**2013 Excel Lesson 7 Guided Notes**

**Working with Rows and Columns**

1. Microsoft designed Excel worksheets for flexibility, enabling you to \_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_ rows and col-umns in an existing worksheet, \_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_ row \_\_\_\_\_\_\_\_\_ and column \_\_\_\_\_\_\_\_\_\_, and apply all kinds of formatting to entire rows and columns. You can also \_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_ rows and columns, and even \_\_\_\_\_\_\_\_\_\_\_\_\_\_ data so that data in a row appears in a column and vice versa.
2. Where is a new row inserted relative to the active cell?
3. Where is a new column inserted relative to the active cell?
4. How do you delete a row or column?
5. The row \_\_\_\_\_\_\_\_\_\_\_ or column \_\_\_\_\_\_\_\_\_\_\_\_ is its identifying letter or number. You select an \_\_\_\_\_\_\_\_\_\_ row or column by clicking its \_\_\_\_\_\_\_\_. To \_\_\_\_\_\_\_\_\_\_ multiple \_\_\_\_\_\_\_\_\_\_\_\_ rows or columns, click the \_\_\_\_\_\_\_\_\_\_\_ row or column heading, hold the \_\_\_\_\_\_\_\_\_\_ key, and then click the\_\_\_\_\_\_\_\_ heading. You can also \_\_\_\_\_\_\_\_\_\_\_ multiple \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ rows or columns. Just click the \_\_\_\_\_\_\_\_\_\_\_ row or column heading, and then hold down the\_\_\_\_\_\_\_\_\_\_\_\_\_\_ key while clicking other headings.

**Modifying Row Height and Column Width**

1. What are the 3 ways you can change the height of a row and the width of a column?
2. What is the default row height?
3. What is the default column width?
4. What does the symbol ###### mean in a column?

10.Can you use the format painter to copy the width of one column to other columns?

11. Can you change the default width for all columns on a worksheet or workbook?

**Hiding or Unhiding a Row or Column**

12. What command do you use to hide a row or column?

13. Can you hide a row or column by setting the row height or column width to zero?

14. How do you make hidden rows visible?

**Transposing Rows or Columns**

15. \_\_\_\_\_\_\_\_\_\_ data will become \_\_\_\_\_\_\_\_\_\_\_\_\_ data, and \_\_\_\_\_\_\_\_\_\_ data will become \_\_\_\_\_\_\_\_ data. You can use the Paste \_\_\_\_\_\_\_\_\_\_\_\_ command to perform this type of irregular cell copying. In the Paste Special dialog box, select the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ check box to transpose row or column data.

**Choosing a Theme for a Workbook**

16. Applying a new theme changes \_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_, and the color of shapes and \_\_\_\_\_\_\_\_\_\_\_\_, tables, charts, and other objects.

17. Remember that cell \_\_\_\_\_\_\_\_\_\_\_ are used to format \_\_\_\_\_\_\_\_\_\_\_\_ cells or ranges within a worksheet; document \_\_\_\_\_\_\_\_\_\_\_\_ are used to apply sets of \_\_\_\_\_\_\_\_\_ (colors, fonts, lines, and fill effects) to an \_\_\_\_\_\_\_\_ document.

18. To \_\_\_\_\_\_\_\_\_\_\_ all theme color elements to their \_\_\_\_\_\_\_\_\_\_\_ colors, click the \_\_\_\_\_\_\_\_\_\_ button in the Create New Theme Colors \_\_\_\_\_\_\_\_\_ box before you click Save.

19. What are theme colors sometimes referred to as?

20. How many text and background colors do Theme colors contain; how many accent colors; how many hyperlink colors?

21. What are the two types of fonts that a theme contains?

**Viewing and Printing a Worksheet’s Gridlines**

22. By default, \_\_\_\_\_\_\_\_\_\_\_\_\_\_ are present when you open a worksheet.

23. Do gridlines print automatically? Try it – look at the print preview.

**Adding Page Numbers to a Worksheet**

24. What is the most common way to incorporate page numbers into a worksheet?

25. What is a contextual tab?

**Inserting a Watermark**

26. Can you print a sheet background in Excel?

27. Does Excel have a Watermark feature?

28. How do you mimic a Watermark in Excel?

**Preparing a Document for Printing**

29. When worksheet data prints on more than one page, you can affect how it prints by changing the page \_\_\_\_\_\_\_\_\_\_\_; changing the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the worksheet; and/or \_\_\_\_\_\_\_\_\_\_\_ the worksheet to fit more data on a single page.