

Tips & Tricks With Excel 2007

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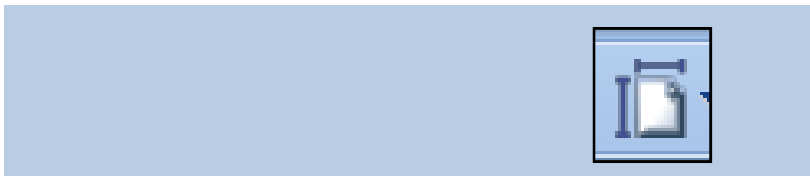
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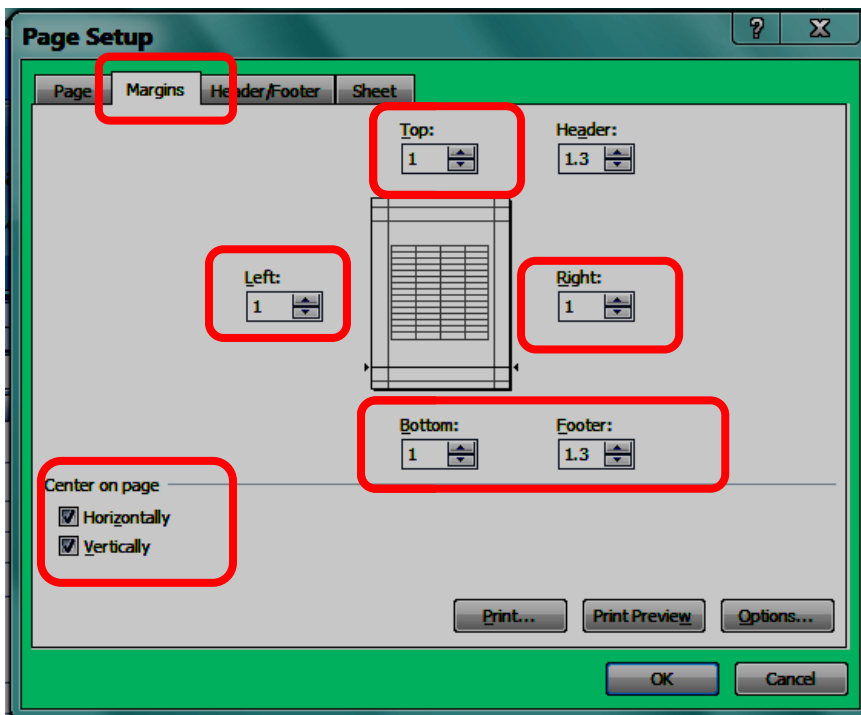
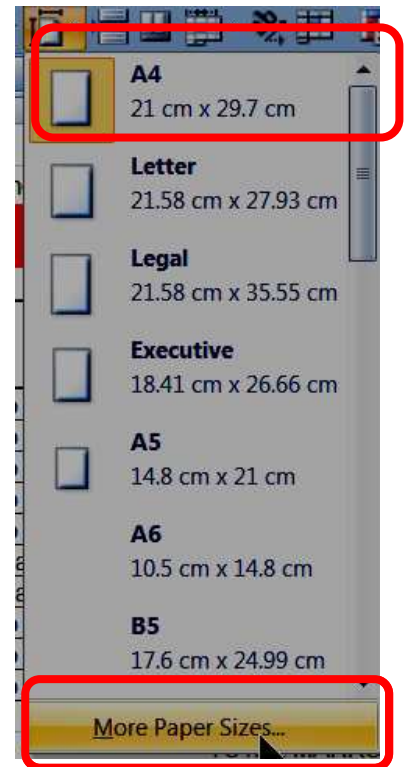
Format Page

Left mouse click the Page Size tool on the Quick Access Toolbar and ensure that A4 is selected.



Then click More Paper Sizes for other formatting options.


When the dialogue box appears click the Margins tab and change the margins as shown.

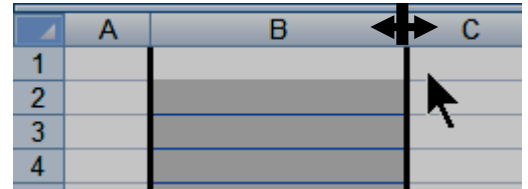



You may also like to set your header/footer and determine what rows will repeat on each page (such as column headings)

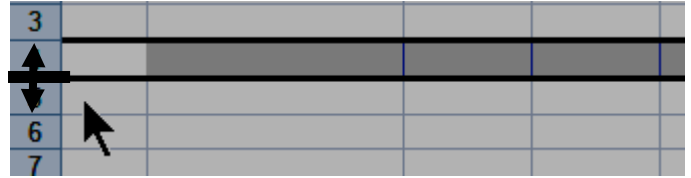
Format your Cells

Change the column width / change the row height

To change the column width left mouse click on the horizontal column navigation bar for the column you wish to alter and drag the right / left border 

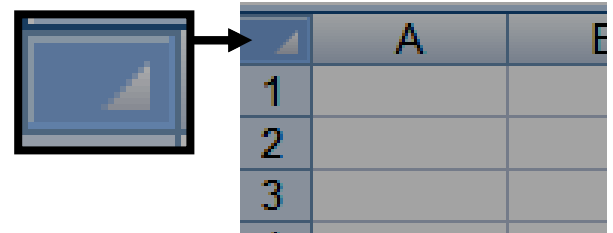


To change the row height left mouse click on the vertical column navigation bar for the row you wish to alter and drag the top / bottom border 

