

USING STRIKETHROUGH

There are three quick ways to access it:

1. The fastest is the Shortcut key: Ctrl+5.
2. If you're going to adjust the font or format of a cell anyway, you could right-click it, select Format Cells, and then click the Strikethrough box under Effects:
3. Create your own Strikethrough button.
 - ✓ Click the icon at the far right of the Quick Access Toolbar to open a list
 - ✓ Select More Commands
 - ✓ In the Choose commands from dropdown list, select Commands Not in the Ribbon.
 - ✓ Scrolls down until you find Strikethrough, select it, click the Add button, and then OK.

Now you have a Strikethrough button that is always just a click away

CREATING SUPERSCRIP

1. Select the text that you wish to convert to superscript. This can either be the entire cell or only a character in the cell
 2. While your mouse is over the selected text, right-click and then select Format Cells from the popup menu
 3. When the Format Cells window displays, select the Font tab
 4. Check the Superscript checkbox
- Now when you return to your spreadsheet, you should see the selected text as a superscript value

REMOVE ALL CELL FORMATTING

1. Depress CTRL+A to select all
2. Click on the Home tab|Editing group|Clear button|Clear Formats
3. The cells will be in plain text

CREATING SUBSCRIPT

1. Select the text that you wish to convert to subscript. This can either be the entire cell or only a character in the cell
 2. While your mouse is over the selected text, right-click
 3. Select Format Cells from the menu
 4. When the Format Cells window displays, select the Font tab
 5. Check the Subscript checkbox
- Now when you return to the spreadsheet, you should see the subscript value

THE FORMAT PAINTER

The Format Painter makes it easy to copy the formatting of a cell and apply it to another

1. On the worksheet, click on the cell with the source formatting
2. Select the Home tab|Clipboard group|Format Painter
3. Move to the target cell and click it
Your target cell will now have the new formatting
4. If you double-click the Format Painter you can then click on multiple individual files to apply the format
5. When you are finished applying formats, click on Format Painter again, to turn it off

USING STYLES

1. Select the cell or range of cells to be formatted
2. Access the style dialog by choosing the Home Tab|Styles group|Cell Styles and indicating your desired style
3. When you apply a style to a cell followed by another style, the end result will be an addition of the selected parts of both styles

APPLYING CONDITIONAL FORMATTING

Conditional formatting allows you to change the appearance of a cell based on its value or another cell's value.

1. Select the cells to which you want to apply conditional formatting
2. Select Home tab|Styles group|Conditional Formatting
3. Point to Highlight Cells Rules and then select the type of criterion you want to use
4. A dialog open where you can specify the values
5. Enter the values you want to reference in the text box. You can type a value, such as 500, or you can reference a cell address, such as F12
6. Click the drop-down arrow next to the format options and select the desired formatting
7. Click the Custom Format option if you want to create your own formatting selections
8. Click OK

The cells that meet the specified criteria now appear with the chosen formatting options.

9. To clear conditional formatting, select the formatted cells and click the Conditional Formatting button on the Home tab
10. Point to Clear Rules and select Clear Rules from Selected Cells

FITTING COLUMN WIDTHS

1. To change the column width to automatically fit the contents (auto fit), select the column or columns that you want to change
2. On the Home tab|Cells group|Format and under Cell Size, click AutoFit Column Width

USING TABLES

As you will see, using the Format as Table option is an easy way to add color and functionality to your spreadsheet.

1. Create the following:

3	Product	Qtr 1	Qtr 2	Qtr 3	Qtr 4
4	Mars	50	43	66	45
5	Baby Ruth	74	75	83	45
6	Skittles	85	86	94	56

2. Highlight your data area, and select the Home tab|Styles group|Format as Table
3. Click one of the choices on the menu to apply it to your spreadsheet
4. Since you highlighted your spreadsheet to begin with, this data should be correct as shown
5. Make sure that the My table has headers check box is active
6. Click OK to apply the table style to your spreadsheet
7. You will also notice that there are little downward pointing arrows beside each column heading. These are filter arrows. Giving you the option to filter the list to only show what you want to see
8. The Design tab gives you the option to change the table styles
9. On the same Design tab, you will see Table Style Options group. Here you can add different formatting to the first column
10. You can even add a Total Row

