

LESSON SKILL MATRIX

Skills	Exam Objective	Objective Number
Working with Rows and Columns	Insert and delete columns and rows.	1.3.3
	Adjust row height and column width.	1.3.5
	Hide columns and rows.	1.4.2
	Transpose columns and rows.	2.3.3
Using Themes	Change workbook themes.	1.3.4
Modifying a Worksheet's Onscreen and Printed Appearance	Modify page setup.	1.3.2
Inserting Headers and Footers	Insert headers and footers.	1.3.7
	Insert watermarks.	1.3.6
	Repeat headers and footers.	1.5.5
Preparing a Document for Printing	Set print scaling.	1.5.4
	Configure workbooks to print.	1.5.7



KEY TERMS

- boundary
- column heading
- column width
- document theme
- effects
- footer
- gridlines
- header
- orientation
- page break
- Page Break Preview
- Print Preview
- row heading
- row height
- scaling
- transposing
- watermark
- white space



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Consolidated Messenger is a same-day and rush delivery service to more than 500 attorneys in New York City. The company offers foot, bike, and vehicle deliveries to provide court filings, process serving, document and small package delivery, and records retrieval. Consolidated Messenger dispatchers use Excel worksheets to track daily deliveries. The accounting department combines worksheets from all dispatchers to process invoices and payroll, and to provide reports to management. The management reports must look professional and be highly readable whether viewed onscreen or printed. In this lesson, you learn how to work with rows and columns in a worksheet, apply themes, modify a worksheet's onscreen and printed appearance, insert headers and footers, and prepare a document for printing.

SOFTWARE ORIENTATION

Formatting Excel Worksheets

Excel 2013 provides many tools to enhance the look of your worksheets whether viewed onscreen or in print. To improve how a worksheet displays on a computer monitor or to prepare a worksheet for printing, you will use commands mainly on the HOME tab and the PAGE LAYOUT tab, shown in Figure 7-1. Using and applying formatting options from the command groups on these tabs ensures that your worksheets are more useful, more readable, and more attractive.

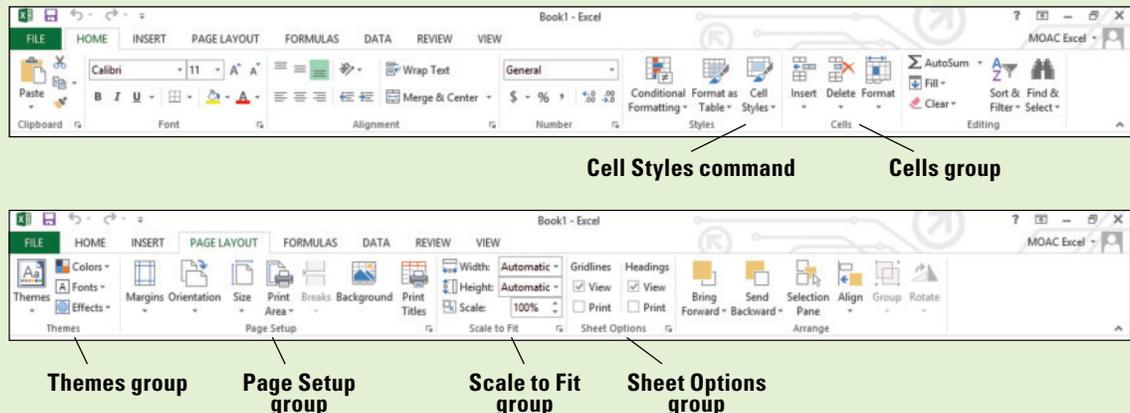


Figure 7-1

HOME tab and PAGE LAYOUT tab command groups

Bottom Line

WORKING WITH ROWS AND COLUMNS

Microsoft designed Excel worksheets for flexibility, enabling you to insert or delete rows and columns in an existing worksheet, increase or decrease row height and column width, and apply all kinds of formatting to entire rows and columns. You can also hide and unhide rows and columns, and even transpose data so that data in a row appears in a column and vice versa.

Inserting or Deleting a Row or Column

Many times, after you’ve already entered data in a worksheet, you will need to insert additional rows or columns. To insert a row, select the row or a cell in the row *below* which you want the new row to appear. The new row is then inserted *above* the selected cell or row. To insert multiple rows, select the same number of rows as you want to insert. Inserting columns works the same way, except columns are inserted to the *left* of the selected cell or column. By default, the inserted column is formatted the same as the column to the left. Deleting a row or column is just as easy—just select and delete.

STEP BY STEP

Insert and Delete Rows and Columns

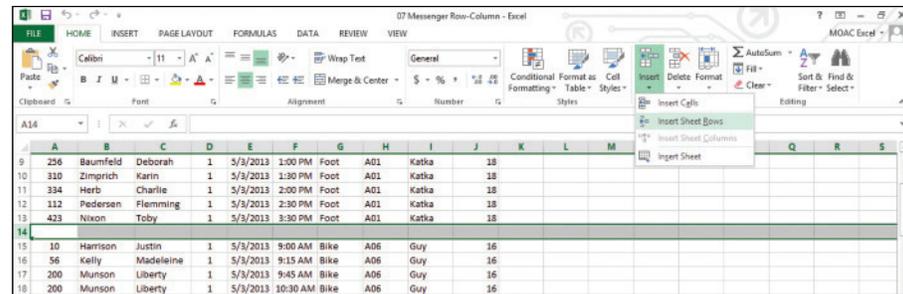
GET READY. Before you begin these steps, be sure to launch Microsoft Excel.



1. Open the workbook named *07 Messenger Row-Column*.
2. Click the row **14** heading to select the entire row.
3. On the HOME tab, in the Cells group, click the **Insert** button arrow and select **Insert Sheet Rows**, as shown in Figure 7-2. A new blank row appears as row 14.

Figure 7-2

The Insert menu



CERTIFICATION READY? 1.3.3

How do you insert a row in a worksheet?



Another Way

To delete an entire row, select the row or rows to be deleted, right-click the selection, and select Delete from the shortcut menu.

CERTIFICATION READY? 1.3.3

How do you delete a row from a worksheet?

4. To insert several rows at once, click the row **25** heading, hold down the **Ctrl** key, and then click row headings **34** and **43**. Right-click any of the selected rows and select **Insert** from the shortcut menu. Blank rows appear above the selected rows, so that data for each messenger is separated by a blank row.
5. Click the **column D** heading to select the entire column. This column contains the delivery zone.
6. On the HOME tab, in the Cells group, click the **Delete** button arrow and select **Delete Sheet Columns**. The Zone column disappears.
7. Right-click the row **3** heading and select **Insert** from the shortcut menu. In cell A3, type **Zone 1**.
8. Select **A3:J3**. On the HOME tab, in the Alignment group, click the **Merge & Center** button. The “Zone 1” text is centered across the data columns.
9. SAVE the workbook as *07 Messenger Row-Column Solution*.

PAUSE. LEAVE the workbook open to use in the next exercise.

The **row heading** or **column heading** is its identifying letter or number. You select an entire row or column by clicking its heading. To select multiple adjacent rows or columns, click the first

row or column heading, hold the Shift key, and then click the last heading. You can also select multiple nonadjacent rows or columns. Just click the first row or column heading, and then hold down the Ctrl key while clicking other headings.

Modifying Row Height and Column Width

By default, all columns in a new worksheet are the same width and all rows are the same height. In most worksheets, you will want to change some column or row defaults to accommodate the worksheet's data. Modifying the height of rows and width of columns can make a worksheet's contents easier to read and increase its visual appeal. You can set a row or column to a specific height or width or change the height or width to fit the contents. To change height and width settings, use the Format commands in the Cells group on the HOME tab, use the shortcut menu that appears when you right-click a selected row or column, or double-click or drag the **boundary**, which is the line between rows or columns.

STEP BY STEP

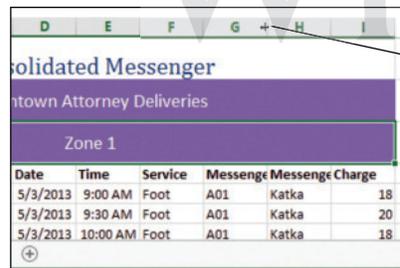
Modify Row Height and Column Width

GET READY. USE the workbook from the previous exercise.

1. Double-click the **boundary** to the right of the column G heading (see Figure 7-3), which adjusts the column width to show all content in column G.

Figure 7-3

Double-clicking the boundary line between columns G and H



Selecting the boundary line

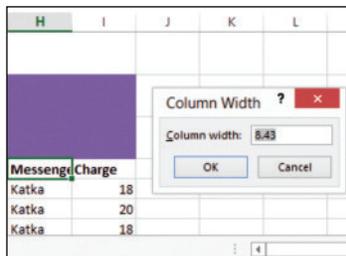
CERTIFICATION READY? 1.3.5

How do you adjust the width of a column in a worksheet?

2. Click anywhere in column H. On the HOME tab, in the Cells group, click the **Format** button arrow and select **Column Width**. In the Column Width dialog box (see Figure 7-4), in the Column width text box, type **16** and then click **OK**. All content in column H appears.

Figure 7-4

The Column Width dialog box



3. Click and hold the **boundary** under the row 3 heading. Drag the line up to decrease the height of row 3 to **18**, as shown in Figure 7-5. Notice that a ScreenTip appears as you drag the boundary line, showing you the height of the row in points (the first number) and pixels.

