

# Using Microsoft Office 2003 Introduction to Excel Handout

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## Introduction to Microsoft Excel 2003

**Microsoft Excel 2003** is a software application that can be used as a spreadsheet, database, or chart creation program. The electronic spreadsheet portion of Excel allows the user to perform sophisticated calculations and create formulas that automatically calculate answers. Data management capability allows the manipulation of lists of information such as names, addresses, inventory items, prices, etc. The information created in an Excel spreadsheet or database can be used to create Excel charts. In addition, Excel shares features, such as the **Research Task Pane**, with other **Microsoft Office 2003** applications, that can be used to find information such as the current exchange rate for specific currencies or check the current stock price of a publicly held company.


This guide is an introduction to Excel 2003 and illustrates the basic functions the program offers. Start from the beginning for a general overview or choose specific topics from the Contents page.

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## Launching Excel 2003

There are six Open Access Labs (OAL) on campus. Users can follow these steps to launch Excel 2003 from any computer in OALs.

To start Excel 2003 in the Open Access Labs:

1. Click the **Start** button  at the bottom left corner of the screen.
2. Select the **All Programs** option.
3. Select the **Microsoft Office** folder.
4. Click the **Microsoft Excel** icon.

### !NOTE:

A shortcut to start Excel 2003 is located in the **Microsoft Office 2003** folder found on the desktop.

## Working with the Excel Window (Interface)

Excel launches with a new blank *workbook* appearing in the *worksheet* area and the **Getting Started Task Pane** displayed on the right (see Figure 1). The **Title Bar** displays the name of the current workbook and the name of application. By default, a new blank workbook is called "**Book1**". Loaded below the **Title** bar is the **Menu** bar, which allows access to various commands grouped according to function. On the right of the **Menu** bar is the *Type a question for help* box which allows the user to enter a question when help is needed regarding any specific feature. Below the **Menu** bar is the toolbar area. Toolbar buttons provide shortcuts to many menu commands. The **Formula** bar displays the data in the *active cell* that can be edited as desired.

Data in Excel is stored in a workbook. The first new workbook opened in a session is called "**Book1**". A workbook is a collection of individual worksheets. A worksheet is a grid composed of 256 columns and 65,536 rows. The intersection of a row and column is called a *cell*. Cells are used to store data entries. Each cell is referred to by its *cell address* that consists of the column letter and the row number. For example, the address of the cell in the first column and the first row of a worksheet is "**A1**." The *active cell* is the currently selected cell where data can be entered and edited. The active cell has a thick black border around it, and its address appears in the cell **Name Box**. Only one cell can be active at a time.

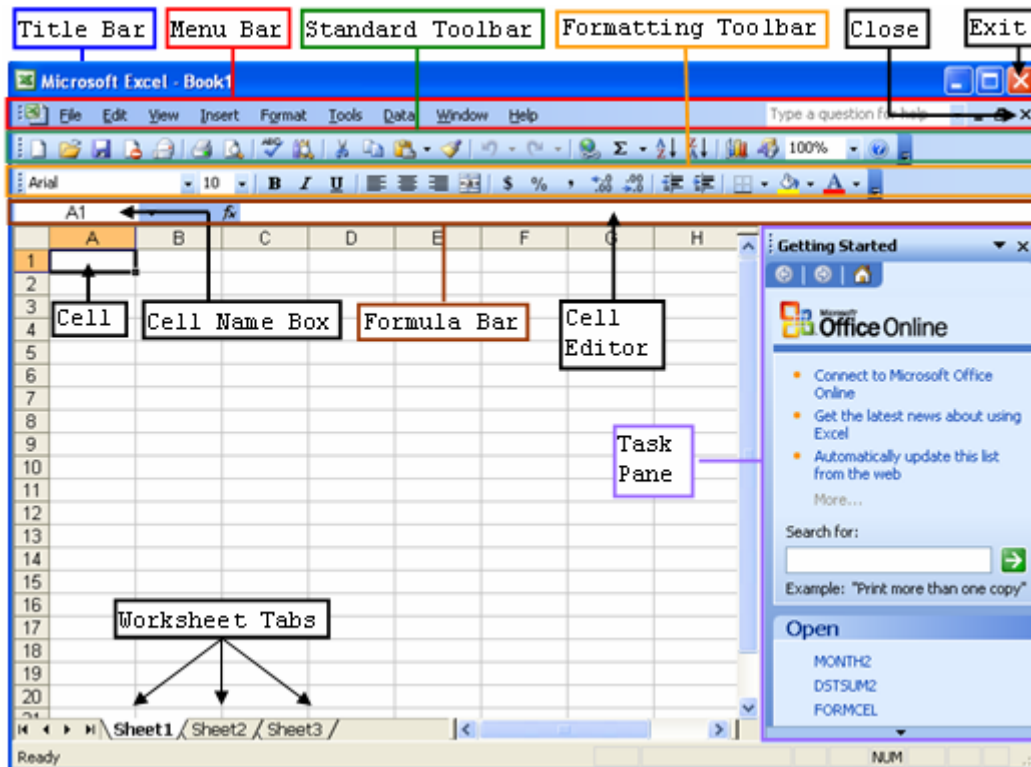


Figure 1 - Excel Interface

Table 1 - Excel Menu and Toolbars

Item	Description
Title bar	Displays the application and workbook title
Menu bar	Contains menus that organize familiar commands
Standard toolbar	Contains buttons to help select common commands
Formatting toolbar	Contains buttons to help change the appearance of characters and cells in a worksheet
Formula bar	Contains tools for creating and editing formulas
Cell	An intersection of row and column where data are entered
Cell Name box	Displays the name (if assigned) of the active cell(s); otherwise displays the cell address.
Cell Editor	Displays the content of the active cell. Can be changed by typing in new information.
Task Pane	A window within Office software that provides commonly used commands.
Worksheet tabs	Individual worksheets in a workbook where data are entered and analyzed.

