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## ADVANCED FORMATTING AND PRINTING

### Chapter Objectives

By the time you finish this chapter, you should be able to identify the following terms:

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> Conditional formatting | <input type="checkbox"/> Print area   |
| <input type="checkbox"/> Data validation        | <input type="checkbox"/> Page break   |
| <input type="checkbox"/> Cut                    | <input type="checkbox"/> Scaling      |
| <input type="checkbox"/> Copy                   | <input type="checkbox"/> Margins      |
| <input type="checkbox"/> Paste                  | <input type="checkbox"/> Headers      |
| <input type="checkbox"/> AutoFormat             | <input type="checkbox"/> Footers      |
| <input type="checkbox"/> Styles                 | <input type="checkbox"/> Print titles |

By the time you finish this chapter, you should be able to perform the following tasks:

- |   |   |
|---|---|
| <input type="checkbox"/> Apply conditional formatting                 | <input type="checkbox"/> Insert and remove page breaks    |
| <input type="checkbox"/> Set data validation                          | <input type="checkbox"/> Insert headers and footers       |
| <input type="checkbox"/> Cut, copy, and paste data                    | <input type="checkbox"/> Set print titles                 |
| <input type="checkbox"/> Paste multiple selections from the clipboard | <input type="checkbox"/> Apply, modify, and delete styles |
| <input type="checkbox"/> Set and clear a print area                   | <input type="checkbox"/> Set print scaling                |
| <input type="checkbox"/> Apply AutoFormats to a range                 | <input type="checkbox"/> Adjust page margins              |

# INTRODUCTION

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In the last chapter, you learned how to work with large worksheets. You learned how to navigate and scroll through them without having your column headings disappear off the screen. You also learned how to name ranges to assist in creating formulas and navigating large worksheets. In this chapter, you will continue working with large worksheets and learn advanced printing techniques to help print your large worksheets. You will learn how to set up print titles, print gridlines, change margins, and insert headers and footers among other things.

You will also learn some advanced formatting techniques like copying, cutting, and pasting data, applying conditional formatting, auto formatting, and creating formatting styles.

## ADVANCED PRINTING

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In Chapter 1, you learned the basics of printing. The worksheets you printed in Chapter 1 fit on one page. In this chapter, you will learn advanced printing techniques that will help make your worksheets appear more professional and easier to read. Easy-to-read printouts are an integral part of worksheet creation.

### Set and Clear a Print Area

By default, the entire worksheet prints when you tell Excel to print a worksheet. Excel locates all the data in the worksheet starting from the upper left corner and moving to the lower right corner, and then prints the entire area containing the data. Sometimes you want to print only a portion of your worksheet. A good example of this is the table that is used in a **VLOOKUP** function. You want only the main table to print, and not the lookup table. To do this, define the main table as a **print area** so that the main table is the only part of the worksheet that prints. To define a print area, select the range you wish to print, and then click **File, Print Area, Set Print Area** on the **Menu bar**. A subtle dotted line surrounds the print area to help you and other users know that a print area has been set. Repeat this process to clear the print area just so the entire worksheet will print again.

### Print a Selection

Print areas are used when you want only a certain area to print every time you print. To print a selection, select the range you want to print, and activate the **Print** dialog box. Click the **Selection** option, and click **OK**.

### Print Preview

You can use the Print Preview feature to see how your printout will look before you print it. Print preview helps you determine if your worksheet is suitable for printing. You can actually see how the page is laid out, whether the worksheet will print on multiple pages, the margin setup, and other page settings. To activate **Print Preview** mode, either click **File, Print Preview** on the **Menu bar**, or click the **Print Preview** button on the **Standard toolbar**.

