

I Didn't Know You Could Do That With A Spreadsheet

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Printing a graph:

Click on the graph, the corners will show boxes. Select print and the graph will print using a whole sheet of paper.

Setting a Print Area:

It is possible to select an area to printed and have the computer print only this area. The Control key can also be used to highlight areas that are not adjacent to each other. Select the area that is to printed, select "File", "Print Area", and "Set Print Area". Only the area selected will be printed. Once print clear the print area, "File", "Print Area", and "Clear Print Area"

Selecting areas from the spreadsheet:

Highlight and use shift key and arrows to redefine area

Select a cell in the top right corner, go to the bottom left corner press shift select to highlight all the cells in-between.

To select areas not adjacent to each other use the control key.

Printing a table or portion of the spreadsheet:

Highlight the area, select "File", "Print Area", "Set Print Area". Then print the area.

OR Highlight the area, select "Edit", "Copy" and copy the area. Then paste the area into a word document. Once copied into the word document the size of the chart can be change.

Printing a graph in a word document:

Click on the graph, select "Edit, "Copy" and copy the graph. Then paste the graph into a word document. While the graph is located on the spreadsheet the graph will change as numbers in the spreadsheet are changed. Once the graph is copied to a word document, changes made in the spreadsheet will not be reflected in the graph.

Printing a Row at the top or column at the side of each page.

It is possible to select a row to be printed at the top of each page.

Select "Edit", "Page Set Up", select the tab "sheet", "rows to repeat at top"

Choose the rows or columns that you want to repeat at the top of each page. These row(s) will now appear at the top of each page that you print.

You can also change the order of the pages being printed from top to bottom to left to right.

Changing where the page ends.

It is possible to change the location of the "View", "Page Break View". Once at the page break view you can select where a page break occurs and move it to a new location although only less can be printed on a page. The margins can also be adjusted by going to the print view page before printing.

Adding a picture to the backdrop of chart:

- Right click on the chart or plot area
- Choose Format Chart Area (or Plot Area)
- Choose the Patterns tab
- Fill effects button
- Picture tab (picture must be on computer)
- Locate image and click insert then OK twice.

Place sums and calculations at the top and left of the page.

Interactive graphs. Make a table that includes the students in your class. Make a graph from the data. As the data is changed in the table it is automatically updated in the graph.

Auto Fill days of week, months, student 1, 10,20,30

Merging Cells, Borders, and Alignment

Cell Protection The cells are protected so that the formulas can not be changed by mistakes. Any place that requires entering of data should not be protected. To remove the protection go to “Tools”, “Protection” and “Remove protection” Be sure to protect the cells when you are through with the changes. To protect cells go to “Tools”, “Protection”, “Protect Sheet” and “OK”.

Sorting Numbers, names, or classes can be sorting in any order.

- Highlighting the rows (way to the left edge) that contain the names. Be sure to highlight the rows and not just the cells that contain the names. This will rearrange the names and all the data for each name.
- Click on DATA then SORT
 - Enter the column that is to be sorted and if the data is in ascending or descending order and click OK.
 - Sort your sample data by last name, first name, and teacher. Do a double sort teacher and name.

Filter To see or print only students that have a specific label in a cell. This selection can also be used to view all students at a specific level.

- Place the cursor in the row where the categories are labeled
- Select DATA then FILTER then AUTOFILTER
- This will place small triangles in each cell in the row.
- Click on the triangle and then select which group of students you would like to view.
- Only students that match the selection will be shown.
 - Calculated columns use scores of all students not just those shown.
- To remove the filter and show all data select DATA then FILTER then AUTOFILTER

Freeze Pane This allows the names along the left of the spreadsheet and the assessments numbers along the top to remain visible as you scroll across the spreadsheet.

- Place the cursor in the cell at the top left corner of where you want to scroll.
- Select WINDOW then FREEZE PANES
- To unfreeze panes, select WINDOW then UNFREEZE PANES

Split Pane This is similar to freeze panes except that you may scroll in any of the sections of the screen.

- Place the cursor in the cell at the top left corner of where you want to scroll.
- Select WINDOW then SPLIT
- To unfreeze panes, select WINDOW then REMOVE SPLIT

Changing Names of Sheets

Double click at the bottom of the spreadsheet where it says “sheet 1”
The “sheet 1” will become highlighted, type and change to data
OR Right click on “sheet 1” and rename.

Adding Additional Sheets or Making copies of a Sheet

Right click on “data” and select “Move or Copy”
Click on the box at the bottom “make a copy”
You will see a sheet “data (2)”
Change the name of the sheet by double clicking or right clicking.

Moving a Sheet

You may simply click on the sheet and drag to where the sheet will be placed. OR
Right click and select “Move or Copy”
The sheet may be moved to the end or behind any of the sheets shown.

Changing default font size

Tools/Options/General

Auto setting the width of cells

When the cursor is set to change the width on a column double click.