Hi, good afternoon and welcome to this Tuesday’s TechTalk. My name is Kat Snizaski and today we are talking about formatting inside Excel 2010. I see, I think everybody can hear. If you can hear me please change your status to ‘Agree’ by clicking on the little guy on the menu bar on the top, you click the down arrow and then you click the green circle with the check mark that let us me know that you can hear me talking.

Alright, we have got a couple more that don’t have the check box. If you have any issues or questions, you are welcome to use the questions and discussions to be able to pop in your questions. I am going to go ahead switch my layout to where my Excel presentation is.

Again, my name is Kat Snizaski and welcome to this afternoon’s TechTalk. Today I am going to be talking about using Microsoft Office Excel 2010 and we are going to look at formatting. Most importantly we are going to talk about formatting a workbook to where you can print it. Some of the challenges of working with Excel is, once you enter your data in a workbook, when you get ready to print you have one column that lives on one page by it itself, and things aren’t centered. You are not actually visually looking at a piece of paper, and so it can get confusing. So, I am going to talk about different tools that you can use in Excel.

Now, as I go through the presentation, if you look at the questions box in the left hand corner, I do encourage you to enter questions into that POD as you think of the, I may not be able to answer them quickly, but if you type your questions as you think of it, I may be able to answer them when I pause or whenever I have a Q&A session.

So, some of the things we are going to be looking at today, we are going to be talking about formatting text inside Excel, we are also going to talk about formatting the actual cell it itself, I will actually show you in Excel how to use some of these tools. Formatting numbers in Excel is a little bit different than formatting texts and we are going to look at some of the neat tools that Excel gives you to format quickly. The other tool that excel gives you in 2007 and 2010 that allows you to format information as a table and there is a very cool tool that allows you to shade every other record and add some formulas. We are also look
at changing your page layout, telling Excel what kind of page you want to print on, may be changing it from portrait to landscape depending upon your type of data, and looking at it in print preview. There is also some other cool viewing options in Excel that I am going to demonstrate.

So first of all I am going to go through a couple of slides and I am going to talk about some of the tools we have available such as when we are using Text, when you are in format text on the ribbon up at the top, there is a place called ‘font’, that’s the section you would use to be able to format your text, to be able to change the font, change the size, decrease the font size, make it bold, italics, underline, that kind of things. We are also going to look at formatting the cells and in formatting the cells there are some other tools such as alignment tools in formatting the text inside the cells and we are going to look at using a couple of those and using one over the other. We will look at formatting numbers, there is another section on the ribbon called numbers, and this is where you can go to format your numbers and we are going to look at some of the other options if it doesn’t do what you want it to, how you can dive in and tweak it to do what you want it to do and undo what you didn’t mean for it to do.

The next one that are going to look at is to look at formatting your text or information as a table and there is a really neat tool called ‘format as table’ that will automatically format the content for you. The last thing we are going to look as if the ‘page layout’ and notice that I have gone to a different tab on my ribbon up here at the top, so on your page layout tab this is where you go to change your margins, change the orientation of your page, if you want to make it a landscape, then the size of the page and then one thing that everybody wants is a one page report so it is kind of tough to get all your content on one page so you may have to go for 11x13 instead of 8.5x11 page. Another neat tool that you have on this is called ‘scale’. So, may be you can have one column or one row hanging by it is own, you can change that scale so that it actually fit is the page and it is going to change your font size what it will do is it will zoom in or zoom out the content that’s on your page or the content that you have selected to be printed.
And the last thing we are going to look at is print preview, there are two different options that we are going to look at, of course the print preview options we have in excel and the we are also going to look at some view options and this little box, this screen capture that I have here is actually going to show up at the bottom right hand corner of the screen inside of excel when I do the demonstration. So I am going to do a demonstration, so I am going to close this window and open up excel so that you guys can actually see me work, when I do that I am not going to be able to see the questions and discussions pod at the left hand corner but type your questions as and when you get them. I am going to come back from time to time to take a look at the questions and discussions POD, that way I can address those as we step through the process.