**Exercise 5-1      Print Preview, Set a Print Area, and Print a Selection**

- I. Open the **Ex 2-16 Current Employees** workbook from your work disk, and save it as **Ex 5-1 Current Employees** to your work disk.
- II. Rename **Sheet1 Current Employees**.
- III. Print preview the worksheet.
  - a. Click **File, Print Preview** from the **Menu bar**.
    - i. The worksheet displays in the **Print Preview** window.
  - b. Place your mouse, which is a magnifying glass, over the data, and click once.
    - i. The worksheet zooms in.
  - c. Click again to zoom out.
    - i. The worksheet displays in its entirety.
  - d. Click the **Close** button on the **Print Preview toolbar**.
    - i. You return to the worksheet.
- IV. Set a print area.
  - a. Select **Range A1:A11**.
  - b. Click **File, Print Area, Set Print Area** on the **Menu bar**.
    - i. **Range A1:A11** is set as the print area.
- V. Deselect the range, and note the dotted line surrounding the range.
  - a. The worksheet title and half of the employees are set to print, and it will remain that way until the print area is cleared.
- VI. Print preview the worksheet.
  - a. Click the **Print Preview** button on the **Standard toolbar**.
    - i. Only the portion set as a print area displays.
  - b. Click the **Close** button on the **Print Preview toolbar**.
- VII. Unset a print area.
  - a. Click **File, Print Area, Clear Print Area** from the **Menu bar**.
    - i. The print area is cleared, and the dotted line surrounding the print area disappears.
- VIII. Print preview the worksheet, and verify that the entire worksheet will print.
- IX. Print a selection.
  - a. Name **Range A6:F16 EMPLOYEES**, and leave the range selected.
  - b. Select **File, Print** on the **Menu bar**, and click the **Selection** option button in the **Print What** section. Click **OK**.
    - i. Only the selected range prints.
- X. Save, and close the workbook.



### Inserting and Removing Page Breaks

When working with large worksheets that require multi-page printouts, Excel automatically sets page breaks at the end of each page. If the page breaks are not where you want them, you can insert your own page breaks known as **manual page breaks**. To insert a manual page break, place the cell cursor where you want the break, and click **Insert, Page Break** from the **Menu bar**. A vertical and/or horizontal dotted line appears at the page break location. Usually, manual page breaks are inserted with the cell cursor in **column A**. This is because if the page break is inserted with the cursor in a different column, like **column B** for instance, a vertical page break will also be inserted, and this is usually undesirable.

To remove a manual page break, place the cell cursor anywhere along the page break in the worksheet, and click **Insert, Remove Page Break** from the **Menu bar**.

## Print Orientation and Scaling

When you print your worksheet, it will most likely be printed on standard **8.5 by 11-inch** paper. By default, Excel prints in **portrait** (tall-wise) orientation. Portrait orientation is best when you have fewer than 10 columns of data. However, wide worksheets—those that exceed 10 columns—usually don't print very well in portrait orientation. Printing a wide worksheet in

portrait orientation will most likely cause some of the columns to print on a separate page, which makes your printout awkward to read. In this case, **landscape** (lengthwise) orientation would be best. More columns will fit on a page when it is printed in landscape orientation, than in the default orientation, which is portrait.

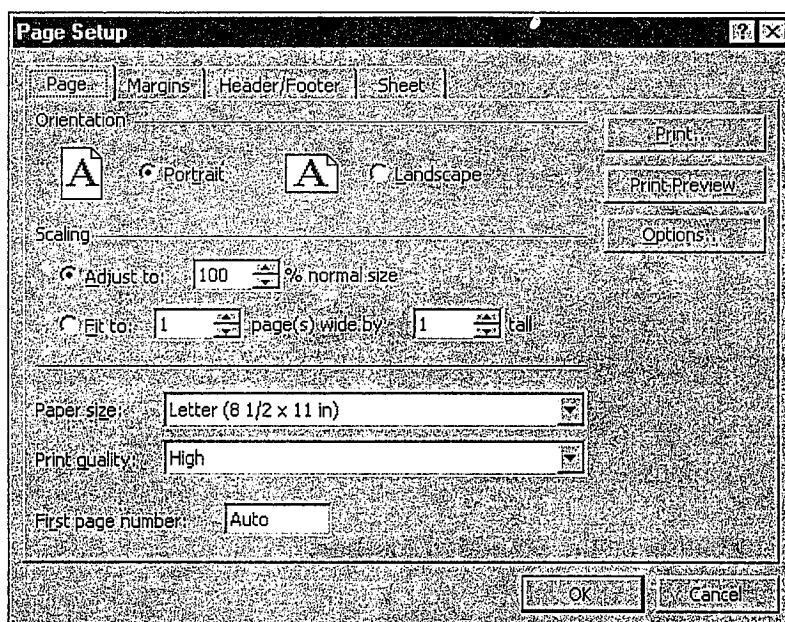


Figure 5.1: Page Setup Dialog Box

Sometimes even printing in landscape orientation still causes some columns to print on separate pages. If this happens, a print scaling adjustment may be necessary. **Print scaling** is adjusting the size of the

worksheet to fit on a specific number of pages. You can set the print scaling from **10%** to **400%** of the default size of the worksheet, which is **100%**. To set print orientation, click **File, Page Setup** on the **Menu bar**. Select the **Page** tab in the **Page Setup** dialog box, click either **Portrait** or **Landscape** in the **Orientation** section, and click **OK**. Scaling may also be adjusted from the **Page** tab in the **Page Setup** dialog box. Type a percentage in the **Adjust to** field, and click **OK**.