Figure 7-5

Decreasing a row's height by dragging the boundary line

Client ID	Client Last	Client First	Date	Time	Service	Messenger ID	Messenger Name	Charge
112	Pedersen	Flemming	5/3/2013	9:00 AM	Foot	A01	Katka	18
163	Ready	Rodrigo	5/3/2013	9:30 AM	Foot	A01	Katka	20
163	Ready	Rodrigo	5/3/2013	10:00 AM	Foot	A01	Katka	18
174	Jirsak	Peter	5/3/2013	11:00 AM	Foot	A01	Katka	18
227	Yasuda	Eiji	5/3/2013	11:30 AM	Foot	A01	Katka	18

ScreenTip showing row height



Another Way

To access the Column Width dialog box to change a column's width, select the column, right-click the selection, and select Column Width from the shortcut menu.

4. Select row 2. On the HOME tab, in the Cells group, click the **Format** button arrow and select **AutoFit Row Height**. With the row still selected, click the **Format** button arrow again and select **Row Height**. The Row Height dialog box indicates that the row is 18.75 points in height. Click **OK**.
5. **SAVE** the workbook.

PAUSE. LEAVE the workbook open to use in the next exercise.

CERTIFICATION READY? 1.3.5

How do you adjust the height of a row in a worksheet?

Row height, or the top-to-bottom measurement of a row, is measured in points; one point is equal to 1/72 inch. The default row height is 15 points, but you can specify a row height of 0 to 409 points. **Column width** is the left-to-right measurement of a column. Although you can specify a column width of 0 to 255 characters, the default column width is 8.43 characters (based on the default font and font size). If a column width or row height is set to 0, the corresponding column or row is hidden.

As you learned in Lesson 2, when the text you enter exceeds the column width, the text overflows to the next column, or it is truncated when the next cell contains data. Similarly, if the value entered in a column exceeds the column width, the #### symbols appear, which indicate the number is larger than the column width.

Take Note To quickly AutoFit the entries in all rows on a worksheet, click the **Select All** icon in the upper-left corner of your worksheet (at the intersection of column and row headings), then double-click one of the row boundaries.

Depending on the alignment of the data in your columns, worksheet data may appear crowded or too loose when you use the AutoFit Column Width option because this option adjusts column width to the exact width of the longest entry in the column. Therefore, after using this option, you may want to use the mouse to drag the right column boundary for any columns that seem crowded or have too much white space. **White space** is the empty area of a document, in which no content appears.

Take Note You can use the **Format Painter** to copy the width of one column to other columns. To do so, select the heading of the first column, click the **Format Painter**, and then click the heading of the column or columns to which you want to apply the column width.

In Excel, you can change the default width for all columns on a worksheet or a workbook. To do so, click **Format** and then select **Default Width**. In the **Standard Width** dialog box, type a new default column measurement. Note that when changing the default column width or row height, columns and rows that contain data or that have been previously formatted retain their formatting.

Formatting an Entire Row or Column

To save time, achieve a consistent appearance, and align cell contents in a consistent manner, you often want to apply the same format to an entire row or column. To apply formatting to a row or column, click the row heading or column heading to select it, and then apply the appropriate format or style.

STEP BY STEP Format an Entire Row or Column

GET READY. USE the workbook from the previous exercise.

1. Select columns F through I by clicking the **column F heading**, pressing the **Shift** key, and clicking the **column I heading**. All four columns are selected, as shown in Figure 7-6.

Figure 7-6

Four columns selected

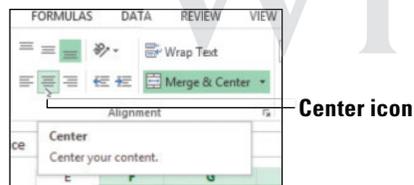
Client ID	Client Last	Client First	Date	Time	Service	Messenger ID	Messenger Name	Charge
112	Pedersen	Flemming	5/3/2013	9:00 AM	Foot	A01	Katka	18
163	Ready	Rodrigo	5/3/2013	9:30 AM	Foot	A01	Katka	20
163	Ready	Rodrigo	5/3/2013	10:00 AM	Foot	A01	Katka	18
174	Jirsak	Peter	5/3/2013	11:00 AM	Foot	A01	Katka	18
227	Yasuda	Eiji	5/3/2013	11:30 AM	Foot	A01	Katka	18
256	Baumfeld	Deborah	5/3/2013	1:00 PM	Foot	A01	Katka	18

Selected columns

2. On the HOME tab, in the Alignment group, click the **Center** icon, as shown in Figure 7-7. The content in columns F through I is centered.

Figure 7-7

The Center icon in the Alignment group



Center icon

3. Click the **column I heading**. The Charge column is selected.
4. On the HOME tab, in the Number group, select **Currency** from the Number Format menu. Only the values in column I are styled as currency.
5. Select **row 4** and center the column headings using the **Center** icon.
6. SAVE the workbook.

PAUSE. LEAVE the workbook open to use in the next exercise.

In this exercise, you could have selected data ranges and then applied formatting. For example, you could have selected A4: I4 and centered the headings. However, formatting rows and columns rather than applying formatting to a range of cells that contain data has an advantage: When you insert rows or columns or add additional data to a worksheet in the future, the new data will be formatted correctly.

Some formatting shouldn't be applied to an entire row or column. For example, when you apply a cell style with an underline effect, such as the Heading 1 cell style, to an entire row, you will see the underline in all blank cells to the end of the row (cell XFD1).

Hiding or Unhiding a Row or Column

You may not want or need all rows and columns in a worksheet to be visible all the time, particularly if the worksheet contains a large number of rows or columns. You can hide a row or a column by using the Hide command or by setting the row height or column width to zero. When rows are hidden, they do not appear onscreen or in printouts, but the data remains and can be unhidden.

STEP BY STEP

Hide or Unhide a Row or Column

CERTIFICATION READY? 1.4.2

How do you hide a row or column in a worksheet?

GET READY. USE the workbook from the previous exercise.

1. Select **columns D and E**. The columns for Date and Time are selected.
2. Right-click the column D or E heading and select **Hide**. The Date and Time columns are hidden from view, and a green line appears, indicating hidden content, as shown in Figure 7-8.

Figure 7-8

The Date and Time columns are no longer visible in the worksheet.

Client ID	Client Last	Client First	Service	Messenger ID	Messenger Name	Charge
112	Pedersen	Flemming	Foot	A01	Katka	\$18.00
163	Ready	Rodrigo	Foot	A01	Katka	\$20.00
163	Ready	Rodrigo	Foot	A01	Katka	\$18.00
174	Jirsak	Peter	Foot	A01	Katka	\$18.00
227	Yasuda	Eiji	Foot	A01	Katka	\$18.00
256	Baumfeld	Deborah	Foot	A01	Katka	\$18.00
310	Thompson	Karen	Foot	A01	Katka	\$18.00

Green line indicates hidden content. Columns D and E no longer appear.

3. Click in any cell. The green line disappears, and the boundary between columns C and F is a double vertical line (see Figure 7-9), which indicates hidden columns.

Figure 7-9

The double vertical boundary line indicates hidden columns.

Client ID	Client Last	Client First	Service	Messenger ID	Messenger Name	Charge
112	Pedersen	Flemming	Foot	A01	Katka	\$18.00
163	Ready	Rodrigo	Foot	A01	Katka	\$20.00
163	Ready	Rodrigo	Foot	A01	Katka	\$18.00

Double vertical boundary line

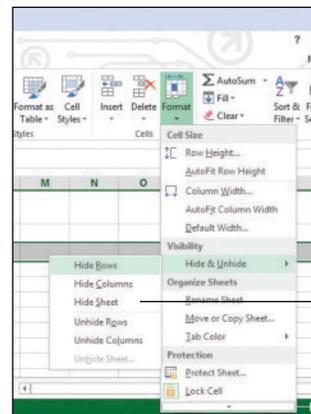
CERTIFICATION READY? 1.4.2

How do you unhide a row or column in a worksheet?

4. Select **row 3**. On the HOME tab, in the Cells group, click the **Format button arrow**, point to **Hide & Unhide**, and select **Hide Rows**, as shown in Figure 7-10. Row 3 is now hidden.

Figure 7-10

The Hide & Unhide menu



Hide & Unhide commands



Another Way

To unhide a row or column, double-click the double lines in the row or column heading that indicate hidden content.



Troubleshooting

5. Select **rows 2 and 4**. Right-click the selection and select **Unhide**. Row 3 is now visible.
- When you select rows 2 and 4 to unhide the hidden row, you must select them in a way that includes the hidden rows. Press Shift when you select row 4 or select row 2 and drag to include row 4. If you select row 2, press Ctrl, and click row 4, the hidden row will not unhide. Additionally, selecting only the data in the rows will not release the hidden row.

6. **SAVE** the workbook.

PAUSE. LEAVE the workbook open to use in the next exercise.

A worksheet may contain rows or columns of sensitive or extraneous data that you are not using or do not want to be visible while you are working in other areas of the worksheet. Using the Hide command simply hides them from view, but they still exist in the worksheet.

To make hidden rows visible, select the row above and the row below the hidden row or rows and use the Unhide Rows command. To display hidden columns, select the adjacent columns and follow the same steps used for displaying hidden rows.

You can use the Go To feature, introduced in Lesson 1, to find a hidden row or column and then make it visible.

Transposing Rows or Columns

Transposing a row or column causes your cell data to change orientation. Row data will become column data, and column data will become row data. You can use the Paste Special command to perform this type of irregular cell copying. In the Paste Special dialog box, select the Transpose check box to transpose row or column data.

STEP BY STEP

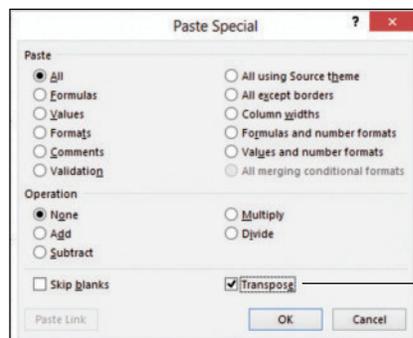
Transpose Rows or Columns

GET READY. USE the workbook from the previous exercise.

