



Excel 2

Module 4 – Advanced Printing and Formatting

Module Overview

This module is part of the Excel 2 course which is for advancing your knowledge of Excel. During this lesson we will introduce Headers & Footers and will expand on your existing knowledge of printing and formatting.

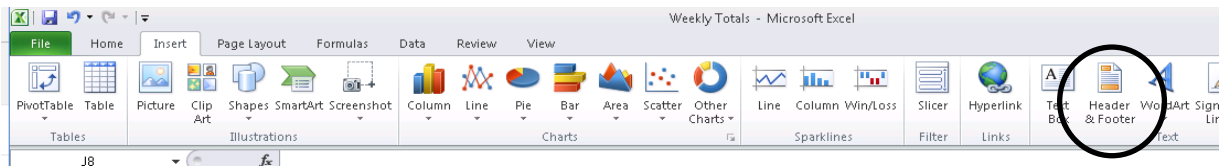
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1. Headers and Footers

Headers and footers are used in Excel to show or print information at the top or bottom of each page. A header is text you insert to be printed at the top of every page. A footer is text that you insert to be printed at the bottom of every page. If headers and footers are inserted, they are only visible when the spreadsheet is in the Page Layout view or in the Print Preview on the Print page.

To insert a header or footer, choose the Insert tab (Text Group) and click on the Header & Footer icon.

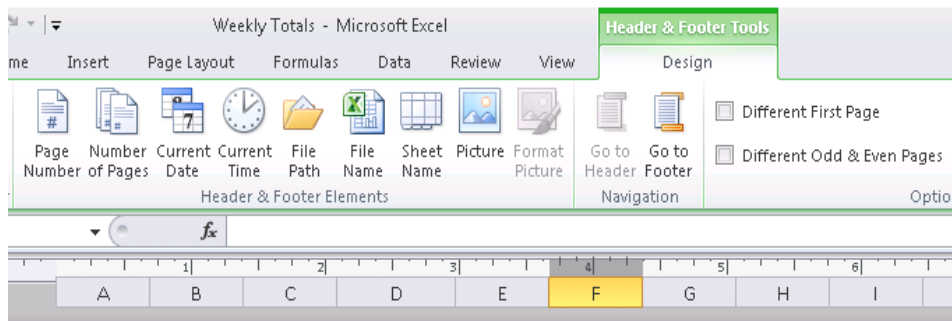


Follow Me

Insert Header

Open Weekly Totals.xlsx – *This is the workbook created during Excel 2 – Module 1.*

1. Click on the Header & Footer icon on the Insert tab (Text group).
2. You will see a new tab on the ribbon called Header & Footer Tools – Design.
3. On the spreadsheet you will see an area called Header open above the worksheet cells (see below).
4. There are 3 areas in the Header where you can insert text – left, center and right. The cursor in the screen shot below is shown in the center section.



Header

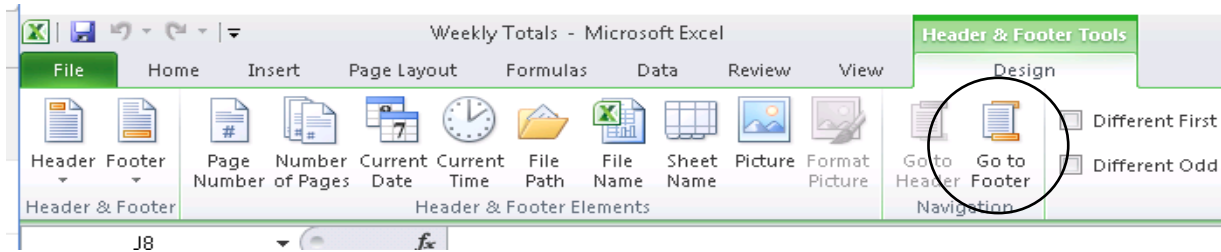
	Monday	Tuesday	Wednesday	Thursday	Friday	Total		
Week 1	2	2	7	9	1	21		
Week 2	1	4	6	3	10	24		
Week 3	5	5	3	5	1	19		
Week 4	8	3	9	5	3	28		

5. Type the words “Header Center” in the center section.
6. Click your mouse into the left section of the header area and type “Header Left”

The screenshot shows an Excel worksheet with columns A through I. Column D is highlighted in yellow. Below the column headers, there is a header row with three sections: 'Header Left' in column A, 'Header Center' in columns B through G, and an empty section in columns H through I. Below the header is a data table with the following content:

	Monday	Tuesday	Wednesday	Thursday	Friday	Total			
Week 1	2	2	7	9	1	21			
Week 2	1	4	6	3	10	24			
Week 3	5	5	3	5	1	19			
Week 4	8	3	9	5	3	28			

To insert a footer, click on the “Go to Footer” icon on the Header & Footer Tools Design tab on the ribbon.