FITTING COLUMN HIGHTS

1. To quickly autofit all rows on the worksheet, click the Select All button
2. Double-click the boundary below one of the row headings

THE PRINT PANE

1. Click the File tab to access Backstage view
2. Select Print. The Print pane appears, with the print settings on the left and the Print Preview on the right

PRINTING ACTIVE SHEETS

1. Select the worksheets you want to print
2. To print multiple worksheets, click on the first worksheet, hold down the Ctrl key, then click on the other worksheets you want to select
3. Click the File tab
4. Select Print to access the Print pane
5. Select Print Active Sheets from the print range drop-down menu
6. Click the Print button

INSERT A BREAK

1. Click the Page Layout tab
2. Determine the placement of the break by clicking on the row below, cell below, or column to the right of where you want the break to appear. For example, select column C and a break will appear after column B
3. Select the Insert Page Break command from the Breaks drop-down menu
4. The break is inserted. You can go to Print Preview to confirm it appears in the correct place on the page

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PRINT A SELECTION, OR SET THE PRINT AREA

1. Select the cells that you want to print
2. Click the File tab
3. Select Print to access the Print pane
4. Select Print Selection from the print range drop-down menu
5. You can see what your selection will look like on the page in Print Preview
6. Click the Print button

You don't have to wait until you're ready to print to set the print area. You can also set it from the Page Layout tab in advance. This will place a dotted line around your selection, so you can see which cells are going to print while you work.

1. To do this, select the cells you want to print
2. Go to the Page Layout tab
3. choose Print Area

PRINT THE ENTIRE WORKBOOK

1. Click the File tab
2. Select Print to access the Print pane
3. Select Print Entire Workbook from the print range drop-down menu
4. Click the Print button

CHANGE PAGE ORIENTATION

1. Click the File tab
2. Select Print to access the Print pane
3. Select either Portrait Orientation or Landscape Orientation from the orientation drop-down menu
4. Your page orientation is changed

FITTING WORKSHEET ON ONE PAGE

1. Click the File tab
2. Select Print to access the Print pane
3. Select Fit Sheet on One Page from the scaling drop-down menu.
4. Your worksheet is reduced in size until it fits on one page. Remember that if it is scaled too small it might be difficult to read

MODIFY MARGINS IN PRINT PREVIEW

1. Click the File tab
2. Select Print to access the Print pane
3. Click on the Show Margins button. Your margins will appear
4. Hover your mouse over one of the margin markers until the double arrow appears
5. Click and drag the margin to your desired location
6. Release the mouse. The margin is modified

USING PRINT TITLES

1. Click the Page Layout tab
2. Select the Print Titles command
3. Click the icon at the end of the Rows to repeat at top field
4. Click on the rows you want to appear on each printed page
5. Click the icon at the end of the Rows to repeat at top field
6. Repeat for Columns to repeat at left, if necessary
7. Click OK. You can go to Print Preview to see how each page will look when printed

TEST QUESTION

What do cows do for entertainment?
They rent moovies !

ADDING A HEADER OR FOOTER

1. Click the Page Layout button on the View tab of the Ribbon
2. Position the mouse pointer over the Click to Add Header section at the top, or in the Click to Add Footer section at the bottom
3. Click to position the insertion point in either the left, center, or right section of the header or footer area
4. Click the Design tab if it isn't already selected. Click either the Header or Footer button in the Header & Footer group at the left end of the Design tab
5. Click the header or footer example you want to use on the Header or Footer drop-down menu
6. Click in the worksheet area and then click the Normal button on the View tab to return to Normal view
7. To remove it, click the (None) option at the top of the Header button's or Footer button's drop-down menus

PRINT GRIDLINES

1. Navigate to Page Layout, under Gridlines and enable Print option. For advance printing options, click the button present at the bottom-right of the Sheet Options group
2. Upon clicking, Page Setup dialog will appear, which lets you to configure print settings

COLOR & REMOVE GRIDLINES

1. For changing gridlines color, go to File menu and click Options
2. Select Advanced from left pane
3. From the right pane scroll-down to find Display Options for this worksheet group
4. Choose desired Gridline color
5. To make Gridlines disappear, disable Show gridlines option