Freezing row and column titles within Excel

Freezing row and column titles

• Open a workbook called **Freezing**.

B	5-0					Freezing - Excel
File	Home Insert	Page Layout	Formulas D	ata Revie	w View Q Tell me v	vhat you want to do
Paste	Cut Ca Copy - B Format Painter	libri • 1 I <u>U</u> • ⊞ • Eent	1 ▼ A A ■		♥ ▼ ■ Wrap Text ■ ■ ■ Merge & Center Alignment	• \$ • % • € 0 00 00 Fo
D15	- i X	- fe 15	Car I		Anghment	131 NUMBER (131
DIJ		V Jx 15				
1	A	B	C		D	E
1	Component code	Color	Number	in stock	Value of each component	Total value of stock
2	100001	Red		2	22.99	0.00
3	100002	Red		2	11.50	23.00
4	100003	Red		2	31.99	63.98
5	100004	Red		2	22.87	45.74
6	100005	Red		4	10.50	42.00
7	100006	Red		6	11.00	66.00
8	100007	Green		8	11.50	92.00
9	100008	Green		9	12.00	108.00
10	100009	Green		6	12.50	75.00

• Scroll down through the data and you will see that the title row, which contains a description of each columns contents, scroll out of sight. This makes it difficult to remember what the data in each column represents, if you cannot see the column title row.

	A	B	C	D	E
7	100006	Red	6	11.00	66.00
8	100007	Green	8	11.50	92.00
9	100008	Green	9	12.00	108.00
10	100009	Green	6	12.50	75.00
11	100010	Green	7	13.00	91.00
12	100011	Green	4	13.50	54.00
13	100012	Green	6	14.00	84.00
14	100013	Green	2	14.50	29.00
15	100014	Green	4	15.00	60.00
16	100015	Green	7	15.50	108.50
17	100016	Green	3	16.00	48.00
18	100017	Blue	6	16.50	99.00
19	100018	Blue	5	17.00	85.00
20	100019	Blue	5	17.50	87.50
21	100020	Blue	5	18.00	90.00
22	100021	Blue	4	18.50	74.00
23	100022	Blue	4	19.00	76.00

• Make sure that you can see the title row displayed, as illustrated.

H	5-3- .					Freezing - Excel	
File	Home Inser	t Page Layout	Formulas Data	Review View	Q Tell me wha	at you want to do	
A	🔏 Cut	Calibri 👻		= »· =	Wrap Text	Number	-
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	Clipboard 🕞	Font	F2	Alignment	г	Number	5
D8	• : X	√ f _x 11.	5				
1		8	6			E	_
1	Component co	de Color	Number in st	ock Value of ea	ch component	Total value of s	tock
2	1000	01 Red		2	22.99		0.00
3	1000	02 Red		2	11 50		3 00

To freeze the top row so that it remains in sight at all times, click on the **View** tab and from within the **Window** group on the Ribbon, click on the **Freeze Panes** command.



•

• From the drop down list displayed, click on the **Freeze Top Row** command.



• Scroll down through the data. As you can see the top row stays visible at all times now.

A1	• : × •	f _* Com	nponent code		
4	A	В	с	D	E
1	Component code	Color	Number in stock	Value of each component	Total value of stock
35	100034	Red	1	1.50	1.50
36	100035	Red	1	1.30	1.30
37	100036	Green	1	1.10	1.10
38	100037	Green	3	0.90	2.70
39	100038	Green	3	0.70	2.10
40	100039	Green	3	1.10	3.30
41	100040	Green	3	1.20	3.60
42	100041	Green	3	1.30	3.90

 To unfreeze the top row, click on the View tab and from within the Window group on the Ribbon, click on the Unfreeze Panes command.



TIP: You can use the same technique to freeze the first column, so that when you scroll to the right it is always visible. To do this you would select the **Freeze First Column** command.

