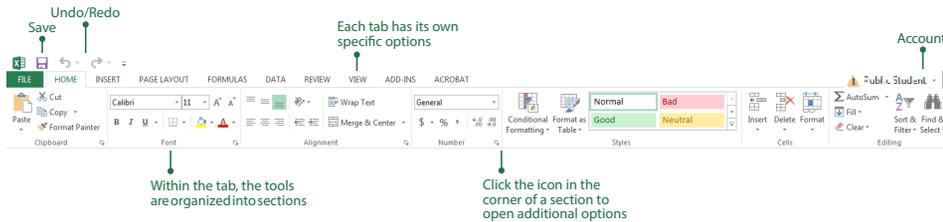


Ribbon Basics

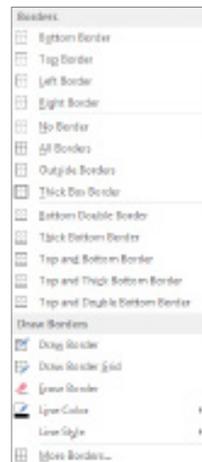
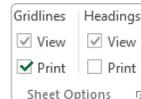


Adding Borders

Under Home in the ribbon. Choose the Border icon to add rules around cells.

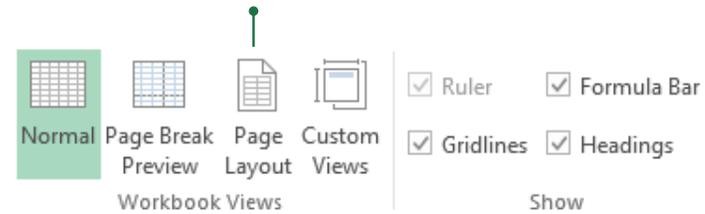


To print all gridlines check the Gridlines Print box under the Page Layout tab.



Helpful Tips

Page Layout allows you to view pages as they will look in print. You can also uncheck boxes for additional views in the Page Layout Tab.



The Freeze Pane icon allows the headlines, or any cells chosen, to remain visible while scrolling.



Freeze Panes
Keep rows and columns visible while the rest of the worksheet scrolls (based on current selection).

Freeze Top Row
Keep the top row visible while scrolling through the rest of the worksheet.

Freeze First Column
Keep the first column visible while scrolling through the rest of the worksheet.

Formatting

PAGE LAYOUT

Themes

Choose themes to have consistent look and color palate

HOME

Conditional Formatting | Format as Table

Styles

Format a table and choose a specific look for certain cells

Format

Make changes to basic formatting such as cell size

Basic Graph

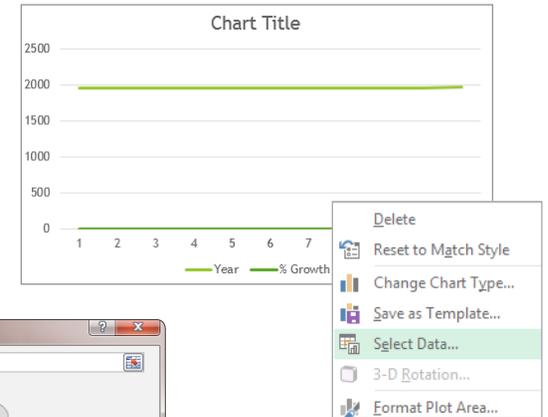
1 Highlight the data you wish to graph.

	A	B
1	Year	% Growth
2	1960	0.33
3	1961	0.5
4	1962	0.44
5	1963	0.56
6	1964	0.7
7	1965	0.1
8	1966	0.3
9	1967	0.9
10	1968	0.11
11	1969	0.44
12	1970	0.9

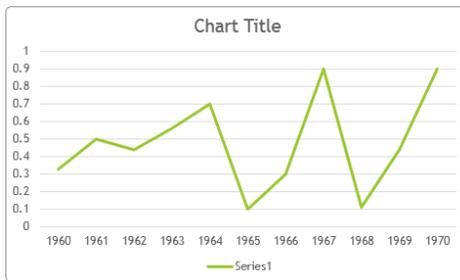
2 Go to the Insert tab and choose a type of graph.