1. Click the **Sheet2** tab.
2. Select **rows 2 through 7**, and then press **Ctrl + C** to copy the data to the Clipboard. A green marquee border appears.
3. Click cell **A10**.
4. On the HOME tab, in the Clipboard group, click the **Paste** button arrow and select **Paste Special**. The Paste Special dialog box opens.
5. Check the **Transpose** check box, as shown in Figure 7-11.

Figure 7-11

The Paste Special dialog box



Transpose option

6. Click **OK**. The data appears with the row data in columns and the column data in rows, as shown in Figure 7-12.

Figure 7-12

Transposed data

	A	B	C	D	E	F
2	Messenger Name	January	February	March	April	
3	Bill	\$4,105	\$3,875	\$3,900	\$4,075	
4	Guy	\$3,850	\$3,790	\$4,205	\$4,090	
5	Jenny	\$3,260	\$3,680	\$3,575	\$3,700	
6	Katka	\$3,125	\$2,960	\$2,940	\$3,325	
7	Stuart	\$3,860	\$3,975	\$3,850	\$3,725	
8						
9						
10	Messenger Name	Bill	Guy	Jenny	Katka	Stuart
11	January	\$4,105	\$3,850	\$3,260	\$3,125	\$3,860
12	February	\$3,875	\$3,790	\$3,680	\$2,960	\$3,975
13	March	\$3,900	\$4,205	\$3,575	\$2,940	\$3,850
14	April	\$4,075	\$4,090	\$3,700	\$3,325	\$3,725
15						

Original data

Transposed data

CERTIFICATION READY? 2.3.3

How do you transpose a row or column?

7. Click the **Sheet1** tab to return to the main worksheet.
8. **SAVE** the workbook and **CLOSE** the file.

PAUSE. LEAVE Excel open to use in the next exercise.

Bottom Line

USING THEMES

A **document theme** is a predefined set of colors, fonts, and effects that can be applied to an entire workbook or to specific items within a workbook, such as charts or tables. You can use document themes to easily format an entire document and give it a fresh, professional look. Themes can be shared across other Office applications, such as Microsoft Office Word and Microsoft Office PowerPoint, enabling you to give all your Office documents a uniform look in terms of colors, fonts, and effects. (**Effects**, such as shadows or bevels, modify the appearance of an object.)

Choosing a Theme for a Workbook

Excel has several predefined document themes. When you apply a theme to a workbook, the colors, fonts, and effects contained within that theme replace any styles that were already applied to cells or ranges.

STEP BY STEP

Choose a Theme for a Workbook



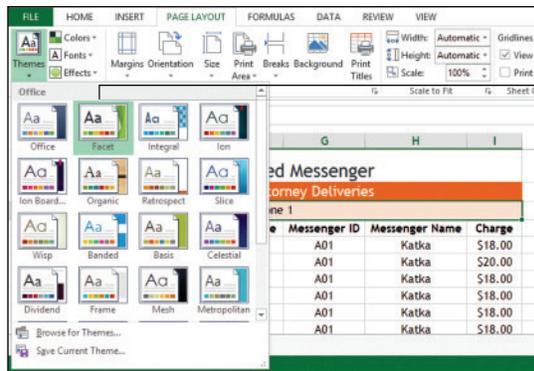
GET READY. LAUNCH Excel if it is not already running.



1. OPEN the **07 Messenger Theme** data file for this lesson.
2. With Sheet1 active, click cell **A3**.
3. On the HOME tab, in the Styles group, click the **Cell Styles** button arrow and select **20% - Accent 4**. A light purple background is applied to the cell range, the font size is reduced, and the font color changes to black.
4. On the PAGE LAYOUT tab, in the Themes group, click the **Themes** button arrow to open the Themes gallery. Several built-in themes appear in the gallery. Move your mouse pointer over each theme to see its effect on the underlying worksheet, which is referred to as Live Preview.
5. Find and select the **Facet** theme, as shown in Figure 7-13. You just changed the default document theme to the Facet theme. The font for subheadings and general data changed from Calibri to Trebuchet MS, and the background of cells A3:I3 is now a light pink color.

Figure 7-13

The Themes gallery



The Facet theme

CERTIFICATION
READY? 1.3.4

How do you change a
workbook theme?

- Click **Sheet2**. Notice that the font changed on that sheet as well.
- Click **Sheet1** to return to the main worksheet. On the HOME tab, in the Styles group, click the **Cell Styles** button arrow to display the Styles gallery. Notice that the color schemes for the various groups have changed. This is because a new document theme has been applied, and several built-in cell styles were created using theme fonts and colors.
- SAVE the workbook as **07 Messenger Theme Solution**.

PAUSE. LEAVE the workbook open to use in the next exercise.

The default document theme in Excel 2013 is named Office. Document themes are consistent in all Microsoft Office 2013 programs.

Applying a new theme changes fonts and colors, and the color of shapes and SmartArt, tables, charts, and other objects.



Cross
Ref

You'll learn about tables in Lesson 9, charts in Lesson 12, and shapes, SmartArt, and other graphics in Lesson 13.

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

Many built-in cell styles use theme-aware formatting, so applying a new theme determines which fonts and colors are used by styles. That's why you noticed a change in the Styles gallery after applying the new theme in the exercise. However, styles are independent from themes in that you can change styles regardless of the theme that's applied to a document.

Take Note When you apply a heading cell style to text and then increase the font size of that cell, the font size will not change after applying a new document theme. If you don't change the font size of heading text, apply a heading cell style, and then apply a new theme, the heading text will display in the default font size for the new theme.

Customizing a Theme

You can create a customized theme by making changes to one or more of an existing theme's components—colors, fonts, or effects (line and fill effects). The changes you make to one or more of a theme's components immediately affect the styles that you have applied in the active document. Many companies create a customized document theme and use it consistently. You can experiment by applying various predefined themes until you decide on the “look” that appeals to you.

Customizing a Theme by Selecting Colors

Although Excel provides several themes you can apply to your workbook, you can modify the color scheme for any theme. You can then save the new color scheme and use it in a custom theme.

STEP BY STEP

Customize a Theme by Selecting Colors

GET READY. USE the workbook from the previous exercise.

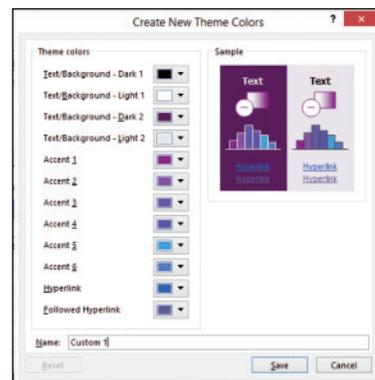
1. Ensure Sheet1 is active.
2. On the PAGE LAYOUT tab, in the Themes group, click **Colors**. Figure 7-14 illustrates the color array for some of the built-in themes. You have to scroll through the entire list to see them all. Each theme has an array of accent colors that are the same as the accents in the Styles group.

Figure 7-14
Theme colors



3. Scroll down and select **Violet II**.
4. Open the **Colors** menu again and click **Customize Colors** at the bottom of the menu. The Create New Theme Colors dialog box opens (see Figure 7-15), showing the colors used with the Violet II color scheme currently applied to the Facet theme. Move the dialog box so you can see the worksheet more clearly, if necessary.

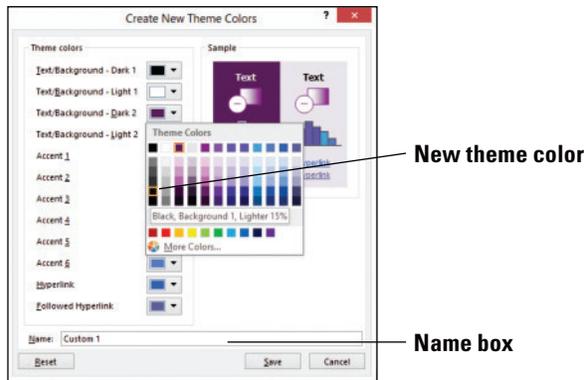
Figure 7-15
Create New Theme Colors dialog box



5. Open the **Text/Background - Dark 2** drop-down list. The current color is highlighted under Theme Colors. Click **Black, Background 1, Lighter 15%** as shown in Figure 7-16 to change the color to dark gray.

Figure 7-16

Selecting a new theme color



6. In the Name box at the bottom of the dialog box, type **Consolidated Messenger** and click **Save**. The new text color is reflected in row 1. If you want to modify colors for Consolidated Messenger in the future, just modify the Consolidated Messenger color scheme, which appears at the top of the Colors menu.
7. **SAVE** the workbook.

PAUSE. LEAVE the workbook open to use in the next exercise.

Take Note To return all theme color elements to their original colors, click the **Reset** button in the **Create New Theme Colors** dialog box before you click **Save**.

In the Create New Theme Colors dialog box, click the button next to the theme color element you want to change. Theme colors are presented in every color gallery with a set of lines and shades based on those colors. By selecting colors from this matched set, you can make formatting choices for individual pieces of content that will still follow the themes. When the theme colors change, the gallery of colors changes and so does all document content using them.

Theme colors (referred to as color schemes) contain four text and background colors, six accent colors, and two hyperlink colors. It is easy to create your own theme that can be applied to all of your Excel workbooks and other Office 2013 documents. You can choose any of the color schemes shown in Figure 7-14, or you can create your own combination of colors.