### Exercise 5-2 Insert/Remove Page Breaks and Set Print Orientation/Scaling

- I. Open the **Ex 4-5 Super Duper Realty Company** workbook from your work disk, and save it as **Ex 5-2 Super Duper Realty Company** to your work disk.
- II. Name the worksheet **Current Listings**.
- III. Sort the main table by **House Type** in ascending order.
  - a. The sort command will remove the subtotals that were applied in Chapter 4.
- IV. Click **OK** to remove subtotals.
- V. Print preview the worksheet.
  - a. Zoom out if necessary to see the whole page on one screen.
  - b. Press the **Page Down** key several times.
    - i. Notice how disorganized the printout is. The worksheet would print on six pages if printed as is.

- c. Close out of print preview.
- VI. Adjust print orientation and scaling.
  - a. Click **File, Page Setup** from the **Menu bar**.
    - i. This activates the **Page Setup** dialog box.
  - b. Click the **Landscape** option button in the **Orientation** section, and enter **70** in the **Adjust to** field in the **Scaling** section. Click **OK**.
    - i. The orientation is set to landscape and it will print 70% of normal size.
- VII. Print preview, and then return to the worksheet.
  - a. All columns fit on one page, and the printout is three pages.
- VIII. Insert a manual page break.
  - a. Go to **cell A33**.
    - i. This is the transition row from **Colonial** to **Condo**.
  - b. Click **Insert, Page Break** on the **Menu bar**.
    - i. A manual page break is inserted.
- IX. Insert a page break in **cell A63**.
- X. Insert a page break in **cell A108**.
- XI. Print preview, and then return to the worksheet.
  - a. Each group of houses according to **House Type** prints on its own page.
- XII. Remove a manual page break.
  - a. Go to **cell A33**, and click **Insert, Remove Page Break** on the **Menu bar**.
    - i. The page break dividing **Colonial** and **Condo** houses is removed.
- XIII. Save the workbook, and leave it open for the next exercise.

## Margins, Worksheet Centering, and Headers/Footers

**Margins** define the distance between the data and the edge of the page. By default, Excel's margins are set to 1" top and bottom and .75" left and right. To alter the margins, use the **Margins** tab in the **Page Setup** dialog box. By default, the worksheet prints in the upper left of the page. You can center the worksheet on the page vertically, horizontally, or both by placing check marks in the desired check boxes in the **Margins** tab of the **Page Setup** dialog box.

## Headers and Footers

If you want the worksheet printout to have an identifying label at the top and/or bottom of every page, you can place **headers** (top) and **footers** (bottom) on your page. The page number, current date, worksheet name, and current time are some examples of labels that are common to have on every page. To set headers and footers, click **View, Header and Footer** on the **Menu bar** to call up the **Header/Footer** tab in the **Page Setup** dialog box. Click either the **Custom Header** or the **Custom Footer** button. Enter information in either the **Left**, **Center**, or **Right** sections, and click **OK** twice when you are finished.

### Exercise 5-3

### Margins, Worksheet Centering, and Headers/Footers

- I. If necessary, open the **Ex 5-2 Super Duper Realty Company** workbook from your work disk, and then save it as **Ex 5-3 Super Duper Realty Company** to your work disk.
- II. Adjust margins.
  - a. Click **File, Page Setup** on the **Menu bar**.
  - b. If necessary, click the **Margins** tab.