3 The graph will look wrong at first. Right click on the graph and click Select Data to correct it.

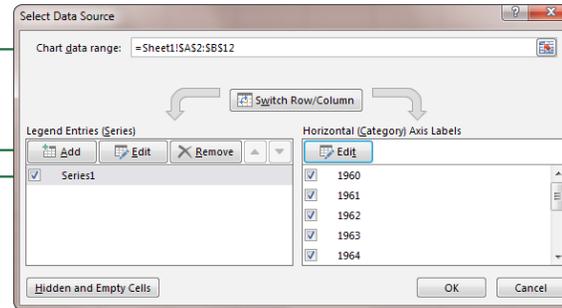


4 Use the Select Data Source dialogue box to correct the graph.



Data for the actual Line in the graph

Add/Remove Line Name of the Line



Horizontal Labels

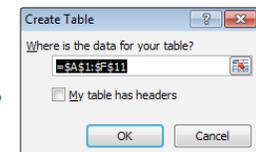
Tables

Tables allow you to analyze your data in Excel quickly and easily by using sort and filter and displaying a total row at the end of a table.

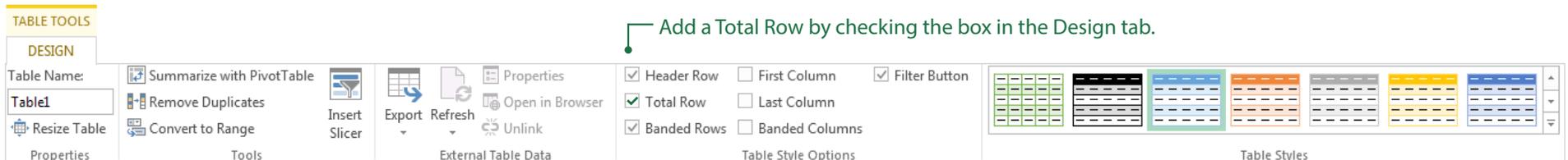
	A	B	C
1	Month	Location	Profit
2	March	Pheonix	\$11,642.55
3	April	Reno	\$13,493.03
4	May	Twin Falls	\$9,428.62
5	June	Casper	\$10,524.87



Under the Insert tab click the Table icon. Then select the data in the window that pops up.



Add a Total Row by checking the box in the Design tab.



If you are **printing from the library**, click **Print**, then enter your Ohio User Name (ex. AL180417) or if your a community member, enter the number on the bottom right of your printer card. Click **Yes** on next window and swipe your OU card/Printer card at the designated printer. Press **Print** on the touch screen.

PC Computer

Print

Copies: 1

Printer

Color Printer 4th Floor on OI...
Driver Update Needed: 210 d...
Printer Properties

Settings

Print All Pages
The whole thing

Pages: []

Print One Sided
Only print on one side of th...

Collated
1,2,3 1,2,3 1,2,3

Portrait Orientation

Letter
8.5" x 11"

Normal Margins
Left: 1" Right: 1"

1 Page Per Sheet

Page Setup

Number of Copies

Choose a Printer

Pages to Print

Double Sided

Page Orientation

Page Size

Margin Sizes

Pages Per Sheet

MAC Computer

Print

Printer: Alden_BWOnly_Popup

Presets: Last Used Settings

Copies & Pages

Copies: 1

Collated

Pages:

All

Current Page

Selection

From: 1 to: 1

Page Range

Enter page numbers and/or page ranges separated by commas (e.g. 2, 5-8)

1 of 1

Show Quick Preview

PDF

Cancel Print

Choose a printer Color or Black and White

Number of copies

Pick a range for the page numbers

Print

Printer: Alden_BWOnly_Popup

Presets: Last Used Settings

Layout

Pages per Sheet: 1

Layout Direction: [] [] [] []

Border: None

Off

Two-Sided: Long-Edge binding Short-Edge binding Flip horizontally

PDF

Cancel Print

For double-sided pages, be sure to click on copies & Pages and switch it to layout. There where it says Two-sided make sure long-edge binding is selected.

Page Setup

Page Margins Header/Footer Sheet

Print area: []

Print titles

Rows to repeat at top: []

Columns to repeat at left: []

Print

Gridlines

Black and white

Draft quality

Row and column headings

Comments: (None)

Cell errors as: displayed

Page order

Down, then over

Over, then down

Print... Print Preview Options...

OK Cancel

In the ribbon menu choose Page Layout. Under the Layout bar choose the Print Tiles icon. Select rows or columns in the dialogue box that opens.