

# Excel 2007 Introduction: Part II

Stephen Moffat, The Mouse Training Company



## Excel: Intro Part II



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# Excel 2007 Introduction

Part II



Excel 2007 Introduction: Part II

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# Section 7 Names

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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.

## 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.

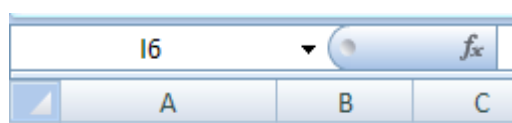
A name can contain up to 255 characters.

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

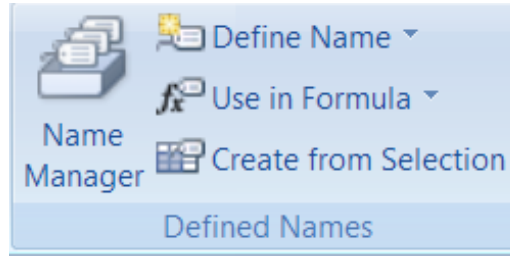
The Name box is situated on the left-hand side of the Formula bar. You can use the Name box to set up names and move to them.





**DEFINE NAME**

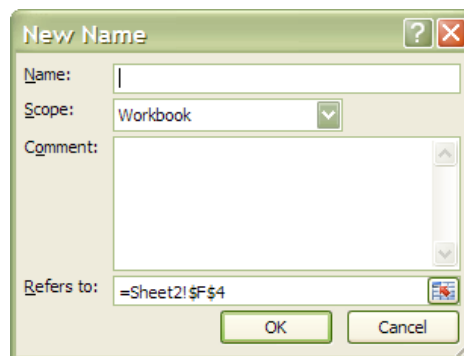
There are three ways to create names or define them the management of names will be found on the **FORMULAS RIBBON** in the **DEFINED NAMES** group.



To define a name



➤ **Method 1 (Define)**

Mouse



- Select the cell or cells you wish to name
- Click the **DEFINE NAME** from the **DEFINED NAMES** group on the **FORMULAS** ribbon. A dialog is launched
- 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.
- In the name box, enter the defined name that you want to create.
- 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.
- You may enter a descriptive comment up to 255 characters. This is optional (see note)
- 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

**If you had not previously selected cells or ranges: Then In the REFERS TO box**

- h)  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**.
- i)  **CONSTANT** Type an = (equal sign), followed by the constant value.
- j) **FORMULA** Type 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 2007 Excel Services, and you specify one or more parameters, the comment is used as a tooltip in the Parameters toolpane.*

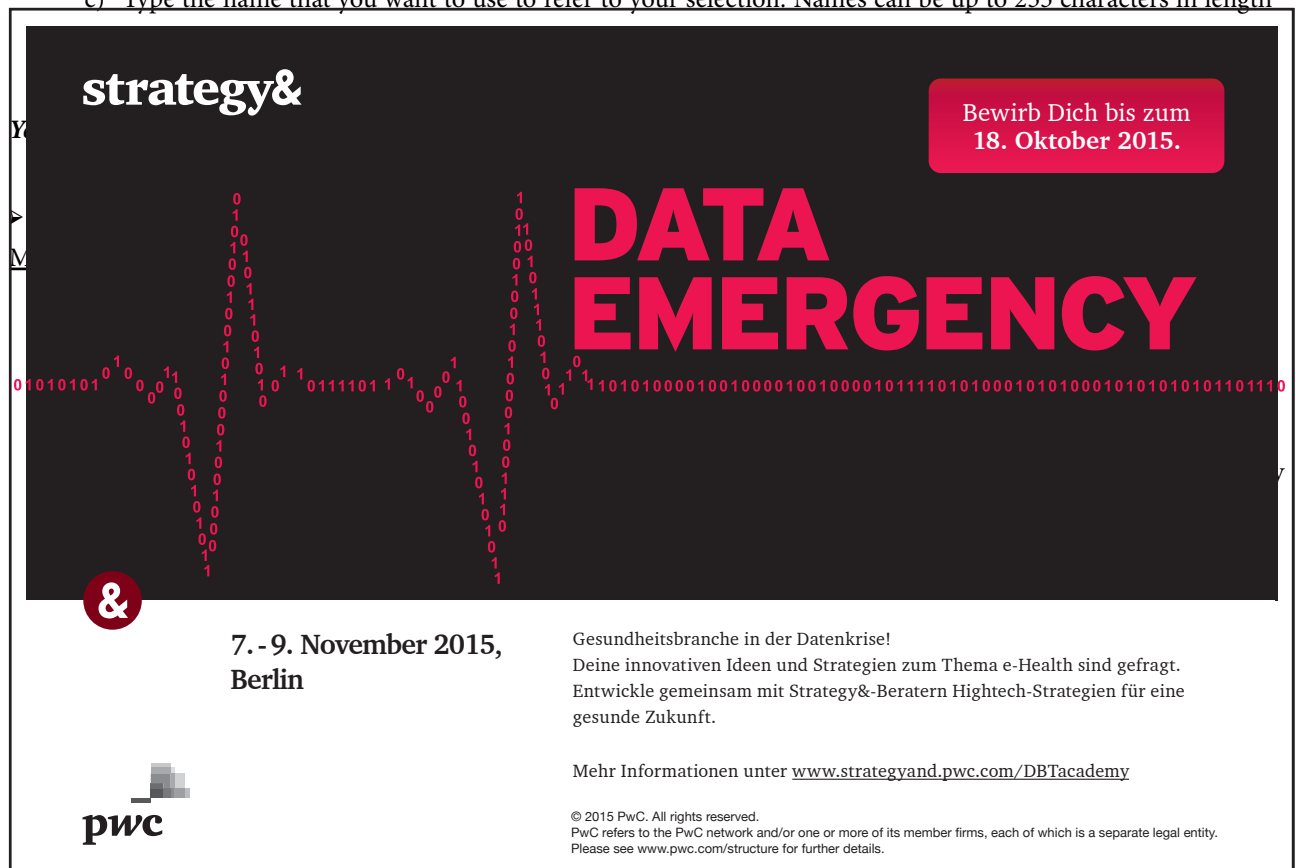
*To make the New Name dialog box wider or longer, click and drag the grip handle at the bottom.*

➤ **Method 2 (Direct)**



Mouse

- 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.
- 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.).
- Type the name that you want to use to refer to your selection. Names can be up to 255 characters in length



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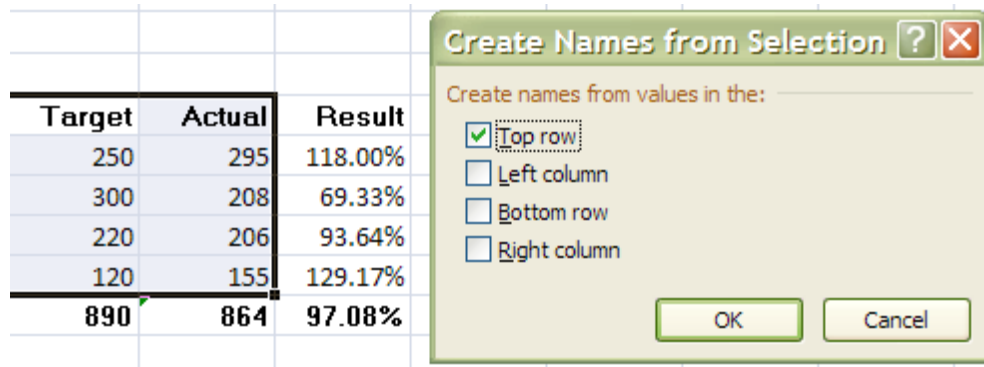
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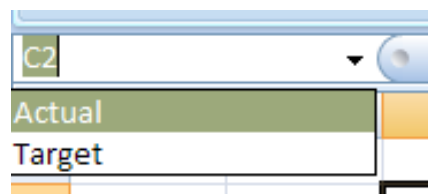
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### Selecting Names (Navigation)

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

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

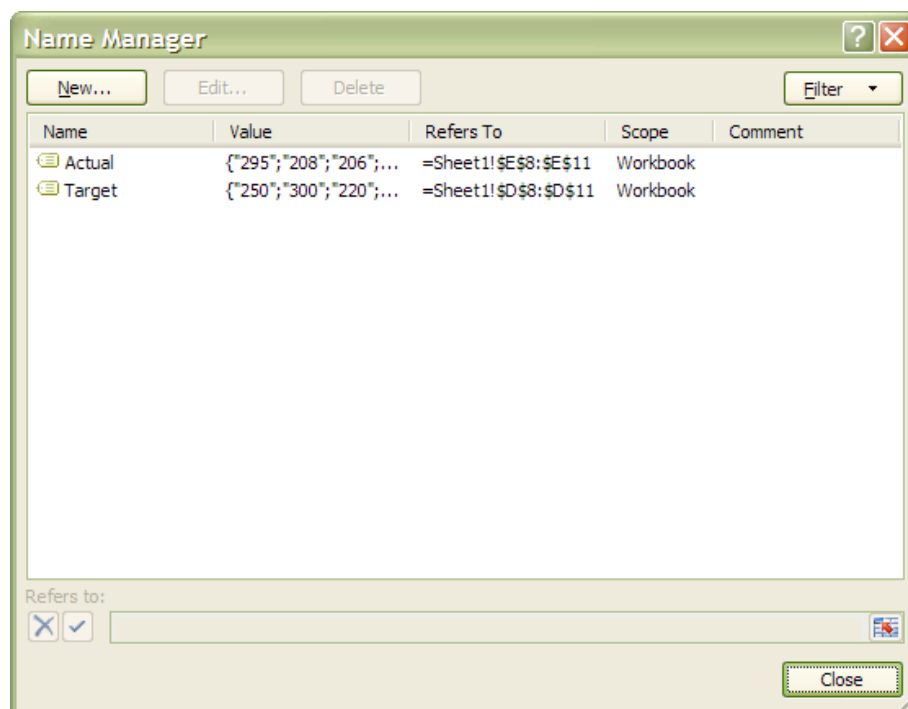
**Manage Names By Using The Name Manager.**

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.

➤ **To use name manager**

Mouse

- i. 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 2007 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**

To automatically size the column to fit the largest value in that column, double-click the right side of the column header.

**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

- On the **FORMULAS** tab, in the **DEFINED NAMES** group, click **NAME MANAGER**.
- 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.
- The **EDIT NAME** dialog box is displayed.
- Type the new name for the reference in the **NAME** box.
- Change the reference in the **REFERS TO** box, and click **OK**.
-  In the **NAME MANAGER** Dialog box, in the **REFERS TO** box, change the cell, formula or constant represented by the name.
-  To cancel unwanted or accidental changes, click **CANCEL**, or press **ESC**.
- To save changes, click **COMMIT**, or press **RETURN**.

*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**

- On the **FORMULAS** tab, in the **DEFINED NAMES** group, click **NAME MANAGER**.
- In the **NAME MANAGER** Dialog box, click the name that you want to change.
- 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.
- To select more than one name in a non-contiguous group, press **[CTRL][Click]**.
- Click **Delete**. You can also press **DELETE**.
- 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.*

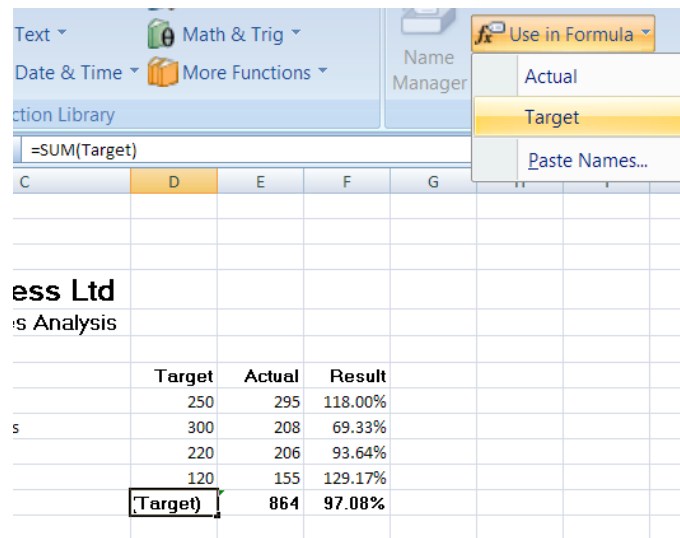
## Names In Functions

Names in functions can be very useful because it saves you having to go and select large areas of data. When constructing a function you can just refer to the name and even then remembering the name is easier than selecting and used easily within your function or formula.

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➤ **To use names in functions**

- Go to cell you wish to create formula in and type in the function you wish to start with
- e.g. =sum(
- On the **Formulas** tab, in the **Defined Names** group, click **use in formula**.
- Select which named range you wish to use and click on it.

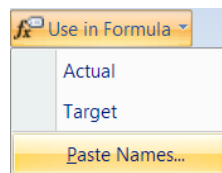
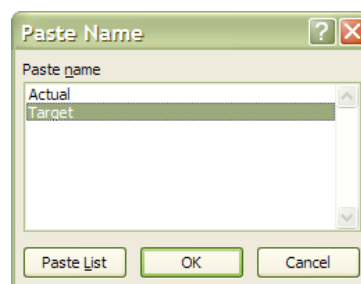
**OR**

- e) Press [F3], choose the name you require and click **OK**
- f) The function will now contain the named range and will calculate using the range or ranges it refers to
- g) 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.