Alright, I am going to stop showing my presentation and I am going to show my screen, so now I have excel open. And, I am going to skip back just a second I notice it is kind of confusing for you guys, but we all can see the this, ok, alright, now I am inside of MS excel and I have an exercise file that I am going to be working with. So the first thing I am going to talk about is formatting texts and I don’t want to bore you completely to death by asking you to make things bold or italics and change your font size, but I do want to show you a couple of neat features that you have when you are formatting your texts. For example if I want to change the font size, I have A1 selected, I am going to come up to my font group on the ribbon at the top, click the down arrow and I am going to pick a bigger size. The other thing I am going to do is to zoom in on my screen so that it is easier for you to see my texts, and I can do that if I look at the bottom right hand corner, I have a ‘plus’ sign that allows you to zoom in, I am going to make it bigger just so you guys can see it. I am not changing the font size, I am just zooming in on the page. Now another thing I can do is to change my color, it is always neat tool to format, so I have got this capital A at the ribbon up at the top, I am going to click the down arrow and I am going to pick a color. Now if you notice when I change the formatting, it is changing everything inside that cell. Let us say may be I want to change the ‘comp’ to orange. I have got to double click inside that cell and make that cell active. Now I can do a click and drag to select the text and when I come up here to click that down arrow to change color, it is
going to change just the ‘comp’ to orange. So when you format, you are formatting everything inside a cell, if I want to format a specific piece of the cell, I have got to double click the cell and select that piece of text to format. Couple of other neat features that we have, like bold, italics and underline. You all probably know how to do that so let me use some keyboard shortcuts. I can do a ‘Ctrl+B’ as in bold and that makes my text bold, I can do a ‘Ctrl+I’ as in italics and that makes my text in italics, or I can do a ‘Ctrl+U’ as in underline and that makes my text underlined. Notice that it underlined the text inside the cell. It did not underline the cell it itself, which brings me to another thing that we can format. I am going to come down here and click on cell B6. I can also add borders to the cells that I have selected. So for example, I am going to come up here to my Font group and I have got a button that kind of looks like a table, if I click the down arrow next to that button, this is called borders. I can go in and select different borders. I am going to click on this ‘Thick Box Border’. Now when I do select you see that there ia a border around that individual box, I am going to resize this column, column B to fit the text inside the column. Now when we are doing this if I take my mouse and move it to the border up at the top in between my B column and C column, I get a double headed arrow, I can click, hold and drag to resize the column. I can also double click it to automatically resize it to the size that’s needed to fit the text inside the column. If you take a look at B6, notice that I have a border all around that particular cell. I can also, I am going to go back into the cell, I can change the inside color of the cell. That’s the little paint bucket. If I see a paint bucket that means that I can change the inside color of the cell. So I am going to click the down arrow and select a shade of orange and notice I have changed the inside color of that border, or of that particular cell. And changing the colors and adding borders are handy especially when you are working with numbers, so may be if you want to add some totals or you want to shade some records, that kind of thing.

Now I am going to move on now, to the tab at the bottom called ‘yearly sales’ and I am going to glance back quickly into the room to see if you have any questions, no, I don’t see any questions, okay I am going to go back to Excel, and now I am going to talk about some of the alignment tools that we have. Now, notice this
dotted line kind of in the middle of my screen. And what that dotted line represents is where the page ends. Ok, so that’s the very end of my page. If you don’t see a dotted line that means that you have not done a print preview yet. I am just go on to File on my ribbon up at the top and click on Print, when you to my do that that actually show is me my print preview on the right. To get back to my workbook, I am going to click on the Home tab on the ribbon at the top and that takes me back to my workbook. And each time you see your print preview and you come back to your workbook, you should be able to see the dotted line and that indicates that that’s where the page actually ends, that’s where the page stops. I am not going to scroll down because I have content only for one page on this workbook but we are going to move on in a little while to look at multiple pages. Now one of the hard things about working in excel is centering your titles. If I want something centered, may be across the top, it is kind of tough because if I hit my center button, I will give you an example, if I click on A4 here which says ‘X310 yearly sales analysis’, at my ribbon up at the top if I hit my center button, the one I am used to using in word, notice that my X310 disappears. Because what excel does is that it centers the text inside the cell, not on the page, so I am going to undo that, go back to the way it was, this time, I am going to select the cells above my spreadsheets. I am going to select everything all the way across. I have another tool that I can use in my Alignment toolbox called ‘Merge and Center’. I am going to click on that merge and center button and notice that it merges those 4 cells and it centers the text inside of it. So now my text is actually centered above my spreadsheets. Now that’s centering horizontally. I can also center vertically. Like for example this unit is sold. I am going to come here and select A6 all the way down to A14 and I am going to click on merge and center just like I did before, so I merged all those cells and it centered it at the bottom. I don’t want it at the bottom. I can, up here in my alignment group, I can change it to be at the middle, by using the second button in my alignment group, if I click that, it puts the text at the middle. I can also change my text to make it rotate. I have got this ‘ab’ button in my alignment group, if I click that ‘ab’ button, I am going to choose the option ‘rotate text up’ and notice that it put my text around. And I am going to resize that column to make it skinnier to get rid of the extra white space. So now I freed up a lot of space by making that change. Now another
tool that I am going to use is called ‘format painter’ and this is one of my favorite tools when it comes to formatting text, because once I get something in the way I want it to, I normally want the others to look the exact same way. So I am going to select my ‘unit is sold’ because I like the way it is formatted and I want this A17, this ‘revenue’ to be formatted in the exact same way. So with unit is sold, I am going to come here to the ribbon at the top and then click on my ‘format painter’. When I click that, I can see a margin on my text that let us me know where I have selected my format from and now I am going to click on revenue. And notice that it copied the same formatting from unit is sold, all the way down onto revenue. I didn’t have to re-do those steps. Now another thing that we can do with formatting texts is, take these regions for example, R01, R02, R03 all the way down to R08, I am going to select these and I can also add an indentation. Now in word when I hit the tab button it puts, what a half inch before a paragraph or before a particular line, in excels, when I hit the tab button, what it does is it takes me to the next cell on the right. I still want that white space. I can add the white space by going to my alignment group, I have got these two little buttons with the blue arrows, and one with the arrow pointing to the left that is called decrease indent and the other pointing to the right called increase indent. I am going to click that increase indent twice and notice that it gives me the extra white space.