- c. Type **.5** into the **Left** and **Right** margin fields.
  - i. The margins are changed to a half-inch on the left and right sides.
- d. Click to select the **Horizontally** and **Vertically** check boxes in the **Center on page** section.
  - i. The worksheet will be centered up and down on the page.
- III. Insert header.
  - a. Click the **Header/Footer** tab.
    - i. The **Header/Footer** portion of the **Page Setup** dialog box is displayed.
  - b. Click the **Custom Header** button.
    - i. This activates the **Header** dialog box showing the three header sections.
  - c. Keyboard your name in the **Left** section window.
    - i. Your name will appear at the top left of every printed page.
  - d. Click in the **Center** section, and keyboard **Today's Date:** followed by a space.
  - e. Click the **Insert Date** button above the window.
    - i. The code for the current date is inserted into the **Center** section.
  - f. Click **OK**.
- IV. Insert footer.
  - a. Click the **Custom Footer** button.
    - i. This activates the **Footer** dialog box showing the three footer sections.
  - b. Click in the **Center** section, keyboard **Page:** followed by a space, and click the **Insert Page Number** button.
    - i. The current page number code is inserted into the **Center** section.
  - c. Click **OK**.
- V. Show gridlines.
  - a. Click the **Sheet** tab.
  - b. Select the **Gridlines** and **Row and column headings** check boxes in the **Print** section.
  - c. Click **OK**.
    - i. The **Page Setup** dialog box closes.
- VI. Print preview the worksheet, and page down through the pages.
  - a. The headers and footers appear on every page.
- VII. Close the **Print Preview** window.
- VIII. Save, and leave the workbook open.



Insert Date  
button



Insert Page  
Number  
button

## Print Titles

When you print a multiple-page worksheet, such as **Super Duper Realty Company**, your column headings will not be visible on every page. It can be confusing trying to figure out what column goes with what column heading on a multi-page printout. Let's now learn how to set print titles. **Print titles** are column headings and/or row headings of your worksheet that print on every page, making your multi-page printout easy to read. To set print titles, click **File, Page Setup on the Menu bar**, select the **Sheet** tab in the **Page Setup** dialog box, and then click the **Collapse Dialog** button associated with the **Rows to repeat on top** field. The dialog box collapses temporarily returning you to the worksheet. Select the rows that contain the information that you want to print on every page, click the **Collapse Dialog** button to return to the **Page Setup** dialog box, and then click **OK**.

**Exercise 5-4**

**Set Print Titles**

- I. If necessary, open the **Ex 5-3 Super Duper Realty Company** workbook from your work disk, and save it as **Ex 5-4 Super Duper Realty Company** to your work disk.
- II. Set print titles.
  - a. Activate the **Page Setup** dialog box, and click the **Sheet** tab.
  - b. Click the **Collapse Dialog** button associated with the **Rows to repeat at top** field.
    - i. The **Page Setup** dialog box temporarily collapses.
  - c. Use your mouse to select **Range A5:L6**.
    - i. The **Page Setup** dialog box reappears.
  - d. Click **OK**.
    - i. The column headings will appear at the top of every page.
- III. Print preview the worksheet, and page down through the pages.
  - a. The column headings show on every page.
- IV. Close the **Print Preview** window.
- V. Print the worksheet.
- VI. Save, and close the workbook.



**Collapse Dialog button**

## ADVANCED FORMATTING

In previous chapters, you have formatted the worksheet in many ways such as changing font styles, font colors, font sizes, cell colors, etc. In this section, you will learn some of Excel's advanced formatting features. These features include conditional formatting, auto formatting, styles and copying, cutting, and pasting data. You will also learn how to move and copy data using the Office Clipboard.

### Cut

If you want to relocate data on your worksheet, you can use the cut feature. **Cutting** means to remove the data from the current location with the anticipation of placing it elsewhere on the worksheet. When you cut data, it is placed on the clipboard. The **Office Clipboard** is a temporary storage area for cut and/or copied data. The clipboard can store up to 12 cut/copied data selections. Right-click any toolbar and select **Clipboard** to display the **Clipboard toolbar** to see what is stored on the Office Clipboard. To cut data, first select the range, then either use the shortcut keys **Ctrl+X**, click the **Cut** button on the **Standard toolbar**, or click **Edit, Cut** on the **Menu bar**.

### Copy

**Copying** data is essentially the same as cutting data with the difference that the original data will not be removed from the worksheet; instead, it will be duplicated. When data is copied, it is also placed on the Office Clipboard. To copy data, first select the range, then either use the shortcut keys **Ctrl+C**, click the **Copy** button on the **Standard toolbar**, or click **Edit, Copy** on the **Menu bar**.

