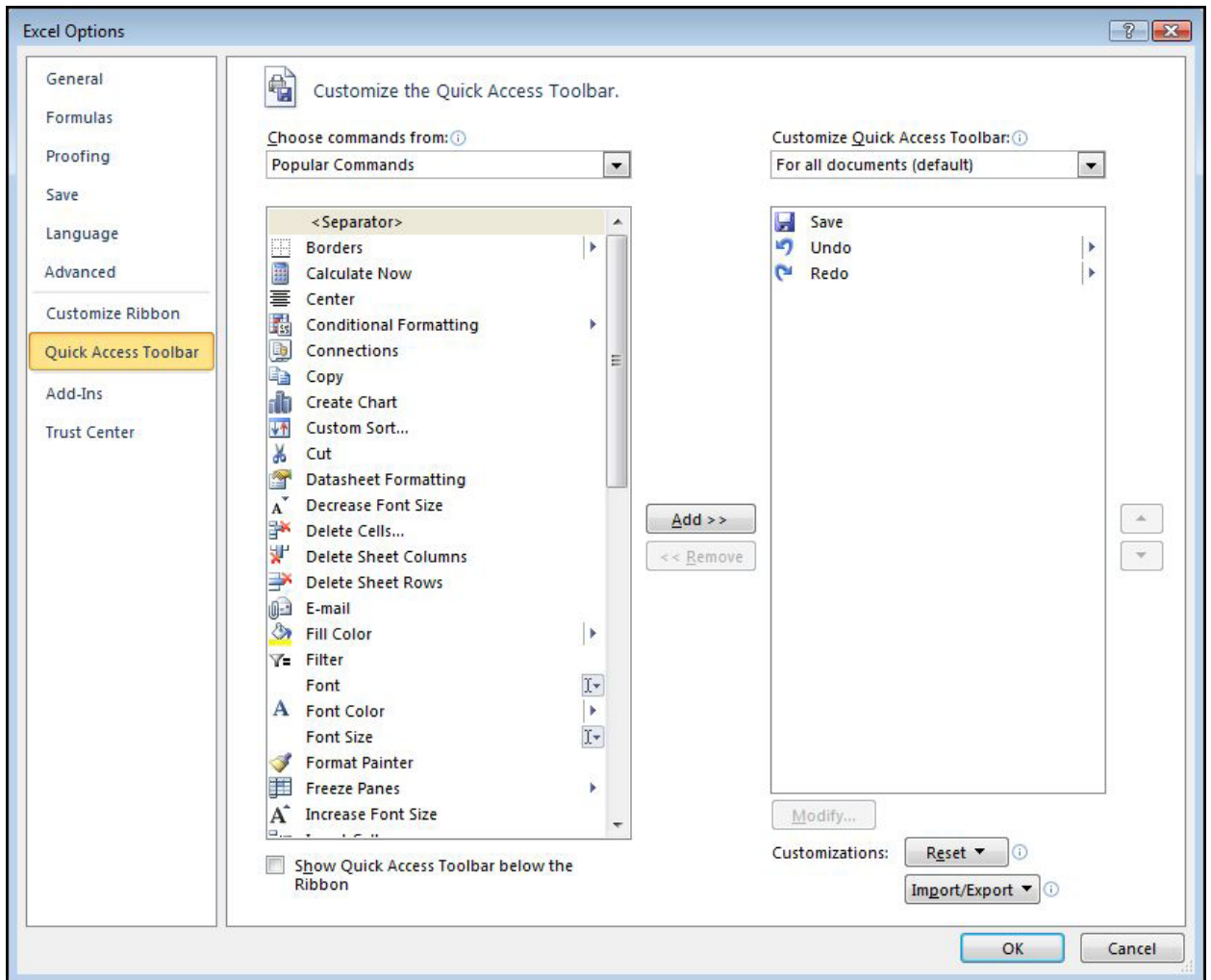
#### **MOUSE**

1. Access the excel options from the file ribbon
2. Go to the customise ribbon button
3. Tick or untick the tabs in the right hand box to show or hide ribbons from use.