Now, I want to copy this formatting here to down at the bottom so it looks the same in my revenue, so again, I am going to select these cells to copy the formatting from, I am going to use the format painter, and now I am going to click at the R01 down at the bottom, and it is going to copy that formatting. Very, very nice tool. Now you can format text, but another thing that you might consider is formatting numbers. And one thing I can recommend when you are entering numbers in excel, do not add the comma sign manually or do not manually add the $ sign. There are tools in excel that will do those things for you, so use those tools. And the reason is that sometimes when you add the comma sign on your own or add the $ sign on your own, sometimes, not always, excel will think that it is text and it will format that text as a text, which will cause issues in formulas and things like that. So type in your numbers and then format it as a number after you get that data in excel. So for example, I am going to use this unit is sold data at the very very top and I am going to select those numbers. Anytime that a number
goes above 999, if I have got 4 numbers, I need a comma (,) that place holder. So I am going to select these cells and this time I am going to work with my number group. And I am going to click on that button that looks like a comma, and it adds the commas. Now we can add the commas, we can also add the zeros. And if all your numbers are whole numbers, you don’t need those zeros. Again that takes up more space and it is more information than is required. So I am going to go back to the numbers toolbox at the top and I have got these two little buttons with the zeros, one with the arrow pointing to the left and one with the arrow pointing to the right, this is where you can increase or decrease your decimal. If you click on decrease decimal once, it will get rid of one zero and if I click on it again, it gets rid of the other zero. Now same thing with the other data at the bottom. I am going to zoom in a little so that you all can see it, now one thing about these number, these are pretty big so obviously I am going to need my commas, so I am going to add commas by clicking on ‘,’ up here at the top, but the other thing is that this is money, because it is revenue. So one thing that I can add to these numbers to make it automatically know that it is money, is a $ sign. And you can do this in two different ways. Ok, I am going to go ahead and select my data, and the easiest way probably is to use this $ sign up on the ribbon at the top. There is the $ sign on my ribbon, I am going to go ahead and click it, and it puts a $ sign automatically to the right. Now another tool that you can use, is that if you change the formatting to currency, it will automatically put the $ sign right next to the number. Now I have a white space between the $ sign and the actual number it itself. On my ribbon up at the top, I am going to click on the down arrow next to accounting, these are the formats that I need to choose from and I am going to click on currency. Now what currency does is that it puts the $ sign right next to the number. And normally I would ask which one do you like better. But I can’t see you guys, so think about it, there is no right answer or wrong answer. Now one thing that I can recommend, this happened to me actually the other day, on a price tag I was looking at, something that was not in excel, but depending on the size of the font, and the blurriness of the font when it is actually printed or whatever the case may be, I was actually looking at something and the $ sign was right next to the number and I actually thought that was the number 5. Because it was kind of blurry and it wasn’t printed correctly. So that, depending
on your font size, that mistake could happen. One thing that I might recommend, I am going to undo this just to show you guys, and I read this in a book a few years ago which I really liked, but this is my take on it. You can use these tools and format it the way you want. I am going to undo the formatting so that I don’t have any $ signs at all. And if I highlight the first two rows and add a $ sign and if I highlight the last two rows and add a $ sign, it is not as cluttered. There is more white space that makes it easier for me to read the numbers but there is no doubt about it that the information in this particular spreadsheet is money, because I have the $ sign at the top and bottom. Like I said, I read it in a book a few years ago and I really liked it. It is easier for my brain to process the lesser the numbers or letters. I am going to jump back to my room real quick just to see if there are any questions, no, everyone is doing pretty good. I am going to go back to excel, alright, and I am going to click on my last tab at the bottom called ‘monthly sales’.