## USING THE TOOLBARS

There are nineteen toolbars in Excel. Each is composed of commands represented by buttons and list boxes that are also found in the menu structure of Excel. Each button executes a specific menu command. Hovering the mouse over a button displays a screen tip such as Save explaining the function of the button. Toolbars provide shortcuts for many of the menu commands. When Excel is opened, the **Standard** and **Formatting** toolbars appear by default (see Figure 1). Table 1 describes some of the more common toolbars.

To display or hide toolbars:

1. Select the **V**iew menu on the **M**enu bar.
2. Select the **T**oolbars command. A submenu will open with a list of the available toolbars.

3. Select a toolbar to display it or hide it (see Figure 2). The toolbar(s) that have a check mark next to them are currently displayed on the screen.

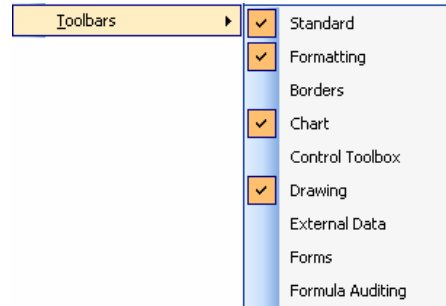




Figure 2 - Toolbars Menu


If the **Formula** bar is not displayed on the screen:

1. Select the **V**iew menu on the **M**enu bar.
2. Select the **F**ormula Bar command.

## **USING THE TASK PANE**

The **Task Pane** (see Figure 1) provides links to the most common functions within Excel including opening an existing document, starting a new workbook, searching, using the clipboard, inserting *Clip Art*, or getting help. The **Back** and **Forward** buttons  at the top of the **Task Pane** are used for navigating through previously used panes. Click the **Other Task Panes** drop-down arrow  to select a **Task Pane** from the list.

## **Closing the Task Pane**

To close the task pane, click the **Close** button  on the upper right corner of the **Task Pane**. Only the **Task Pane** will close. The Excel workbook will remain open.

## **Opening the Task Pane**

If the task pane is not visible in the Excel window:

1. Select the **V**iew menu on the **M**enu bar.
2. Select the **T**ask **P**ane command.

## **Creating and Saving a New Workbook**

A new workbook can be created after opening a new blank workbook. By default, a new workbook opens with three worksheets. It is possible to add or delete worksheets as needed. Each worksheet has a name that appears in a worksheet tab at the bottom of the screen. By default, these names appear as “*Sheet1*,” “*Sheet2*,” “*Sheet3*,” and can be changed any time.

## **CREATING A NEW WORKBOOK**

A new, blank workbook can be created in a few easy steps.

To create a new workbook:

1. Click the **New** button  on the **Standard** toolbar.

Or

1. Click the **Create a new workbook...** link on the **Getting Started Task Pane** in the *Open* section.

## SAVING A NEW WORKBOOK

It is a good idea to save the work periodically to prevent loss of data in case of a system error.

To save a workbook for the first time:

1. Select the **F**ile menu on the **M**enu bar.
2. Select the **S**ave **A**s... command. The *Save As* dialog box opens (see Figure 3).

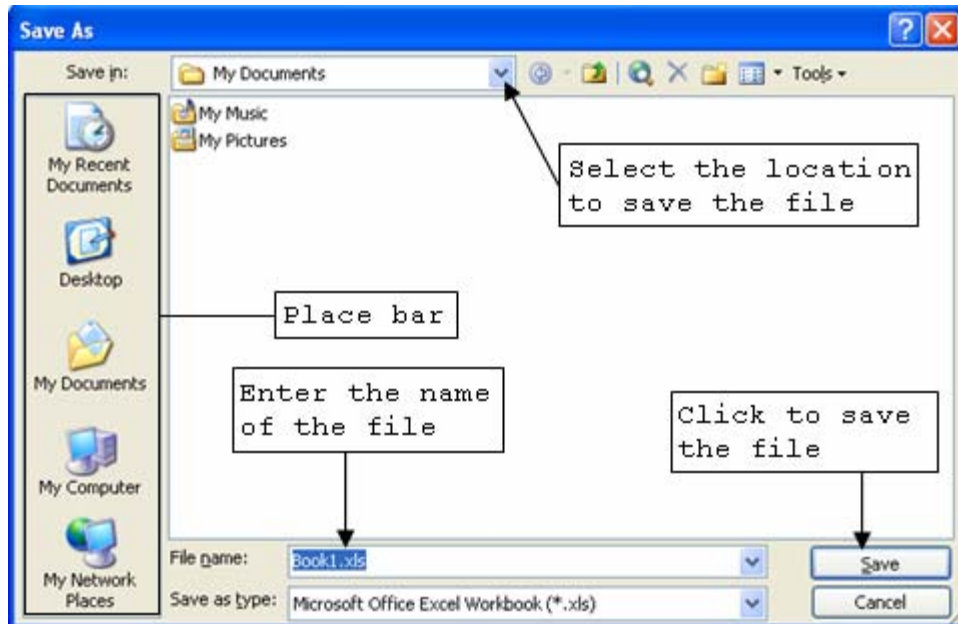


Figure 3 - Save As Dialog Box


3. Click the **S**ave **i**n: drop-down arrow to select the drive where the workbook will be saved.

### !NOTE:

The **Place** bar is a vertical bar on the left that contains icons for **My Recent Documents**, **Desktop**, **My Documents**, **My Computer**, and **My Network Places**. Clicking one of these icons will take the user to that location.

4. Type a filename in the **F**ile **n**ame: text box.
5. Click the **S**ave button.

### !NOTE:

When saving a new worksheet for the first time, it is also possible to open the *Save As* dialog box by clicking the **S**ave button  on the **S**tandard toolbar.

## **Opening and Saving an Existing Workbook**

A user can also open an existing workbook.