Customizing a Theme by Selecting Fonts and Effects

Now that you have customized the color of your themes, you are ready to choose the font for your theme. Use fonts and effects that create a unique look for your documents. Themes contain a heading font and a body font. When you click the Theme Fonts button, you see the name of the heading font and the body font that is used for each theme.

STEP BY STEP

Customize a Theme by Selecting Fonts and Effects

GET READY. USE the workbook from the previous exercise.

1. With Sheet1 active, on the PAGE LAYOUT tab, in the Themes group, click **Fonts**.
2. Click **Customize Fonts**. The Create New Theme Fonts dialog box opens.
3. Open the Heading font drop-down menu, locate the **Arial** font, and select it.
4. In the Body font box, locate and select **Arial Narrow**. The preview in the Sample box is updated with the fonts that you selected.
5. In the Name box, type **Consolidated Messenger** as the name for the new theme fonts and click **Save**. Your customized theme fonts will be available for you to use to customize any of the built-in themes or to use the next time you click Cell Styles on the HOME tab. (See Figure 7-17.)

Figure 7-17

Cell styles that use built-in themes reflect any changes you make to theme fonts.



Heading styles show Arial font.

Cell styles show Arial Narrow font.



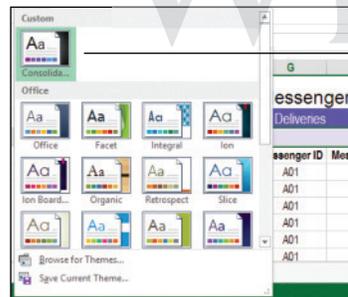
Troubleshooting

If your customized theme font is not automatically applied, click Cell Styles and click the customized heading font to apply it. For example, click A1, go to Cell Styles on the HOME tab, and select Title.

6. On the PAGE LAYOUT tab, in the Themes group, click **Themes** and then click **Save Current Theme**. The Save Current Theme dialog box opens.
7. In the File name box, type **Consolidated Messenger** and click **Save**. Your customized document theme is saved in the Document Themes folder, and it is automatically added to the list of custom themes that now appears at the top of the Themes gallery, as shown in Figure 7-18.

Figure 7-18

Custom theme appears at the top of the Themes gallery.



New custom theme

8. On the PAGE LAYOUT tab, in the Themes group, click **Effects**. Theme effects are sets of lines and fill effects. Hovering your mouse over the effects might show subtle changes in the cells; however, you will notice the result of changing an effect only if you have charts, shapes, SmartArt, or similar graphics in your workbook.
9. Click the **Reflection** effect to apply it to the workbook. In the Quick Access Toolbar, click **Undo** to undo the theme effect.
10. **SAVE** the workbook and **CLOSE** the file.

PAUSE. LEAVE Excel open to use in the next exercise.

You can customize any of the built-in themes by changing the attributes of the theme. For example, say you like the colors in the Organic theme but you want to use a different font. In this situation, first apply the Organic theme, then click Theme Fonts and apply the font of your choice.

You can then save the resulting theme and apply it to other documents. You cannot change the built-in theme effects, but you can apply a different built-in effect to modify the appearance of the theme you are editing, which can include changing the shading, beveling, or other effects.

If you want to delete a customized theme, open the Themes gallery, right-click the custom theme at the top of the gallery, and select Delete from the shortcut menu. The same principle applies to customized color schemes, font schemes, and effects schemes.



Workplace Ready

PUTTING THEMES TO WORK

Microsoft Office themes bring a unified look and feel to business documents across Office applications. Whether you use a ready-made theme or customize your own, you can apply the same theme to Excel, Word, and PowerPoint documents. You can also apply a theme to many of the templates available for all three applications. Let's look at some ideas for using themes effectively.

If your organization is divided into regions, create custom themes with the same fonts but different color schemes for each group. Apply the themes to each group's financial reports to know at a glance which report is for which group.

Prepare professional-looking meeting materials in Excel, Word, and PowerPoint with the same design elements by simply applying the same theme.

Create proposals, estimates, invoices, and project plans using the same theme, and include your organization's logo. Your prospects and customers will easily recognize your materials.

Client ID	Client Last	Client First	Service	Messenger ID	Messenger Name	Charge
112	Padersen	Flemming	Foot	A01	Katika	\$18.00
163	Ready	Rodrigo	Foot	A01	Katika	\$20.00
163	Ready	Rodrigo	Foot	A01	Katika	\$18.00
174	Jirak	Peter	Foot	A01	Katika	\$18.00

Consolidated Messenger

1st Quarter Sales Meeting

CONSOLIDATED MESSENGER

Sales Meeting

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

Aenean nec lorem. In porttitor. Donec laoreet nonummy augue.

Suspendisse dui purus, scelerisque sit, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy.

MODIFYING A WORKSHEET'S ONSCREEN AND PRINTED APPEARANCE

Bottom Line

You can draw attention to a worksheet's onscreen appearance by displaying a background picture. **Gridlines** (the lines that display around worksheet cells), row headings, and column headings also enhance a worksheet's appearance. Onscreen, these elements are displayed by default, but they are not printed automatically.

Formatting a Worksheet Background

You can use a picture as a worksheet background for display purposes only. A worksheet background is saved with your worksheet, but it is not printed by default and it is not retained in a worksheet or as an item that you save as a web page.

STEP BY STEP

Format a Worksheet Background



GET READY. LAUNCH Excel if it is not already running.



1. **OPEN** the *07 Messenger Appearance* data file for this lesson.

2. Ensure Sheet1 is active.



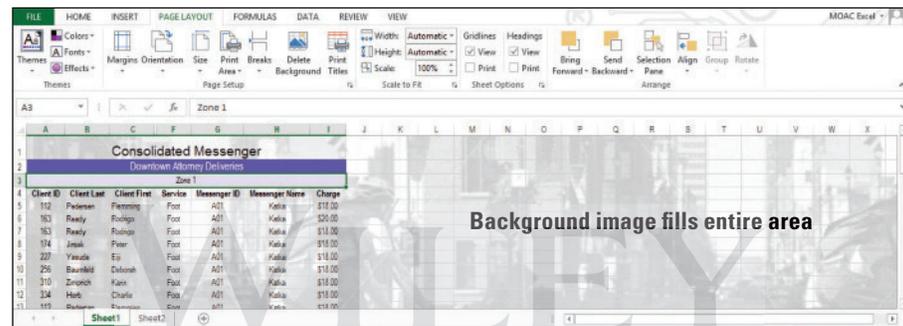
3. On the **PAGE LAYOUT** tab, in the Page Setup group, click the **Background** button. The Insert Pictures dialog box opens.

4. Click **Browse** next to From a file. The Sheet Background dialog box opens.

5. Navigate to the student data files folder, select *07 bike_courier.jpg*, and then click **Insert**. The selected picture is displayed behind the text and fills the worksheet, as shown in Figure 7-19.

Figure 7-19

The worksheet with a background image



© Mike Clarke / iStockphoto

6. On the **PAGE LAYOUT** tab, in the Page Setup group, click **Delete Background**. The background is removed.

7. **SAVE** the workbook as *07 Messenger Appearance Solution*.

PAUSE. LEAVE the workbook open to use in the next exercise.

You should carefully consider the use of background images and use them judiciously. An image can detract from the readability of a worksheet if the wrong image is selected. You can lighten an image, or apply a light color cell shading, to make a background image work well. It's also best to remove gridlines when a sheet background is used. You'll learn about gridlines in the next section.

Viewing and Printing a Worksheet's Gridlines

You can choose to show or hide gridlines in your worksheet. By default, gridlines are present when you open a worksheet. You can also choose whether gridlines are printed. A printed worksheet is easier to read when gridlines are included.

STEP BY STEP

View and Print a Worksheet's Gridlines

GET READY. USE the workbook from the previous exercise.

1. Ensure Sheet1 is active.

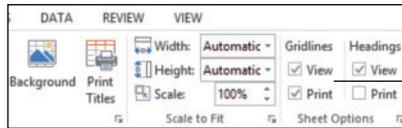
2. On the **PAGE LAYOUT** tab, in the Sheet Options group, uncheck the **Gridlines View** check box. The gridlines disappear from the worksheet.

3. Check the **Gridlines View** check box to restore viewable gridlines.

4. Check the **Gridlines Print** check box, as shown in Figure 7-20. This action will force gridlines to appear in your printed worksheet.

Figure 7-20

The Gridlines check boxes

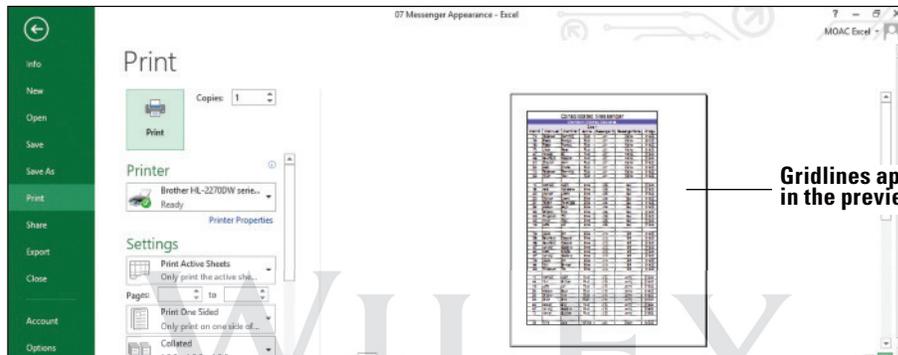


View and Print check boxes for gridlines

5. Click the **Dialog Box Launcher** in the Sheet Options group to open the Page Setup dialog box.
6. On the Sheet tab, notice that the Gridlines check box is checked. Click the **Print Preview** button. Gridlines appear in the preview, as shown in Figure 7-21.