### Customise Quick Access Toolbar



This is the location where you are able to customise the quick access toolbar (above the **FILE RIBBON**) and add your most often used buttons to it.

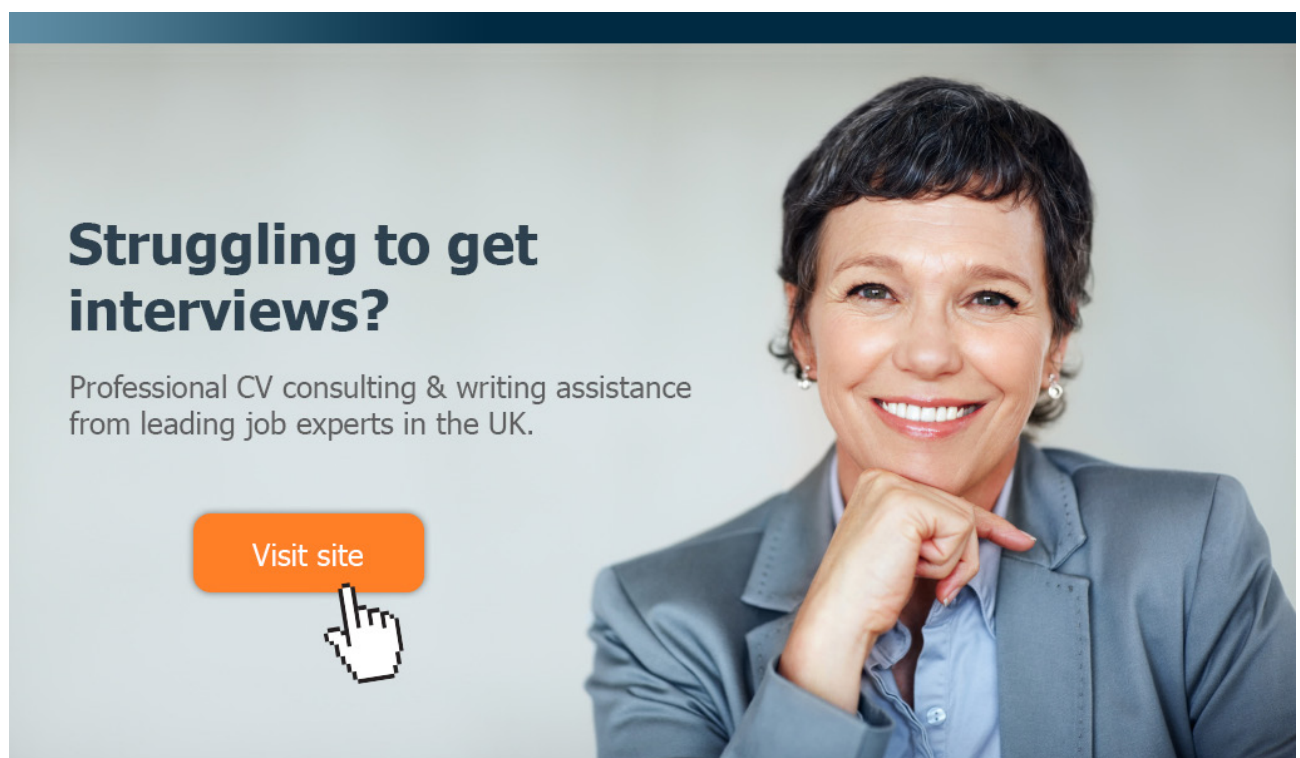


**To customise quick access toolbar****MOUSE**

1. Open up the **EXCEL OPTIONS** dialog from the **FILE** ribbon
2. Go to the **QUICK ACCESS TOOLBAR** button on the left
3. From the drop down arrow on the top left of the box you may choose which group of commands you may wish to see.
4. Select the buttons on the left and click on the add button in the middle to move them to the toolbar.
5. If you make a mistake then select the button on the right and click **REMOVE**.
6. Once all the buttons you want are on the right hand side click **OK** to finalise your choices and apply them.
7. You may click on **RESET** at any time to return to the default quick access toolbar

Prepared by Stephen Moffat on the 6th January 2010

Revision 2 on the 19<sup>th</sup> April



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