### OPENING AN EXISTING WORKBOOK

When Excel is launched, a new blank workbook titled “**Book1**” is opened by default. The user can view or modify an existing workbook by opening it from any secondary storage drive.

To open an existing workbook:

1. Click the **Open** button  on the **Standard** toolbar. The *Open* dialog box opens (see Figure 4).

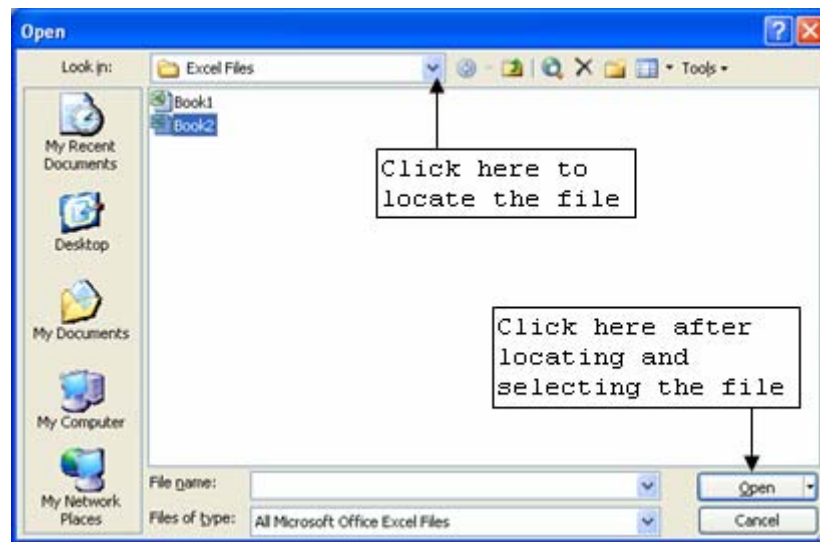



Figure 4 - Open Dialog Box

2. Select the drive where the file is located by clicking the **Look in:** drop-down arrow.
3. Locate and select the workbook file to open.
4. Click the **Open** button.

### **!NOTE:**

An existing workbook can be opened by selecting it from a list of recently viewed workbooks in the *Open* section of the **Getting Started Task Pane** or by clicking the **More...** link to display the *Open* dialog box.

## **SAVING AN EXISTING WORKBOOK**

While working with existing workbooks, click the **Save** button  or select the **Save** command from the **File** menu to save new edits. The *Save As* dialog box will not display. Excel updates the changes to the existing file each time the workbook is saved.

To keep a backup file before saving new edits, choose either one of the following options for saving edits of an existing workbook:

- Keep the same location and change the file name,
- Keep the same file name and change the location.

To change the file name or the location of an existing workbook, follow the steps given in the *Saving a New Workbook* section of this handout.

## **Basic Workbook Skills**

Worksheets consist of rows and columns. Standard navigation keys on the keyboard can be used to navigate a worksheet.

## **WORKING WITH COLUMNS AND ROWS**

Columns and rows are used to store information in Excel. Columns usually represent the field common for each individual entry with rows representing the list of the entries. For example, a column can contain grades of students on a final exam, while rows contain the list of students in the class.

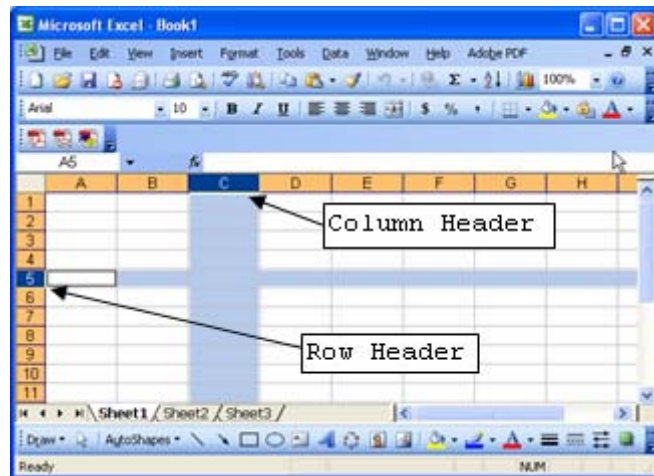
### **Selecting a Column and Row**

Users must select columns and rows to perform functions such as formatting rows or columns, changing the width of several columns at a time, changing the height of several rows at a time, or inserting and deleting columns or rows.

To select a single column click the desired column header; to select a single row click the desired row header.

To select both a column and a row as in Figure 5:

1. Click the desired column header.
2. Hold the **[Ctrl]** key and click the desired row header.



**Figure 5 - Selecting Rows and Columns**

### **Inserting a Column**

When a new column is inserted, it will appear to the left of the active (selected) column.

To insert a column:

1. Select the column next to where the new column should be inserted.
2. Select the **I**nsert menu on the **M**enu bar.
3. Select the **C**olumns command.

Or

1. Right-click the mouse button on the column header. A shortcut menu appears.
2. Select the **I**nsert option. A new column will be inserted and become the active column.

### **Inserting a Row**

When a new row is inserted, it will appear above the active (selected) row.

To insert a row:

1. Select the row header above which the new row will be inserted.
2. Select the **I**nsert menu on the **M**enu bar.
3. Select the **R**ows command.

Or

1. Right-click the mouse button on the row header. A shortcut menu appears.
2. Select the **I**nsert command. A new row will be inserted and become the active row.



## Deleting Columns and Rows

To delete column(s) or row(s):

1. Select either the column header or the row header.
2. Select the **E**dit menu on the **M**enu bar.
3. Select the **D**elete... command.

Or

1. Right-click the mouse button on the column or row header. A shortcut menu appears.
2. Select the **D**elete... command.

## NAVIGATING THE WORKSHEET

The keyboard can be used to navigate between cells in a worksheet (see Table 2).