➤ **To paste a list of names:****Mouse**

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

**OR**

- d) Click on **PASTE NAMES** to have all names pasted into worksheet with their cell references

Keyboard

- Select a blank cell where you want the list of names to begin.
- Press [F3] to access the Paste Names dialog.
- Press [TAB] to jump to the Cancel button, then [TAB] again to select the Paste List button. The list will appear on the worksheet.

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

*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	205	93.64%			



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# Section 8 Working with Multiple Sheets

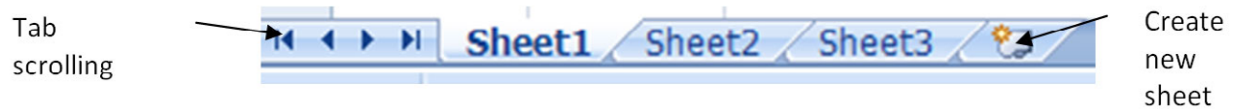
## 8.1 Multiple Worksheets

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

- a) Click on the appropriate tab

*If the sheet required is not in view, use the tab scrolling buttons to display the sheet.*

#### OR

#### Keyboard

- a) Press [CTRL][PAGE DOWN] to move to the next sheet, or [CTRL][PAGE UP] to move to the previous sheet.

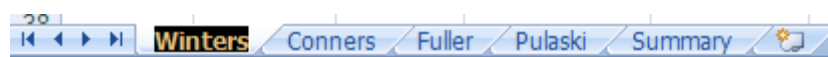
## Worksheet Names

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

- a) Double-click the sheet tab that you want to rename – the current name will become highlighted.
- b) Type the name you want.
- c) Press [RETURN].



*Worksheet names can be a maximum of 31 characters.*



## Move And Copy Worksheets

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

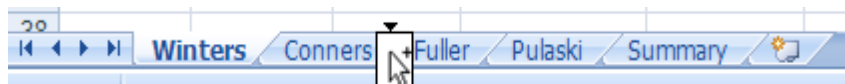
### ➤ To move a sheet:



### Mouse

- i. 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.
- i. Release the mouse when the sheet is in the correct position.

### ➤ To copy a worksheet:



# 1

Ziel:

Du entwickelst  
unsere Zukunft.  
Wir Deine.

1010100 00100000 01010100  
1100001 01101001 01101110  
1010100 00100000 01010100  
1100001 0110100  
1010100 0010000  
1100001 0110100  
01010100 0010000  
01110010 01100001 0110100

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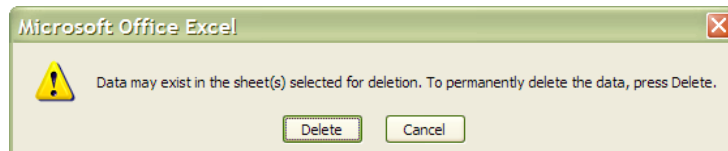
Keyboard

- a) Press [**shift**][**f11**]
- b) 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

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



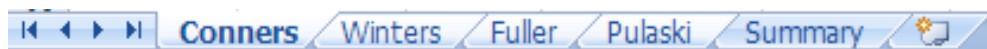
## 8.2 Activate Group Mode

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:**



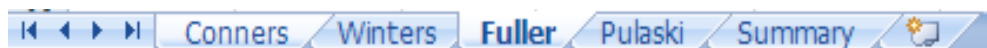
#### Mouse

- Click the on the first worksheet's tab that you want to include in your group.
- 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

- Click the on the first worksheet's tab that you want to include in your group.
- 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

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

#### OR

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

## 8.3 Fill Data Across Worksheets

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!



The image shows a screenshot of an IBM advertisement. On the left is a portrait of a smiling woman. On the right is the IBM logo and a globe icon. The main headline in large red letters asks 'Sind Sie bereit für IBM?'. Below this, there are three questions in German: 'Lieben Sie Herausforderungen?', 'Möchten Sie innovative Lösungen für führende Unternehmen entwickeln?', and 'Wollen Sie dem weltweit größten Beratungsunternehmen angehören?'. To the right of these questions is a text block in German about career opportunities at IBM. In the bottom right corner, it says 'Machen wir den Planeten ein bisschen smarter.' and 'ibm.com/start/de'. Overlaid on the advertisement is a 'Fill Across Worksheets' dialog box. The dialog box has a title bar with a question mark and a close button. It contains three radio buttons: 'All' (selected), 'Contents', and 'Formats'. At the bottom are 'OK' and 'Cancel' buttons. A red handwritten note 'copy to the other worksheet(s)' is written over the dialog box.

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Wollen Sie dem weltweit größten Beratungsunternehmen angehören?

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Machen wir den Planeten ein bisschen smarter.  
[ibm.com/start/de](http://ibm.com/start/de)


**Fill Across Worksheets** ? X

☒ All  
☐ Contents  
☐ Formats

OK Cancel

*copy to the other worksheet(s)*

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- b) 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).
- c)  On the **FORMULAS** tab, in the **EDITING** group, click the down arrow to the right of the **FILL** icon.
- d) Choose across worksheets
- e) 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(Conners: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					

### External References

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:

**CONNERS: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:

**CONNERS!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!

10	\$14.67	0	\$616.14	\$92.42
		Totals:	\$14,218.67	\$2,132.80
conners and fuller total			=SUM(Connors!D35,Fuller!D35)	
			SUM(number1, [number2],	
		Conners	Winters	Fuller
			Pulaski	Summary

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

➤ **To create a 3-D formula:**

Mouse

- 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.

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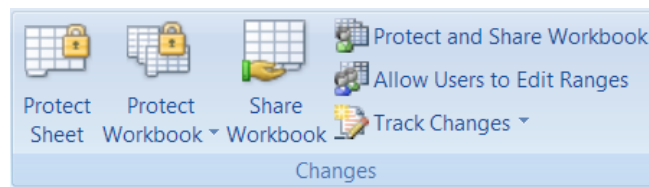
HIERMIT PRÄSENTIERE ICH:

MICH!

VORWEG GEHEN

## 8.4 Protect Worksheet Data

If you type in a cell that already has an entry, you overwrite that entry as soon as you press **[RETURN]**. 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.

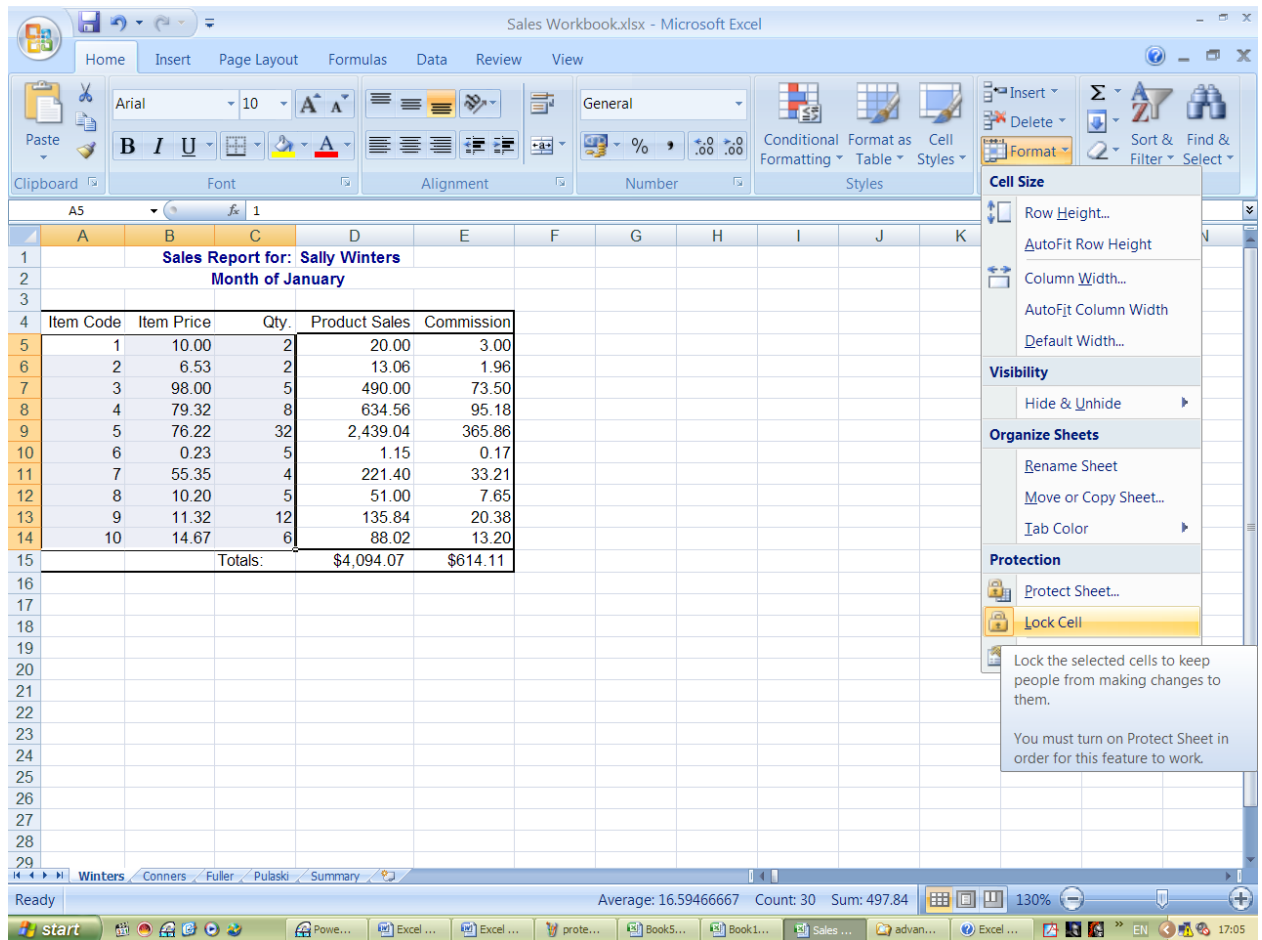


### Unlock Cells

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.

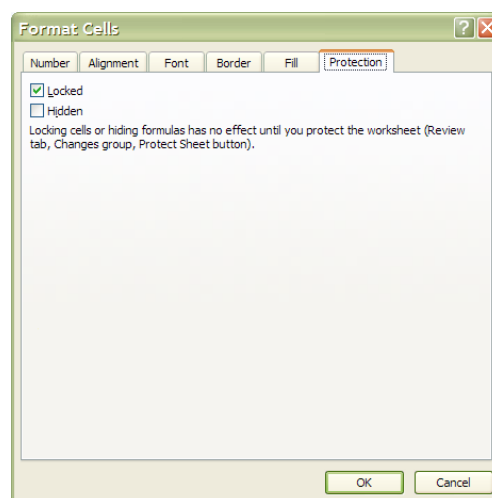
In the diagram below, you would need to unlock the selected cells so that when you protect the worksheet, those cells are accessible.






➤ To unlock cells:

Mouse



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

**OR**

- 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.
- Click the **FORMAT** button in the **CELLS** group on the **HOME** ribbon. (See picture on previous page)
- 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

- Ensure that the sheet you want to protect is the active sheet.
- 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.



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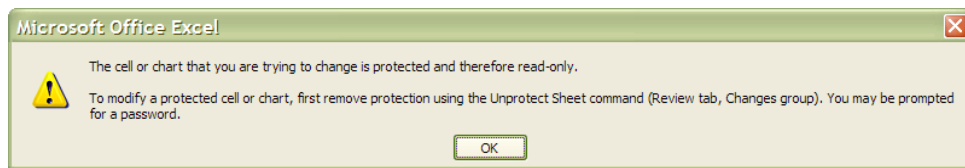
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*Record all passwords somewhere as data can be lost If you cannot remember them With worksheet protection active, only the unlocked cells are available to work with. If you try and type in a locked cell, the following warning appears:*



## 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

- Select the protected sheet.
- Click the **FORMAT** button in the **CELLS** group on the **HOME** ribbon. Click on **UNPROTECT SHEET**.
- 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.*

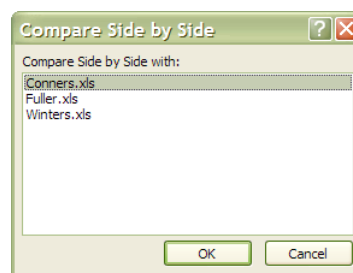
### View Worksheets Side By Side

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.