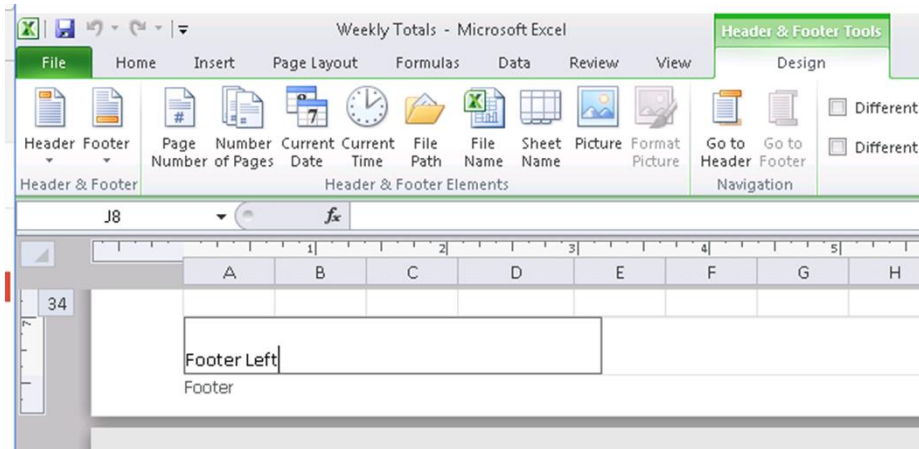


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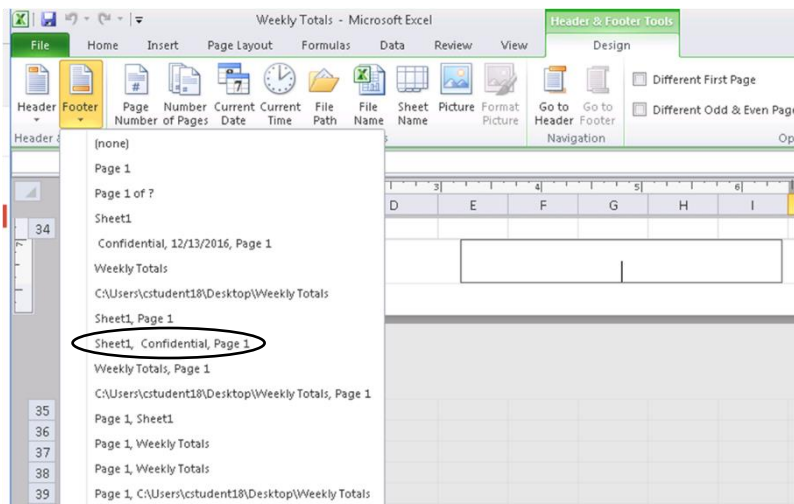
Insert Footer

1. Click on the “Go to Footer” icon on the Header & Footer Tools Design tab on the ribbon.
2. Similar to the Header area, there are three sections in the footer for you insert text – left, center and right.

3. Click in the left section and type “Footer Left”



4. Click your mouse into the center section of the footer. Notice that on the left side of the Design tab of the ribbon in the Header & Footer group, there are two icons with drop down menus. Click on the arrow beneath the Footer icon to open up the drop down menu. This menu contains a number of pre-defined footers that can be used.
5. From the dropdown menu, select the line that shows “Sheet1, Confidential, Page 1”



6. You will see that this fills in all three sections of the Footer area, (including replacing what you had typed into the left section).

When completed with inserting/editing the Header or Footer, click the mouse into any cell of the worksheet. You will notice that the Header & Footer Tools on the ribbon is no longer visible.