**Table 2 - Navigating the Worksheet**

Action	Description
One Cell At A Time	Use the [ <b>A</b> rrow] keys on the keyboard to move up, down, left, or right. Also, the [ <b>E</b> nter] key can be used to move down, and the [ <b>T</b> ab] key can be used to move to the right.
One Screen At A Time (Up and Down)	Press the [ <b>P</b> age Up] and [ <b>P</b> age Down] keys to move up or down one screen at a time. The active cell will move up or down as indicated.
One Screen At A Time (Left and Right)	Press the [ <b>A</b> lt+ <b>P</b> age Down] keys to move one screen to the right; and press the [ <b>A</b> lt+ <b>P</b> age Up] keys to move one screen to the left. The active cell will move right or left as indicated.

## ENTERING DATA

Data can be text or numeric. Text is defined as any combination of numbers and letters.

Numeric entries are limited to numbers. Numbers can exist as independent values or as values derived from a formula (calculated values).

### Entering Text

Text will automatically align to the left in a cell. If the length of the text is greater than the width of the column, it will appear as if it were occupying adjacent cells. When text is entered into the adjacent cell, the long text entry appears as if characters have been deleted (the characters have not been deleted and will appear if the width of the column is adjusted to accommodate the entry) (see Changing Column Width section of this handout).

To enter text:

1. Click in the cell where the text will be entered.
2. Type the text. The text will also appear in the **F**ormula bar.
3. Press the [**E**nter] or the [**T**ab] key.

### Entering Numbers

Numbers are automatically aligned to the right in a cell. To enter a negative value, type a minus [-] sign before the number or enclose the number in parenthesis. Users can also type a period [.] to indicate a decimal point and enter decimals. Additionally, dates are considered numeric values that can be manipulated through mathematical calculations. (See the **F**ormatting **N**umbers section for further information).

To enter number:

1. Click in the cell where data will be entered.

2. Type the number into the cell. The number will also appear in the **Formula** bar.
3. Press the [**Enter**] key.

### **ENTERING A LINE BREAK INSIDE A CELL**

Users may want to add several lines of data into a cell. It is possible to control the line breaks for multiple-line headings or labels in Excel, similar to **Microsoft Word**.

To enter a line break inside a cell:

1. Click the cell where the label or heading will be added.
2. Type the first line of information.
3. Press the [**Alt+Enter**] keys.
4. Type the second line.
5. Repeat the steps 3 and 4 if there are additional lines to be entered.
6. Press the [**Enter**] key when finished.

### **CELL RANGES**

A group of selected cells is called a range. The range is identified by the first and last cell.

To select a range:

1. Click the first cell in the range to be selected.
2. Drag the pointer across the range of cells to select.
3. Release the mouse button. The range of cells will be highlighted.

#### **!NOTE:**

It is also possible to use the combination of keyboard and mouse to select ranges. To select nonadjacent cells, select the first cell, hold the [**Ctrl**] key down on the keyboard and click in the nonadjacent cell. To select multiple, consecutive adjacent cells, select the first cell, hold down the [**Shift**] key, and then click in the cell at the other end of the range.

### **To enter data into a range**

Select the range in which data will be entered (follow the steps above). The range of cells must be highlighted.

The data being entered will automatically begin at the first cell in the range. To begin entering data into a cell other than the first in the range, press the [**Tab**] key to move to the right; press the [**Shift+Tab**] keys to move left; press the [**Enter**] key to move down; or press the [**Shift+Enter**] keys to move up.

### **EDITING CELL DATA**

Once data have been entered into a cell, the contents of the cell can be modified by editing, deleting, copying, or pasting. If data are entered into a cell that has an existing entry, the new entry will replace the old one. Users do not have to be in edit mode.

To edit cell entries:

1. Double-click a cell. Excel will shift the cell into edit mode and its contents will appear in the **Formula** bar.
2. Edit the contents in the *Cell Editor*, or in the cell itself using the keyboard.

## Deleting Cell Data



To delete the cell data:

1. Select the cell or cell range to delete.
2. Press the **[Delete]** key on the keyboard.



## Copying and Moving Cell Data

In addition to typing data into cells, users can also copy or move data from one cell or range of cells to another. Copying and pasting cell data leaves the data in the original cell(s) and duplicates it into the target cell(s). Cutting and pasting cell data moves the data from the original cell(s) and places it in the target cell(s).

To copy and paste:

1. Select the cell or the cell range to copy (see *Cell Ranges*).
2. Click the **Copy** button  on the **Standard** toolbar. A blinking marquee appears around the selected cell or range.
3. Select the target cell or range to paste the copied cell content.
4. Click the **Paste** button  on the **Standard** toolbar.
5. Press the **[Esc]** key to remove the blinking marquee.

To cut and paste:

1. Select the cell or the cell range to cut.
2. Click the **Cut** button  on the **Standard** toolbar. A blinking marquee appears around the selected cell or range.
3. Select the target cell or cell range to paste the cut cell contents.
4. Click the **Paste** button  on the **Standard** toolbar.

## Undo and Redo

If the user makes a mistake or decides against an action just performed, it is possible to undo it. The Undo feature allows undoing the results of a previous command or action.

To undo an action:

1. Click the **Undo** button  on the **Standard** toolbar. The user may click the **Undo** button as many times as needed in succession.

Once the Undo feature is used, the Redo feature becomes available. It restores the results of actions that were undone with the Undo feature.

To redo an action:

1. Click the **Redo** button  on the **Standard** toolbar.

## Worksheet Appearance

Excel offers the flexibility to change the appearance of the data and structure of the worksheet. It is possible to change the way entries are displayed, the width of the columns, or the height of a row so data is displayed properly and its most easily read format.

## FORMATTING FONTS

Excel has several features that allow modifying the overall appearance of a worksheet. Formatting can be applied to a cell before or after entering data. The text in the cells can be formatted in various ways by changing the font typeface, font size, font style and font color.