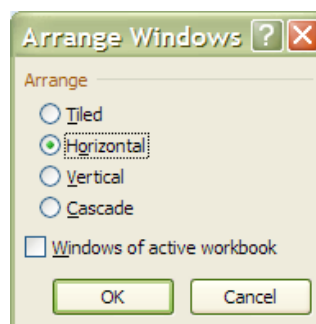


➤ To display worksheets side by side:

Mouse



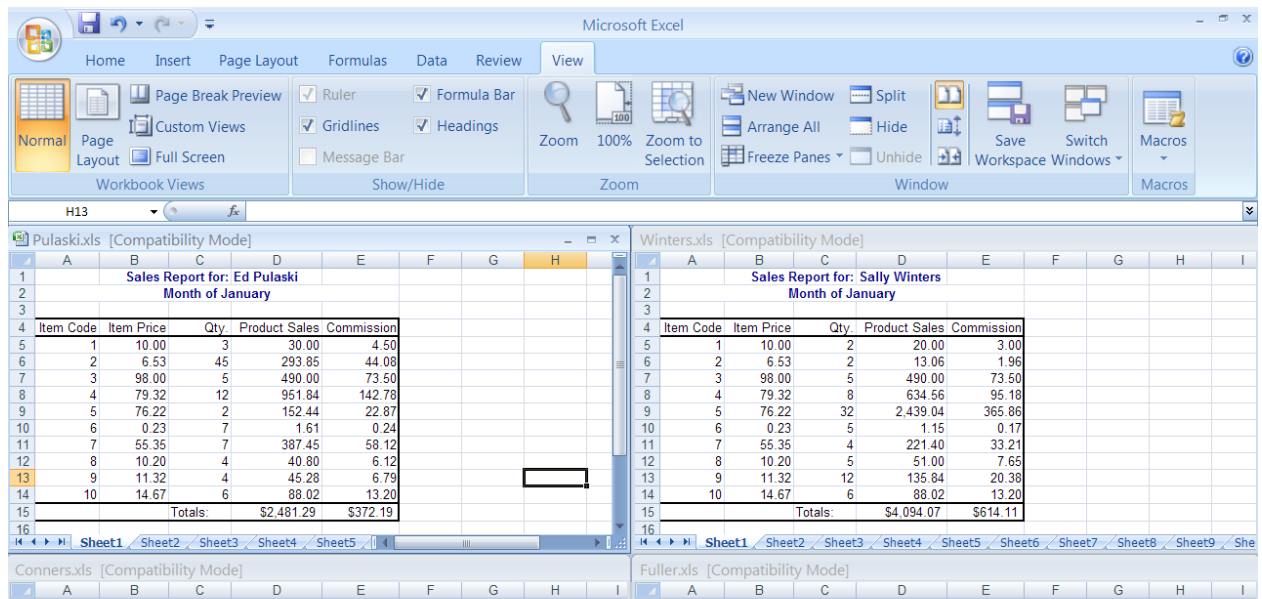
- Go to the **VIEW** ribbon and click on the **SIDE BY SIDE** button a dialog is launched
- Choose a file you wish to compare with and see side by side
- Click **OK**



- Repeat the above steps until you have a window for each worksheet.
- On the **VIEW** ribbon, click **Arrange all**. The **Arrange Windows** dialog box will appear:

- f) 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).
- g) 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.*



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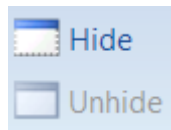
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➤ **To hide a window**

Mouse



- a) Select the window you wish to hide
- b) Go to the **VIEW** ribbon and click the **HIDE** button in the **WINDOW** group. The window is now hidden

➤ **To unhide a window**

Mouse

- a) Go to the **view** ribbon and click the **UNHIDE** button. In the **WINDOW** group a dialog is launched
- b) Choose window to unhide and click **OK**. The window reappears.

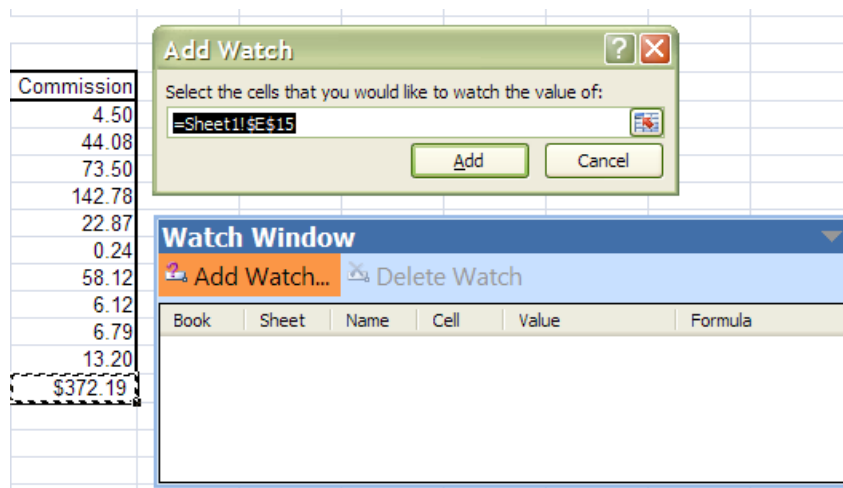
## Watch Window

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

- 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
- Click on **ADD WATCH**
- Select cell you wish to monitor
- Click on **ADD**
- 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

- Go to the **FORMULAS** ribbon and click on **WATCH WINDOW** in the **FORMULA AUDITING** group
- Select watch to delete
- Click on **DELETE WATCH** on watch window

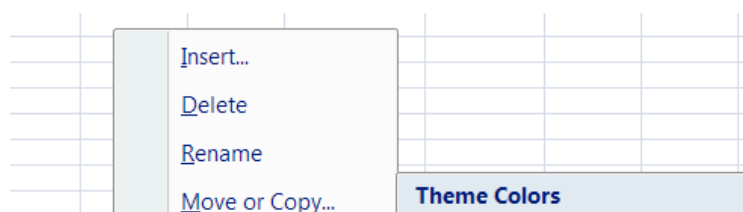


Watch Window					
Add Watch...		Delete Watch			
Book	Sheet	Name	Cell	Value	Formula
Pulaski...	Sheet1		E15	\$372.19	=SUM(E5:E14)

### Change Colour Of Worksheet Tab

➤ **To change the colour of a worksheet tab:**

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



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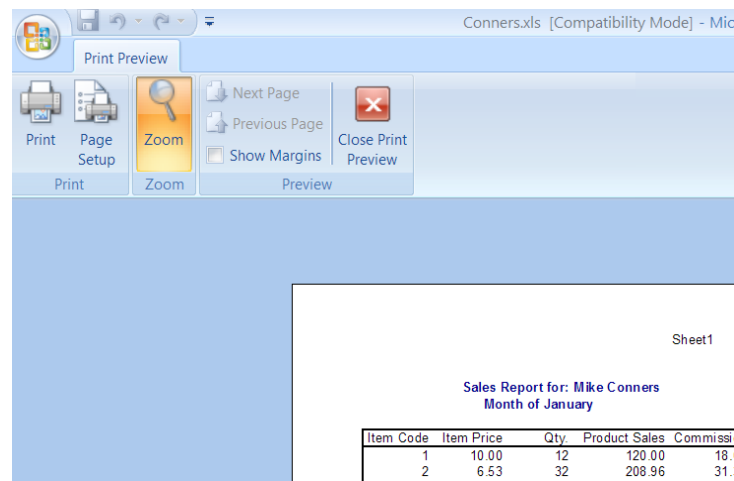
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## Section 9 Printing

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.




## 9.1 Print Review

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.

### ➤ To go to print preview

#### Mouse

- a) Click the worksheet that you want to preview before you print it.
- b)  Click the **MICROSOFT OFFICE BUTTON**, click the arrow next to **PRINT** and then click **PRINT PREVIEW**.

#### OR

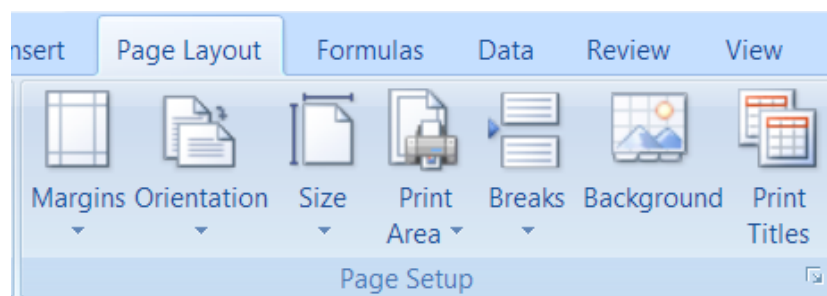
#### Keyboard

- a) Press [CTRL][F2]. On the **Print Preview** tab, do one or more of the following:
- b) To preview the next and previous page, in the **Preview** group, click **Next Page** and **Previous Page**.
- c) To view page margins, in the **Preview** group, select the **Show Margins** check box.
- d) 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.*

## 9.2 Page Setup

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.



## PAGE SETUP GROUP ON THE PAGE LAYOUT RIBBON

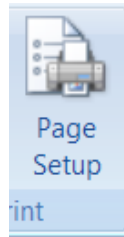
➤ To access the page setup dialog:

Mouse

- a)  Click the **DIALOG BOX LAUNCHER**. From **PAGE SETUP** group on the **PAGE LAYOUT** ribbon

OR

- a) If you are in the Print Preview window, click the **PAGE SETUP** button



## PAGE TAB

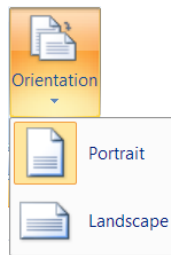
The **Page** tab allows you to set page orientation, scaling, paper size, print quality and a start number for page numbering.

Mouse

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

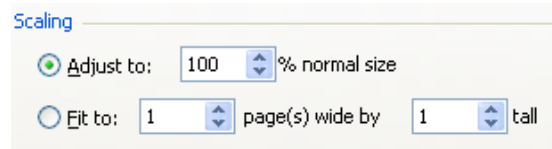
OR

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



## 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

- Access the Page Setup dialog and click the **PAGE** tab.
- 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.
- Click **OK** to close the dialog and save the setting – next time you access Print Preview, the new settings will be displayed.

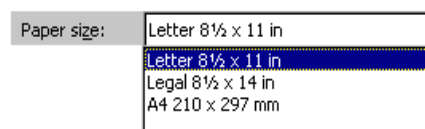
### ➤ To fit your printout to a number of pages:

#### Mouse

- Access the Page Setup dialog and click the **PAGE** tab.
- 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.
- Click **OK** to close the dialog and save the setting – next time you access Print Preview, the new settings will be displayed.

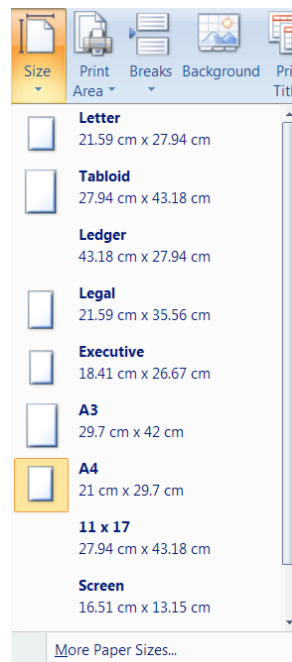
## PAPER SIZE

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

- Access the Page Setup dialog and click the **PAGE** tab.
- Click the drop-down list arrow to the right of the **PAPER SIZE** box and click the paper size you want.
- Click **OK** to close the dialog and save the setting – next time you access Print Preview, the new settings will be displayed.

OR

- 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

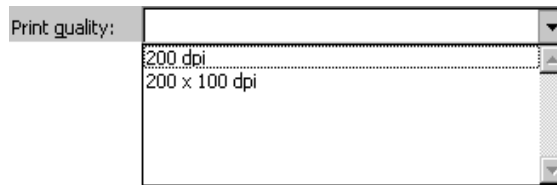
**PRINT QUALITY**

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

➤ **To change print quality:**Mouse

- Access the Page Setup dialog and click the **PAGE** tab.
- 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.

- c) 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

First page number:

Auto

- Access the Page Setup dialog and click the **PAGE** tab.
- Drag across the word Auto in the **FIRST PAGE NUMBER** box to select it. Type the number you want the



## Machen Sie die Zukunft sichtbar

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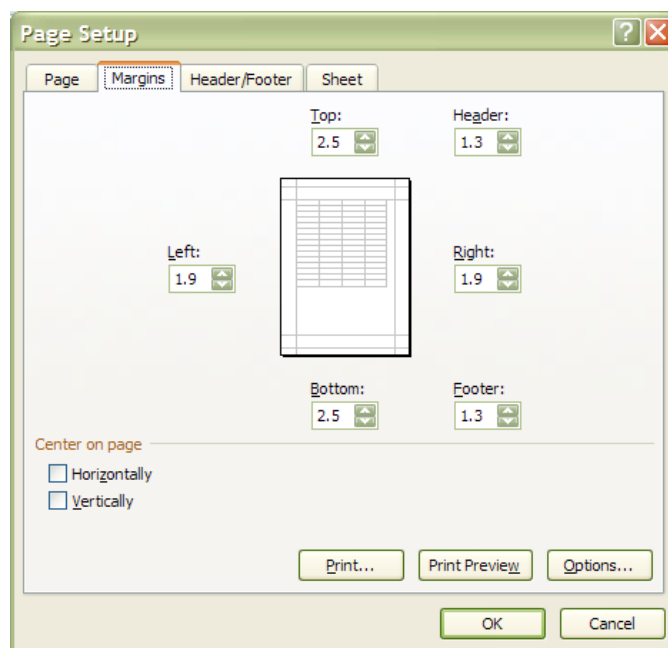


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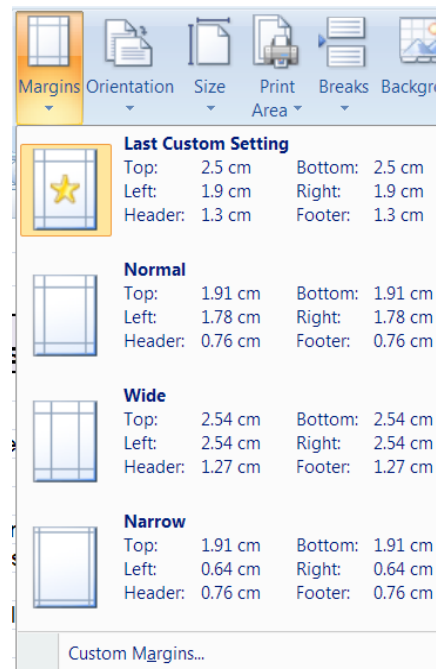
charta der vielfalt







## ➤ To change margins:

Mouse

- Access the Page Setup dialog and click the **MARGINS** tab. (above)
- 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.
- Click **OK** to close the dialog and save the settings – next time you access Print Preview, the new settings will be displayed.