## Paste

After you either copy or cut some data, you will probably want to place the data somewhere else on the worksheet. The transfer of data from the clipboard to the worksheet is called **paste**. To paste data, place the cell cursor in the upper left cell of the location you wish the data to occupy. Then, either use the shortcut keys **Ctrl+V**, click the **Paste** button on the **Standard toolbar**, or click **Edit, Paste** on the **Menu bar**.

### Exercise 5-5

### Cut, Copy, and Paste Data

- I. Open the **Ex 5-1 Current Employees** workbook from your work disk.
- II. Add your name as a header in the right of the page.
- III. Set **1"** margins all the way around, and center the worksheet vertically and horizontally.
- IV. Display the Office Clipboard.
  - a. Click **View, Toolbars** from the **Menu bar**, and select **Clipboard**.
    - i. The **Clipboard toolbar** displays.
  - b. Move the **Clipboard toolbar** to the right if it is obscuring your data by clicking and dragging the **Clipboard toolbar title bar**. Make sure the toolbar stays on the worksheet area.
  - c. The toolbar is relocated.
- V. Cut and paste data.
  - a. Select the employee table **Range A6:F18**, and click **Edit, Cut** on the **Menu bar**.
    - i. The table has a scrolling marquee surrounding it, and a clipboard icon appears on the **Clipboard toolbar**.
  - b. Make **cell A20** active, and click the **Paste** button on the **Standard toolbar**.
    - i. The data is relocated starting in **cell A20**.
- VI. Scroll down and view that data.
- VII. Click and drag data to a new location.
  - a. With the range still selected, place the mouse on the border of the selection until the mouse turns into a white mouse pointer, and then click and drag the range outline across two columns and up three rows, then release the mouse button.
    - i. The data is relocated without using the Office Clipboard.
- VIII. Cut and paste the employee table so it starts in **cell A5**.
- IX. Click the **Clear Clipboard** button on the **Clipboard toolbar**.
  - a. The clipboard clears.
- X. Close the workbook without saving.
- XI. Open the **Kelly Consulting Services** workbook from the data disk, and save it as **Ex 5-5 Kelly Consulting Services** to your work disk.
- XII. Copy data.
  - a. Display the **Clipboard toolbar**.
  - b. Select **Range A8:A11**, and click the **Copy** button on the **Standard toolbar**.
    - i. The range is copied, and a paste icon appears on the **Clipboard toolbar**.
- XIII. Repeat the above steps for **Ranges C8:C11** and **D8:D11**.



Paste  
button



Clear  
Clipboard  
button



Copy  
button



- a. Three icons appear on the **Clipboard toolbar**.
- XIV. Make **Week 2** the active sheet, and paste the first selection in cell **A8**, the second selection in cell **C8**, and the last selection in cell **D8**.
  - a. The data is copied to the **Week 2** payroll table.
- XV. Save, and close the workbook.

## Conditional Formatting

**Conditional formatting** is the ability to format values that meet specific criteria. Using conditional formatting makes your values much easier to read. For example, Let's say in a list of house prices, you want houses between \$0 and \$50,000 to display in blue, houses between \$50,001 and \$100,000 to display in green, and houses over \$100,000 to display in red. To apply conditional formatting to a range, select the range and click **Format, Conditional Format** from the **Menu bar**. In the **Conditional Formatting** dialog box, set the desired conditions in the **Condition 1** field. Click the **Format** button to set the actual formatting for **Condition 1**. Click **Add>>** button to include additional conditions and formatting. Click **OK** to set.