Now, with monthly sales selected you can spot some issues right up front. If you look at that region 8, that last column, what does that mean because it is on the right side of the dotted line? That means if I do a print preview, let us do a print preview and see what it looks like. I am going to come up here and click on File, on the ribbon at the top, go to Print, and I am looking at my print preview, and I don’t know if you guys can see this, because it is kind of zoomed out and it is harder to see through Adobe Connect, but all I can see is region 7. Now down at the bottom, I can navigate between my pages and I have 4 pages. So this is my page one, if I go to page 2, take a look at that. That ‘December’ living here all by it itself. If I go to page 3, all those columns living all by it itself on one page and if I go to page 4, I have got just one number. So I have definitely got some things that I need to change. I am going to click on my Home tab at the top. Now another tool that we have and I haven’t talked about it yet is while using your print preview, instead of using print preview, excel gives us another option that we can use. I am going to go back here to the bottom right corner of my screen and in the very that button, here that’s selected is called Normal, that’s the view you normally see when you open up excel this is what it will look like. And this normal view has been around for years and years and years and this is in our comfort zone. But they have added another view called the Page Layout. I am going to go ahead and
click that because my page layout view that allows me to see my information as if it is on a piece of paper. This is like working in word. When I work in word, I can see my margins and I can see the edges of my pages and I can see where my text is showing up. Now in excel we didn’t have that, unless we come down here to our page layout view and that allows me to write formulas, I can format, I can make all kinds of changes right here from within excel. Like for example, I am going to do that little trick I did before, I am going to merge these cells, I am going to select the ‘unit is sold in 2008’, select those cells and click on merge and center, and I am going to put it in the middle and I am going to rotate my text exactly what I did before, and I am going to resize it to make it a little smaller, take a look at it, that solved my problem. So now my region 8 is now living on one page. So I can format while I am actually looking at the content on may page inside of excel. That’s kind of cool; I don’t have to keep going back and forth between my print preview and my spreadsheet to make those changes. Now let us see if it fixed everything. If I come down to the bottom, scroll down a little bit, take a look at it, December still living all by it itself. Now something you might want to consider may be changing your layouts, if I had to have it wider than it is tall, maybe I need to change it to landscape instead of portrait, or vice versa depending on your data. So let us talk about changing that layout. I am going to come up here and click on my Page Layout tab on the ribbon at the top, and right here where it says orientation, I am click on it and choose landscape. Now I have got lots of white space over here on the right hand side. If I scroll down a little bit, notice that it took my third spreadsheet and it bumped it on a page together all by it itself. So did that solve my problem, may be it did, may be it didn’t. Let us take it a step further. Let us say that I want my Unit is Sold in 2008 on a sheet all by it itself. And my Unit is Sold in 2009 on a sheet all by it itself. And here I have got a Net Increase from 2008 to 2009, I want that to be on a page all by it itself. So, originally what may have been one page, now I want it to be 3 pages and my content is spread across those 3 pages. Let us do a little bit of maintenance first. I am going to select my Unit is Sold in 2008. I really like my titles to look similar. So I am going to go back to the Home on the ribbon at the top and I am going to go back to the format painter to make it a little easier on myself, and I am going to click on the Unit is Sold in 2009. I am going to do the same thing from my last
set up group on my ribbon at the top, I have got a button that says print titles. I excel to repeat the cells from A1 to A4 on the top of every page. So, in may page title on the top of every page, but instead of doing that what I can do is I can ask excel to repeat the cells from A1 to A4 on the top of every page. So, in may page setup group on my ribbon at the top, I have got a button that says print titles. I am going to click it one time. This opens up a dialogue box and notice where it
says Rows to repeat at the top, I am going to click inside there and I am going to select rows 1, 2, 3, 4 because those are the rows I want on top of each page, and I am going to click on Ok. Now I am going to go back to my print preview, click on File, Print, there is my page 1, looks like it did before, go to page 2, take a look at it, there are my titles. So my titles are going to print on top of each of my pages. And I am going to go to the Home tab on the ribbon at the top. So we have used this Page Break Preview, to allow us to set the breaks so that we can see those breaks, I want to show you one thing that can get you in trouble while you use this, and this is have been faced with quite a bit, I am going to take this one border and drag it off to get rid of it. I am going to click this tiny cell, B35 and what I am doing is what is not to be done but I am showing this just in case it happens. If I go back to my Page Layout tab at the top and if I click on Breaks and insert a page break, take a look at what happens. It actually took this report and turned it into 6 different pages, where everything to the left is a page of where my cell was selected, because I had B35 selected also set a break to the left hand side of that cell. I will show you my print preview. So here is my page 1, so not what I wanted. Here is my page 2, page 3 and there is my data. I am going to go back to my Home tab at the top. Now to get rid of this, I am going to take this blue line and I am just going to drag it off to the left and now I am back to 3 pages. You can click hold and drag them or I can click, move and drag to remove the actual borders. And I am going to go back to my room to see if you have any questions, I don’t see anything there, alright, everybody is still awake I hope, and I am almost finished, I have a couple more tools that I want to show you, going to go back to excel and I am going to get to my normal view. At the bottom right hand corner I am going to click on the first Normal view button, there is my dotted lines to let me know where my page breaks are, again, just a recap, those three buttons at the bottom right, if I go to page layout, it actually allows me to see my page, and I have a page break preview that allows me to see my page breaks. One other thing about the page layout view, I don’t know if you have tried to create headers and footers in excel, but you got to dig a little bit deeper in excel to find it, unless I am in my Page Layout preview. In my page layout preview, I have got these little boxes that if I take my mouse and move it over it turns blue, and it says click to add header, I am going to scroll down and let us put in a footer.
There are actually 3 sections where I can add content to. I am going to click down here at the bottom right hand side. If I click on the header or footer section, I want you to look at the ribbon at the top. Notice that I have a brand new ribbon. This is the header and footer tools. And in this group where it says header and footer elements, I can see all different elements that I can add to my page. For example if I want to add page number, I have two different elements that say Page number and Number of Pages. I am going to click on Page Number. If you look at the bottom right, it looks really weird right now, put a space and I am going to type ‘of’ and I am going to click on Number of Pages. Now I know it looks weird but I am going to trust it, now when I click outside of it, it actually show is me that it is page 1 of 3 by it itself. If I go down to page 2, there is my 2, if I go down to page 3, there is my 3. So instead of digging in to find my header and footer dialogue box, if you go to your page layout view, all you have to do is click where you want that particular footer to be, if you click if I click on the bottom left hand side, I will go to my design tab on the ribbon at the top and click on Date and Time to put the date in there. It looks a little weird but when I click outside it, it actually show is me the content and how is it going to look like once it is printed. Alright, I am going to go back to my normal view, and this is what we usually see when we open up excel. Alright, two more things that I want to show you when you work with excel. There is another great tool that will allow you to take your data and format it rather quickly. Take for example, we know how to change our font color, we have done that already, we know how to change our cell color, we know how to add borders to our cells. There is another tool that will actually do this for you. I am going to select my first group of data here, I am going to select everything from B6 all the way down to J18. And on my ribbon up at the top I have a tool that says format as table. I am going to click it once, and this gives me all kinds of templates that I can choose from and these are awesome. I mean it takes time to shade every other record if you want to do it manually. I am just going to pick one of the colors, it pops up and it asks me if my table has headers and I am going to click on Ok. And voila, now it is purple and it is pretty. Another thing that it does, notice that I have these drop down boxes with the column headers up at the top, let us select Month for example. This allows me to pick and choose, I am going to uncheck my select all, I am going to
Put January, February and March, I am going to click on Ok, it allows me to filter my data very quickly and easily. I can click that down arrow again and click on the option that says ‘clear filter for month’. These filter tools are pretty awesome. And if you have taken the pivot tables’ class or the tech talk, they really dive into these boxes because they actually deal with the options other than just formatting data. So, formatting this table, now when I turned this into a table notice that at the ribbon on top, it gave me a tab that says Table tools. And maybe I changed my mind, I want it to be orange instead of purple, I can come up here and click on particular color and it is going to very quickly change the color which is nice because it may take time to individually do that. One other thing that I caution you about using these format as table. I am going to go back here at the top right here in the styles group where it says format as table. If you are sharing your workbooks that you created with folks who have not upgraded to 2007 Excel yet, if they are still using 2003 Excel, do not use this format as table tool. It is not compatible with the older versions of Excel, and what will happen is that not only the formatting will not come through, the text won’t come through either. So they won’t even be able to see the text or numbers inside the cells. So that’s one caution that I give you. If you are using or sharing your workbook with other people, be careful. Now one last tool that I want to talk about and this is saving as a pdf file. Now I can come up here to my File on the ribbon at the top and click on Save As, and once I open up my Save As dialogue box, down here at the bottom it says Save As type, I can click here and I can pick different formats. So if I want to save it as a pdf this will be the option that I want to select. I am going to go ahead and click cancel to get out of that. Now one of the reasons that you may want to save it as a pdf file is so that it cannot be edited. If they open this file it is not going to open up in Excel but it is going to open up in Adobe Reader and they can’t change the content. However you format and see in your print preview, that how it is going to look like in our pdf file. So make sure you take time to look at it in your print preview before you save it as a pdf. Got to click cancel to get out of that. Another tool that we have if I click on File up here at the ribbon at the top, I have an option that says Save & Send. If I click that notice that I have an option that says Send as pdf, what that will do is it will automatically save it as a pdf and will automatically attach it to your email which is kind of nice.
Alright, I am going to come back to the room, are there any questions! Let us see, still awake, yay! Wendy is still awake, Debbie says cool tricks, any questions about the topics that we talked about? I know the screen looks weird now, before I stop sharing my screen, here is the questions and discussions pod on the bottom left hand side, that way I can may be get back and do the demonstration.