OR

- 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
- Click on a set of margins and they will be set.

## ➤ To change header and footer position:

Mouse

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



- c) Click **OK** to close the dialog and save the settings – next time you access **PRINT PREVIEW**, the new settings will be displayed.

### 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).

Center on page

☐ Horizontally ☐ Vertically

#### ➤ To centre horizontally and vertically:

##### Mouse

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

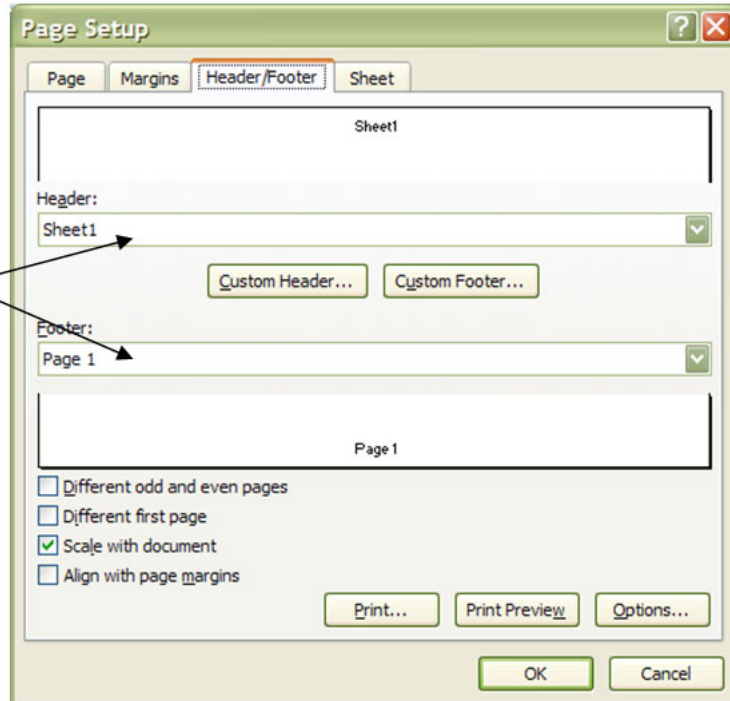
**SIEMENS**

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KREATIVE TEAMPLAYER  
NEUGIERDE  
OFFENHEIT  
INNOVATION ERFINDERGEIST  
ENGAGEMENT  
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Sample  
header  
and



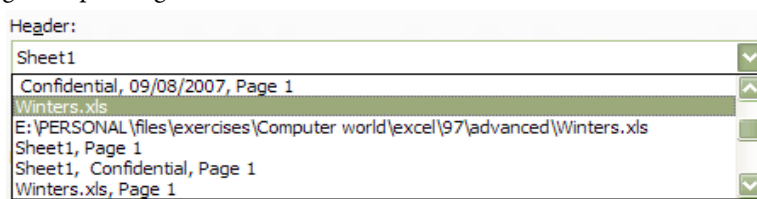
## **HEADER**

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

- a) Access the Page Setup dialog and click the **HEADER/FOOTER** tab.




## **OR**

- a) 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.
- b) 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:**

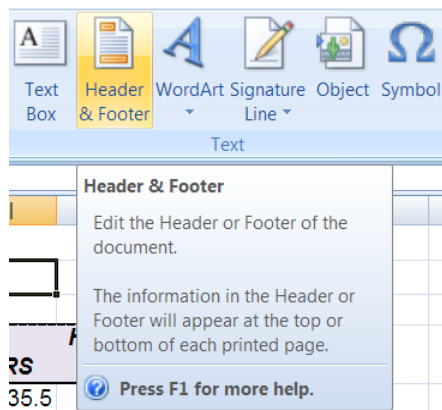
- a)  Click the **DIALOG BOX LAUNCHER**. From **PAGE SETUP** group on the **PAGE LAYOUT** ribbon, select the **HEADER/FOOTER** tab ,
- b) Click the drop-down list arrow to the right of the **FOOTER** box to view a list of predefined footers and click the one you want.
- c) Click **OK** to close the dialog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

## **New Methods For Headers And Footers In 2007**

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 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 (chart sheet: A sheet in a workbook that contains only a chart. A chart sheet is beneficial when you want to view a chart or a PivotChart report separately from worksheet data or a PivotTable report.), or for embedded charts (embedded chart: A chart that is placed on a worksheet rather than on a separate chart sheet. Embedded charts are beneficial when you want to view or print a chart or a PivotChart report with its source data or other information in a worksheet.), you can 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.

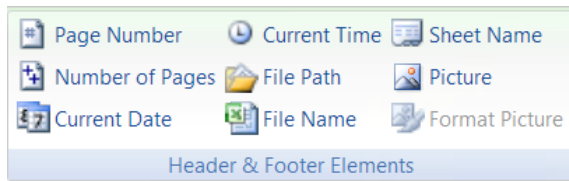
#### ► Add or change the header or footer text for a worksheet in Page Layout view

##### Mouse



- Click the worksheet to which you want to add headers or footers, or that contains headers or footers that you want to change.
- On the **INSERT** tab, in the **TEXT** group, click **HEADER & FOOTER**.
- Excel displays the worksheet in Page Layout view. You can also click Page Layout View on the status bar to display this view.

- d) 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:



- e) Type the text that you want.
- f) Insert a header or footer element if you from the **HEADER AND FOOTER ELEMENTS** group on the **DESIGN** ribbon.
- g) 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.
- h) To start a new line in a **HEADER OR FOOTER** text box, press **RETURN**.
- i) 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.
- j) To return to **NORMAL** view, click on the worksheet and then click on on the **NORMAL VIEW** button on the **VIEW** tab, in the **WORKBOOK VIEWS** group. You can also click **NORMAL** on the status bar.



Jonas von Malottki Finance Accounting IT Solutions, Deutschland (Stuttgart)  
 Hortense Denise Kirby HR Business Partner, USA (Dallas/Fort Worth)  
 Yu Chang Engineering Support Office, China (Peking)

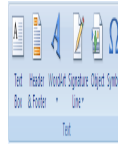
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- a) Click the chart sheet or embedded chart to which you want to add headers or footers, or that contains headers or footers that you want to change.
- b) On the **INSERT** tab, in the **TEXT** group, click **HEADER & FOOTER**. Excel displays the Page Setup dialog box.
- c) Click **CUSTOM HEADER** or **CUSTOM FOOTER**.
- d) 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.
- e) 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.
- f) To start a new line in a section box, press **RETURN**.
- g) 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 base a custom header or footer on an existing header or footer, click the header or footer in the Header or Footer box.*

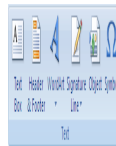




## Add A Predefined Header Or Footer

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

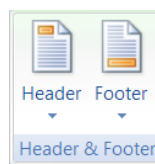


- Click the worksheet to which you want to add a predefined header or footer.
- On the **INSERT** tab, in the **TEXT** group, click **HEADER & FOOTER**.
-  Excel displays the worksheet in **PAGE LAYOUT** view. You can also click **PAGE LAYOUT VIEW** on the **STATUS BAR** to display this view.
- Click the left, center, or right header or footer text box at the top or at the bottom of the worksheet page.
- Clicking any text box selects the header or footer and displays the **HEADER AND FOOTER TOOLS**, on the **DESIGN** tab.
- On the **Design** tab, in the **HEADER & FOOTER** group, click **HEADER OR FOOTER**, and then click the predefined header or footer that you want.
-  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

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



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



## 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

- Click the worksheet for which you want to choose header and footer options.
- On the **INSERT** tab, in the **TEXT** group, click **Header & Footer**.
- Excel displays the worksheet in Page Layout view. You can also click Page Layout View on the status bar to display this view.
- Click the **LEFT**, **CENTER**, or **RIGHT** header or footer text box at the top or at the bottom of the worksheet page.
- Clicking any text box selects the **header or footer** and displays the Header and Footer Tools, adding the Design tab.
- On the **DESIGN** tab, in the **OPTIONS** group, **SELECT ONE OR MORE OF THE FOLLOWING**:

## Nehmen Sie die nächsten 50 Stufen Ihrer Karriereleiter doch gleich auf einmal.

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Und hier geht's direkt zu Ihren Top Jobs:























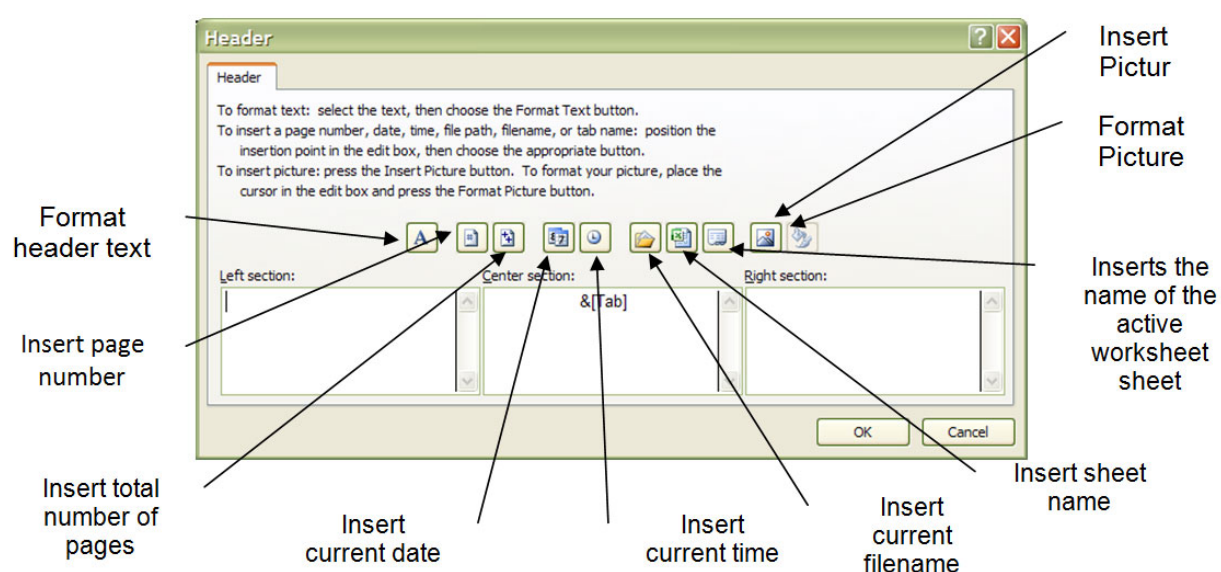



- Click the chart sheet or embedded chart to which you want to add a predefined header or footer.
- On the **INSERT** tab, in the **TEXT** group, click **HEADER & FOOTER**.
- Excel displays the Page Setup dialog box.
- To insert a different header or footer for odd pages on an odd page and for even pages on an even page, select the **DIFFERENT ODD & EVEN PAGES** check box.
- To remove headers and footers from the first printed page, select the **DIFFERENT FIRST PAGE** check box.
- 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.
- 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.

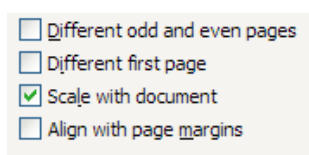
## CUSTOM HEADER AND FOOTER

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.

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.



## OTHER HEADER AND FOOTER SETTINGS



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.

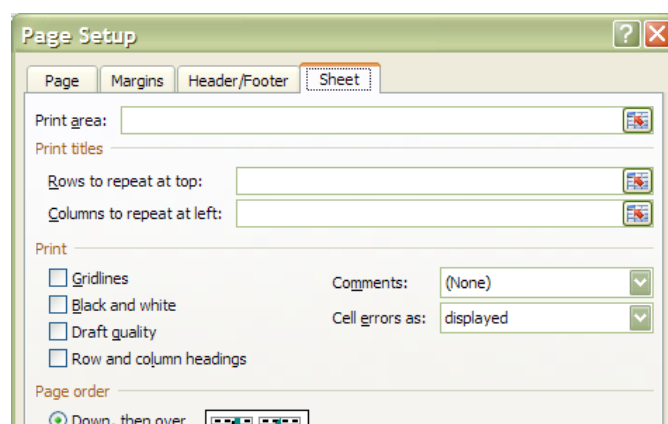
To remove headers and footers from the first printed page, select the **DIFFERENT FIRST PAGE** check box.

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.

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.



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**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.