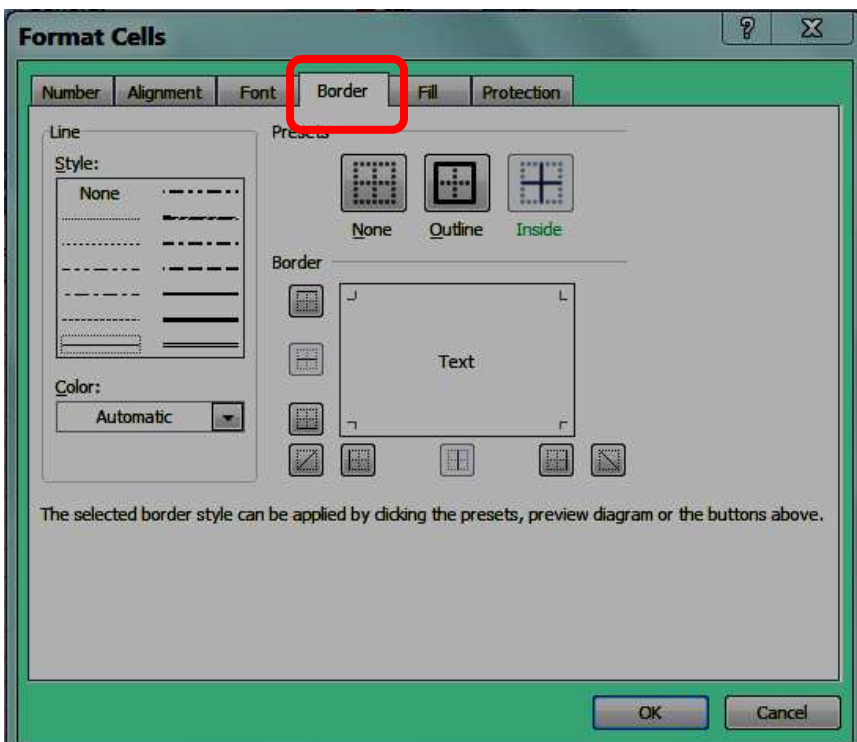
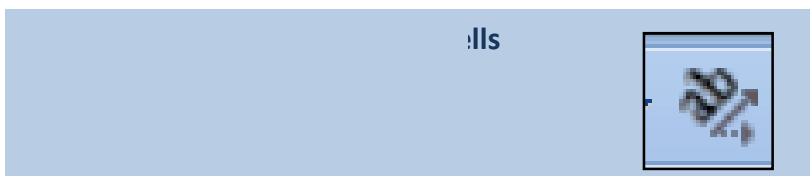


Apply format to entire worksheet (fonts, borders, fill, numbers)

To apply formatting such as fonts/ cell fill colours etc to the entire worksheet left mouse click the topmost left corner of the cell navigation bars



From the Quick Access Toolbar left mouse click **FORMAT CELLS**



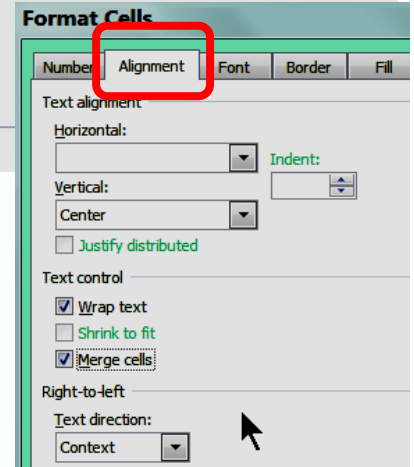
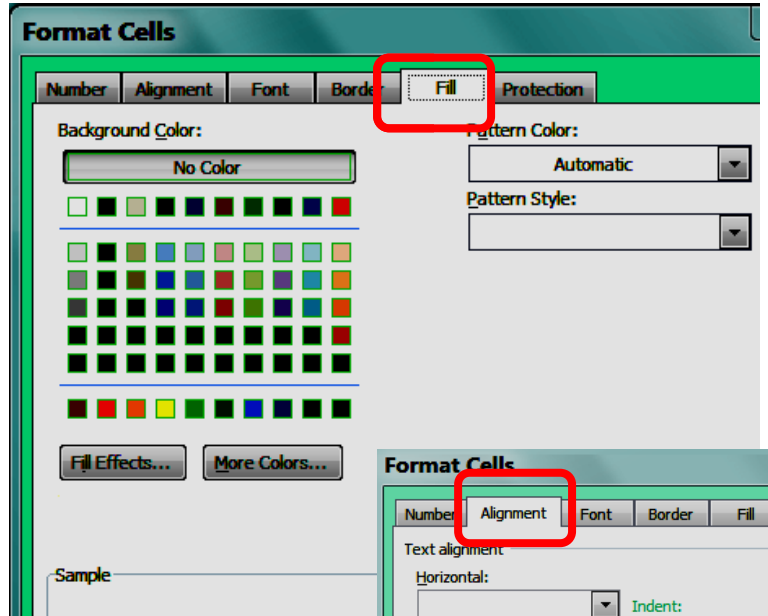
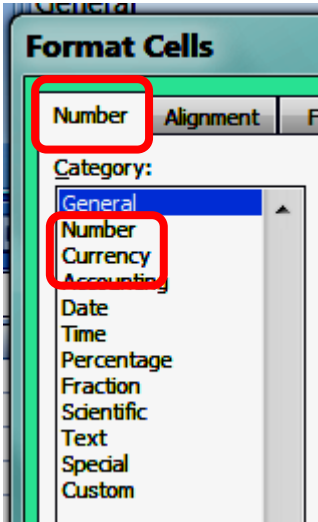
The format cells dialogue box will appear.

To apply borders to all cells click the Border tab and make your selections of border position, line type ,weight and colour

You can also format cell fill colour from the **FILL** tab and nominate a number format for numbers in the **NUMBER** tab and the **ALIGNMENT** tab. I always set my Vertical alignment to '**Center**' and I will usually '**Wrap text**' for the entire worksheet

Use format numbers for decimals, currency etc.