Note: You can also insert/edit Headers and Footers from the Page Setup dialog box, using the Header/Footer tab.

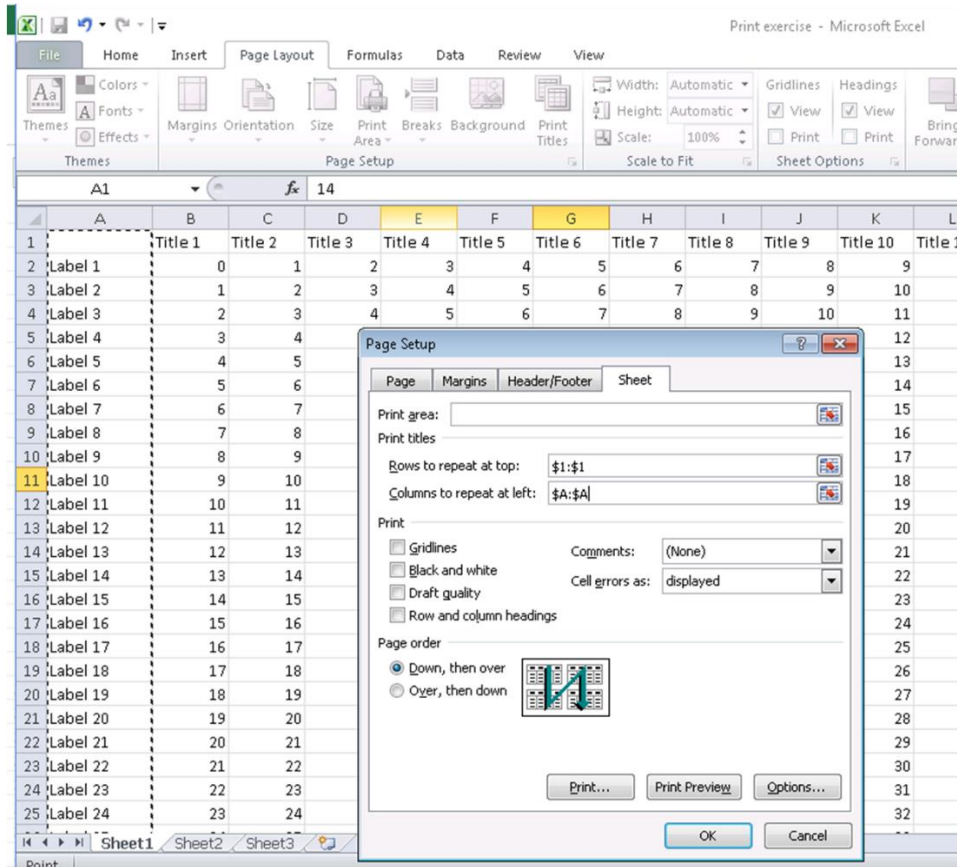
2. Advanced Printing

The basic methods for setting up a spreadsheet for printing were covered in Excel 1 – Module 3. When needing to print data from a large spreadsheet, there are two advanced printing capabilities that may be useful – Print Titles and Print Area.

2.1. Print Titles

In a large spreadsheet that will print onto several pages, it is often desirable to have the column or row labels print on all the different pages of the printed spreadsheet. Excel provides this capability using the Print Titles icon located on the Page Layout tab (Page Setup group).

Follow Me	<p>Print titles</p> <ol style="list-style-type: none"> 1. Open the spreadsheet Print Exercise.xlsx 2. Click on the File tab, and Print to see the Print Preview for the spreadsheet 3. This spreadsheet prints onto 4 pages. Click the right arrow below the preview image to see each of the pages. 4. Notice on page 2 of 4 the rows with Label 34 thru Label 60 are printed, but since row 1 of the spreadsheet is not on this page, the Title of each column is not visible. 5. Click the arrow again to see page 3. Notice on this page that the columns with Title 13 thru Title 15 are printed, but since column 1 is not printed, there are no visible labels for the different rows. 6. Click the arrow again to see page 4. On this page there are no Titles or Labels. The data on this page would be very difficult to interpret without any of the row labels or column titles. 7. Click on the File tab to return to the spreadsheet and then go to the Page Layout tab. Click on Print Titles in the Page Setup group. This opens the Page Setup dialog box with the Sheet tab opened. 8. Put your cursor in the box labeled “Rows to repeat at top” and then click on the row header for row 1. 9. Put your cursor in the box labeled “Columns to repeat at left” and then click on the column header for column A. See screen shot below. 10. Then click “OK”
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Now click on the File tab and Print to see the Print Preview. Click through the 4 pages and you will see that each page now has the column Titles and the row Labels showing.