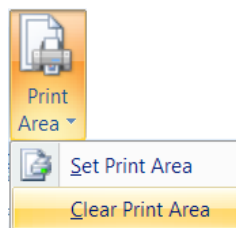


➤ **To set a Print Area:**

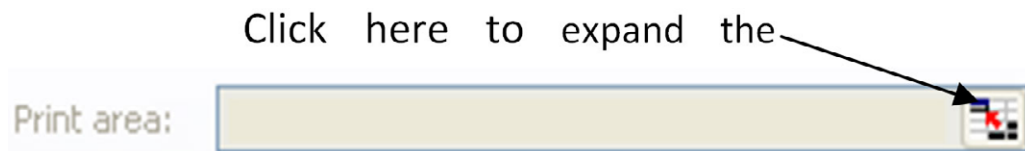
Mouse

- a)  Click the **DIALOG BOX LAUNCHER** From **PAGE SETUP** group on the **PAGE LAYOUT** ribbon, select the **SHEET** tab ,

OR



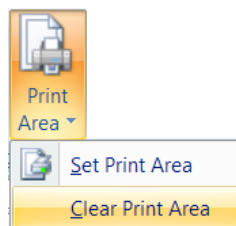
- a) Click on **PRINT AREA** From **PAGE SETUP** group on the **PAGE LAYOUT** ribbon and select **SET PRINT AREA**.
- b) Click the button on the right of the **PRINT AREA** box to collapse the **PAGE SETUP** dialog so that you can see the worksheet (see below):
- c) Select the cells you want to print and click the **EXPAND** button to go back to the **PAGE SETUP** dialog (see below):
- d) 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.




*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.*

➤ **To clear the Print Area:**

Mouse



- a)  Click the **DIALOG BOX LAUNCHER**. From **PAGE SETUP** group on the **PAGE LAYOUT** ribbon, select the **SHEET** tab, Click in the **PRINT AREA**, Delete the values.

OR

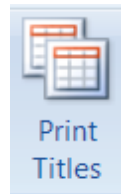
- a) Click on **PRINT AREA** From **PAGE SETUP** group on the **PAGE LAYOUT** ribbon and select **CLEAR PRINT AREA**.

*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.*



## 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:

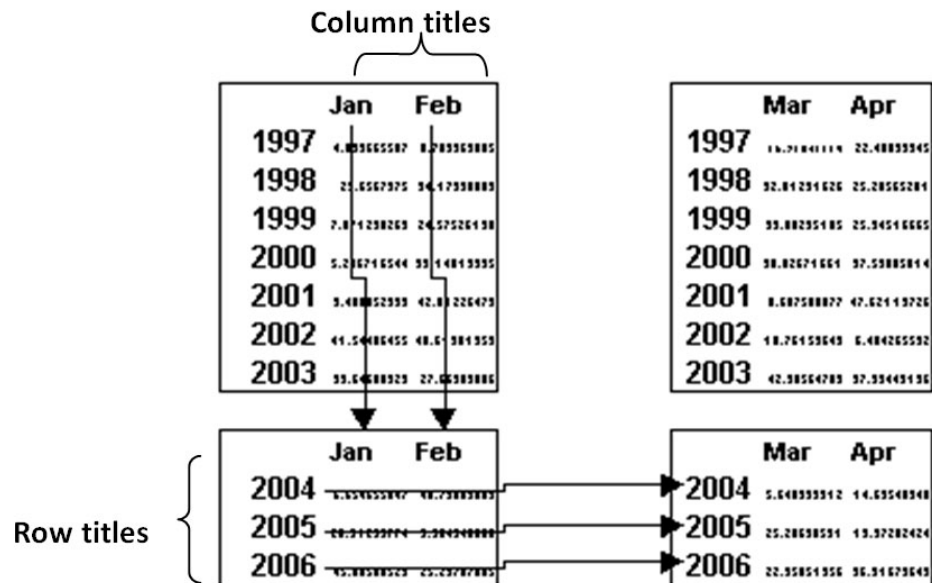
#### Mouse

- i. Access the **PAGE SETUP** dialog and click the **SHEET** tab.

#### OR

- a) 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

The advertisement features a large background image of four young people skateboarding on a paved area. In the top left corner, there is a blue speech bubble with the text "Consors bank !" and "by BNP PARIBAS" below it. In the top center, there is a section titled "Print titles" with a sub-header "DEINE SCHNITTSTELLE ZUM ERFOLG." Below this, there are two lines of text: "Rows to repeat at top: HIER BIST DU RICHTIG VERBUNDEN!" and "Columns to repeat at left:". In the bottom right corner, there is a white box with a blue border containing the text: "Die Consorsbank ist eine der führenden Direktbanken Europas. Lege jetzt als Werkstudent oder Praktikant bei uns den Grundstein für deine erfolgreiche Karriere." Below this box, there is a blue bar with the text: "Einfach online bewerben unter: [www.consorsbank.de/karriere](http://www.consorsbank.de/karriere)".



## 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	29.79618291	31.5679487
1998	5.5532686	12.88594292
1999	26.64647449	45.38839867
2000	34.78837974	3.485526287
2001	33.13133931	45.94711573
2002	21.78783482	45.72548671
2003	47.31158542	33.43548233

Worksheet with  
shading...



	Jan	Feb
1997	12.38663161	41.36586888
1998	26.7284874	37.26181565
1999	42.86441842	5.323785633
2000	17.82783755	4.336387261
2001	15.37855872	37.7882888
2002	49.5742868	36.42571537
2003	6.447811319	48.38388563

Would print like this.

### Gridlines

	Jan	Feb
1997	46.67336165	8.332364261
1998	26.26371884	38.17731166
1999	6.88847336	49.86282856
2000	6.357522338	21.58243452
2001	46.65463219	6.437722688
2002	7.332252895	48.67811267
2003	31.18688829	44.61621765

Worksheet with borders  
and shading...



	Jan	Feb
1997	46.58443118	22.37368835
1998	15.7328812	25.13556516
1999	11.31869439	3.788616485
2000	47.83378758	5.337138744
2001	26.48875583	15.42664853
2002	33.83188161	22.72342448
2003	28.22864148	1.842364278

Would print like this.

**Row headings**

	Jan	Feb
1997	42.78337332	18.32323818
1998	4.128343716	37.77818655
1999	19.35352337	28.23484521
2000	28.18172356	18.86313681
2001	32.47858646	11.96883618
2002	16.17328388	38.38243823
2003	5.952648233	1.633335237

→


	A	B	C
1		Jan	Feb
2	1997	26.38786551	17.16388771
3	1998	21.35717288	33.14284382
4	1999	33.31386368	17.55338832
5	2000	46.5824822	38.44781383
6	2001	16.87711336	42.47457674
7	2002	7.381471714	38.68872733
8	2003	48.57164812	17.81117786

Worksheet with row and column headings.

➤ To change Sheet tab Print settings:

Mouse

a) Access the Page Setup dialog and click the Sheet tab.





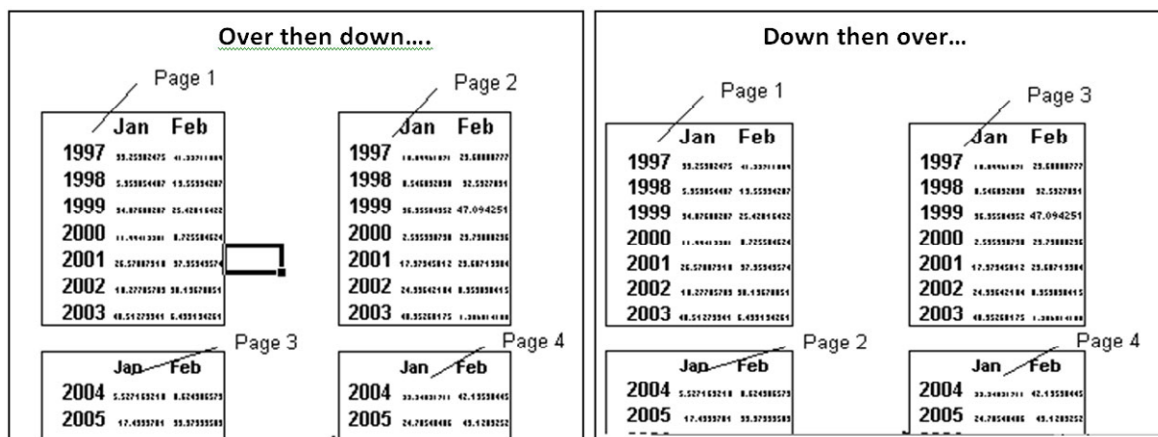
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➤ To change page order:

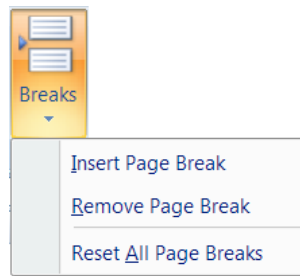
Mouse

- Access the Page Setup dialog and click the **SHEET** tab.
- Click the option button in the **PAGE ORDER** section for the order you want the pages numbered.
- 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

- Select the cell in column A below where you want the page break.
- 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

- Select the cell in row 1 to the right of where you want the page break.
- 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:

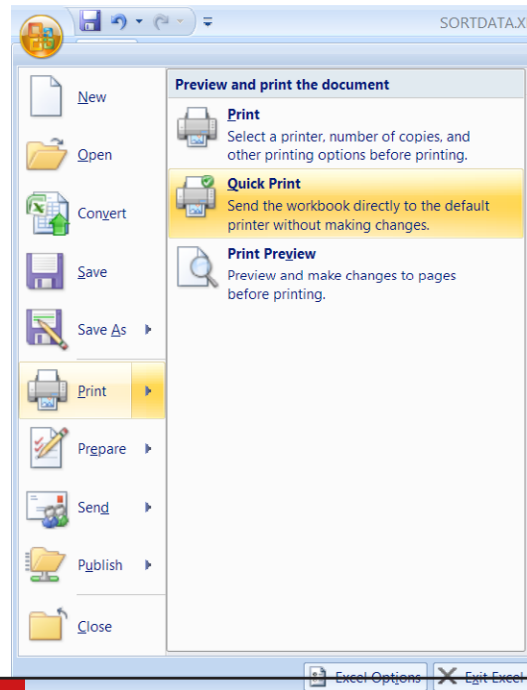
#### Mouse

- Select the cell immediately below and/or to the right of the page break.
- Choose breaks from the **PAGE SETUP** group on the **LAYOUT** ribbon then click **REMOVE PAGE BREAK**.  
The page break will be removed
- 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

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.



### Gemeinsam nachhaltig zum Erfolg.

Denn bei der REWE Group, einem der führenden Handels- und Touristikkonzerne Europas, ist Bewegung drin. Dafür sorgen unsere ca. 330.000 Mitarbeiter Tag für Tag: Sie liefern Tonnen von Waren, schicken Urlauber zu fernen Zielen oder verhandeln die günstigsten Preise. Sie halten die Welt am Laufen. Werden Sie Teil einer großen Gemeinschaft, die Großes bewirkt. Freuen Sie sich auf die Zusammenarbeit mit sympathischen Kollegen auf internationaler Ebene und erleben Sie, was Sie in unserer vielfältigen Marken- und Arbeitswelt bewegen können. Und durch individuelle Förderung bewegt sich auch Ihre Karriere, wohin immer Sie wollen.

**Was bewegen Sie?**

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[www.facebook.com/REWEGroupKarriere](https://www.facebook.com/REWEGroupKarriere)

## Du bewegst.

that you want to print.

OFFICE BUTTON, click the arrow next to PRINT and then click QUICK PRINT on the sheet directly to the printer

that you want to print.

OFFICE BUTTON, click the arrow next to PRINT, and then click PRINT this with settings for printing

**REWE** GROUP

**REWE**

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**PENNY.**

**toom!**  
DER BAUMARKT

**BILLA**

**MERKUR**

**BIPA**


**DER**  
Touristik

Keyboard

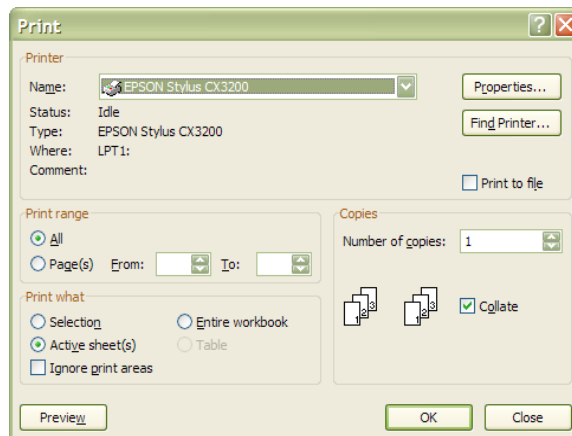
- a) Press [CTRL][P]. The Print dialog will appear; press [RETURN] to confirm the settings and launch the print. Excel will display a dialog telling you what is printing.

➤ To print a specific worksheet page or range of pages:

Mouse

- a)  Click the worksheet that you want to print.
- b) Click the **MICROSOFT OFFICE BUTTON**, click the arrow next to **PRINT**, and then click **PRINT** this will Launch a dialog box with settings for printing

OR




### Keyboard

- Press [CTRL][P].
- The following dialog box will appear:
- In the **PRINT RANGE** section of the dialog, click the **PAGES** option button. A cursor will appear in the **FROM** box to the right.
- Type in the page number that you want to start at in the **FROM** box and the end page number in the **TO** box. Click the **OK** button to launch the print.

### ➤ **To print the entire workbook:**

#### Mouse

-  Click the **MICROSOFT OFFICE BUTTON**, click the arrow next to **PRINT**, and then click **PRINT** this will Launch a dialog box with settings for printing


OR

### Keyboard

- Press [CTRL][P].
- Click the **ENTIRE WORKBOOK** option button in the **PRINT WHAT** section of the dialog.
- Click **OK** to launch the print.