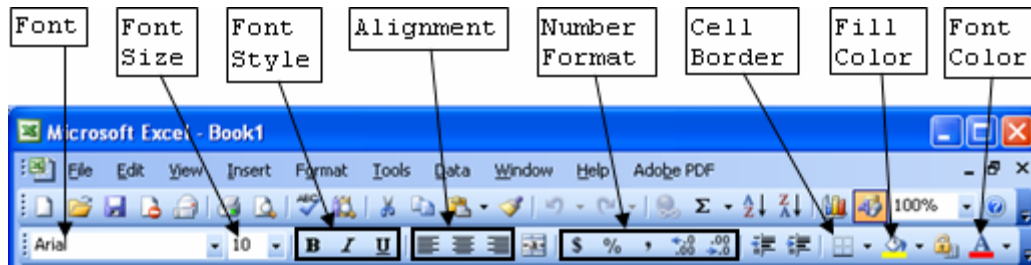


Figure 6 - Formatting Toolbar

### Changing the Font Typeface

A font typeface is defined as a group of characters in the same subject.

To change the font typeface for selected text:

1. Click and drag the pointer across the range of cells to be formatted.
2. Click the **Font** drop-down arrow on the **Formatting** toolbar (see Figure 6).
3. Select the desired font typeface.

### Changing the Font Size

Font size refers to the height of printed text on a page. A larger number indicates a larger font size.

To change the font size for selected text:

1. Click and drag the pointer across the range of cells to format.
2. Click the **Font Size** drop-down arrow on the **Formatting** toolbar (see Figure 6).
3. Select the desired font size.

### Changing the Font Style

Font style refers to type enhancements such as bold, italic, and underlining. See Table 3 for examples of the different available font styles.

Table 3 - Font Styles

Font Style	Example
Bold <b>B</b>	<b>Example of Bold text.</b>
Italic <i>I</i>	<i>Example of Italicized text.</i>
Underline <u>U</u>	<u>Example of Underlined text.</u>

To apply a font style to text:

1. Select the cells containing the text that will receive application of the font style.
2. Click the desired **Font Style** button on the **Formatting** toolbar (see Figure 6).


Or

1. Choose the desired font style first and then begin typing.

#### **!NOTE:**

Several font styles can be applied to text simultaneously.

## Changing Font Color

Color emphasizes words and numbers in cells. The **Font Color** button  on the **Formatting** toolbar can be used to change the font color.

To change the font color:

1. Drag to select the cell range that will receive the new font color.
2. Click the **Font Color** drop-down arrow (see Figure 7).
3. Select the desired font color.

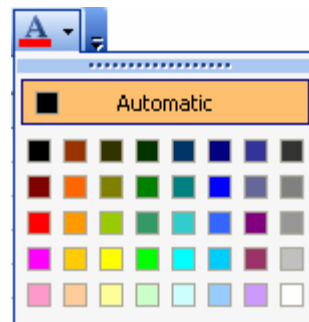


Figure 7 - Font Color List

### !NOTE:

Color displays on the screen will not print unless a user has a color printer. Color will print in grayscale on a black and white printer.


## RESIZING AND FORMATTING CELLS

The user can change the size of a column or row to make it more appropriate for the data. Formatting cells can improve the appearance of the worksheet.

### Changing Column Width

A cell entry can contain up to 32,768 characters. By default, column width is 8.43 characters. If the user enters a value that would not fit within the column width, the characters “spill over” into the next column cells (that is, the values appear to occupy the cell(s) to the right). A number that does not fit within a column is displayed as a series of pound signs (#####). To accommodate the length of data in a cell, change the width of a column.

To change a column width:

1. Position the mouse pointer between column headers. The pointer will change to a two-direction arrow with a vertical line through it .
2. Hold down the left mouse button and drag the line to the right or left.


To set the width of the column to fit the widest cell:

1. Move the pointer between the column header of the column to adjust and the column header immediately on the right.
2. Double-click the left mouse button.

### Changing Row Height


Row height is automatically adjusted to accommodate larger font sizes, but a user may also adjust them manually.

To adjust a row height:

1. Position the mouse pointer between row headers. The pointer will change to a two-directional arrow with a horizontal line through it .
2. Hold down the left mouse button and drag the line up or down.

### Changing Alignment

To change the alignment of the text in the cell(s):

1. Select the cell(s) to change.
2. Click the **Left**, **Center**, or **Right** align buttons  on the **Formatting** toolbar.

## Creating Cell Borders

Add a border to the selected cell or range to distinguish those cells from others.

To select cell borders:

1. Select the cell range around which to place a border.
2. Click the **Borders** drop-down arrow on the **Formatting** toolbar (see Figure 6).
3. Select the desired border (see Figure 8).

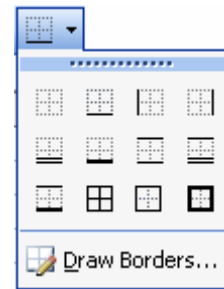


Figure 8 – Borders Drop-Down List

## Coloring Cells

Coloring a cell gives it a colored background and produces a fill effect.

To color cells:

1. Select the cell(s) to fill.
2. To choose a filling color, click the **Fill Color** drop-down list on the **Formatting** toolbar (see Figure 6).
3. Select the color (see Figure 9).

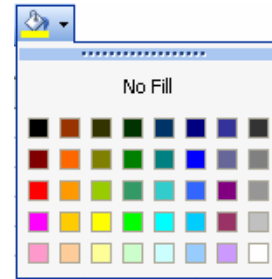


Figure 9 - Fill Color List


## FORMATTING NUMBERS

Cells can be formatted to change the appearance of a number in a cell. Formatting modifies the appearance of the worksheet. The user can add features such as dollar signs (\$), percent symbols (%), commas (,), and the fixed number of decimal places that will be displayed.


### !NOTE:

Formatting does not change the underlying value. The underlying value is still used in calculations.


