

SPREADSHEETS GENERAL FORMATTING & PRINTING

Microsoft Excel - school fete

	Estimated number of people	
1	400	
2		
3	INCOME	
4	Coffee	£2.00
5	Tea/coffee	£0.50
6	Cakes	£0.20
7	Hot dogs/burgers	£1.00
8	Stubs	£0.74
9	Games	£0.40
10	Staff	£0.50
11	Parents	£1.50
12	Tomlita	£0.50
13		£5200.00 Total INCOME
14	EXPENSES	
15		Money out
16	PA - refreshments	£0.00
17	Carpet	£150.00
18	Block of tea/coffee/milk/usage	£4.00
19	Packs of sausages/burgers/hot	£150.00
20	Stubs of fete	£600.00
21	Staff prices	£150.00
22	Games (donated)	£0.00
23	Parents (donated)	£0.00
24	Tomlita prices (donated)	£0.00
25		£1673.00 Total EXPENDITURE
26		£3527.00 Profit/Loss

Spreadsheet Formatting - Contents

- Printing to one sheet only
- Displaying gridlines on printouts
- Displaying column letters and row numbers on printouts
- Inserting name onto printouts
- How to use custom headers/footers
- Changing margins/page orientation
- How to print a certain area of the sheet
- How to hide/unhide columns
- Changing formats e.g. decimal places, currency
- Adding borders
- Sorting data

DISPLAYING GRIDLINES ON PRINTOUTS

It is essential to have a look at what your document will look like when printed before actually printing it.

You need to make sure that the correct range of cells will be printed, that it fits neatly onto the page, and that you have selected the correct orientation (Portrait or landscape).

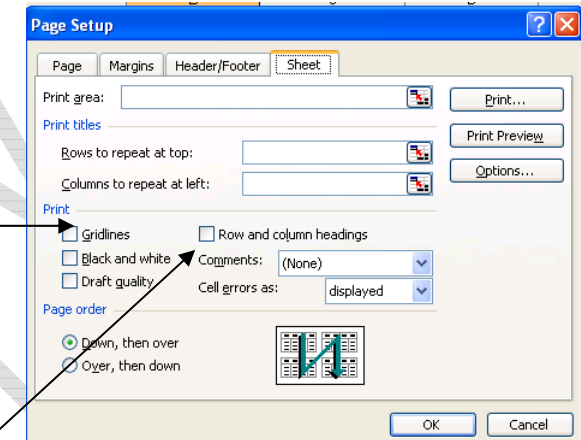
On the teach-ict.com website, open the 'ski.xls' file and save it to your area.

To display gridlines when you print your work, go to file > Page Setup.

- Select the Sheet tab
- Click 'Gridlines'

DISPLAYING COLUMN LETTERS & ROW NUMBERS ON PRINTOUTS

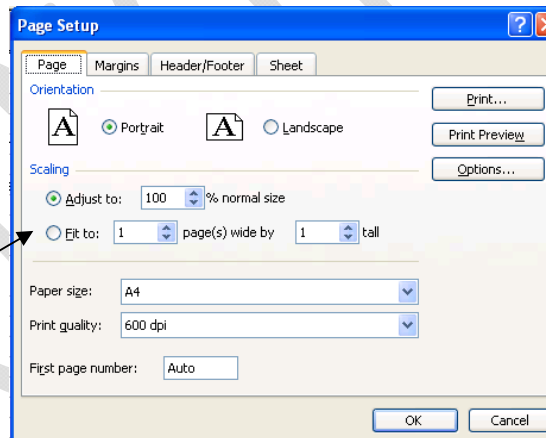
Ensure that the 'sheet' tab is selected. Click 'row and column headings'.