➤ **To print the selection:**

Mouse


- Select the cells you want to print.
-  Click the **MICROSOFT OFFICE BUTTON**, click the arrow next to **PRINT**, and then click **PRINT** this will Launch a dialog box with settings for printing
- Click the **SELECTION** option button in the **PRINT WHAT** section of the dialog.
- Click **OK** to launch the print.

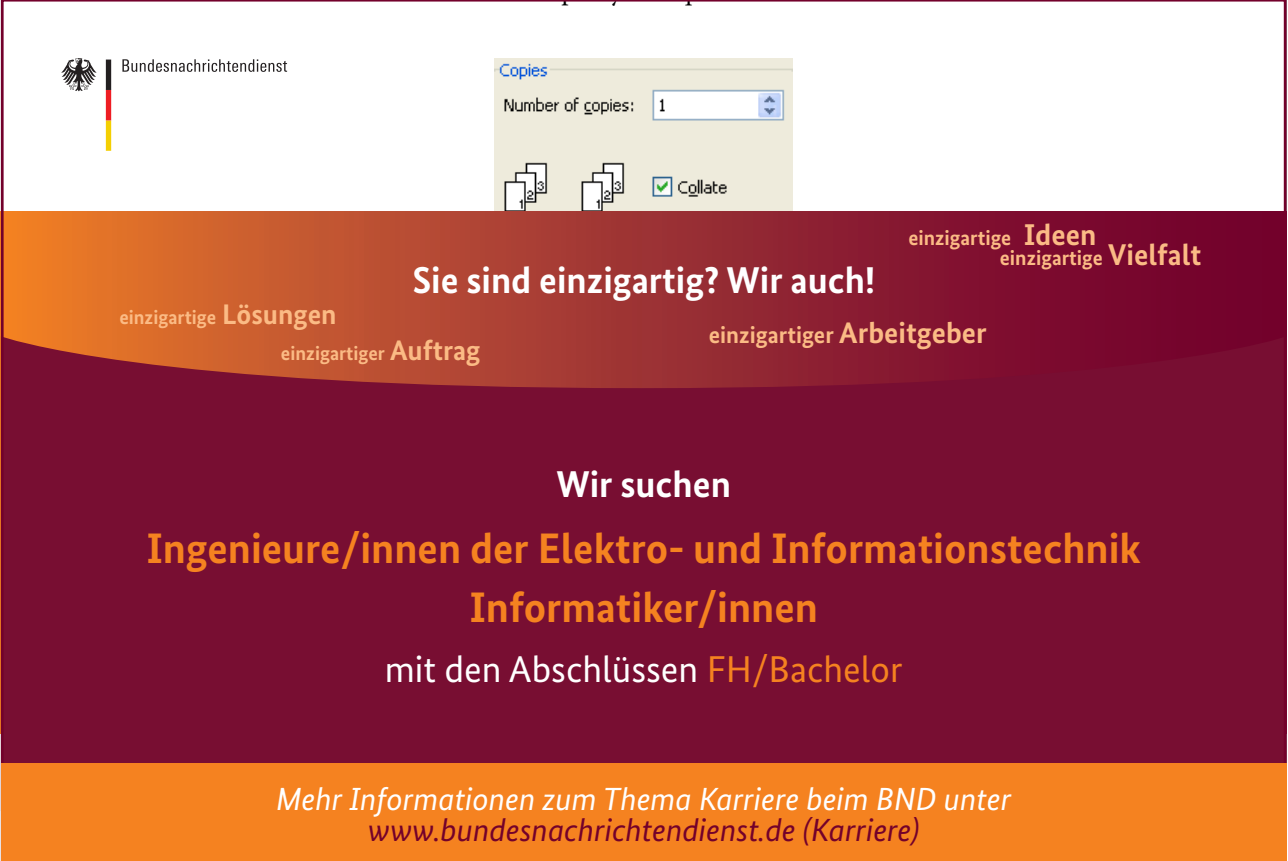
### Copies

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

-  Click the **MICROSOFT OFFICE BUTTON**, click the arrow next to **PRINT**, and then click **PRINT** this will Launch a dialog box with settings for printing
- In the **COPIES** section of the dialog, use the up and down arrows to the right of the **NUMBER OF COPIES** text box to set the number of copies you require.



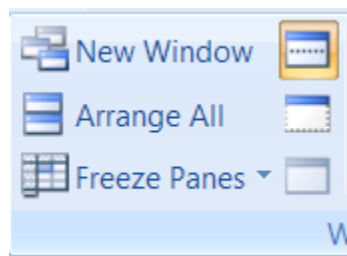
The image shows a screenshot of the 'Copies' dialog box in Microsoft Excel. The dialog box has a title bar 'Copies' and a 'Number of copies' field set to '1'. Below this, there are icons for 'Collate' (checked) and 'Uncollate' (unchecked). The background of the image is a recruitment advertisement for the Bundesnachrichtendienst (BND). The ad features the BND logo and text in German: 'Sie sind einzigartig? Wir auch!', 'Wir suchen Ingenieure/innen der Elektro- und Informationstechnik, Informatiker/innen mit den Abschlüssen FH/Bachelor', and 'Mehr Informationen zum Thema Karriere beim BND unter www.bundesnachrichtendienst.de (Karriere)'.



# Section 10 Manipulating Large Worksheets

## 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.



➤ **To split the screen horizontally:**

Mouse

- a) 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.
- b) 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

- a) 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 on the previous page.
- b) 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.
- c) 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

- a)  Go to the **WINDOW** group on the **VIEW** ribbon and click on the **SPLIT** button
- b) 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

- a) Position the mouse over the split.
- b) 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**

- a)  Go to the **WINDOW** group on the **VIEW** ribbon and click on the **SPLIT** button

## Freeze Panes

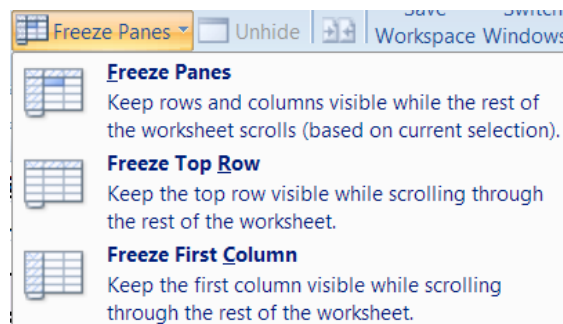
When you want certain rows or columns to remain static on screen while you scroll down or across data on a worksheet, you can use freeze panes.

Freeze  
Lines

	A	B	C	
1		Jan	Feb	Mar
2	Britain	£ 1,019.93	£ 1,162.56	£ 1
3	France	£ 1,734.05	£ 1,901.87	£ 1
4	Germany	£ 1,241.52	£ 1,333.16	£ 1
5	Germany	£ 1,230.07	£ 1,107.06	£ 1

➤ To freeze panes:

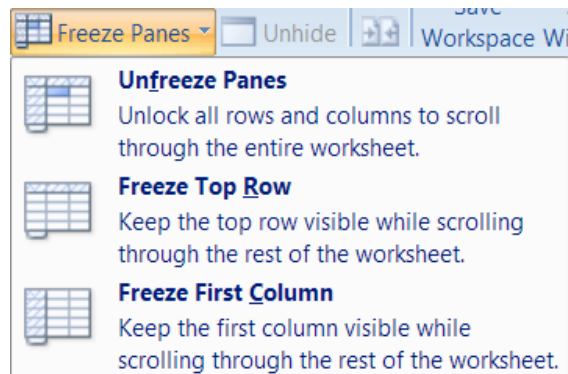
Mouse



- Select the cell below and to the right of the cells you want to freeze.
- Go to the **WINDOW** group on the **VIEW** ribbon and click on the **FREEZE PANES** button
- 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

- Go to the **WINDOW** group on the **VIEW** ribbon and click on the **FREEZE PANES** button
- 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.

➤ To :  
Mouse

OR

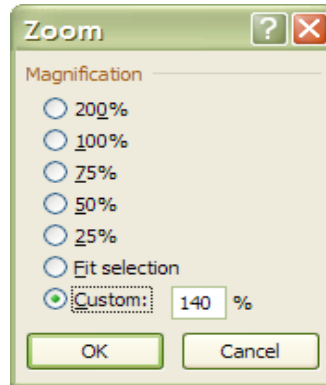
Auszug unserer Referenzen:

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

open.

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**EITHER**

- a) Choose a **PERCENTAGE** from the dialog box
- b) Click **OK** to apply the zoom and close the dialog.

**OR**

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

# Section 11 Sorting & Subtotalling Data

## 11.1 Lists

Excel's tabular layout makes it an ideal tool to use for managing lists of data. There are many commands that you can use to manipulate list data, which are described in this section, however, before discussing those, it is worth reviewing the best way to lay out a list in Excel.

Do

**MAKE THE FIRST ROW OF YOUR LIST THE COLUMN HEADINGS THAT DESCRIBE THE DATA.**

Do Not

**USE AMBIGUOUS WORDS AS COLUMN HEADINGS (E.G. SUM, SUBTOTAL) AS EXCEL MAY CONFUSE THEM WITH FUNCTIONS OR NAMES THAT YOU HAVE DEFINED.**

**USE PUNCTUATION IN COLUMN HEADINGS.**

**LEAVE A GAP BETWEEN THE COLUMN HEADINGS AND THE FIRST ROW OF DATA.**

**Leave blank rows between list data.**

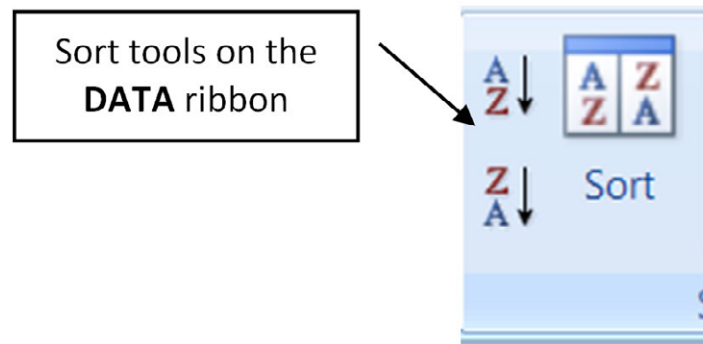
## 11.2 Sorting List Data



Where you have lists with lots of columns and rows, you may need to sort by more than one column. For example the list of orders below has been sorted by customer, within the customer grouping, you may want to sort by Product and then by Salesperson.

Quick Sort

➤ **To use a quick sort**

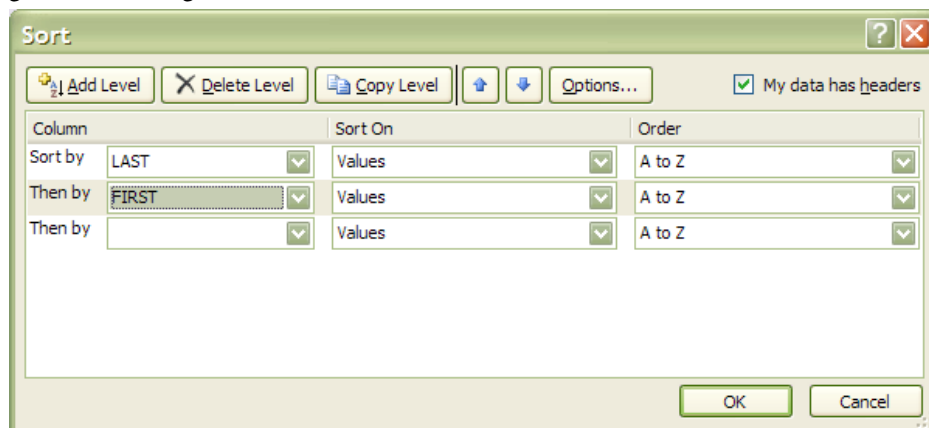
Mouse

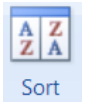


- Click in the column you wish to sort by
- DO NOT HIGHLIGHT ANY DATA**
- Go to the **DATA** ribbon and the **SORT & FILTER** group.
- Click on the **QUICK SORT** buttons ascending  or descending 
- Data should now be sorted

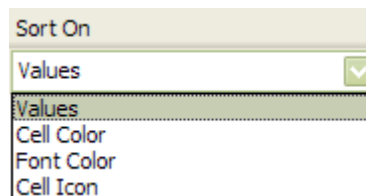
### Multi Level Sort

- To sort using the Sort dialog:



Mouse

- a) Click in the middle of the list you want to sort.
- b) Go to the **DATA** ribbon and the **SORT & FILTER** group. And click on the **SORT** button
- c) Excel recognises the column headings from your list and allows you to pick them from drop-down list boxes in the dialog.
- d) Choose the column you wish to sort by from the drop down box in the column section



- e) If you have various formats on your cells you can sort on more than just the value click on drop down arrow to see further options
- f) Set **ASCENDING** or **DESCENDING** order for the sort by clicking the relevant option.



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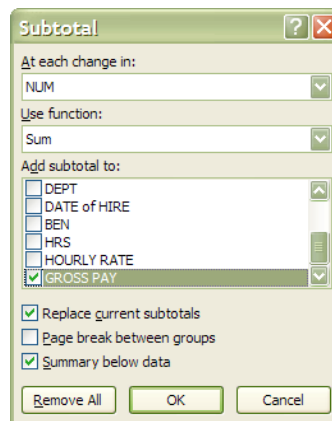
### Organising The List For Subtotals

When you issue the subtotals command, Excel will need to know where to add the subtotals in. In the example below, if you wanted to see subtotals for the revenue generated per product, you would first need to sort the list into Product order. Similarly, if you wanted to see how much each salesperson had sold; you would sort the list by Salesperson before adding the subtotals in.