To format a currency value:

1. Select the range of cells to format as currency.
2. Click the **Currency Style** button  on the **Formatting** toolbar.


To format as a percent:

1. Select the range to format in percent.
2. Click the **Percent Style** button  on the **Formatting** toolbar.


To format as a comma:

1. Select the range to format in comma.
2. Click the **Comma Style** button  on the **Formatting** toolbar.

To increase the number of decimal places in a cell(s):

1. Select the range of cells affected by the increase.
2. Click the **Increase Decimal** button  on the **Formatting** toolbar.

To decrease the number of decimal places in a cell(s):

1. Select the range of cells affected by the decrease
2. Click the **Decrease Decimal** button  on the **Formatting** toolbar.

## Using Simple Formulas


Excel allows users to perform sophisticated calculations and create formulas. The advantage of using formulas is that when data in the worksheet changes, all formulas are recalculated automatically. This feature is useful for developing budgets, forecasting models, sales plans, estimating marketing projections, calculating invoices, generating banking statements, or any other application that may involve formulas and functions. Formulas begin with an equal sign (=) because they contain cell addresses. The equal sign prevents Excel from interpreting the formula as text, since text addresses begin with letters.

## USING AUTOSUM

Excel has built-up functions that are shortcuts for formulas. One of the most commonly used functions is the SUM function which calculates the total of the values in a range of cells. The **AutoSum** button on the **Standard** toolbar is a shortcut to enter the formula in the active cell. AutoSum is an easy way to sum values in a row or column of a worksheet.

When the user clicks the **AutoSum** button, a suggested cell range for the function is chosen with a colored marquee border around it and the SUM formula appearing in the active cell. Depending on the position of the active cell, the suggested range of values can be either a row or column. If the active cell is at the bottom of a column, the column of values above the active cell is selected; if the active cell is at the end of a row, the row of values to the left of the active cell is selected. If necessary, the selected range can be changed by dragging the selection borders.

To use the AutoSum function:

1. Click the cell where the total of the values will be entered.
2. Click the **AutoSum** button . A colored border appears around the suggested range of cells.
3. Click the **AutoSum** button again, or press the [Enter] key on the keyboard. The total of the selected values appears.

## ENTERING FORMULAS

Entering a formula requires selecting the cell where the calculated value will appear.

To enter formulas manually:

1. Click in the cell that will contain the formula.
2. Type [=SUM(**first cell address in the range:last cell address in the range**)].

### !NOTE:

The two cell addresses are separated by a colon (:). Example: [=SUM(A1:A9)].

3. Press the [Enter] key on the keyboard to perform the calculation.

## USING BASIC FUNCTIONS

In addition to the SUM function, the **AutoSum** button provides a drop-down arrow which displays a list of other common functions available (see Figure 10). All functions are entered with the same syntax (beginning the function with an equal sign (=), the name of the function, and the first and last cells in the range enclosed in parentheses and separated by a colon).

Example: [=AVERAGE(A1:A15)]  
This calculates the average of the numbers in the range A1 through A15.

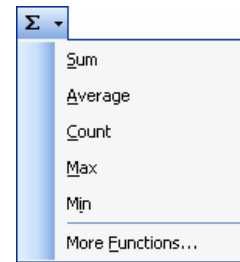


Figure 10 – AutoSum Button Functions

## Using Page Setup

The **Page Setup...** feature can be used to change the orientation of the worksheet, the size of the margins, and whether or not gridlines will appear when the worksheet is printed.

### CHANGING PAGE ORIENTATION

The user can change the orientation of a worksheet so that it prints either vertically (portrait orientation) or horizontally (landscape orientation) on a page. In portrait orientation (the default), the shorter edge of the paper is along the top and bottom margins.

To change the page orientation:

1. Select the **F**ile menu on the **M**enu bar.
2. Select the **P**age **S**etup... command. The *Page Setup* dialog box opens (see Figure 11).
3. Select the *Page* tab if it is not already selected.
4. Click either the *Portrait* or the *Landscape* option button depending on how the worksheet should be printed.
5. Click the **O**K button.

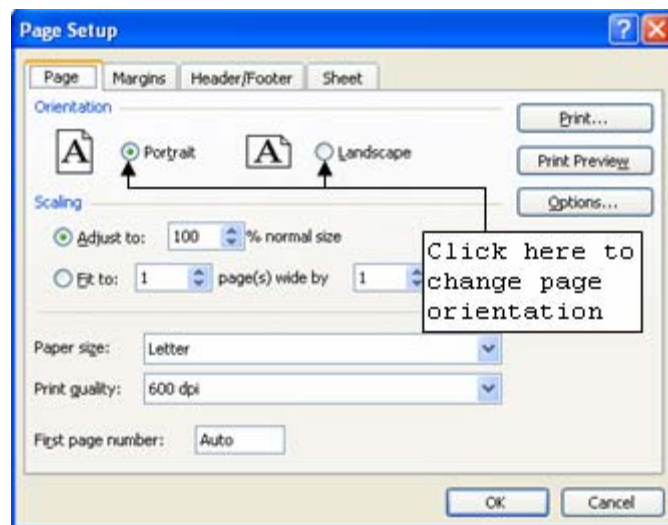


Figure 11 - Page Setup Dialog Box – Page Tab

### CHANGING MARGINS

The margins define the printed area on the page and control the distance between the edge of the paper and the data on the page. Larger margins reduce the printed area. If the printing worksheet is smaller than the print areas on the page, the *Center on Page* section feature can be used to center the worksheet between horizontal and vertical margins (see Figure 12).

To change margins:

1. Select the **F**ile menu on the **M**enu bar.
2. Select the **P**age **S**etup... command. The *Page Setup* dialog box opens (see Figure 12).
3. Select the *Margins* tab.
4. Double-click in the *Top:*, *Bottom:*, *Left:*, or *Right:* spin boxes and type the measurements for the margins or use the spin box arrows to change the measurements.
5. Click the *Horizontally* and/or *Vertically* checkboxes to center the worksheet on the page.