PRINTING TO ONE SHEET ONLY

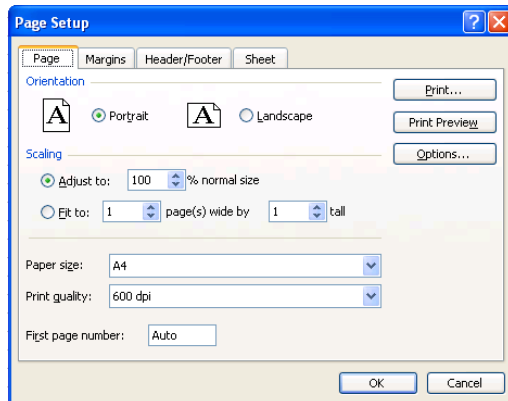
To make sure that your work is only printed over one page, you should do the following:

- Go to 'File'
- Go to 'Page Setup'
- Make sure that the Page tab is selected
- Under 'scaling'
- Click 'Fit to 1 page'



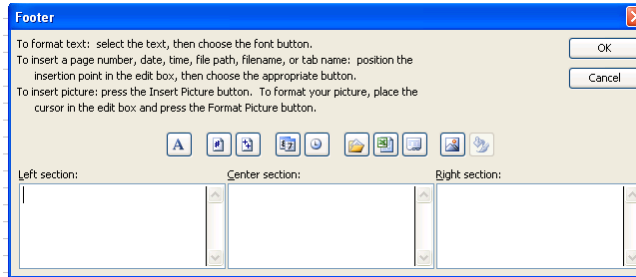
HOW TO USE HEADERS/FOOTERS

Headers and footers contain information that will appear on every page of a worksheet, such as page number, current date, file name, author etc. In Excel you can find the Header and Footer option under 'File' > 'Page Setup'. The following window will appear:



Custom Headers/Footers

Ensure that the Header/Footer tab is selected in the page setup window. To add your name to the header or footer click on the 'Custom header' or 'Custom footer' button. The following dialog box will be displayed:



In this box you have the choice to enter your information into the left section, centre section or right section.

Once you have entered your information, click OK.

You will not see the information you have just entered on your worksheet. To view the information, look at the print preview.

Pre-Set Headers/Footers

In page setup, when you have the Header/Footer tab selected, there are two drop down boxes. Here, Excel suggests various options that it thinks you might like to have in your header or footer. There are three tab positions, separated by commas. Have a look at these and select different options.

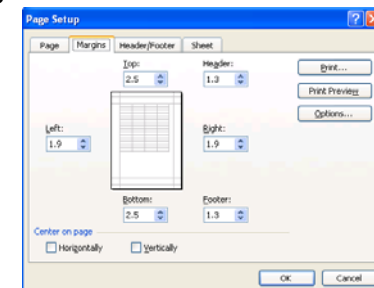
CHANGING PAGE ORIENTATION

There are times when it is more appropriate to set your page up to be landscape orientation, rather than portrait.

To change your page orientation, go to 'File' > 'Page Setup', select the 'Page' tab and click your chosen orientation.

CHANGING MARGINS

In Excel it is possible to change the distance between your data and the edge of the paper. These are your margins. To change page margins, select 'File' > 'Page Setup' select the margins tab.



At the bottom of this window the alignment of data can be changed. The default alignment is left-aligned. It can be changed to horizontal or vertical alignment.

HOW TO PRINT A CERTAIN AREA OF YOUR SHEET

Sometimes, you do not want to print the whole of your spreadsheet. To only print an area of your worksheet, you should set the print area:

- Highlight all cells with content you wish to print
- Click on 'File'
- Select 'Print Area'
- Select 'Set Print Area'

Now print preview again.

HOW TO HIDE/UNHIDE COLUMNS

If there are columns that you do not want to display, you can hide the column by doing the following:

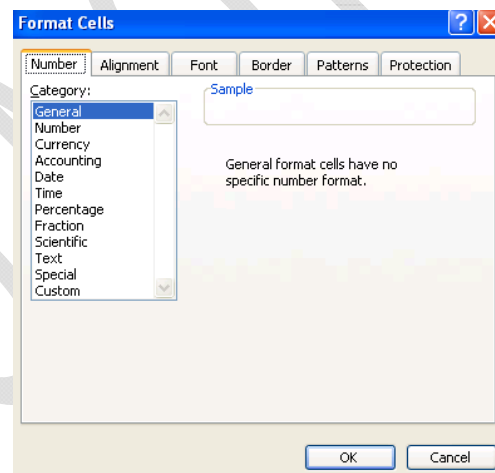
- Click a letter at the top of a column (this will highlight the column)
- Select 'Format' > 'Column' > 'Hide'
- Alternatively, right-click in the column header and select Hide

To unhide a column, click the letters at the top of the columns on either side of the column you wish to unhide. This will highlight the columns.