Date	Price	Product	Quantity	Customer	Salesperson	Total
01/01/97	1.75	Gimlet	25	Barkers	Tom	43.75
03/01/97	1.50	Widget	25	Barkers	Eleanor	37.5
05/01/97	1.50	Widget	55	Barkers	Carol	82.5
07/01/97	1.75	Gimlet	25	Barkers	David	43.75
13/01/97	1.75	Gimlet	50	Barkers	Tom	87.5
17/01/97	5.00	Ratchet	20	Barkers	Carol	100
19/01/97	0.40	Wing Nut	225	Barkers	Eleanor	90
26/03/97	5.00	Ratchet	65	Barkers	Caroline	325
03/04/97	4.75	Sprocket	20	Barkers	Caroline	95
07/04/97	5.00	Ratchet	70	Barkers	David	350
13/04/97	4.75	Sprocket	10	Barkers	Tom	47.5
23/04/97	5.00	Ratchet	40	Barkers	Sharon	200
25/04/97	4.75	Sprocket	30	Barkers	Elliott	142.5
29/04/97	1.75	Gimlet	25	Barkers	Elliott	43.75
11/01/97	1.75	Gimlet	70	Dingles	Eleanor	122.5
29/01/97	5.00	Ratchet	55	Dingles	Eleanor	275

➤ **To add subtotals to a list:**

Mouse



- a) Once you have sorted the list, choose **SUBTOTALS** from the **OUTLINE** group on the **DATA** ribbon. The following dialog box will appear:
- b) Click the drop-down list arrow to the right of the 'at each change in' box to display your column headings. Pick the heading according to which column you have used to group the data.
- c) Click the drop-down list arrow to the right of the Use function box to display a list of functions you can use to summarise data in your list. Click the function that you want.
- d) Use the scroll arrows in the Add subtotal to list to set which columns you want to add the subtotals to. Check the box next to the column to subtotal. You can add subtotals to more than one column.
- e) Set options for the new subtotals using the check boxes at the bottom of the dialog.
- f) If you want each subtotalled group on a separate page, check Page Break between groups.
- g) Summary below detail adds subtotals and an overall total **BELOW** the groups of data rather than above.
- h) Replace current subtotals ensures that the new subtotals overwrite any existing ones.
- i) Click **OK** to apply the subtotals.

Date	Price	Product	Quantity	Customer	Salesperson	Total
13/01/97	1.75	Gimlet	50	Barkers	Tom	87.5
01/01/97	1.75	Gimlet	25	Barkers	Tom	43.75
07/01/97	1.75	Gimlet	25	Barkers	David	43.75
08/03/97	1.75	Gimlet	75	House of Fraser	Carol	131.25
27/01/97	1.75	Gimlet	25	House of Fraser	Caroline	43.75
28/03/97	1.75	Gimlet	15	House of Fraser	David	26.25
07/04/97	5.00	Ratchet	70	Barkers	David	350
14/03/97	5.00	Ratchet	60	Dingles	David	300
20/02/97	5.00	Ratchet	35	House of Fraser	Eleanor	175
17/04/97	5.00	Ratchet	25	House of Fraser	Elliott	125
20/03/97	5.00	Ratchet	10	House of Fraser	Eleanor	50
25/04/97	4.75	Sprocket	30	Barkers	Elliott	142.5
03/04/97	4.75	Sprocket	20	Barkers	Caroline	95
13/04/97	4.75	Sprocket	10	Barkers	Tom	47.5
09/04/97	4.75	Sprocket	60	Dingles	Carol	285
30/03/97	4.75	Sprocket	25	Dingles	David	118.75
28/02/97	4.75	Sprocket	10	Dingles	Sharon	47.5
05/04/97	4.75	Sprocket	150	House of Fraser	Elliott	712.5
09/01/97	4.75	Sprocket	100	House of Fraser	Tom	475
16/02/97	4.75	Sprocket	60	House of Fraser	Caroline	285
05/01/97	1.50	Widget	55	Barkers	Carol	82.5

### Example:

- To insert the subtotals shown above:-

	A	B	C	D	E	F	G	H	I
1	Date	Price	Product	Quantity	Customer	Salesperson	Total		
2	13/01/97	1.75	Gimlet	50	Barkers	Tom	87.5		
3	01/01/97	1.75	Gimlet	25	Barkers	Tom	43.75		
4	07/01/97	1.75	Gimlet	25	Barkers	David	43.75		
5	08/03/97	1.75	Gimlet	75	House of Fraser	Carol	131.25		
6	27/01/97	1.75	Gimlet	25	House of Fraser	Caroline	43.75		
7	28/03/97	1.75	Gimlet	15	House of Fraser	David	26.25		
8			<b>Gimlet Total</b>				376.25		Gimlet subtotal
9	07/04/97	5.00	Ratchet	70	Barkers	David	350		
10	14/03/97	5.00	Ratchet	60	Dingles	David	300		
11	20/02/97	5.00	Ratchet	35	House of Fraser	Eleanor	175		
12	17/04/97	5.00	Ratchet	25	House of Fraser	Elliott	125		
13	20/03/97	5.00	Ratchet	10	House of Fraser	Eleanor	50		
14			<b>Ratchet Total</b>				1000		Ratchet subtotal
15	25/04/97	4.75	Sprocket	30	Barkers	Elliott	142.5		
16	03/04/97	4.75	Sprocket	20	Barkers	Caroline	95		
17	13/04/97	4.75	Sprocket	10	Barkers	Tom	47.5		
18	05/04/97	4.75	Sprocket	150	House of Fraser	Elliott	712.5		
19	09/01/97	4.75	Sprocket	100	House of Fraser	Tom	475		
20	16/02/97	4.75	Sprocket	60	House of Fraser	Caroline	285		
21			<b>Sprocket Total</b>				1757.5		Sprocket subtotal

- Sort the list by **PRODUCT**. Choose **DATA** ribbon, **SUBTOTALS**.
- At each change in **PRODUCT**, Use function **SUM**, Add subtotal to **TOTAL**

### Summarising A Subtotalled List

Once you have added subtotals to a list, Excel gives you tools for collapsing the list so that you only see the grand total or subtotals. The outline symbols that appear to the left of the row numbers allow you to hide and show detail rows as needed.

•	9	07/04/97	5.00	Ratchet	70	Barkers	David	350
•	10	14/03/97	5.00	Ratchet	60	Dingles	David	300
•	11	20/02/97	5.00	Ratchet	35	House of Fraser	Eleanor	175
•	12	17/04/97	5.00	Ratchet	25	House of Fraser	Elliott	125
•	13	20/03/97	5.00	Ratchet	10	House of Fraser	Eleanor	50
-	14			<b>Ratchet Total</b>				1000

➤ **To hide detail for a group:**

Mouse

- a) Click the minus symbol that appears to the left of the row number where the grand/subtotal sits. All bracketed rows will be hidden.

Outline symbol	•	2	13/01/97	1.75	Gimlet	50	Barkers	Tom	87.5
	•	3	01/01/97	1.75	Gimlet	25	Barkers	Tom	43.75
	•	4	07/01/97	1.75	Gimlet	25	Barkers	David	43.75
	•	5	08/03/97	1.75	Gimlet	75	House of Fraser	Carol	131.25
	•	6	27/01/97	1.75	Gimlet	25	House of Fraser	Caroline	43.75
	•	7	28/03/97	1.75	Gimlet	15	House of Fraser	David	26.25
	-	8			Gimlet Total				376.25
	+	14			Ratchet Total				1000

*You can see where the hidden rows are because the outline symbol displays a plus sign.*

➤ **To show detail for a group:**

Mouse

- a) Click the plus symbol that appears to the left of the row number where the grand total/subtotal sits. All hidden rows will reappear.



## Show And Hide By Level

When you add subtotals to a list, Excel gives you an overall total and subtotals per groups of sorted data. In the outline, Excel numbers these levels 1 for the grand total, 2 for the subtotals and 3 for the detail.

The numbers appear above the outline symbols and can be used to collapse and expand the rows by level.

### ► To show only an overall total:

Mouse

1	2	3		A	B	C	D	E	F	G
	1			Date	Price	Product	Quantity	Customer	Salesperson	Total
+	38					Grand Total				4519.8

- a) Click the button marked **1** above the outline symbols. To show only totals:

Mouse

- a) Click the button marked **2** above the outline symbols.

1	2	3		A	B	C	D	E	F	G
	1			Date	Price	Product	Quantity	Customer	Salesperson	Total
+	8					Gimlet Total				376.25
+	14					Ratchet Total				1000
+	21					Sprocket Total				1757.5
+	30					Widget Total				1110
+	37					Wing Nut Total				276
-	38					Grand Total				4519.8

### ► To show all:

Mouse

- a) Click the button marked **3** above the outline symbols.

	1	2	3		A	B	C	D	E	F	G
	1	Date	Price	Product	Quantity	Customer	Salesperson	Total			
•	2	13/01/97	1.75	Gimlet	50	Barkers	Tom	87.5			
•	3	01/01/97	1.75	Gimlet	25	Barkers	Tom	43.75			
•	4	07/01/97	1.75	Gimlet	25	Barkers	David	43.75			
•	5	08/03/97	1.75	Gimlet	75	House of Fraser	Carol	131.25			
•	6	27/01/97	1.75	Gimlet	25	House of Fraser	Caroline	43.75			
•	7	28/03/97	1.75	Gimlet	15	House of Fraser	David	26.25			
-	8			<b>Gimlet Total</b>							376.25
•	9	07/04/97	5.00	Ratchet	70	Barkers	David	350			
•	10	14/03/97	5.00	Ratchet	60	Dingles	David	300			
•	11	20/02/97	5.00	Ratchet	35	House of Fraser	Eleanor	175			
•	12	17/04/97	5.00	Ratchet	25	House of Fraser	Elliott	125			
•	13	20/03/97	5.00	Ratchet	10	House of Fraser	Eleanor	50			
-	14			<b>Ratchet Total</b>							1000
•	15	25/04/97	4.75	Sprocket	30	Barkers	Elliott	142.5			

## Remove Subtotals

If you want to remove subtotals from a list, you can use the Remove subtotals command.

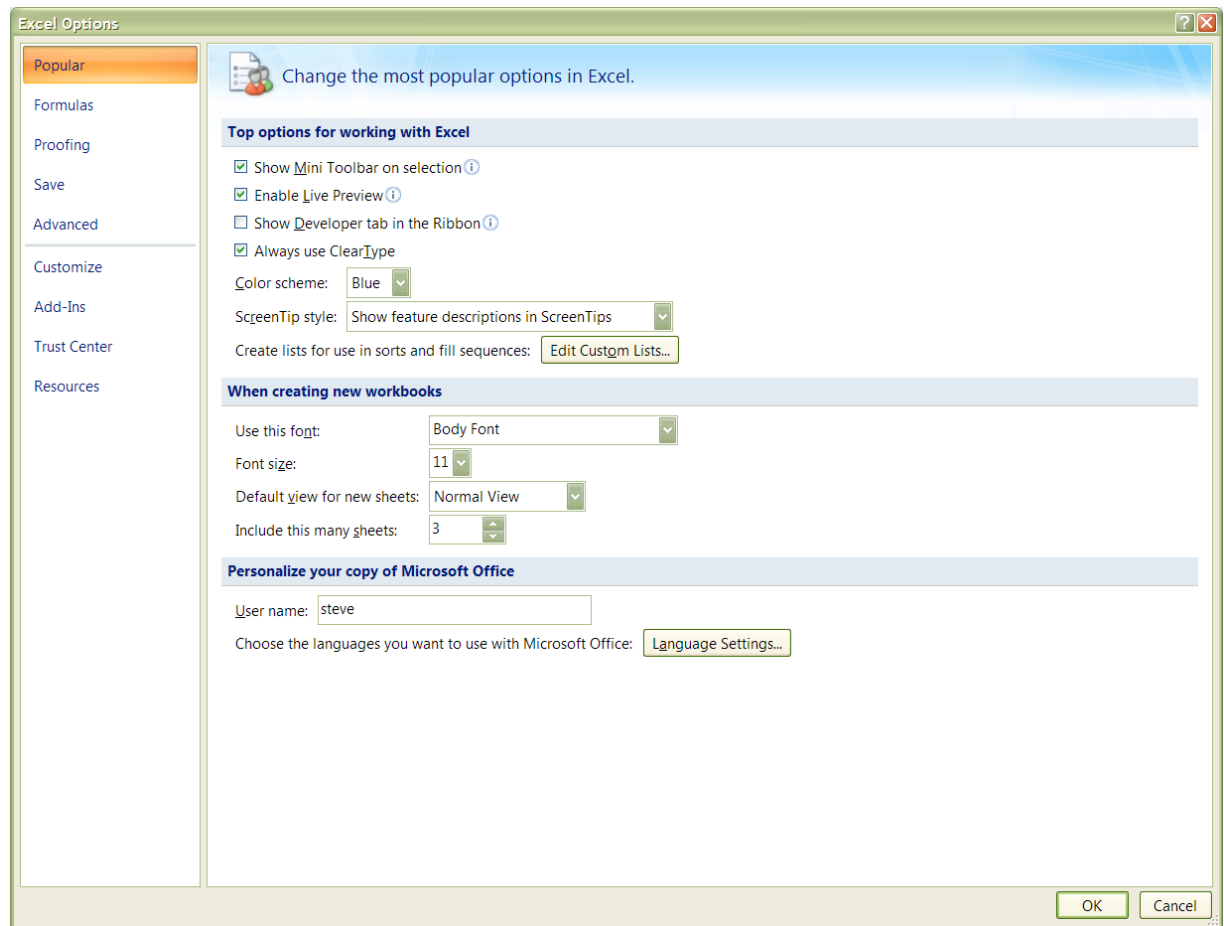
### ► To remove subtotals:

#### Mouse

- Click in the list with the subtotals
- Choose subtotals from the Data ribbon. From the resulting dialog box, click the **REMOVE ALL** button. Any totals and outlines will disappear.