Figure 7-21

Print Preview showing gridlines



Gridlines appear in the preview.

7. In the upper-left corner of the Print window, click the **Back** button to return to the worksheet.
8. **SAVE** the workbook.

PAUSE. LEAVE the workbook open to use in the next exercise.

CERTIFICATION READY? 1.3.2

How do you modify page setup?

Lesson 3 introduced you to Backstage, Print Preview, and some printing options. **Print Preview** is the screen that appears when you click the FILE tab and then click Print, or if you click Print Preview in a dialog box that provides the button. In Print Preview, you can see what your document will look like before sending it to the printer.

Viewing and Printing Column and Row Headings

You can choose whether to view row and column headings in your worksheet and to have them appear in printed worksheets. This exercise shows you how.

STEP BY STEP

View and Print Column and Row Headings

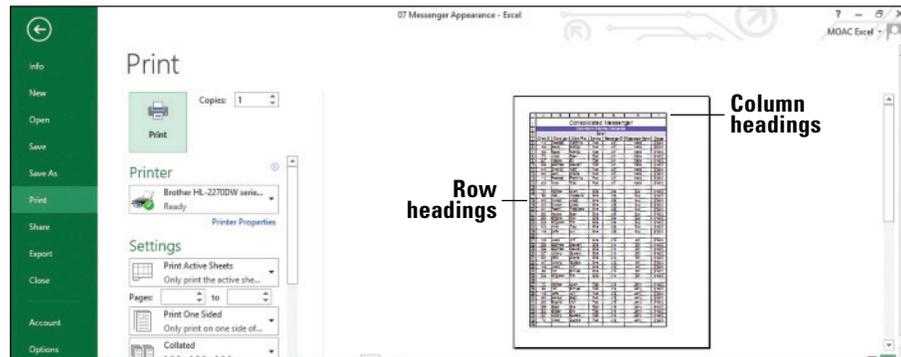
GET READY. USE the workbook from the previous exercise.

1. Ensure Sheet1 is active.
2. On the PAGE LAYOUT tab, in the Sheet Options group, uncheck the **Headings View** check box. The row and column headings disappear from the worksheet.
3. Check the **Headings View** check box to restore the row and column headings.
4. Check the **Headings Print** check box. This action forces row and column headings to appear in your printed worksheet.
5. In the Sheet Options group, click the **Dialog Box Launcher** to open the Page Setup dialog box.

- On the Sheet tab, notice that the Row and column headings check box is checked. Click the **Print Preview** button. Row and column headings appear in the preview, as shown in Figure 7-22.

Figure 7-22

Print Preview showing row and column heading.



- In the upper-left corner of the Print window, click the **Back** button to return to the worksheet.
- On the PAGE LAYOUT tab, in the Sheet Options group, uncheck the **Headings Print** check box.
- SAVE the workbook.

PAUSE. LEAVE Excel open to use in the next exercise.

INSERTING HEADERS AND FOOTERS

Bottom Line

You can add headers or footers to your worksheets to provide useful information about the worksheet, such as who prepared it, the date it was created or last modified, the page number, and so on. Headers and footers are visible in Page Layout view and appear on printouts. A **header** is a line of text that appears at the top of each page of a printed worksheet. **Footers** are lines of text that appear at the bottom of each page. You can add predefined header or footer information to a worksheet; insert elements such as page numbers, date and time, and filename; or add your own content to a header or footer.

Adding Page Numbers to a Worksheet

Page numbers are handy, and often necessary, for large worksheets that will print with multiple pages. The most common way to incorporate page numbers in a worksheet is to insert the page number code in the header or footer.

STEP BY STEP

Add Page Numbers to a Worksheet

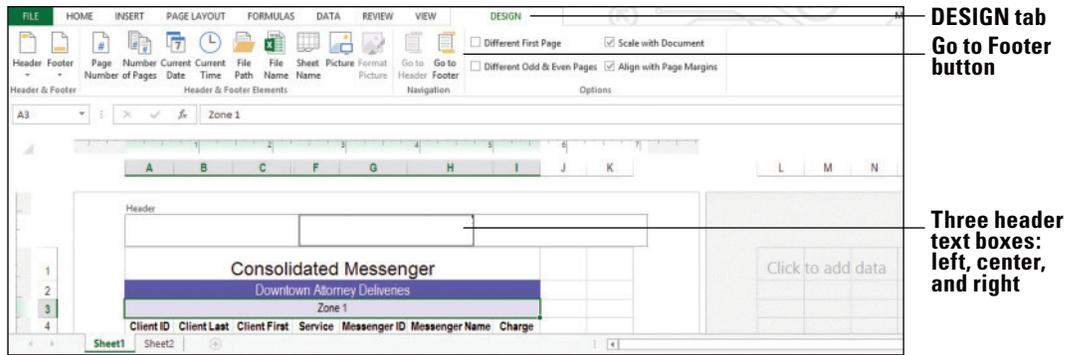


GET READY. LAUNCH Excel if it is not already running.

- OPEN the **07 Messenger Header-Footer** data file for this lesson.
- Ensure Sheet1 is active.
- On the INSERT tab, in the Text group, click the **Header & Footer** button. The worksheet is now displayed in Page Layout view. Note that the center Header text box is active and the DESIGN tab is added to the ribbon, as shown in Figure 7-23. The Header & Footer DESIGN tab command groups are thus available for you to use in the worksheet. By default, your cursor will appear in the center Header section.

Figure 7-23

Page Layout view displaying the DESIGN tab



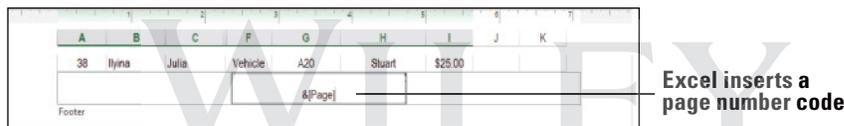
DESIGN tab
Go to Footer button

Three header text boxes:
left, center, and right

4. Click the **Go to Footer** button in the Navigation group on the ribbon. The cursor appears in the center text box in the footer.
5. In the Header & Footer Elements group, click **Page Number**. The code `&[Page]` appears in the text box, as shown in Figure 7-24. The ampersand symbol (&) indicates that the appropriate page number will be added to each page of the printed worksheet.

Figure 7-24

The page number code



6. Click in a worksheet cell that's not part of the footer, and then click the **Normal** view icon on the right side of the status bar.
7. SAVE the workbook as **07 Messenger Header-Footer Solution**.

PAUSE. LEAVE the workbook open to use in the next exercise.

Take Note The addition of the DESIGN contextual tab illustrates one advantage of Excel's ribbon interface. With the ribbon, instead of every command being available all the time, some commands appear only in response to specific user actions.

Inserting a Predefined Header or Footer

On the DESIGN tab, the Header & Footer group contains predefined headers and footers that allow you to automatically add text to the header or footer, such as the date, page number, number of pages, name of the sheet, and so on.

STEP BY STEP

Insert a Predefined Header or Footer

GET READY. USE the workbook from the previous exercise.

1. Ensure Sheet1 is active. Click cell **A1**.
2. On the VIEW tab, in the Workbook Views group, click the **Page Layout** view button to view headers and footers.
3. Click the **center header text box** (which displays the "Click to add header" placeholder text). Click the **Header & Footer Tools DESIGN** tab now that it has become active. In the Header & Footer Elements group, click **Sheet Name**. `&[Tab]` appears in the text box.
4. In the Navigation group, click **Go to Footer**. Click the **right footer text box**.
5. In the Header & Footer group, click the **Footer** button arrow, and click the last option in the list, which combines Prepared by `username`, Current Date, and Page Number.

CERTIFICATION
READY? 1.3.7

How do you insert predefined headers and footers?

Because the footer is wider than the right text box, the majority of the footer is moved to the center text box, and the page number appears in the right text box, as shown in Figure 7-25.

Figure 7-25

The predefined footer



6. **SAVE** the workbook.

PAUSE. LEAVE the workbook open to use in the next exercise.

You can populate headers and footers by selecting one or more predefined elements in Excel, which inserts codes into the header or footer. When your workbook is printed, Excel replaces these codes with the current date, current time, and so on. You can view how the headers and footers will look by using Print Preview in Backstage view.

Many of Excel’s predefined headers and footers combine one or more elements. In the previous exercise, you inserted a combined entry by clicking it. You can then customize the appearance of your header or footer in Page Layout view. Within this view, once you have the header or footer selected, you can modify the appearance of the text it contains using the Font group on the HOME tab. In this way, you can change font type or size, add special effects, or add other options to your text.

Adding Content to a Header or Footer

Excel’s predefined headers and footers will not always meet your needs. When this happens, you can simply enter text into any of the header or footer text boxes.

STEP BY STEP

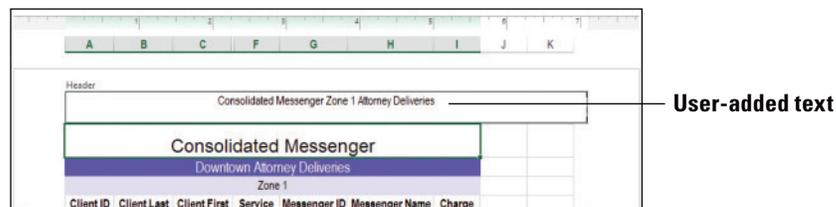
Add Content to a Header or Footer

GET READY. USE the workbook from the previous exercise.

1. With Sheet1 active and in Page Layout view, click the **center header text box** and delete the existing header. You can click the **DESIGN** tab and then click **Go to Header** to move to the header quickly.
2. Type **Consolidated Messenger Zone 1 Attorney Deliveries**, as shown in Figure 7-26. When you preview your worksheet for printing or print the worksheet, you will see the header text.