2.2. Print Area

Another way to deal with printing information from a large spreadsheet is to just print portions of the spreadsheet. This is accomplished using the Print Area feature in Excel.

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Print Area

1. Continue working in the spreadsheet Print Exercise
2. Select the cells in the spreadsheet that you want to print. Select the range D5 to H12
3. On the Page Layout tab, click on the Print Area icon
4. Choose Set Print Area from the dropdown menu
5. Click on the File tab, and Print to see the Print Preview for the spreadsheet
6. You will see just the area that you selected in the print preview image. If you have the Print Titles specified, then the image will also show the titles with the selected print area shown

To clear or change the print area, click again on the Print Area icon and select from the dropdown menu.

3. Advanced Formatting

We have covered many of the format capabilities in Excel, but there are more advanced format capabilities available in the Home tab (Styles group)

3.1. Styles

Vocabulary	Style
	<p><i>Noun</i></p> <p>A Style is a grouping of specific format settings for a cell such as font, size, color, border, underline, etc. Every time you apply a Style to a cell, Excel formats the cell the exact same way.</p>

You can create your own Styles in Excel or you can use any of the Quick Styles that are prebuilt in Excel and are available from the ribbon. Using Styles, rather than manually formatting cells, has a couple of advantages. One is that you can very quickly apply a nice looking format to a cell with one mouse click rather than having to select multiple format options. The second advantage is that if you decide to modify a Style, the modification gets applied automatically to all cells with that Style. This keeps your worksheet looking consistent.

Follow Me	<p>Apply Styles to the file Sales by customer</p> <ol style="list-style-type: none"> 1. Open Sales by customer.xlsx 2. Click in cell A1 3. On the Home tab (Styles group) click on the Cell Styles icon to open up the dropdown menu 4. Under the Titles and Headings group, select Heading 1. You will see the Heading 1 style applied to cell A1. 5. Select cells B5 and B23 (remember to use Ctrl key to select multiple cells) 6. Click on Cell Styles and choose the green box “Good” from the top row. 7. Select cells B3, B4, B8, B9, B13 8. Click on Cell Styles and choose the red box “Bad” from the top row. 9. .Click in a cell away from the data to see the formatting that was applied.
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	A	B
1	Sales By Customer	
2		
3	Air Wing Fuels Inc.	\$ 5,025.74
4	Awesome Bikes Ltd.	\$ 6,100.02
5	Boat Brokerage Sales Corp.	\$ 14,559.50
6	Consolidated Amalgamated Corp.	\$ 11,290.13
7	Dive Masters Unlimited	\$ 11,341.36
8	Ecological Bicycles Ltd.	\$ 6,346.47
9	EZ Chairs	\$ 5,053.12
10	Farley's Farm Supplies Inc.	\$ 13,259.16
11	Flaming Hot Skis Ltd.	\$ 9,890.61
12	Fraser Glen College	\$ 10,296.38
13	Gas Tank Wholesalers Inc.	\$ 6,806.98
14	Hole In The Wall Computers Inc.	\$ 9,041.47
15	Humongous Holdings Ltd.	\$ 12,369.33
16	Kelly Tailors Ltd	\$ 13,062.72
17	Megatron Entertainment Corp.	\$ 13,127.39
18	Millennium Holdings Ltd.	\$ 10,287.27
19	Office Supplies Unlimited	\$ 8,118.71
20	Paint The World Ltd.	\$ 8,628.84
21	Pullemtout Dental Suppliers Inc.	\$ 10,020.39
22	Sweet Stuff Manufacturing Corp.	\$ 11,535.14
23	The Potato Chipper Ltd.	\$ 14,273.87

We want to clear all the format Styles before proceeding to the next section.