Alright, while you guys are thinking about it, I am going to go ahead and stop sharing my screen, and I am going to talk about some other resources that we have available. Ok I see a question here, “go through dates and page numbers on all pages”, alright, let us do this, I am going to go back to share my screen, and I am going to go back to excel. Alright, so let us take a look at this one. I am going to click on yearly sales because we don’t have page numbers or anything on that one yet. The easiest way to add your page numbers or add your dates on the top or bottom or your pages is to change your view. And I am first going to start with my page layout view, down at the bottom right corner that’s the second view button that we have. And what that allows me to do is to see where the margins for my page are. So I can see the white space on top of my page, the left the right and at the bottom. And there is some grey text here that says, I am going to make it bigger so that you can see it, it says click to add header. Or at the bottom it says Click to add footer. And all I have to do is that when I see that text ‘Add header’ or ‘add footer’ if I take my mouse and if I hover over the different sections it is going to turn blue, a bright blue. Whichever section I want to be in, to put in my date or my page number, all I have to do is to click it one time over here on the left. Now as long as I have my cursor blinking inside that section I have a new tab on the ribbon at the top. Careful, if I click outside of the cell that ribbon is going to disappear. So I got to make sure that I have a cell selected inside that particular section. So back down to my footer section, I will go up to the top and click on my design tab, these are the possible things I can add inside my footers or headers. So I am going to click on Page numbers, looks a little weird, but if I click outside of it, it looks normal. That puts that page number at the bottom of all of my pages. Going to go back and click it once, still looks weird but that’s ok, going to click it once, if I want page 1 of whatever, I am going to click at the end, actually type the word ‘of’, go back to my header and footer tools at the top and I am going to put
number of pages, click outside of it, I only have 1 page in this example. If I want my date to show up, I am going to come over here to my right, click in it once, and I am going to select this option that says Current Date, and it pops the date in there. Again, it looks weird, but once I click out of it, it looks normal. So if you ever look at it and say ‘Oh, I wonder what that is!’ just click outside of it and you will be actually be able to see the date, element contained in that cell or the content of the cell, instead of the code which makes it look better. Now I think I saw another question pop up, I am going to go back, yes, you are welcome Lea, that’s a really good question and sometimes it is confusing. Another question that I have, “How to drag the page breaks off again?” that’s a great question and while creating page breaks is an awesome tool in Excel, it can be cumbersome. I am going to zoom out to view my whole page here, alright, and now I am going to change my page break preview. So I am going to come back to my bottom right hand corner, and the very last view button I have is my Page Break Preview. I am going to click it once. Now every time I click that view, I am going to get this dialogue box until I tell it not to show this again, but it is telling me that I can adjust my page breaks by clicking and dragging. So I am going to click on Ok. I am going to scroll up and make it bigger so that you guys can see it better, ok, so here is all my content on page 1. And I am going to change it to have revenue on Page 2 and I want my unit is sold to be on Page 1. So when you are dividing pages, make sure you select your cell to be in column A. It’s a lot like freezing your panes if you have ever done that in Excel. So what it is going to do is it is going to create the page breaks to the left and to the top of whatever cell I have selected. And I don’t want the word revenue to be on a page all by it itself. So I am going to click in cell A16. I am going to click on my page layout tab on the ribbon at the top, I am going to go to breaks and I am going to insert a page break. And now I have my content for page 1 and there is my content for page 2. Now let us say I am click-happy and I put in another page break so I have 3 pages, I didn’t mean to do that. I can take that blue border, if I click hold and drag that blue border completely off the page that will remove that particular page break. So I can use these borders, I am going to do this one too, drag them completely off the page and that border is removed too. Going to go back to my room, alright, how would I repeat the title, good question, this is a great tool to use if you want the same
content on a multiple page report. Going to go back to excel, so, in this example, let us add a page 2. I can click on A16 because I undid my page breaks. So I click on the breaks at the top and select Insert Page Break, so there I have got page 1 and here I have my page 2. So let us say this title, from A1, A2 to A4, I want that information to be repeated on top of each page. So I am going to, on the ribbon at the top, I have my page layout tool, and I have a button that says, Print Title. I am going to go ahead and click that, this dialogue box allows me to click and drag and move it around, so don’t be afraid if it is in your way. And notice that tre is a group here that says print title, rows to repeat at the top, and what that means is that whatever rows I put in here, it is going to repeat those rows at the top of every page. So I am going to click in it once, now as opposed having to type the content, if I type I am guaranteed to have a typo, I am going to come over and select, 1,2,3,4 and I am going to click on Ok. Now here it actually does not show it to me. I am going to have to go and dive into my print preview mode to be able to see if those rows are going to be repeated. To get to the print preview, I am going to go to File on my ribbon ate top and I am going to select Print. There is my page 1, I have got the title up at the top, I see my page 1 of 2, and on page 2, I have my titles at the top as well. I am going to go back to the room to see if there are any questions, alright, ok, Amy has a question about using split screens and freezing panes, yes I will look at that in a minute, and I also have a question about “can I un-do print title”, that’s a great question because once you get it in there you may have to get rid of it too. I am going to go back and get rid of the ones that I just did and then I will show you another trick on freezing panes. I am going to go back to excel, going to go back to my Home tab to get rid of my print preview, and it is kind of hard to see because you wouldn’t know if you have those rows repeated at the top of every page, unless you do print preview because there is nothing here that actually tells me that, if I go back to my Page Layout tab at the top, and I get back to my print titles, this is where I can dive in to see that those rows are actually getting printed, so it is not easy to find. Do you got to go to your print preview to check and see if the rows are getting repeated? But right here where it says rows to be repeated at the top, I just have to click in it to get rid of it. If I delete that and click Ok, it is back to normal, I am going to do my print preview again to make sure, because I never trust it, here is my page 1 and there is my
page 2 that does NOT have those rows at the very very top. And I am going to click on my Home tab at the top. And again if you are working on a workbook that someone else has created, that’s tough to find because you wouldn’t actually know unless you print it, or print preview, that’s when you are going to say, ‘oh, wait a minute, that title is being repeated, where do I go to find it’, and again that’s on my page layout tab at the top, and I go back to my print titles, and this is where my content lives.