Figure 7-26

Modifying a header with your own content



3. **SAVE** the workbook.

PAUSE. LEAVE the workbook open to use in the next exercise.

Inserting a Watermark

In most documents, a **watermark** is text or a picture that appears behind a document, similar to a sheet background in Excel. However, Excel doesn't print sheet backgrounds, so it cannot be used as a watermark. Excel 2013 doesn't provide a watermark feature, but you can mimic one by displaying a graphic in a header or footer. This graphic will appear behind the text, and it will display and print in the style of a watermark.

STEP BY STEP

Insert a Watermark

GET READY. USE the workbook from the previous exercise.

1. Ensure Sheet1 is active and in Page Layout view.
2. Click the **left header text box**.
3. On the DESIGN tab in the Header & Footer Elements group, click **Picture**. Click the **Browse** button, navigate to the student data files folder, select **07 watermark.gif**, and then click **Insert**. Excel inserts an `&[Picture]` code into the left header text box.
4. Click outside of the header area, and then click the **Normal** view icon on the status bar.
5. Click the **FILE** tab and then click **Print**. The preview shows the watermark in your worksheet, as shown in Figure 7-27. Click the **Back** button to exit Print Preview.

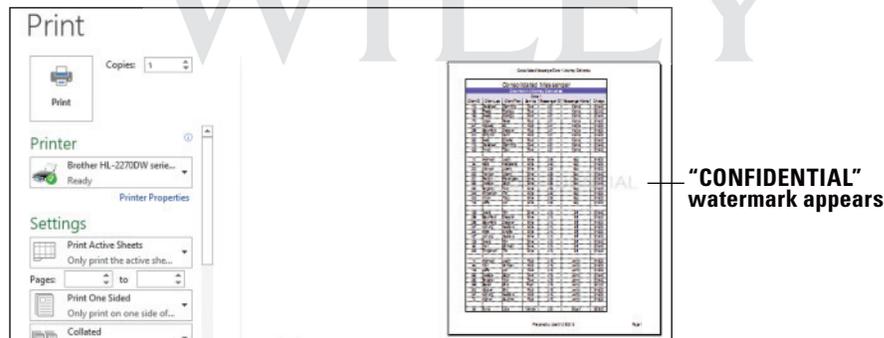


**CERTIFICATION
READY?** 1.3.6

How do you insert a watermark?

Figure 7-27

The worksheet with a watermark



6. **SAVE** the workbook.

PAUSE. LEAVE the workbook open to use in the next exercise.

The watermark in this exercise was created using a simple graphic program and saved as a transparent GIF file, so only the text and not the background of the image displays as a watermark.

You can resize or scale the picture using the Format Picture button on the DESIGN tab in the Header & Footer Elements group. Clicking the button opens the Format Picture dialog box, where you can select the options you want on the Size tab.

To remove the watermark, go to the header text box and delete the `&[Picture]` code.

Repeating Headers and Footers

In worksheets that span two or more pages, you can instruct Excel to print specific rows or columns on each page to give your readers a better perspective of the data they are viewing. They won't have to go back to the first page to see column or row headings or labels, which are also referred to as titles. Titles help to give your worksheet a uniform look from the first to the last page.

STEP BY STEP

Repeat Headers and Footers

GET READY. USE the workbook from the previous exercise.

1. Ensure Sheet1 is active and in Normal view.
2. On the PAGE LAYOUT tab, in the Page Setup group, click the **Print Titles** button. The Page Setup dialog box opens to the Sheet tab.
3. Type **A1:I54** in the Print area text box. This is the range of all data on Sheet1 to be printed.

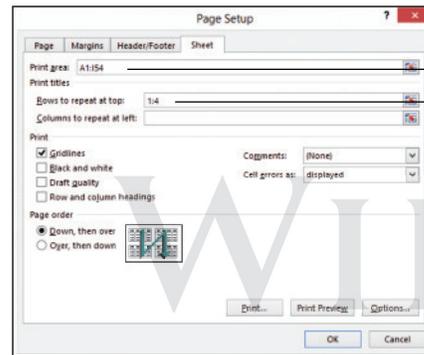


You learned how to set the print area and some other print features in Lesson 3.

4. In the Rows to repeat at top text box, type **1:4**, as shown in Figure 7-28. This will repeat the first four rows of the worksheet, which includes column headings, on every page.

Figure 7-28

The Page Setup dialog box, Sheet tab



Print area text box
Rows to repeat at top
(also called print titles)

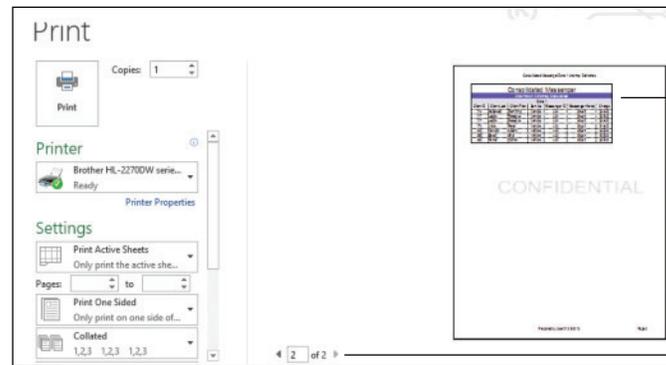
CERTIFICATION READY? 1.5.5

How do you repeat headers and footers?

Figure 7-29

Print Preview shows that the first four rows of the worksheet appear on the second page.

5. Click **Print Preview**. The Print Preview window appears. Click the **right-facing arrow** at the bottom of the screen to advance to the second page. The first four rows of the worksheet appear on the second page (see Figure 7-29). Click the **left-facing arrow** to return to the preview of page 1.



The first four rows of the worksheet repeat

Navigation arrows

6. Click the **Back** button to return to the worksheet.
7. **SAVE** the workbook and **CLOSE** the file.

PAUSE. LEAVE Excel open to use in the next exercise.

Bottom Line

PREPARING A DOCUMENT FOR PRINTING

When worksheet data prints on more than one page, you can use several commands to set up your document to print in a well-organized and easy-to-read manner. The Page Break Preview command on the VIEW tab controls where page breaks occur, enabling you to break data where it is most logical. You can also change page margins, change the orientation of the worksheet, and scale the worksheet to fit more data on a single page.

CERTIFICATION
READY? 1.5.7

How do you prepare a workbook for printing?

Adding and Moving a Page Break

The Print window in Backstage displays a full-page preview of a worksheet just as it will be printed. With Print Preview, you can check the format and overall layout of a worksheet before actually printing it. You cannot make changes to the document in Print Preview, however.

A **page break** is a divider that breaks a worksheet into separate pages for printing. Excel inserts automatic vertical page breaks (shown as a dashed line) based on paper size, margin settings, scaling options, and the positions of any manual page breaks (shown as a solid line) that you insert. Excel provides a **Page Break Preview** window in which you can quickly adjust automatic page breaks to achieve a more desirable printed document.

STEP BY STEP

Add and Move a Page Break



GET READY. LAUNCH Excel if it is not already running.

1. OPEN the *07 Messenger Print* data file for this lesson.
2. Ensure Sheet1 is active.
3. On the VIEW tab, in the Workbook Views group, click **Page Break Preview**. Scroll down to view the entire print area. Notice that a dashed blue line appears after row 47 (see Figure 7-30). The dashed line is an automatic page break inserted by Excel.

Figure 7-30

Page Break Preview showing a horizontal page break

	A	B	C	F	G	H	I	J
35	349	Ringsstrom	Tim	Bike	A13	Bill		\$16.00
36								
37	10	Harrison	Justin	Foot	A15	Jenny		\$18.00
38	88	Yair	Shmuel	Foot	A15	Jenny		\$18.00
39	148	Jaffe	Jon	Foot	A15	Jenny		\$18.00
40	262	Hadaga	Sagiv	Foot	A15	Jenny		\$18.00
41	290	Engandi	Nick	Foot	A15	Jenny		\$18.00
42	395	Bazzil	Shai	Rush	A15	Jenny		\$40.00
43	302	Gruher	Eric	Foot	A15	Jenny		\$18.00
44	437	Achong	Gustavo	Foot	A15	Jenny		\$18.00
45	72	Mohan	Suchitra	Foot	A15	Jenny		\$18.00
46								
47	38	Bina	Julia	Vehicle	A20	Stuart		\$25.00
48	102	Pedersen	Fleming	Vehicle	A20	Stuart		\$25.00
49	117	Luzzo	Rebecca	Vehicle	A20	Stuart		\$25.00
50	117	Luzzo	Rebecca	Vehicle	A20	Stuart		\$25.00
51	174	Jesak	Peter	Vehicle	A20	Stuart		\$18.00
52	200	Munson	Liberty	Vehicle	A20	Stuart		\$25.00
53	395	Bazzil	Shai	Vehicle	A20	Stuart		\$25.00
54								

Dashed blue line indicates automatic page break.

4. Click and hold the horizontal **automatic page break** and drag it upward so it is now below row 46. The automatic page break is now a manual page break represented by a solid blue line.
5. On the VIEW tab, in the Workbook Views group, click **Normal**.
6. SAVE the workbook as *07 Messenger Print Solution*.

PAUSE. LEAVE the workbook open to use in the next exercise.

Use manual page breaks to control page break locations. You can drag an automatic page break to a new location to convert it to a manual page break.

Another way to insert a manual page break is to click a cell in the row where you want a page break to occur, then click the PAGE LAYOUT tab. In the Page Setup group, click Breaks and then click Insert Page Break. A horizontal page break appears.