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Clear formatting Styles in the file Sales by customer

1. Select cells B3 to B23
2. On the Home tab (Editing group), select Clear, then Clear Formats
3. Note that this removes the Styles that were applied in column B, and also removed the Accounting format (\$) that was originally in the worksheet.
4. In the Number group, click on the \$ icon, to re-apply the Accounting format.

3.2. Conditional Formatting

Highlighting certain cells to differentiate them from the rest of the worksheet helps to draw attention to those cells and can also help the user to interpret the data more readily. Conditional formatting is a tool that can be used to change the format of cells based on the data in the cells. The format will update automatically when the data in the cells changes. The criteria used to determine what format to apply are called Rules

In our example, we will use the Conditional formatting to highlight Sales numbers for different customers.

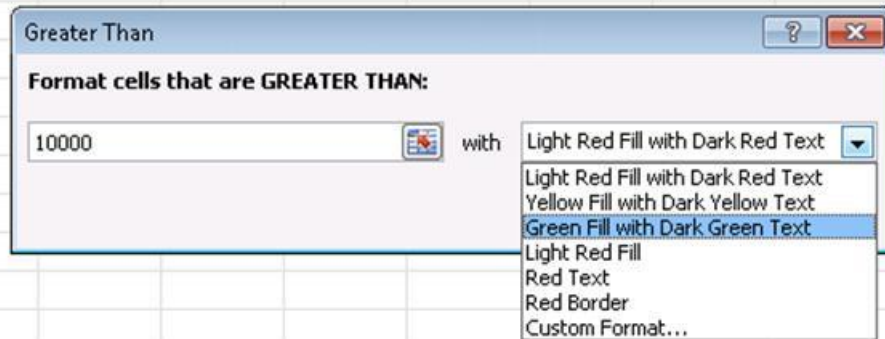
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Apply Conditional Formatting to the file Sales by customer

1. To apply conditional formatting, you must first select the range of cells that you want to format. Select B3 to B23.
2. On the Home tab (Styles group) click on the Conditional Formatting icon to open up the dropdown menu

	A	B	C	D	E	F	G	H
1	Sales By Customer							
2								
3	Air Wing Fuels Inc.	5,025.74						
4	Awesome Bikes Ltd.	6,100.02						
5	Boat Brokerage Sales Corp.	14,559.50						
6	Consolidated Amalgamated Corp.	11,290.13						
7	Dive Masters Unlimited	11,341.36						
8	Ecological Bicycles Ltd.	6,346.47						
9	EZ Chairs	5,053.12						
10	Farley's Farm Supplies Inc.	13,259.16						
11	Flaming Hot Skis Ltd.	9,890.61						
12	Fraser Glen College	10,296.38						
13	Gas Tank Wholesalers Inc.	6,806.98						
14	Hole In The Wall Computers Inc.	9,041.47						
15	Humongous Holdings Ltd.	12,369.33						
16	Kelly Tailors Ltd	13,062.72						
17	Megatron Entertainment Corp.	13,127.39						
18	Millennium Holdings Ltd.	10,287.27						
19	Office Supplies Unlimited	8,118.71						
20	Paint The World Ltd.	8,628.84						
21	Pullemtout Dental Suppliers Inc.	10,020.39						
22	Sweet Stuff Manufacturing Corp.	11,535.14						
23	The Potato Chipper Ltd.	14,273.87						
24								

3. First, let's highlight Sales greater than \$10,000. Choose Highlight Cells Rules from the dropdown menu, then select Greater Than from the expanded dropdown menu.
4. In the Greater Than dialog box that pops up, type 10000 in the field, then select Green Fill with Dark Green Text from the formatting dropdown menu.



5. Click OK. The pop up box will close and you can look at your data and see that all cells with numbers that are greater than \$10,000 are have green fill with green text. We have just created the first Rule.

If you want to choose a format different than the defaults provided, you can click on Custom Format which will bring up the familiar Format Cells dialog box. From that box, you can choose any font, fill, color, border, etc. that you want to use.

Next we want to identify those customers with the least amount of sales, so we need to create another Rule.

Follow Me

Apply Conditional Formatting to the file Sales by customer (cont.)