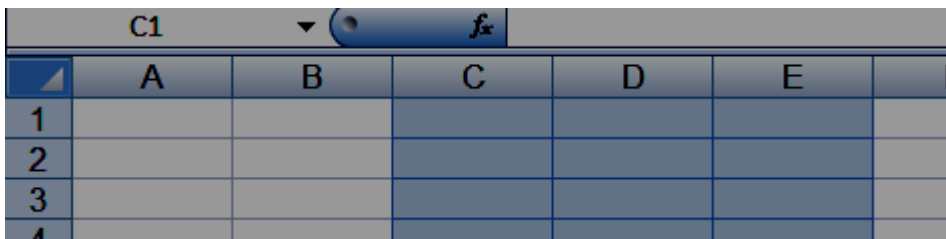
Remember formats can be applied to an entire worksheet or just a selected row/column



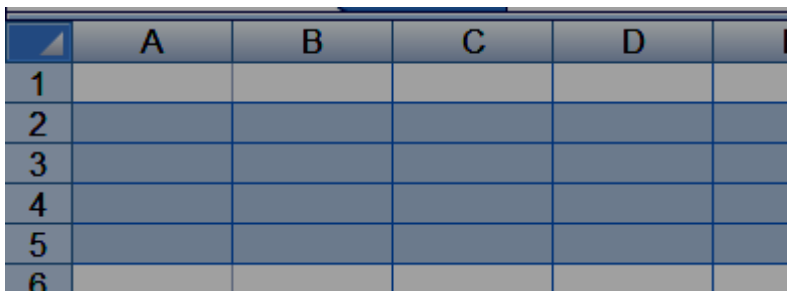
Hide columns / cells /Worksheets

Excel works by applying functions and formatting to specific rows, columns and rows. The specific cells are located using the Horizontal location bar (A, B, C, D etc...) to identify the column and the vertical (1, 2, 3, 4, etc...) bar to identify the row in a similar manner to a map

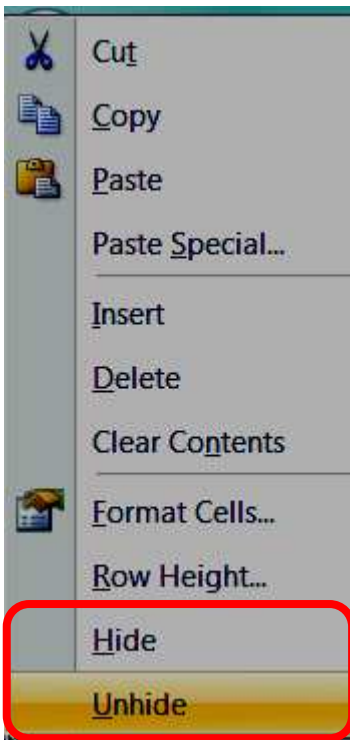
and reference cells



Left mouse select the columns you wish to hide from the worksheets horizontal bar



Or Left mouse select the rows you wish to hide from the worksheets vertical bar

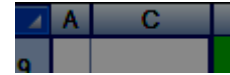


Right mouse click and a menu appears, click **HIDE**

15 You can tell that rows/cells have been hidden because the location bar will have a missing number/ letter in the sequence of numbers / letters . At right column B has been hidden.

16

19 At left row 17 has been hidden



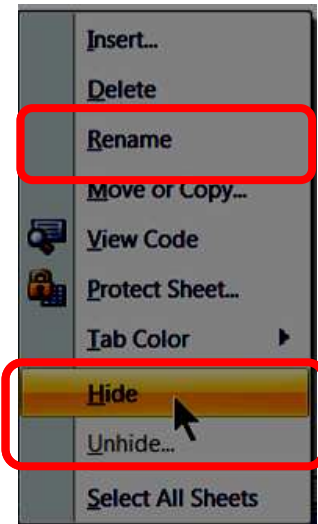
Use the text the same way this to and then use formatting and keep the text

Use mouse pointer etc to use

Hide Worksheets

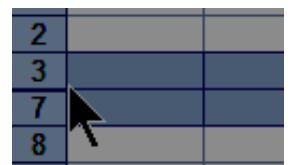
You can hide entire worksheets by right clicking on the worksheet tab at the bottom of the worksheet and selecting HIDE

This menu also allows you to name your tab

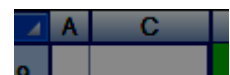


Unhide

Unhide rows – You will need to identify the rows you wish to unhide. This can be done by looking at the vertical cell ID bar and seeing if any of the numbers are missing. In the picture at right rows 4,5,and 6 are hidden.



On the vertical cell ID bar left mouse select the row number before and after the hidden rows. In this case 3 and 7. Right mouse click here to bring up the menu and click **UNHIDE**



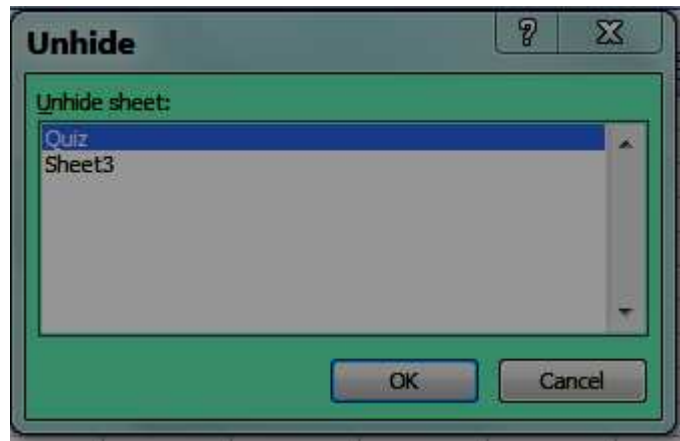
To Unhide a Page -

Left mouse click the **UNHIDE WORKSHEETS** tool



This will bring up the Unhide dialogue box. This box shows the names of the worksheets that have been hidden.