Then select 'Format' > 'Column' > 'Unhide', or alternatively right-click in the header and select Unhide.

CHANGING FORMATS E.G. DECIMAL PLACES, CURRENCY

To change the format of cells, highlight the cells you want to format, right-click and select 'Format Cells...'. The following window will appear:



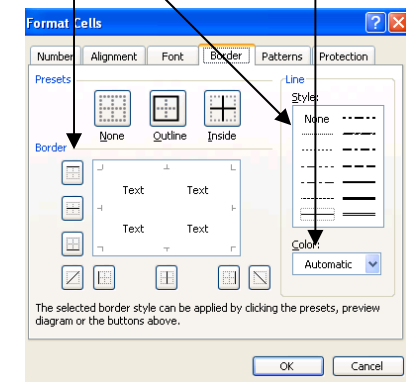
With the number tab selected, you can look through the options to see which is most appropriate for the data.

Some categories offer additional choices, for example if you choose number, the number of decimal places needs to be determined.

ADDING BORDERS

To add borders to a spreadsheet:

- Highlight the cells that you want to add a border to
- Right-click in the cells
- Select 'Format Cells...'
- The following window will be displayed:
- Click on the lines you wish to add, style and colour



SORTING DATA

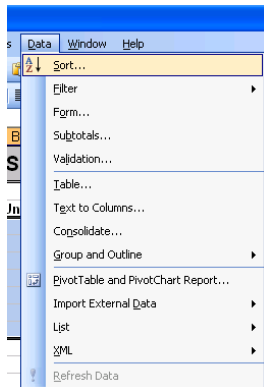
Simple sorts can be performed using the Sort tool. Data can be sorted either in ascending order or descending order.

To sort your data:

- Highlight the data you wish to sort (as in the example)

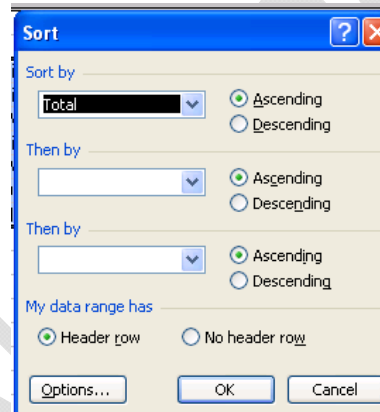
	Unit	Unit Cost	Number	Total
5	Airfare	Ticket	£ 99.00	1 £ 99.00
6	Bus Transfer	Ticket	£ 20.00	2 £ 40.00
7	Accommodation	Week	£ 70.00	1 £ 70.00
8	Ski Pass (local rate)	Ticket	£ 90.00	1 £ 90.00
9	Equipment rental	Week	£ 70.00	1 £ 70.00
10	Food	Day	£ 12.00	7 £ 84.00
11	Entertainment	Night	£ 24.00	6 £ 144.00
12				
13	Total			£ 597.00
14				
14c				

- Click 'Data' on the main menu
- Select 'Sort'



The following window will be displayed. In this you should select the column you want to sort by, followed by whether this should be sorted in ascending order or descending order.

It is then possible to sort by another column, and then a 3rd.



You may:

- Guide teachers or students to access this resource from the teach-ict.com site
- Print out enough copies to use during the lesson

You may not:

- Adapt or build on this work
- Save this resource to a school network or VLE
- Republish this resource on the internet

A subscription will enable you to access an editable version, without the watermark and save it on your protected network or VLE