Ok, so I had another question about freezing panes. I am going to go back real quick just to take a look, ok, about freezing panes and using split screens inside of excel. I am going to go back to excel and I am go back to my normal view, because this is normally where this is needed. And I am going to click on my monthly sales at the top. Ok, so, let us say as I scroll down, I wish I can see the title. I mean we talked about printing the title but when I am working in an actual excel file, there may be things that I want to see all the time. Like for example, I want to see the title, even if I scroll down and I am looking at Unit is Sold in 2009, I wish I could be able to see the title. So, I am going to go back to the top and I am going to click on a cell A5 in this demonstration. And on my view tab up at the top, there is a tool which I can use called Freeze Panes. And if I click on freeze panes, I have an option to freeze the top row, but that’s not going to quite do the trick for me because I want to see the rows from A1 down to A4. I also have an option to freeze the first column, but that’s only going to give me column A. so I am going to click on this option that says freeze panes, and that refers to everything above the cell that I have selected. It also freezes everything to the left of the cell that I have selected, but there is nothing that comes before column A, so now when I scroll down, notice I can see the content. I can always see the title at the very very top no matter what. I want to show you a couple of hick-ups with this. I am going to go back to freeze panes and I am going to un-freeze my panes. There may be times, like for example, I am going to click on a C5, just to show you how this works, if I want to freeze everything to the left and to the top, I am going to have C5 selected and I am going to go back to freeze panes, now, if I scroll down, I can always see my title at the top, but even if I scroll to the right, I can always see, I am going to move a little bit further, I can always see month, no matter where I
am located in my workbook. So that’s what freezing panes does. I am going to get back to freeze panes and I am going to click on unfreeze panes. But remember, it freezes everything to the top and everything to the left of whatever cell that you have selected. Now if I split my screen, if I click on split screen, now I have the ability to click and drag and notice I have copies of the same information. I don’t personally use this a whole lot because it looks confusing to me, I will show you another tool that I do use, but notice that since I split my screen I can see the same spreadsheet in different places. But if look at the top, notice that if I look at the top, I scroll down and I am looking at Unit is Sold in 2009, the bottom is still showing me Unit is Sold in 2008. So if there is information on one worksheet that you want to show at the same time without having to scroll, split screen is the way to do that. I can resize that by clicking and dragging the borders, by making those changes here. I am going to turn that off, I am going to click on that split button to undo that. Another tool that I use, I am going to need to open up another worksheet to make this happen now, and this is not split screen. This is another tool that I use on a regular basis, I want to mention, is that you can look at two workbooks at the exact same time. I am going to use this one. So, I have two workbooks open, and I can toggle back and forth between the two workbooks, I have no problems with that. If I want to see the content in the two workbooks at the same time, I can come up here and say Arrange, I can do View Side by Side, sorry, on my view tab at the top, I can click on View Side by Side and notice that I can see one workbook on my left and another workbook on my right. I can click and drag and I can copy and paste, it allows me to look at information in both places.