To unhide, mouse select the sheet you wish to unhide and click OK. This worksheets tab will now be visible along the bottom border of sheet tabs

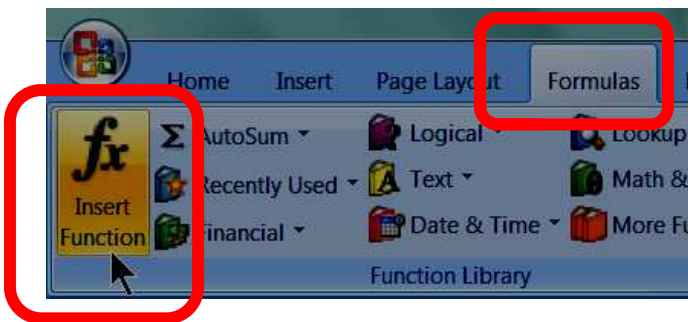


USING FUNCTIONS

What's a function? A function is a mini program or formula that causes cells in a spread sheet to automatically do calculations and perform 'functions' according to your instructions. They save time and are extremely versatile and make seeing patterns much easier. If you are using maths functions remember that the brackets in a formula follow the usual rules (BODMAS)

IF Function

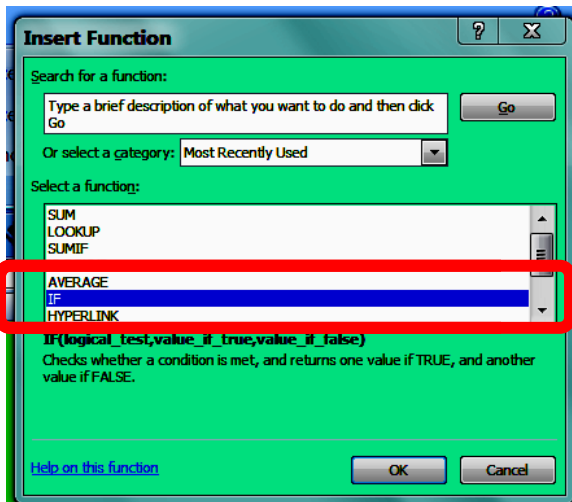
You can have Excel perform a lot of actions automatically depending on the content of reference cells.



self mark quiz's

To access functions click on the Formulas tab on the menu ribbon and then click function

Scroll down the menu selection in the box and click on **IF**, then OK



You will then be led through a dialogue box .

In this example I want cell D40 to return (place in cell D40) 1 if C40 has 'yes' in it and '0' if cell C40 contains no.

Column C would contain my students answers and column D contains the marks allocated for correct answers

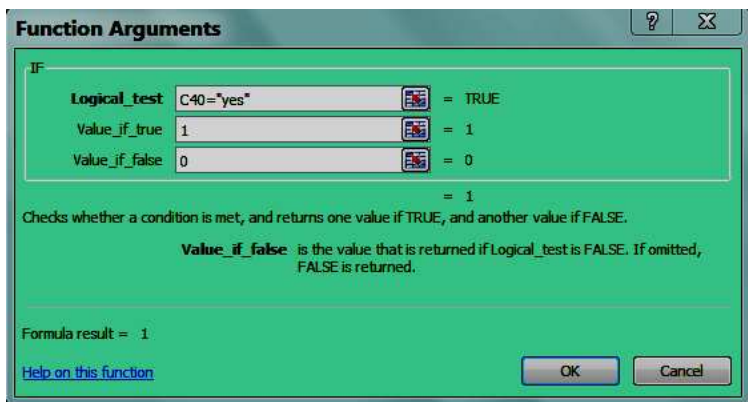
	Answer	Mark
	C	D
	yes	1

Once you have clicked on 'Insert Function' the dialogue box at left will appear.

Select 'IF' from the menu

Then click 'OK'

You must always remember to click in the cells that you want the answer to appear in (this is the cell that will contain the formula) . Then click in the cell/s that you wish to reference.



In the Logical test row I left clicked on cell C40 and then typed ="yes" This means that the answer to the question is yes, it = yes . Whenever you refer to text you must use " "

Value if true : I entered 1 because the mark for a correct answer is 1

Value if false : I entered 0 , a false answer scores zero

Click OK and your function will be placed in cell C40

Under your quick access bar you will see the formula bar. If you click (or are still clicked on C40) you will see the formula for that cell appear. This is how Excel writes the formula for the arguments you entered above



Using the LOOKUP Function

total marks a student

You need to create a **column that contains all the possible marks, this is called the Lookup_vector** and the **next column should contain your comments that match these marks, these are the Results_vector**.