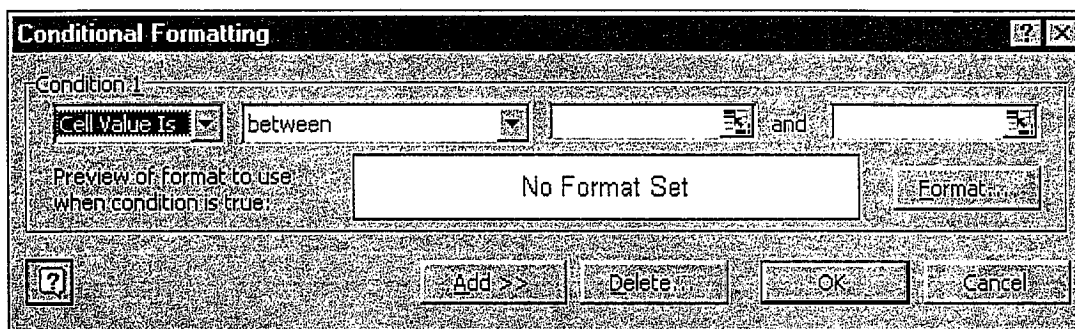


Figure 5.2: Conditional Formatting Dialog Box

### Exercise 5-6

### Conditional Formatting

- I. Open the **Ex 5-4 Super Duper Realty Company** workbook from the work disk, and save it as **Ex 5-6 Super Duper Realty Company** on your work disk.
- II. Go to the range named **PRICE**.
- III. Apply conditional formatting.
  - a. Click **Format, Conditional Formatting** on the **Menu bar**.
    - i. This activates the **Conditional Formatting** dialog box.
  - b. In the **Condition 1** section, select **less than** from the **between** drop-down list, and enter **100000** in the value field to the right.
  - c. Click the **Format** button, select **Blue** from the **Font Color** drop-down list, and click **OK**.
    - i. Any house price **under \$100,000** will display in blue.
  - d. Click that **Add>>** button.
    - i. This expands the dialog box to show the **Condition 2** section.
  - e. In the **Condition 2** section, select **greater than or equal to** from the **between** drop-down list, and enter **100000** in the field to the right.
  - f. Click the **Format** button in the **Condition 2** section, and select **Red** from the **Font Color** drop-down list, and **Bold** in the **Font style** list. Click **OK**.

- g. Click **OK**, and deselect the range.
  - i. Prices are bold and red if equal to or over \$100,000 and blue if under \$100,000.
- IV. Save, and close the workbook.

## Data Validation

To help minimize data entry mistakes, a cell or range can be set for data validation. **Data validation** allows you to set restrictions on the type or amount of data entered into a particular cell or range. For example, in a student grade table the data validation feature has been set to allow only values **0-100** to be entered into the table range. If someone attempts to enter **110** into a cell in the table, the value will not be accepted and an error message will display. To set data validation, select the range, and click **Data, Validation** on the **Menu bar**. In the **Validation** dialog box, select the type of value in the **Allow** field and select any restrictions to the data in the **Data** field. Set any other desired restrictions, and click **OK**.

### Exercise 5-7

### Data Validation

- I. Open the **Credit Service International** workbook from your data disk, and save it as **Ex 5-7 Credit Service International** on your work disk.
- II. Set data validation.
  - a. Select **Range G6:G10**.
  - b. Click **Data, Validation** on the **Menu bar**.
    - i. The **Validation** dialog box is activated.
  - c. Select **Whole Number** from the **Allow** drop-down list, select **Less than or Equal to** from the **Data** drop-down list, and enter **5000** into the **Maximum** field.
  - d. Select **Error Alert** tab, enter **Alert** in the **Title** field, and keyboard **Value entered must be \$5000 or less** in the **Error Message** field. Click **OK**.
    - i. Data validation is set.
- III. Enter **\$5,500** in cell **G8**.
  - a. The error message displays.
- IV. Click **Retry**, and enter **\$4,500** in cell **G8**.
- V. Save, and close the workbook.

## AutoFormat

Excel has many AutoFormats that you can apply to a range. **AutoFormats** are a combination of formatting attributes such as font color, cell shading, and borders that can be automatically applied to a range—an ideal feature if you are in a hurry to format data. To apply AutoFormats to a range, select a cell anywhere inside the range, and then click **Format, AutoFormat** on the **Menu bar**. Excel has many AutoFormats for you to choose from. Scroll to select an AutoFormat, and click **OK**.

### Exercise 5-8

### AutoFormat

- I. Open the **Ex 2-9 Potter's Pottery** workbook from the work disk, and save it as **Ex 5-8 Potter's Pottery** to the work disk.
- II. Apply AutoFormats.

- a. Select a cell anywhere inside the **Revenue** table, and click **Format, AutoFormat** on the **Menu bar**.
  - i. Activates the **AutoFormat** dialog box.
- b. Select the **Classic 2** AutoFormat, and click **OK**.
  - i. The format is applied to the table.
- III. Repeat Step II to apply the **Classic 3** AutoFormat to the table.
- IV. Apply the **Colorful 2** AutoFormat to the table.
- V. Save, and close the workbook.