I am going to come back to my TechTalk, any questions, does that help Amy? Awesome, alright, if there are any other questions, I am going to go ahead and go back to my presentation, ok, now some of the additional resources that you have in addition to this TechTalk. This TechTalk has been recorded, so you can always go back and watch it, not that you want to watch … Oh Debbie says that she doesn’t see the freeze panes under the view tab, ahhhhhh … well if you have a ribbon up at the top, it is on 2007 and 2010. So, it should be there. It is 1,2,3, it’s the third button on your window group, in your umm.. because your resolution
may be different so it might not say freeze panes, but you might be able to see that particular button, but let me show you one more time on mine, ok, on my view tab at the top, on my ribbon, over here we have a window group. And the button we want to use to freeze panes, I have got a New Window here, I have got an Arrange All and the next one is called freeze panes. Now your resolution might be different on your monitor so it might not say freeze panes, but has a little same icon on it, are you sure you cannot see that? Oh, Debbie says “my version does not have a File tab”. Does it have the Home tab? Like the Home, and yes, ok so you have your different tabs at the top, you have your Home, do you have one called Window may be? Debbie says “nope”. And you don’t have a View tab on the ribbon at the top! I am going to have to look into that. Umm, because freeze panes has been around for a long time. I mean even in the older versions all the way back to I think 2000, just located in different menu options, so we will have to look to see where that’s located in your particular version to figure that out. I don’t know, Stephen says “May be it is a starter version”, but like I said that a tool that has been around for a really long time now, and I might be surprised if they didn’t add that. Are you on a Mac by any chance Debbie? Yes, ok that’s a different ball of whacks. On a Mac, I am going to go out and they probably stuck it in a different place, like I said, it is has been here for a long time so I would be surprised if it was not there but we just have to find it. Let me see, I am opening up my Mac right now, and I am going to look at it. ‘We can use view side by side with 2 sheets in a workbook?’ “Can we use view side by side with 2 sheets in a workbook?” let me go back, hang on just a second guys, not that I know of, let us see, alright guys I am back, sorry about that, I have got 2 computers running at the same time, and I do not see where they have the freeze panes on a Mac. Debbie, I am going to dig a little bit deeper into this and see, and I am going to get back to you, I will send you an email if I find anything, one way or the other. Oh, ok, I think I found it. On your menu bar at the top of your Mac, oh she found it, she found it alright, good, yay, sorry about that. Ok, I wasn’t reading the Questions and Discussions, I was hunting and packing, so yay you found it, good, good, good.
Ok, I have a question that says I have two files, that, they clicked view side by side but they see the other file at the bottom of the first but not at the side of it. Now there is another tool that you can use, and I am not sure of what you have selected on your screen, but in the view tab on the ribbon at the top, I have my View Side by Side, but where it says Arrange All, that gives me options if you want it to be vertical or if you want it to be horizontal, so I am going to choose vertical and click on ok, and that also gives me the side by side. So if your View Side by Side is showing them horizontally instead of vertical, you might want click on Arrange All and do it that way. There are different ways in which you can view one window. Got it! Ok, awesome.