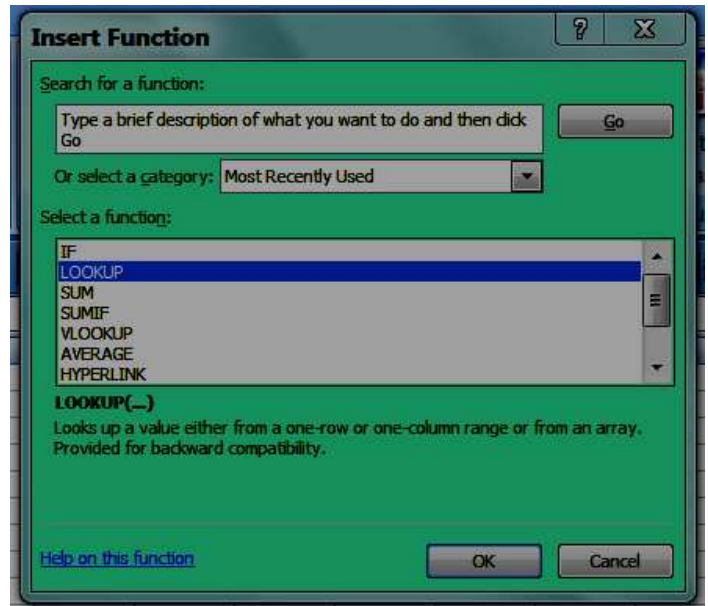
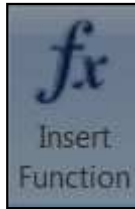
These 2 columns can be on the same worksheet as the quiz and simply hidden or they can be on a separate worksheet and hidden. Use the new worksheet tab to create a new worksheet for this purpose. The first column (Results_vector) should be sorted in ascending order for the lookup to work .

You will also require a cell where you want your comment to appear. This cell will be the cell that contains the **LOOKUP FUNCTION** and a cell that contains the students actual total mark . This mark is identified as the **Lookup_value** and will be cross referenced in the **Lookup_vector** where Excel will look for a match. Once a match is found Excel will place the corresponding comment in the same rows **Results_Vector** column in the cell with the LOOKUP function arguments.

Click in the cell where you want your comments to appear



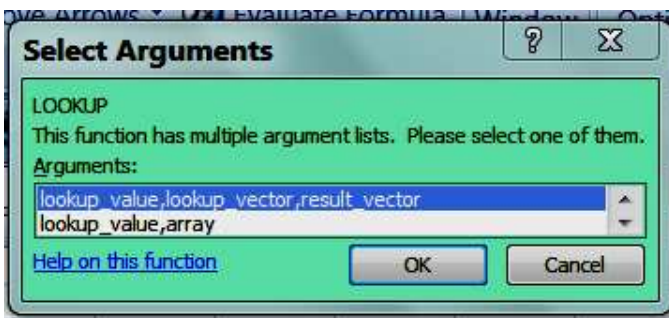
In the FORMULAS tab on the menu ribbon click **Insert Function**



This will open the INSERT FUNCTION dialogue box.

Select **LOOKUP** from the menu

Click OK

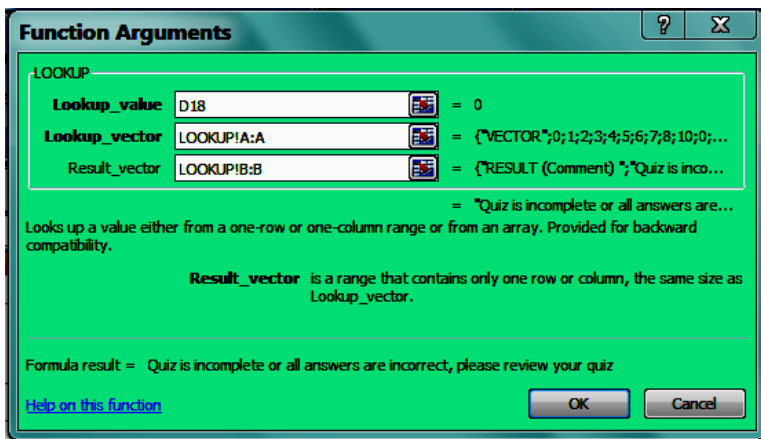


This opens the Select Arguments dialogue box.

Select the first option and click OK

Now you will be clicking in the dialogue box and in the worksheet cells that appear behind the

dialogue box



Left mouse click in the **Lookup_value** box

For the **Lookup_value** click in the cell that contains the students total mark. In this example it is D18

	VECTOR	
1		
2	0	Qui
3	1	A d
4	2	Ma
5	3	You
6	4	A d
7	5	You
8	6	You
9	7	A p
10	8	Go
11	10	Lov
12		

Now click in the **Lookup_vector** box.

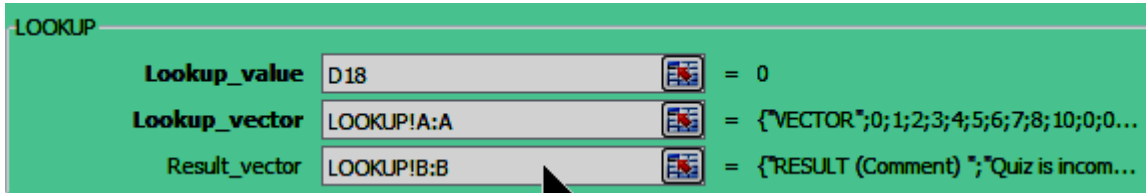
Find and select the column containing the array of possible marks including the actual mark the student attained. The **Lookup_vector** may be on the worksheet you are using or located on another one. You can select an entire column by clicking on the columns ID letter in the horizontal cell ID bar.

In the functions Arguments dialogue box above the **Lookup_vector** is located on a worksheet called LOOKUP and is all of column A

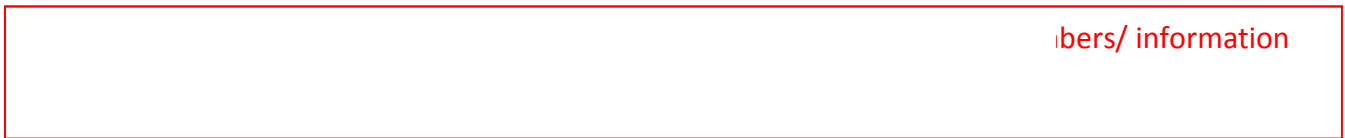
Now click in the **Lookup_results** box.