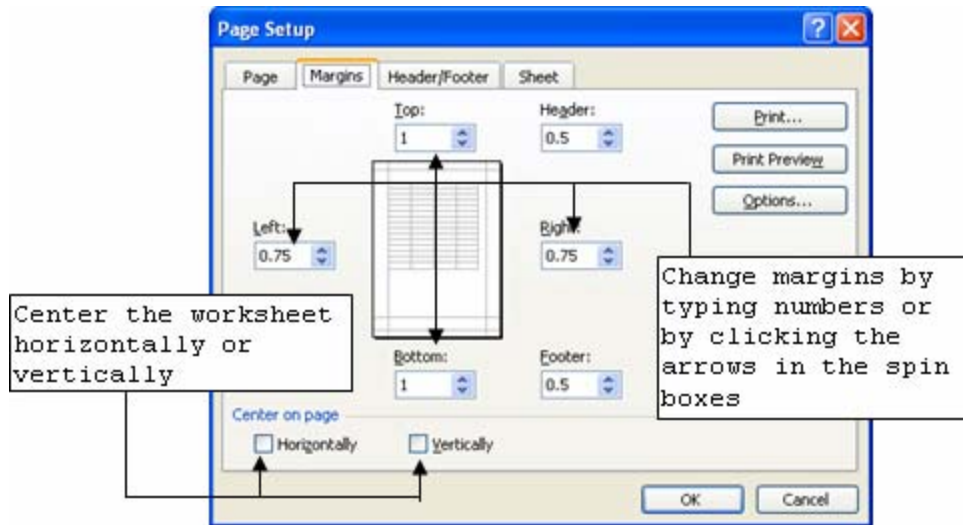


Figure 12 - Page Setup Dialog Box – Margins Tab

## PRINTING WITH GRIDLINES

By default, Excel will not print the gridlines on the worksheet. Printing the gridlines may make the spreadsheet easier to read because of the visibly enhanced separation between rows and columns. Excel provides the option to print a worksheet with or without gridlines.

To print with gridlines:

1. Select the **F**ile menu in the **M**enu bar.
2. Select the **P**age **S**etup... command. The *Page Setup* dialog box opens (see Figure 13).

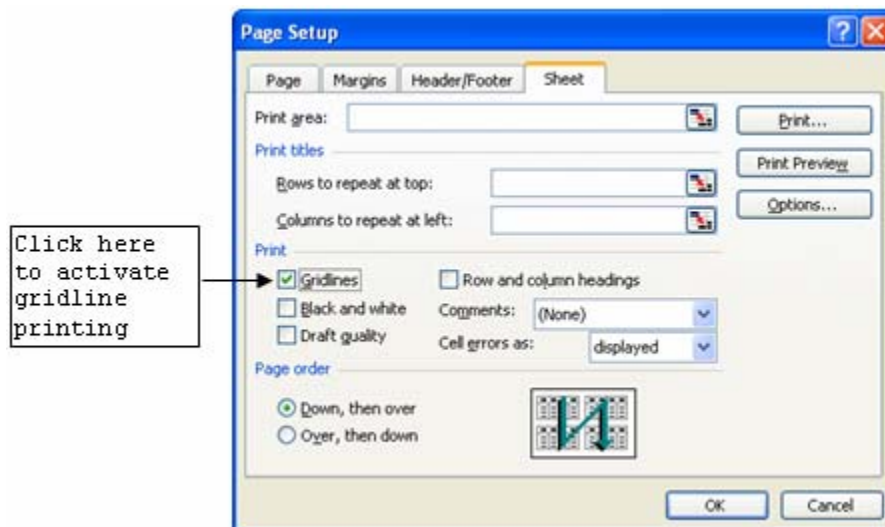


Figure 13 - Page Setup Dialog Box – Sheet Tab

3. Select the *Sheet* tab.
4. Click the **G**ridlines checkbox in the *Print* section to print the worksheet with gridlines.
5. Click the **O**K button.


## **Printing Worksheets**

To print a worksheet, open the *Print* dialog box (select the **F**ile menu followed by the **P**rint... command). The dialog box contains the features to change most print settings, preview the data, and print the worksheet.

## **PREVIEWING A WORKSHEET**

A worksheet can be previewed before being printed. Previewing a worksheet is recommended to see how the data appears on each page. The **Print Preview** feature shows how the worksheet will look when it is printed.

To preview a worksheet:

1. Click the **Print Preview** button  on the **Standard** toolbar. See Table 4 for descriptions of the different buttons in the **Print Preview** window.