# Section 12 Customising Excel

## 12.1 Set Excel Options



OPTIONS ARE SET VERY DIFFERENTLY IN EXCEL 2007



Click the **Microsoft Office BUTTON**, Click the **excel options** button to open the dialog box above

### Popular

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

Clicking the language settings button allows the setting of the default language not just for excel but for all the office programmes

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

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

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

 Change options related to formula calculation, performance, and error handling.

---

**Calculation options**

Workbook Calculation ⓘ

- ☒ Automatic
- ☐ Automatic except for data tables
- ☐ Manual

☒ Recalculate workbook before saving

☐ Enable iterative calculation

Maximum Iterations: 100

Maximum Change: 0.001

---


**Working with formulas**

- ☐ R1C1 reference style ⓘ
- ☒ Formula AutoComplete ⓘ
- ☒ Use table names in formulas
- ☒ Use GetPivotData functions for PivotTable references

---

**Error Checking**

☒ Enable background error checking

Indicate errors using this color: 

[Reset Ignored Errors](#)




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 Change how Excel corrects and formats your text.

**AutoCorrect options**

Change how Excel corrects and formats text as you type: [AutoCorrect Options...](#)

**When correcting spelling in Microsoft Office programs**

☒ Ignore words in UPPERCASE

☒ Ignore words that contain numbers

☒ Ignore Internet and file addresses

☒ Flag repeated words

☐ Enforce accented uppercase in French

☐ Suggest from main dictionary only

[C](#)ustom Dictionaries...

French modes: [Traditional and new spellings](#) ▼

Dictionary language: [English \(U.K.\)](#) ▼

## 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

**Customize how workbooks are saved.**

**Save workbooks**

Save files in this format: Excel Workbook (\*.xlsx)

☒ Save AutoRecover information every 10 minutes

AutoRecover file location: C:\Documents and Settings\Steve\Application Data\Microsoft\Excel\

Default file location: E:\PERSONAL

**AutoRecover exceptions for:** SORTDATA.XLS

☐ Disable AutoRecover for this workbook only

**Offline editing options for document management server files**

Save checked-out files to:

- ☒ The server drafts location on this computer
- ☐ The web server

Server drafts location: E:\PERSONAL\SharePoint Drafts\ Browse...

**Preserve visual appearance of the workbook**

Choose what colors will be seen in previous versions of Excel: Colors...

## Save


**Save** is an important sheet since excel 2007 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.

## Resources

This sheet is useful to get updates for office (you do need to be online) and to run the office diagnostics if you encounter errors with the way office works (you will need your original installation disc)

 Contact Microsoft, find online resources, and maintain health and reliability of your Microsoft Office programs

<b>get updates</b> Get the latest updates available for Microsoft Office.	<a href="#">Check for Updates</a>
<b>run Microsoft Office Diagnostics</b> Diagnose and repair problems with your Microsoft Office programs.	<a href="#">Diagnose</a>
<b>contact us</b> Let us know if you need help, or how we can make Microsoft Office better.	<a href="#">Contact Us</a>
<b>activate Microsoft Office</b> Activation is required to continue using all the features in this product.	<a href="#">Activate</a>
<b>go to Microsoft Office Online</b> Get free product updates, help, and online services at Microsoft Office Online.	<a href="#">Go Online</a>
<b>about Microsoft Office Excel 2007</b> Microsoft® Office Excel® 2007 (12.0.4518.1014) MSO (12.0.4518.1014)	<a href="#">About</a>

 Advanced options for working with Excel.

**Editing options**

- ☒ After pressing Enter, move selection  
Direction: Down
- ☐ Automatically insert a decimal point



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Bank aus Verantwortung **KfW**

**Formulas**☒ Enable multi-threaded calculation

Number of calculation threads




☒ Use all processors on this computer: 1☐ Manual 1**When calculating this workbook:** SORTDATA.XLS☒ Update 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 update automatic links☐ Show add-in user interface errors☒ Scale content for A4 or 8.5 x 11" paper sizes


At startup, open all files in:

Web Options...

Service Options...

**Display**

Show this number of Recent Documents: 17   

Ruler units: Default Units 

☒ Show all windows in the Taskbar

☒ Show formula bar

☒ Show function ScreenTips

☒ Show chart element names on hover



☒ Show data point values on hover

For cells with comments, show:

☐ No comments or indicators

☒ Indicators only, and comments on hover

☐ Comments and indicators

**Display options for this workbook:**  SORTDATA.XLS 

☒ Show horizontal scroll bar

☒ 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:**  Payroll 

☒ Show row and column headers


☐ Show formulas in cells instead of their calculated results

☒ Show page breaks



☒ Show a zero in cells that have zero value

☒ Show outline symbols if an outline is applied

**Lotus compatibility**

Microsoft Office Excel menu key: / 

☐ Transition navigation keys

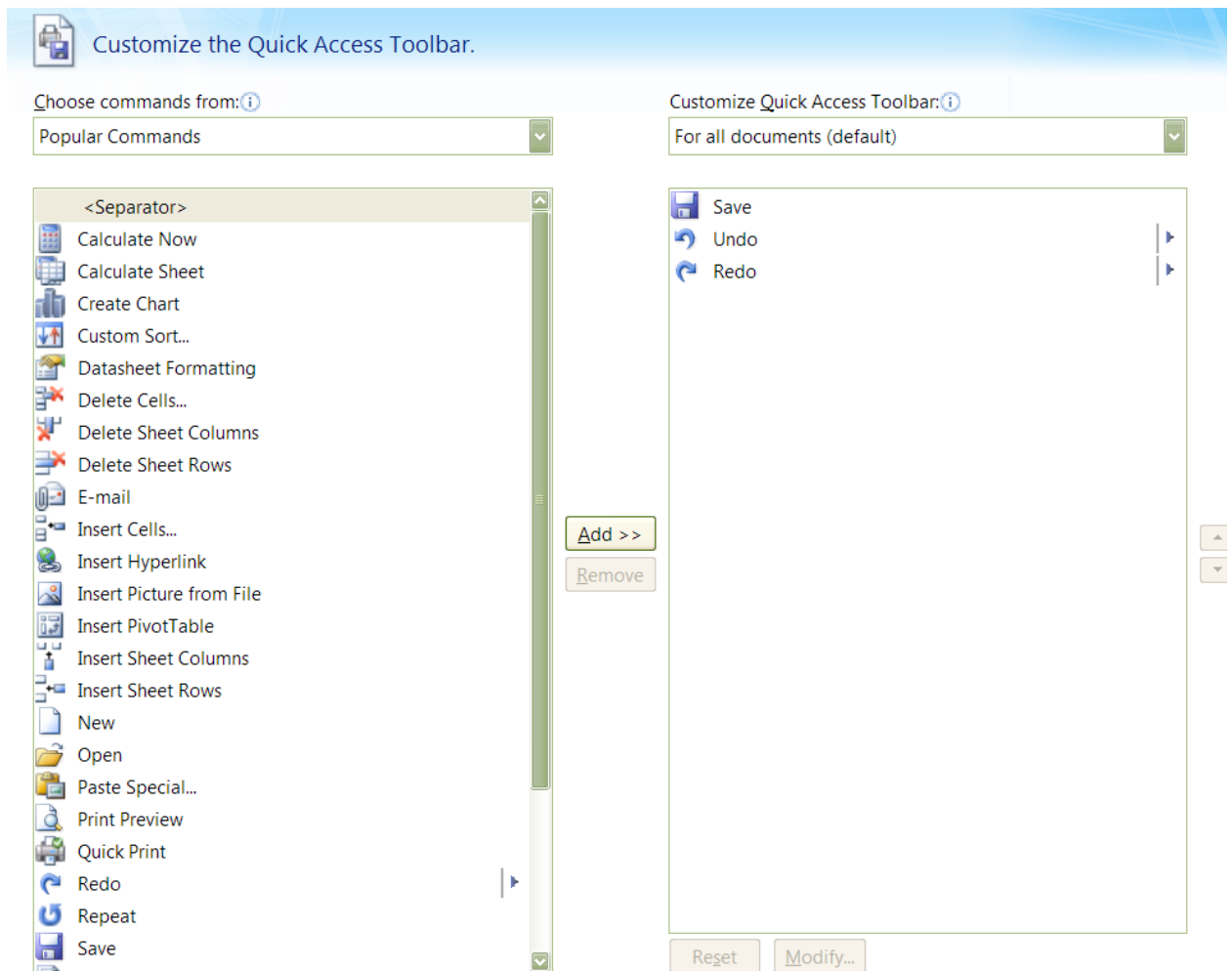
**Lotus compatibility Settings for:**  Payroll 

☐ Transition formula evaluation

☐ Transition formula entry

## Advanced Options

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



### Customise Quick Access Toolbar



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

#### ➤ To customise quick access toolbar

- From the drop down arrow on the top left on the box you may choose which group of commands you may wish to see.
- Select the buttons on the left and click on the add button in the middle to move them to the toolbar.
- If you make a mistake then select the button on the right and click remove.
- Once all the buttons you want are on the right hand side click ok to finalise your choices and apply them.
- You may click on reset at any time to return to the default quick access toolbar

# Excel 2007 specifications and limits

Worksheet and workbook specifications and limits

Feature	Maximum limit
Open workbooks	Limited by available memory and system resources
Worksheet size	1,048,576 rows by 16,384 columns
Column width	255 characters
Row height	409 points
Page breaks	1,026 horizontal and vertical
Total number of characters that a cell can contain	32,767 characters
Characters in a header or footer	255
Sheets in a workbook	Limited by available memory (default is 3 sheets)
Colours in a workbook	16 million colours (32 bit with full access to 24 bit colour spectrum)
Named views (view: A set of display and print settings that you can name and apply to a workbook. You can create more than one view of the same workbook without saving separate copies of the workbook.) in a workbook	Limited by available memory
Unique cell formats/cell styles	64,000
Fill styles	32
Line weight and styles	16
Unique font types	1,024 global fonts available for use; 512 per workbook
Number formats in a workbook	Between 200 and 250, depending on the language version of Excel that you have installed
Names in a workbook	Limited by available memory
Windows in a workbook	Limited by available memory
Panes in a window	4
Linked sheets	Limited by available memory
Scenarios (scenario: A named set of input values that you can substitute in a worksheet model.)	Limited by available memory; a summary report shows only the first 251 scenarios
Changing cells in a scenario	32
Adjustable cells in Solver	200
Custom functions	Limited by available memory
Zoom range	10 percent to 400 percent
Reports	Limited by available memory
Sort references	64 in a single sort; unlimited when using sequential sorts
Undo levels	100
Fields in a data form	32
Workbook parameters	255 parameters per workbook
Filter drop-down lists	10,000

➤ **Calculation specifications and limits**

<b>Feature</b>	<b>Maximum limit</b>
Number precision	15 digits
Largest number allowed to be typed into a cell	9.99999999999999E307
Largest allowed positive number	1.79769313486231E308
Smallest allowed negative number	-2.2251E-308
Smallest allowed positive number	2.229E-308
Largest allowed negative number	-1E-307
Length of formula contents	8,192 characters
Internal length of formula	16,384 bytes
Iterations	32,767
Worksheet arrays	Limited by available memory
Selected ranges	2,048
Arguments in a function	255
Nested levels of functions	64
User defined function categories	255
Number of available worksheet functions	341
Size of the operand stack	1,024
Cross-worksheet dependency	64,000 worksheets that can refer to other sheets
Cross-worksheet array formula dependency	Limited by available memory
Area dependency	Limited by available memory
Area dependency per worksheet	Limited by available memory
Dependency on a single cell	4 billion formulas that can depend on a single cell
Linked cell content length from closed workbooks	32,767
Earliest date allowed for calculation	January 1, 1900 (January 1, 1904, if 1904 date system is used)
Latest date allowed for calculation	December 31, 9999
Largest amount of time that can be entered	9999:59:59

➤ **Charting specifications and limits**

<b>Feature</b>	<b>Maximum limit</b>
Charts linked to a worksheet	Limited by available memory
Worksheets referred to by a chart	255
Data series (Related data points that are plotted in a chart. Each data series in a chart has a unique colour or pattern and is represented in the chart legend. You can plot one or more data series in a chart. Pie charts have only one data series.) in one chart	255
Data points (Individual values that are plotted in a chart. Related data points make up a data series. Data points are represented by bars, columns, lines, slices, dots, and other shapes. These shapes are called data markers.) in a data series for 2-D charts	32,000
Data points in a data series for 3-D charts	4,000
Data points for all data series in one chart	256,000