Find and select the column containing the array of comments corresponding to the **lookup_vector**. The **Lookup_result** must be located on the same worksheet as the **lookup_vector**. You can select an entire column by clicking on the columns ID letter in the horizontal cell ID bar. Click OK

Now when a mark is tallied in the cell identified as the **lookup_value** the cell containing the lookup formula will show the comment it looked up



Conditional Formatting

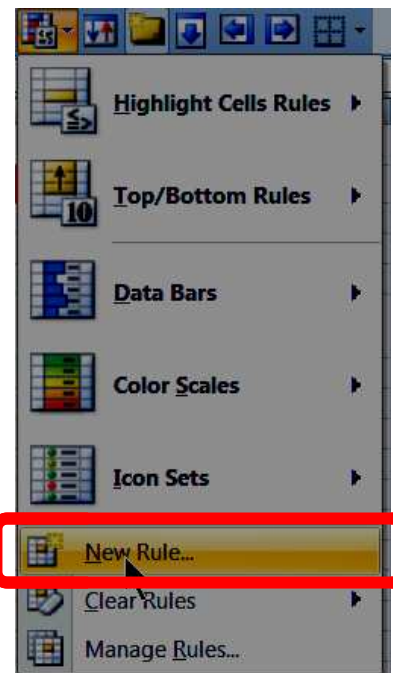


Name	Jack Brown
Class	

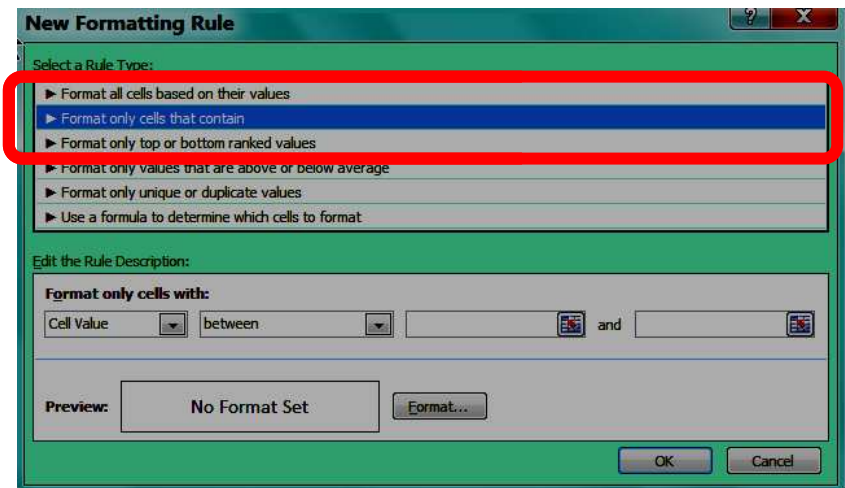
In the example at left the red colour fill in the cell is used to identify that information is missing from this cell – the cell is blank

Mouse select all the cells that you want to apply the formatting to.

Click on the Conditional formatting tool in the Quick Access Toolbar



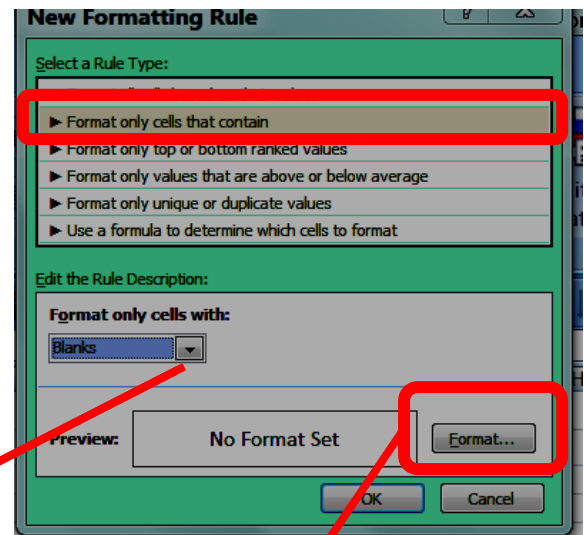
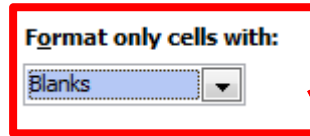
Click on NEW RULE



In the dialogue box click the 2nd option **“Format only cells that contain”**

Then the dialogue box will change

I want the blank cells (with nothing in them) to be red to remind students to answer. In the” **Format only cells with**” I have selected **Blanks**

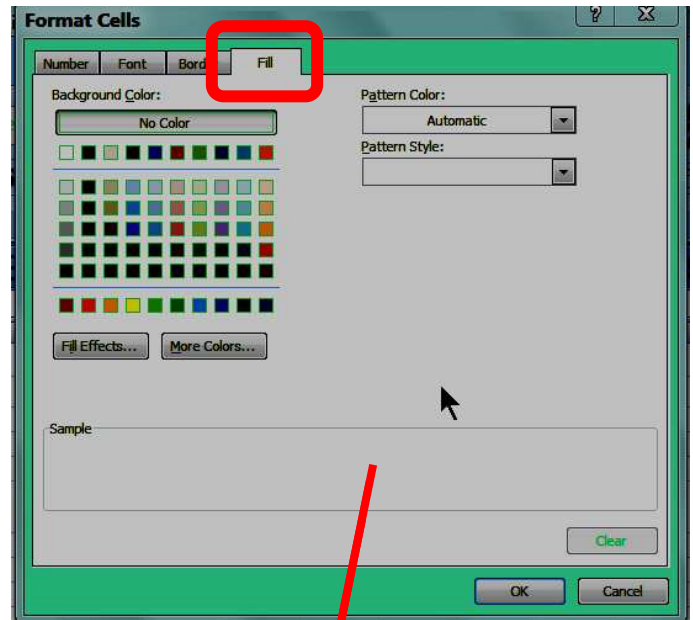


Next I have to nominate what the formatting is to be for the blank cells. **Click FORMAT**

Select the FILL tab and then select a colour. The colour will appear in the sample area.