## Styles

Styles are similar to AutoFormats. A **style** is a collection of custom formats that can be applied to different data sets. For instance, let's say you want your data to have a specific company-defined format such as font, font size, and font color. Set the format once, and then save it as a style for future use. To create a style, format the range the way you want it, click **Format, Style** on the **Menu bar**, and enter a name in the **Style name** field. Click **Add**, and then click **Close**. The next time you wish to use the style, simply select the range, and click **Format, Style** on the **Menu bar**. Select the style from the **Style name** drop-down list in the **Styles** dialog box, and click **OK**.

### Exercise 5-9

### Create, Apply, Modify, and Delete a Style

- I. Open a new workbook.
- II. Create a style.
  - a. Click **Format, Style** on the **Menu bar**.
    - i. This activates the **Style** dialog box.
  - b. Keyboard **My Style** into the **Style name** field, and click the **Modify** button.
    - i. This activates the **Format Cells** dialog box.
  - c. Set the format to **Blue 12-point Arial Bold Italics** with a thick red single-line bottom border. Click **OK** twice.
    - i. A new style is created and applied to cell **A1**.
- III. Open the **Ex 5-6 Super Duper Realty Company** workbook from the work disk, and save it as **Ex 5-9 Super Duper Realty Company**.
- IV. Merge styles between workbooks, and apply a style.
  - a. Select **Range A5:L6**.
  - b. Activate the **Style** dialog box, and click the **Merge** button.
    - i. This activates the **Merge Styles** dialog box.
  - c. Select the **Book1** workbook name, and click **OK**.
    - i. This merges the styles from the **Book1** workbook with the **Super Duper Realty Company** workbook.
  - d. Select **My Style** from the **Style name** drop-down list, and click **OK**.
    - i. The style named **My Style** is applied to the column headings.
- V. Modify the **My Style** style so that the font color is **Dark Blue**.
  - a. Click **Format, Style** on the **Menu bar**.
  - b. Select **My Style** from the **Style name** drop-down list, and click the **Modify** button.
  - c. Set the **Font Color** to **Dark Blue**. Click **OK**.

- i. The style is modified.
- VI. Save the workbook.
- VII. Delete a style.
  - a. Click **Format, Style** on the **Menu bar**.
  - b. Select **My Style** from the **Style name** drop-down list, and click the **Delete** button. Click **OK**.
    - i. **My Style** is deleted.
- VIII. Close the workbook.

## CHAPTER SUMMARY

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- To print a section of a worksheet without having to select it, define it as a print area.
- To print a selection, select the range, open the **Print** dialog box, choose **Selection** in the **Print what** section, and click **OK**.
- To insert a manual page break, place the cell cursor directly below where you want the page break, and click **Insert, Page Break** on the **Menu bar**.
- To remove a manual page break, place the cell cursor at the page break, and click **Insert, Remove Page Break** on the **Menu bar**.
- Portrait** mode and **Landscape** mode are Excel's two print orientations. **Portrait** mode is the default orientation.
- Scaling enables you to adjust the worksheet size without having to reformat.
- Margins** are the distance between your data and the edge of the page. The default margins are 1" top and bottom and .75" left and right.
- The worksheet may be centered vertically and/or horizontally on the page.
- A label that appears at the top of every page is called a **header** and a label that appears at the bottom of every page is called a **footer**. Headers and footers are created by either using the **Header/Footer** tab in the **Page Setup** dialog box or clicking **View, Header and Footer** on the **Menu bar**.
- Print titles** are column and/or row headings that print on every page when printing a multiple-page worksheet.
- Conditional formatting** is when numbers are formatted that meet specific criteria.
- AutoFormats** are predefined formats that you can automatically apply to a range.
- Styles** are custom formats you can create to apply to your worksheet in one action.

## CHAPTER 5 PROJECTS

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### Project 5-1

### Add a Header and Footer, and Print a Selection

- I. Open the **Ex 2-3 Employee List** workbook from your work disk, and save it as **Proj 5-1 Employee List** to the work disk.
- II. Name **Range A6:H21 LIST**.
- III. Set **Range F6:F21** as the print area.
- IV. Have the current date displayed as a header in the top right of every page.
- V. Use **Employee List** as the footer in the lower left corner of every page.
- VI. Print preview the worksheet.
- VII. Print the worksheet.
- VIII. Clear the print area.
- IX. Set the print scaling to **90%**.
- X. Select the **LIST** range, and then print the selected area.
- XI. Save, and close the workbook.