There is another question I saw, and that’s “Can we use view side by side with 2 sheets in a workbook?” and not that I know of, I am playing around with it a little bit, and see if I can get those two sheets open on different sides, and I don’t, I am not having any luck with it, well unless that’s something I don’t know about, I don’t think you can. Even if I do the split screen it won’t let me change sheets on one screen to the other. It let us me look at the bottom part at the same time that I am looking at the top part, not a different sheet inside the same window. Now, certainly, I am going to say this is risky, but certainly, you can open up the same file twice and view side by side, and then go from one sheet to the next, but again, you have two sessions of that same file open.

Yay, ok. Let us see, now a couple of other resources, that you guys have available, I am going to go back to my presentation, and like I said before, all of our TechTalks are recorded, so if you wanted to go back and watch this or even watch a piece of it, go to Clemson’s homepage, on the search box type ‘tech talk’, that’s the easiest way to be able to get to it, go very very first on the list, some existing TechTalks that we have recorded, MS Excel for Macs, creating pivot table inside of Excel, that’s a great resource where we talk about filtering, we have also got one on formulas and functions, that’s a good one too. A lot of times we think that formulas are just for numbers, but you can use them with texts as well. There are several instructor led training classes that are on schedule, if you go to clemson.edu/clereg there are courses out there, I think some scheduled all the
way until February, so you can plan in advance. Do you all have any other questions?

Some of the other TechTalks that we have, we are going to look at advance google searches, on the 13th it is Peer assessment on Blackboard, on the 20th that’s Thanksgiving, so everybody eat lots and lots of turkey, on 27th it is how to control the quality of photos in camera and then our final TechTalk of the semester is on the 4th on making video recordings and linking to blackboard, so we hope to see you guys there.

Now I am going to stick around in the room so you guys are welcome to ask questions, you can come back and do that, but very quickly, I am going to send out a survey, so if you guys would take some time to fill out the survey I would really appreciate it, and you should be seeing a window pop up on your screen, and if you could just take a few minutes to fill that out that would be great. Again, if you come back to the room, I am going to be here a little while, so if you have any questions, you can ask, if not, once you are finished, just close your browser window and you guys have a great rest of the week.