Setting Margins

Margins are an effective way to manage and optimize the white space on a printed worksheet. Achieving balance between data and white space adds significantly to the readability and appearance of a worksheet. In Excel, you can choose one of three built-in margin sets, or you can create customized margins using the Page Setup dialog box.

STEP BY STEP

Set Margins

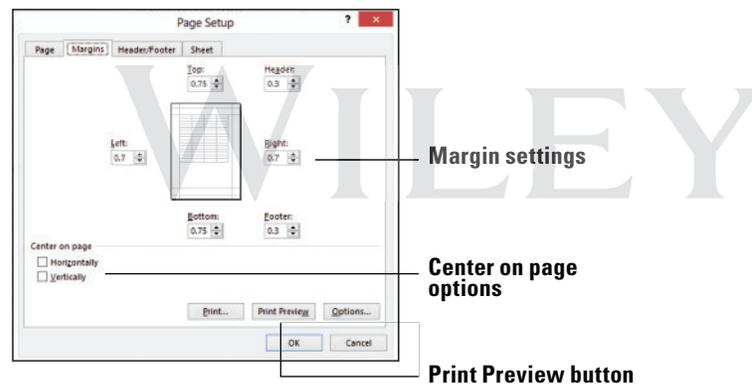


GET READY. USE the workbook from the previous exercise.

1. Ensure Sheet1 is active and in Normal view.
2. On the PAGE LAYOUT tab, in the Page Setup group, click the **Margins** button arrow to open the Margins menu.
3. At the bottom of the menu, click **Custom Margins**. The Page Setup dialog box opens to the Margins tab, as shown in Figure 7-31.

Figure 7-31

The Page Setup dialog box, Margins tab



Margin settings

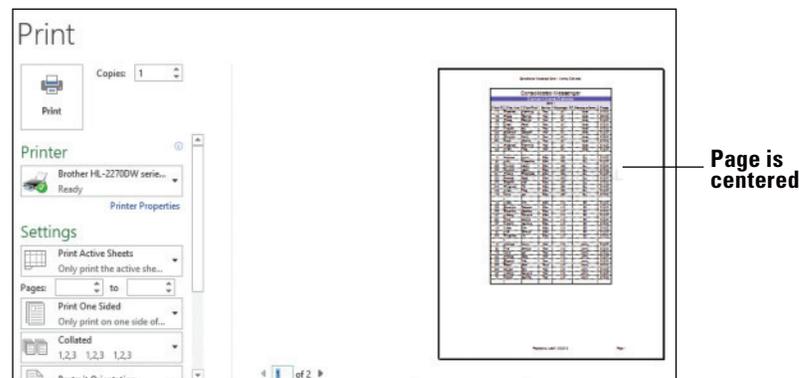
Center on page options

Print Preview button

4. Change the left and right margins to **1.4**. This will make the margins slightly wider than normal.
5. Check the **Center on page Horizontally** check box. The content in your worksheet will print centered.
6. Click **Print Preview**. The page is centered horizontally, as shown in Figure 7-32.

Figure 7-32

Print Preview shows the page centered horizontally



Page is centered

7. Click the **Back** button to leave Backstage.
8. **SAVE** the workbook.

PAUSE. LEAVE the workbook open to use in the next exercise.

The Margins menu includes predefined Normal, Wide, and Narrow settings. The Normal margin setting is the default for a new workbook. Narrower margins allow more area for data when you print a workbook, where wider margins will introduce more white space. You can also set custom margins in Excel.

When you click Custom Margins at the bottom of the Margins menu, the Page Setup dialog box opens with the settings that have been applied to the active worksheet. You can change any of the settings to create a custom margin setting. Header and footer margins automatically adjust when you change the page margins.

Worksheets that do not fill an entire page can be centered vertically and horizontally, thereby evenly distributing the page's white space. Use the Margins tab of the Page Setup dialog box to set these features.

To quickly remove all manual page breaks from a worksheet, on the PAGE LAYOUT tab, in the Page Setup group, click the Breaks arrow button and select Reset All Page Breaks.

Setting a Worksheet's Orientation

Printed worksheets are easiest to read and analyze when all of the data appears on one piece of paper. Excel's orientation and scaling features give you control over the number of printed pages of worksheet data. You can change the **orientation** of a worksheet, which is the position of the content, so that it prints either vertically or horizontally on a page. A worksheet that is printed vertically uses the Portrait orientation, which is the default setting. A worksheet printed horizontally uses the Landscape orientation.

STEP BY STEP

Set a Worksheet's Orientation

GET READY. USE the workbook from the previous exercise.

1. Ensure Sheet1 is active and in Normal view.
2. On the PAGE LAYOUT tab, in the Page Setup group, click **Orientation** and then click **Landscape**.
3. Click the **FILE** tab, and then click **Print**. Click through the pages to see the worksheet in Landscape orientation. If you decided to keep this orientation, you would need to adjust page breaks to display all content properly.
4. Click the **Back** button to leave Backstage.
5. Repeat Step 2 to change the orientation back to **Portrait**.

PAUSE. LEAVE the workbook open to use in the next exercise.

Orientation is the way your workbook or worksheet appears on the printed page. There are two settings: Portrait and Landscape. Portrait is a vertical printing of the workbook, and Landscape is the horizontal aspect. By default, all workbooks and worksheets are printed in Portrait. Use the Landscape orientation when the width of the area you want to print is greater than the height. Data is easier to read when all the columns fit on one page. This can often be accomplished by changing a worksheet's orientation to Landscape. When you can't fit all of the data on one printed

page by changing the orientation, you can shrink or reduce it using Excel's scaling options, as described in the next exercise.

Scaling a Worksheet to Fit on a Printed Page

Scaling refers to shrinking or stretching printed output to a percentage of its actual size. One use for scaling is to resize a document so that it fits on a single page. Before attempting to change the scaling for a worksheet's output, the maximum width and height must be set to Automatic.

STEP BY STEP

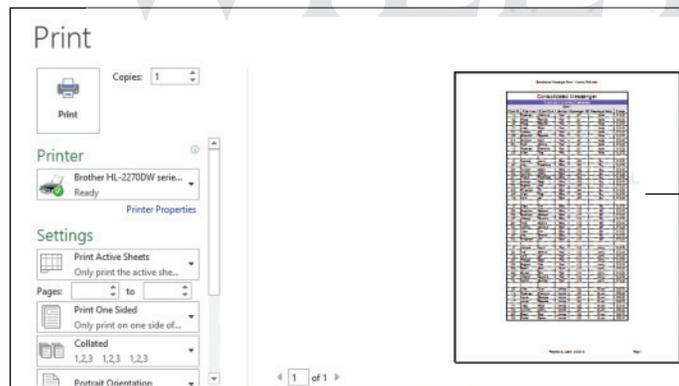
Scale a Worksheet to Fit on a Printed Page

GET READY. USE the workbook from the previous exercise.

1. Ensure Sheet1 is active and in Normal view.
2. On the PAGE LAYOUT tab, in the Page Setup group, click **Orientation** and verify that Portrait is selected.
3. In the Scale to Fit group, click the **Height** arrow and select **1 page**. The scale of the worksheet is reduced so that all rows fit on the same page.
4. Click the **FILE** tab, and then click **Print**. Notice that all rows appear on the page and that the content is smaller than it was previously, as shown in Figure 7-33. When output is reduced, it shrinks the height and width proportionally.

Figure 7-33

Viewing the worksheet after scaling it to fit on one page



Content is compressed to fit on a single page

CERTIFICATION READY? 1.5.4

How do you set print scaling?

5. SAVE the workbook and CLOSE the file.

CLOSE Excel.

The most common reason for scaling a worksheet is to shrink it so that you can print it on one page. You can also enlarge the sheet so that data appears bigger and fills up more of the printed page. When the Width and Height boxes are set to Automatic, you can click the arrows in the Scale box to increase or decrease scaling of the printout. Each time you click the arrow, the scaling changes by 5%.

Take Note The Width and Height settings must be set to Automatic if you want to specify a scale, such as 75%.

SKILL SUMMARY

In this lesson you learned how:	Exam Objective	Objective Number
To work with columns and rows.	Insert and delete columns and rows.	1.3.3
	Adjust row height and column width.	1.3.5
	Hide columns and rows.	1.4.2
	Transpose columns and rows.	2.3.3
To use themes.	Change workbook themes.	1.3.4
To modify a worksheet's onscreen and printed appearance.	Modify page setup.	1.3.2
To insert headers and footers.	Insert headers and footers.	1.3.7
	Insert watermarks.	1.3.6
	Repeat headers and footers.	1.5.5
To prepare a document for printing.	Set print scaling.	1.5.4
	Configure workbooks to print.	1.5.7

Knowledge Assessment

Multiple Choice

Select the best response for the following statements.