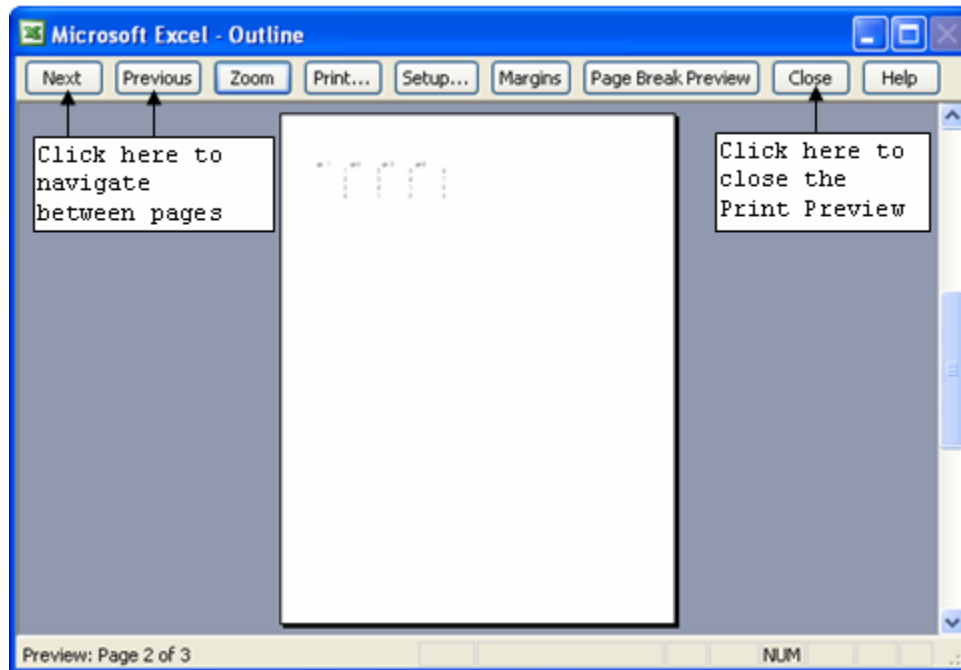


Figure 14 - Print Preview Window

Table 4 - Using Print Preview Buttons

Button	Descriptions
Next	Click to view the next page of a multiple page worksheet.
Previous	Click to view the previous page of a multiple page worksheet.
Zoom	Magnifies the print area in the preview window.
Print	Opens the <i>Print</i> dialog box.
Setup	Opens the <i>Page Setup</i> dialog box.
Margins	Displays the margin settings of the page.
Close	Click to close the preview window.
Help	Activates the help system for the Print Preview feature.

## **PRINTING THE CURRENT WORKSHEET**

To print one copy of the worksheet that is displayed:

1. Click the **Print** button  on the **Standard** toolbar.

## **PRINTING WITH THE PRINT DIALOG BOX**

When using the *Print* dialog box (see Figure 15), it is possible to select the range of cells to print, print multiple copies of a worksheet at one time, or select specific pages to print.

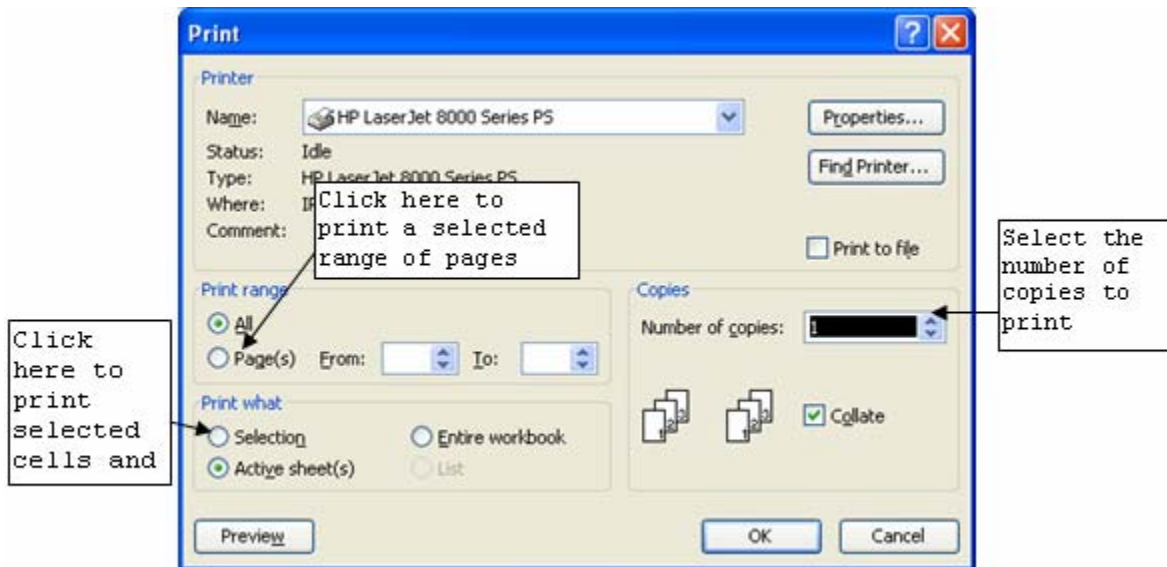


Figure 15 - Print Preview Window

To print a selected range of cells:

1. In the **N**ormal view, select the range of cells to be printed.
2. Select the **F**ile menu on the **M**enu bar.
3. Select the **P**rint... command. The *Print* dialog box opens (see Figure 15).
4. Click the **S**election option button in the *Print what* area.
5. Click the **O**K button.

To print multiple copies:

1. Select the **F**ile menu on the **M**enu bar.
2. Select the **P**rint... command. The *Print* dialog box opens (see Figure 15).
3. Enter the number of copies to print in the *Number of copies*: spin box in the *Copies* area.
4. Click the **O**K button.

To print a page range:

1. Select the **F**ile menu on the **M**enu bar.
2. Select the **P**rint... command. The *Print* dialog box opens (see Figure 15).
3. Click the **P**age(s) option button in the *Print Range* section.
4. Enter the starting page number of the page range in the **F**rom: spin box.
5. Enter the ending page number in the **T**o: spin box.
6. Click the **O**K button.

## **SELECTING A PRINTER**



If there is a shared network of printers (or more than one printer is available for use at the workstation) it will be necessary to choose the appropriate printer.

To select a printer:

5. Select the **F**ile menu on the **M**enu bar.
6. Select the **P**rint... command. The *Print* dialog box opens (see Figure 15).
7. Click the **N**ame: drop-down arrow.
8. Select the printer from the drop-down list.
9. Click the **O**K button.

## Closing a Workbook and Exiting Excel

When finished working on a workbook, the user can close it and leave Excel running, or close it and exit the Excel program completely (see Figure 1).

- The **Close** button  on the right side of the **Title** bar will exit the Excel program completely.
- The **Close Window** button  located on the right side of the **Menu** bar will close only the file and leave Excel running.

### !NOTE:

If all changes have been saved the workbook will close. If the **Close** button is clicked without saving the workbook, a *Microsoft Excel* warning box will open asking if the user wants to save changes.