### Project 5-2

### Set Print Options, and Data Validation

- I. Open the **Proj 5-1 Employee List** workbook from your work disk, and save it as **Proj 5-2 Employee List** to the work disk.
- II. Set **Range F6:F21** as the print area.
- III. Set data validation in the **Salary** column so that only values between **5,000** and **100,000** can be entered. The error message should read **Salary entered is out of the range. Please try again.**
- IV. Center the worksheet **vertically** and **horizontally**.
- V. Set the worksheet for **Landscape** orientation.
- VI. Print preview the worksheet.
- VII. Print the worksheet.
- VIII. Clear the print area.
- IX. Make sure the print scaling is set to **90%**.
- X. Set **Top, Bottom, Right,** and **Left** margins to **1.5"**.
- XI. Insert your name as a header in the right of the page and the date as a header in the left of the page.
- XII. Insert page numbers in the bottom right of the page.
- XIII. Have **Gridlines** and **Row and column headings** print on the page.
- XIV. Print the worksheet.
- XV. Save, and close the workbook.

### Project 5-3

### Create and Apply Styles, and Copy and Paste Data

- I. Open the **Computer Consulting International** workbook from the data disk, and save it as **Proj 5-3 Computer Consulting International** to your work disk.
- II. Create a style based on **Range A6:G6** named **Company Style**.
- III. Apply the **Company Style** to the **Revenue** and **Expenses** column headings in the **Year 2** worksheet.

- IV. Center headings in **Ranges B6:G6 and B14:G14** to match column headings in the **Year 1** worksheet.
- V. Modify the **Company Style** style so that the font color is blue.
- VI. Copy **Ranges A15:A18, B15:B18, and E15:E18** in the **Year 1** worksheet, and paste them to the same ranges in the **Year 2** worksheet.
- VII. Format the **Revenue** total rows in the **Year 1** and **Year 2** worksheets so that if the total exceeds **\$5,000** it will display red and bold.
- VIII. Insert the date as a header in the top right and your name as a footer in the bottom center of both worksheets.
- IX. Print the **Year 2** worksheet.
- X. Delete **Company Style**.
- XI. Save, and close the workbook.

### Project 5-4

### Enter Formulas, and Apply Conditional Formatting

- I. Open the **Vacation Tracking System** from the data disk, and save it as **Proj 5-4 Vacation Tracking System** on your work disk.
- II. To calculate the vacation time accumulated based on a 10 business days per year rate, enter a formula in **cell B7** that subtracts the **Date Hired** from the date in **cell B3**, and then multiplies the result by **.0274**. The value **.0274** is how much vacation is accumulated each day.
- III. Copy the formula across the table to calculate accumulated vacation time for all employees. (Hint: Don't forget about absolute addressing.)
- IV. Center the accumulated time results, and apply **Number format with one decimal place**.
- V. Enter a formula for the vacation time remaining that subtracts the vacation time used from the vacation time accumulated.
- VI. Copy the formula across the table, center the results, and apply **Number format with one decimal place**.
- VII. Apply conditional formatting to the vacation time remaining range that displays blue values for all employees that have over 10 days remaining, and red bold values for all employees that have 10 or fewer days remaining.
- VIII. Print the worksheet so that it fits on one page.
- IX. Save, and close the workbook.

## CHAPTER CHALLENGE

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Computer Operator

Please open the **Burnham and Yates Attorneys at Law** workbook from the data disk, and save it as **Challenge 5-1 Burnham and Yates**. Sort the data by **City**, and then insert page breaks at every change in **City**. Make sure it prints in landscape mode with all columns visible on one page. You may have to do some scaling. Name every column using the column heading as the range name, except for the **401K** column which will have to be named **Retirement**. The page number should appear at the bottom center of every page. The column headings should also appear the top of every page. Place a double-line outside border around the whole table and a single-line border inside the table.

Is there anyway that the salaries can be blue and bold if they are less than or equal to 35,000 and red and bold if they are over 35,000?

Print only employees from **Lakeland**. Place a summary information section somewhere on the worksheet that displays a count of the number of employees, the average salary, the highest salary, the current date, and the # of employees that live in Lakeland. Label and format the summary information area appropriately.

Change **Eric Klee's** salary to **\$65,000**. **Erica Lexington** does not have insurance. **Michelle Lawson's** SSN is **123-45-6789**. **Tamara McCallister** does have the **401 K plan**. Print the entire worksheet. Save, and close the workbook.

Thanks  
The Boss