- How do you increase or decrease a column's width?
 - Right-click anywhere in the column and select Format Cells.
 - Use the Page Setup dialog box.
 - Drag the boundary next to the column heading.
 - Select a Width setting in the Scale to Fit group on the PAGE LAYOUT tab.
- Which should you do before formatting an entire row or column?
 - Click the row heading or column heading to select it.
 - Open Print Preview.
 - Go into Page Layout view.
 - Select a cell range.
- Which dialog box do you use to transpose rows and columns?
 - Page Setup
 - Paste Special
 - Column Width
 - Row Height
- Which of the following can you *not* modify when customizing a document theme?
 - Colors
 - Fonts
 - Effects
 - Page orientation

5. Where are check boxes you can select to view or print gridlines?
 - a. In Print Preview
 - b. On the HOME tab, in the Cells group
 - c. On the PAGE LAYOUT tab, in the Sheet Options group
 - d. On the PAGE LAYOUT tab, in the Page Setup group
6. Which Excel feature or view lets you drag automatic page breaks, converting them to manual page breaks, to achieve a more desirable printed document?
 - a. Print Preview
 - b. Page Break Preview
 - c. Page Layout view
 - d. Normal view
7. Which feature do you use to repeat column A on every page when printing a multiple-page worksheet?
 - a. Print Titles
 - b. Page Break Preview
 - c. A header
 - d. Custom margins
8. Which is *not* a predefined margin setting?
 - a. Normal
 - b. Large
 - c. Narrow
 - d. Wide
9. How do you unhide a hidden row or column?
 - a. Select a range of cells in the row or column, right-click, and select Unhide.
 - b. Use the Page Setup dialog box.
 - c. Remove all page breaks.
 - d. Select the rows/columns before and after the hidden rows/columns and then right-click and select Unhide.
10. A worksheet is a little too wide to print on one page. Which feature can you use to force all data to print on one page?
 - a. A page break
 - b. The Wide margin setting
 - c. Scale to Fit
 - d. Commands in the Sheet Options group on the PAGE LAYOUT tab

Fill in the Blank

Complete the following sentences by writing the correct word or words in the blanks provided.

1. _____ are the lines that display around worksheet cells.
2. The _____ is the line between rows or columns.
3. A(n) _____ is a line of text that appears at the top of each page of a printed worksheet.
4. _____ a row or column causes your cell data to change orientation. Row data will become column data, and column data will become row data.
5. _____ is the top-to-bottom measurement of a row, measured in points.
6. The identifying letter at the top of a column is called the _____.
7. _____ refers to shrinking or stretching printed output to a percentage of its actual size.
8. A(n) _____ is a predefined set of colors, fonts, and effects that can be applied to an entire workbook or to specific items within a workbook, such as charts or tables.
9. You can change the _____ of a worksheet, which is the position of the content, so that it prints either vertically or horizontally on a page.
10. A(n) _____ is a divider that breaks a worksheet into separate pages for printing.

Competency Assessment

Project 7-1: Practice Working with Rows and Columns

Use the worksheet for the School of Fine Arts to practice working with rows and columns.

GET READY. LAUNCH Excel if it is not already running.



1. OPEN **07 Fine Art** from the data files for this lesson.
2. Click the **column D** heading to select the entire column.
3. On the HOME tab, in the Cells group, click the **Format** button arrow, point to **Hide & Unhide**, and select **Hide Columns**. Column D is now hidden.
4. Click the column B heading to select the entire column.
5. On the HOME tab, in the Cells group, click the **Format** button arrow and select **Column Width**. In the Column Width dialog box, type **11** in the Column width text box and click **OK**.
6. Double-click the **double boundary** between column headings C and E. Column D appears.
7. Click the **row 11** heading, right-click, and select **Insert**.
8. Enter the following in the blank row:

First	Last	Discipline	Enrollment Date	GPA
Bruce	Keever	Sculpture	10/15/2012	=SUM(3.4+3.5+3.7)/3
9. Click the **plus (+) sign** to the right of Sheet1 to create a new, blank worksheet.
10. Click **Sheet1**, select **A2:E15**, and press **Ctrl + C** to copy the content to the Clipboard.
11. Click **Sheet2**, and then click cell **A1**.
12. On the HOME tab, in the Clipboard group, click the **Paste** button arrow and select **Paste Special**. The Paste Special dialog box opens.
13. Check the **Transpose** check box, and click **OK**.
14. In Sheet2, select **all content**.
15. On the HOME tab, in the Cells group, click the **Format** button arrow, and select **AutoFit Column Width**.
16. Click **Sheet1**.
17. SAVE the workbook as **07 Fine Art Solution** and CLOSE the file.

LEAVE Excel open for the next project.

Project 7-2: Change and Customize a Theme

You work for Wingtip Toys and have been asked to modify a sales worksheet to make it match the company color and font scheme.

GET READY. LAUNCH Excel if it is not already running.



1. OPEN **07 Wingtip Toys** from the data files for this lesson.
2. On the PAGE LAYOUT tab, in the Themes group, click the **Themes** button arrow to open the Themes menu.
3. Find and select the **Slice** theme.
4. In the Themes group, click **Colors**.
5. Scroll down and select the **Slipstream** color scheme.
6. On the PAGE LAYOUT tab, in the Themes group, click **Fonts**.
7. Locate the **Gill Sans MT** font and select it.
8. Click **Fonts** in the Themes group and select **Customize Fonts**.

9. Open the **Heading font** drop-down menu and select **Arial**. Click **Save**.
10. On the **PAGE LAYOUT** tab, in the Themes group, click **Themes** and then click **Save Current Theme**. The Save Current Theme dialog box opens.
11. In the File name box, type **WingTipToys** and click **Save**.
12. **SAVE** the workbook as **07 Wingtip Toys Solution** and **CLOSE** the file.

LEAVE Excel open for the next project.

Take Note Remember, you can delete a customized theme by opening the Themes gallery, right-clicking the custom theme at the top of the gallery, and then selecting Delete from the shortcut menu. Similar steps apply to customized color schemes and font schemes. However, it's recommended that you don't delete customizations until you're finished with the course.

Proficiency Assessment

Project 7-3: Modify the Appearance of a Worksheet

Albert, the CEO's administrative assistant at A. Datum, asked you to help him prepare documents to email to board members. Albert wants to enhance the appearance of the A. Datum sales worksheet, which will be viewed onscreen and may be printed.

GET READY. LAUNCH Excel if it is not already running.



1. OPEN **07 ADatum Appearance** from the data files for this lesson.
2. On the **PAGE LAYOUT** tab, in the Page Setup group, click the **Background** button. The Insert Pictures dialog box opens.
3. Next to From a file, click **Browse**. The Sheet Background dialog box opens.
4. Navigate to the student data files folder, select **07 confidential.png**, and then click **Insert**.
5. On the **PAGE LAYOUT** tab, in the Sheet Options group, uncheck the **Gridlines View** check box. The gridlines disappear from the worksheet.
6. Check the **Gridlines View** check box to restore viewable gridlines.
7. On the **PAGE LAYOUT** tab, in the Page Setup group, click the **Dialog Box Launcher**. The Page Setup dialog box opens.
8. Click the **Margins** tab.
9. Check the **Center on page Horizontally** check box and the **Vertically** check box.
10. Click **Print Preview**. Verify that the content is centered horizontally and vertically, and then click the **Back** button to exit Print Preview.
11. **SAVE** the workbook as **07 ADatum Appearance Solution** and **CLOSE** the file.

LEAVE Excel open for the next project.

Project 7-4: Insert Headers and Footers

Albert has returned for additional help with the A. Datum sales worksheet. He wants to make a few formatting changes and add a header and footer to the worksheet.

GET READY. LAUNCH Excel if it is not already running.



1. OPEN **07 ADatum Header-Footer** from the data files for this lesson.
2. Select **A1:E1**, and then on the **HOME** tab, in the Alignment group, click **Merge & Center**.
3. Select columns B through E. Center all content. You might have to click Center

twice because some of the selected data is already centered. The first click removes centering for those cells, and the second click applies it to all selected cells.

4. On the PAGE LAYOUT tab, in the Page Setup group, click the **Dialog Box Launcher**. In the Page Setup dialog box, click the **Margins** tab.
5. Uncheck the **Center on page Vertically** check box. Click **OK**.
6. Click in row **10**. On the PAGE LAYOUT tab, in the Page Setup group, click **Breaks** and select **Insert Page Break**.
7. On the INSERT tab, in the Text group, click **Header & Footer**. Type the text **A. Datum March 2013 Board Meeting** in the center header text box.
8. Click the **Go to Footer** button in the Navigation group. With the cursor in the center footer text box, click **Footer** in the Header & Footer group and select **Confidential, <date>, Page 1**.
9. Click outside of the header area, on the status bar, click the **Normal** view icon.
10. Preview the worksheet for printing.
11. SAVE the workbook as **07 ADatum Header-Footer Solution** and CLOSE the file.

LEAVE Excel open for the next project.

Mastery Assessment

WILEY

Project 7-5: Enhance a Worksheet and Prepare for Printing

Margie's Travel is an agency that sells travel-related products and services to clients on behalf of third parties such as airlines, hotels, and cruise lines. You are preparing a worksheet that lists a variety of cruises for Fabrikam, an important client.

GET READY. LAUNCH Excel if it is not already running.



1. OPEN **07 Cruises** from the data files for this lesson.
2. Remove the background image from the worksheet.
3. Change the orientation of the worksheet to **Landscape**.
4. Change the margin setting to **Narrow**.
5. Change the document theme to **Banded**.
6. Center the worksheet horizontally for printing.
7. Preview the worksheet for printing.
8. SAVE the workbook as **07 Cruises Solution** and CLOSE the file.

LEAVE Excel open for the next project.

Project 7-6: Formatting a Payroll Worksheet

Contoso, Ltd. is a busy family practice clinic that recently expanded its operations to a second location. You are formatting a payroll worksheet.

GET READY. LAUNCH Excel if it is not already running.



1. OPEN **07 Payroll** from the data files for this lesson.
2. AutoFit all columns so that all data is viewable.
3. Change the row height of rows 3 through 33 to **18**.
4. Change the theme to **Wisp**.

5. Set rows 1 through 3 to repeat on every page, anticipating that additional rows will be added to a future revision of the worksheet.
6. Insert a footer that includes the file name and page number.
7. Configure gridlines to appear in printed worksheets.
8. Scale the width of the worksheet to fit on one page.
9. Preview the worksheet for printing.
10. SAVE the workbook as *07 Payroll Solution* and CLOSE the file.

CLOSE Excel.

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