6. Make sure the range B3:B23 is selected
7. Click on the Conditional Formatting icon and select Top/Bottom Rules
8. Select Bottom 10% from the expanded dropdown menu
9. Enter 10 in the left hand box and select Light Red Fill with Dark Red Text from the format drop down menu



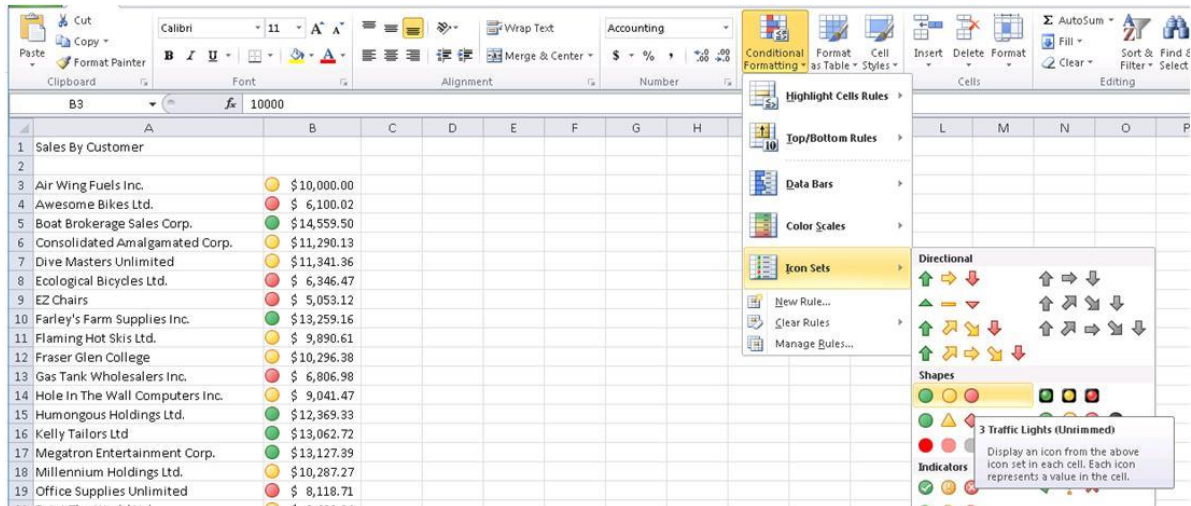
10. Click OK and look at the formatting that has been applied. Two cells, B3 and B9 should have red fill.
11. Now let's see how the conditional formatting changes if the data changes. Click in cell B3 and enter the number 10000. You should see the red fill disappear from cell B3 and now cell B4 (which has the next lowest sales number) has red fill.
12. Enter the number 10001 in cell B3. This value now meets the rule which we applied being > (greater than) 10000, so B3 now has green fill.

To clear the Conditional Formatting rules, click on the Conditional Formatting icon and select Clear Rules from the dropdown menu.

You'll notice in the dropdown menu there are several other types of formats that can be applied. We will look at one more, then you can practice with other types on your own.

Follow Me**Conditional Formatting – Icon Sets**

1. Select the range B3:B23. Click on Conditional Formatting and select Clear Rules, then Clear Rules from Selected Cells.
2. Click on Conditional Formatting and select Icon Sets. Under the Shapes group select the first set (green, yellow, red circles). If you hover over this selection you see it is called “3 Traffic lights (Unrimmed)”
3. This selection by default will put Green circles in front of the top 33% of the values, Yellow circles in front of the middle 33% of the values and Red circles in front of the bottom 33% of the values



4. Check your spreadsheet to see verify it looks like the screenshot above.

4. Exercise – Now You

Use the file Rainfall Exercise.xlsx to practice using Styles and Conditional Formatting

1. Format the Title in cell A1 to Style Heading 2
2. Format the days of the week to Style 20% Accent5
3. Format Station 1 thru Station 5 to Style 20% Accent2
4. Format the cell G3 with the Style called Total
5. Use Conditional Formatting to format any daily rainfall amount greater than 8.5 at any of the five stations during the week. Use Custom Format light blue fill, black font.
6. Use Conditional Formatting to create a red border around the cells containing any daily rainfall amount that was less than 4 at any of the five stations.
7. Insert a Directional Icon Set in the cells with the Total rainfall. Use the Icon Set called “3 Arrows (colored)”
8. The completed exercise is in the second tab of the worksheet.