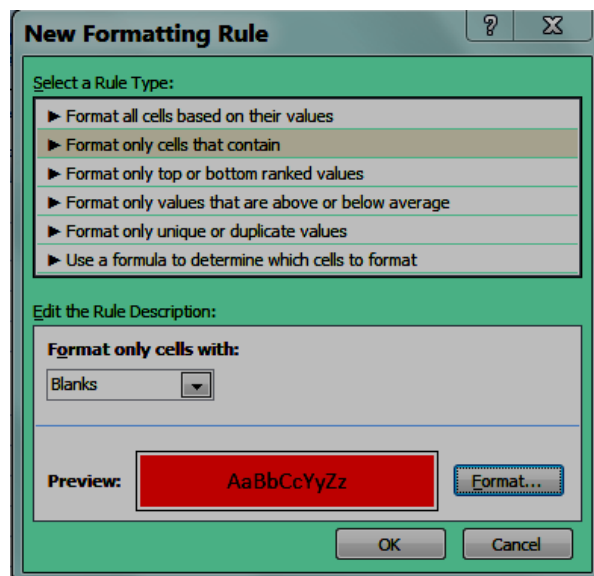
You can also change the font/ border/number according to what is in a cell

Click OK



The New Formatting Rule dialogue box will appear with your conditional formatting rule shown.

In this sample for the cells I have selected , any cells that are blank will be have red fill. Any of these cells that have something in them will have the other fill I have selected (or remain default white)

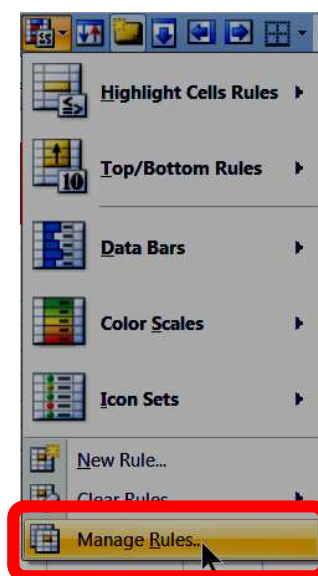


From here-in you can reference the rule you have created for any other cells.



Select a cell/s that already have the conditional formatting in them that you want to re use.

Click the conditional formatting tool in the quick access menu bar and then select Manage Rules



The Conditional Formatting Rules Manager will appear. In the example above the applies to columns B to S and rows 4 to 9 .

You can click on the cell select icon to select more cells to apply the same rule to but these cells/rows/columns must be adjoining the original selection. If they are not then you will have to create a new rule with the same parameters for non adjoining rows/cells/columns



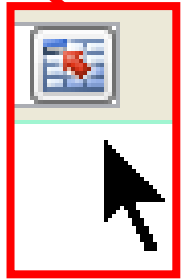
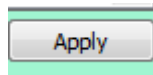
rule

This selection box will appear:



Click the cell selection tool and then re select all the original cells plus all the adjoining cells that you want the rule to apply to .

Click Apply

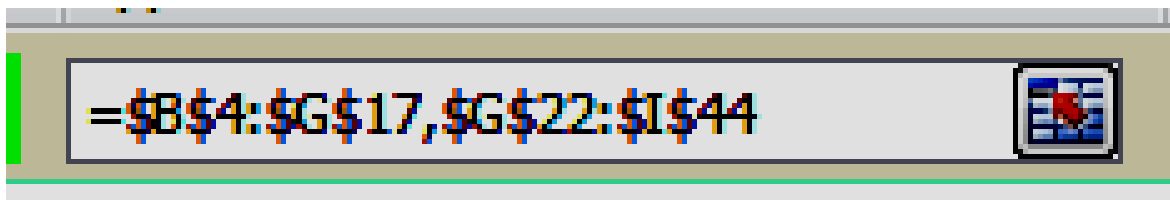


Now my rule only applies to columns B to G and rows 4 to 17



For non consecutive cells/columns/rows you can type in the range , always start the row/column ID with a \$ symbol. Type in the first column and the first row then : then the last column and the last row.

In the sample below the rule applies to columns B to G and rows 4 to 17 **and** columns G to I rows 22 to 44

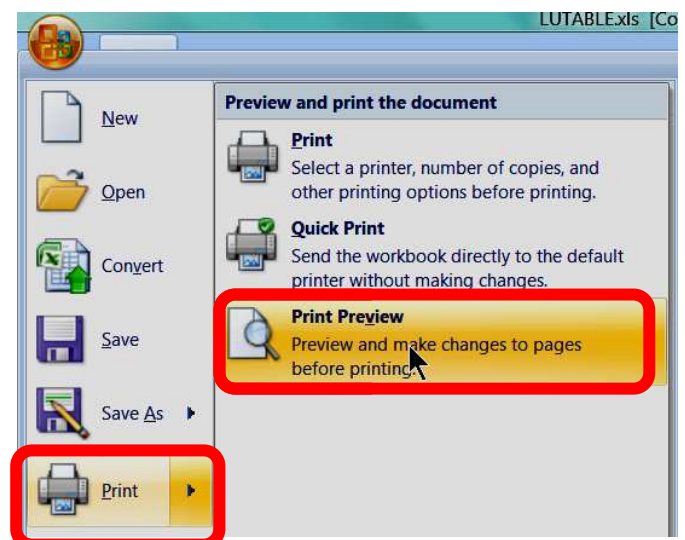


Printing the worksheet

Get a look at how the sheet will print before you print it. Click the Office button in the top left corner



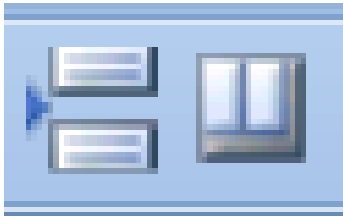
Select Print, then Print Preview



Check that the worksheet prints the way you want it to and close the preview window .



If it's all OK then print it. If you need to change the page margins go back to [page format](#)



If it's almost OK but you would like to juggle what is printed on what pages then using VIEW page breaks will work for you.

Click PAGE BREAK VIEW from the Quick Access Toolbar.

To add a page break click **INSERT OR REMOVE PAGE BREAK**

With Page Break view you will get a view that contains **solid thick blue lines** that show the border of the document to be printed, thinner broken blue lines show the various pages and grey text in the background tells you how many pages you have.

The sample at right has 3 pages and is illogically laid out

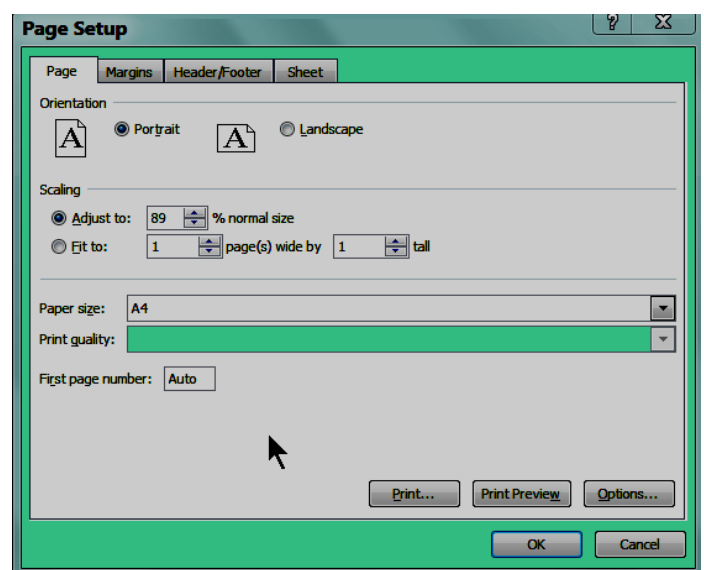
	A	B	C	D	E
1	VECTOR	RESULT (Comment)			
2	0	Quiz is incomplete or all answers are incorrect, please review your quiz			
3	1	A disappointing result. If you had attended class you may have done better.			
4	2	Major bumner- you attended class but fell asleep			
5	3	You would have done better if your iPhone had run out of battery			
6	4	A disappointing result. You need to listen and concentrate more in class.			
7	5	Your attention improved when your iPod earbuds broke			
8	6	You focused better once your mates were called to the principals office			
9	7	A pleasing result in a sea of mediocrity			
10	8	Good Job			
11	10	Love your work			
12					
13					
14	Page 1	Page 2		Page 3	
15					
16					
17					
18					
19					

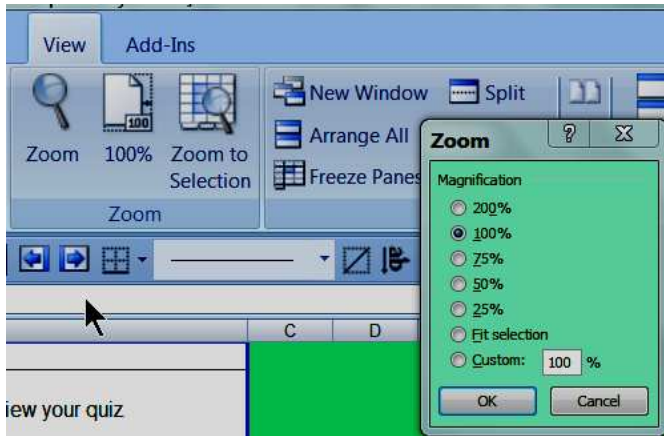
Click and drag the lines to re-arrange your page breaks. You may also like to change your page format to **LANDSCAPE** and in the PAGE SIZE tools from the Quick Access Toolbar



Always check that the text size is legible , change it if it isn't.

Check paper size is A4





Or you can force the worksheet to print on one page by clicking Fit to 1 page but check that the text size is legible and always use Print Preview before you print.

I usually have all my worksheets in Page Break preview and so that I can read the text I then set the **VIEW** (tab in menu ribbon) to 100% or larger

	A	B
1	VECTOR	RESULT (Comment)
2	0	Quiz is incomplete or all answers are incorrect, please review your quiz
3	1	A disappointing result. If you had attended class you may have done better.
4	2	Major bummer- you attended class but fell asleep
5	3	You would have done better if your iPhone had run out of battery
6	4	A disappointing result. You need to listen and concentrate more in class.
7	5	Your attention improved when your iPod earbuds broke
8	6	You focused better once your mates were called to the principals office
9	7	A pleasing result in a sea of mediocrity
10	8	Good Jowb
11	10	Love your work
12		
13		

Now my work is all on one page

Print as a Pdf

Pdf'ing an Excel worksheet locks the information in and students can't change it unless they have .pdf creator or similar(very expensive!). Pdf's are also smaller documents to e mail and students can't see your source formatting and functions.

Download the free pdf creator from:

http://www.freedownloadcenter.com/Multimedia_and_Graphics/Misc_Graphics_Tools/PDF_Creator_for_Windows_7.html

Select the cells you wish to print and then when you print nominate Pdfcreator as the printer