		THEE21	ng - Licei					
View	♀ Tell me what	you war	nt to do					
Zoom to Selection	New Arrange Window All	Freeze Panes *	Split Gilde	Image: Synchronous Scrolling Image: Synchronous Scrolling Image: Synchronous Scrolling Image: Synchronous Scrolling	Switch Window			
n		Ereeze Panes Keep rows and o the worksheet s		es nd columns visible while the rest of et scrolls (based on current selection)				
D	h component		Freeze Top Keep the to the rest of t	p <u>Row</u> op row visible while scrolling th the worksheet.	irough			
ide of eac	22.99 11.50		Freeze First Keep the first through th	st <u>Column</u> rst column visible while scrollir e rest of the worksheet.	ng			
	31.99			03.70	_			

• Save your changes and close the workbook.

Printing

There may be times when you want to **print a workbook** to view and share your data **offline**. Once you've chosen your **page layout** settings, it's easy to preview and print a workbook from Excel using the **Print** pane.

To access the Print pane:

1. Select the File tab. Backstage view will appear.



2. Select Print. The Print pane will appear.



Click the buttons in the interactive below to learn more about using the Print pane.



To print a workbook:

1. Navigate to the **Print** pane, then select the desired **printer**.



2. Enter the number of **copies** you want to print.



3. Select any additional **settings** if needed (see above interactive).

Prii	nt						
Pri	Copies: 1						
Print	er	•					
50	Lexmark MX310dn Ready	•					
	Printer Propert	ies					
Setti	ngs						
	Print Active Sheets Only print the active sheets	•					
Pages:	🔹 to 🌲						
	Collated 1,2,3 1,2,3 1,2,3	•					
	Portrait Orientation	•					
•	Custom Page Size	•					
	Normal Margins Left: 0.7" Right: 0.7"	•					
	No Scaling Print sheets at their actual size						
	Page Set	up					

4. Click **Print**.

Prir	nt			
Prir	nt 🖓	Copies:	: 1	*
Printe	er			0
	Lexmar	k MX310	dn	•
	Ready			
			Printer Pr	operties

Choosing a print area

Before you print an Excel workbook, it's important to decide exactly what information you want to print. For example, if you have multiple worksheets in your workbook, you will need to decide if you want to print the **entire workbook** or only **active worksheets**. There may also be times when you want to print only a **selection** of content from your workbook.

To print active sheets:

Worksheets are considered active when **selected**.

 Select the worksheet you want to print. To print multiple worksheets, click the first worksheet, hold the Ctrl key on your keyboard, then click any other worksheets you want to select.

	Central	East Coast	West Coast	International	÷
Ready			6		

- 2. Navigate to the **Print** pane.
- 3. Select **Print Active Sheets** from the **Print Range** drop-down menu.



4. Click the **Print** button.

Print			
÷	Copies:	1	÷
Print 🕞			

To print the entire workbook:

- 1. Navigate to the **Print** pane.
- 2. Select **Print Entire Workbook** from the **Print Range** drop-down menu.



3. Click the **Print** button.

Print		
Print	Copies:	1

To print a selection:

In our example, we'll print the records for the top 40 salespeople on the Central worksheet.

1. Select the **cells** you want to print.

4	A		В	С		D		E	F		G		н		1	J			K	L		M		N
1	NAME		JANUARY	FEBRUARY		MARCH		APRIL	M	AY	JUNE		JULY		AUGUST	SEPT	EMBER		OCTOBER	NOVEMB	R	DECEMBER		TOTAL
2	Gomez, Alexander	\$	5,110.00 \$	9,739.00	\$	6,861.00	\$	3,889.00	\$ 6,292	00 \$	8,518.00	\$	5,110.00	\$ 9	9,739.00	\$ 6,	361.00	\$	3,889.00	\$ 6,292.	0 \$	8,518.00		80,818.00
3		s	9,935.00 \$	8,365.00	s	7,639.00	s	3,533.00	\$ 9,665.	00 \$	1,126.00	\$	9,935.00	\$8	3,365.00	\$ 7,	539.00	\$	3,533.00	\$ 9,665.	0 \$	1,126.00		
4		\$	6,640.00 \$	4,046.00	s	9,632.00	s	7,803.00	\$ 6,076.	00 \$	5,130.00	\$	6,640.00	\$ 4	4,046.00	\$ 9,	532.00	s	7,803.00	\$ 6,076.	0 \$	5,130.00		
5		\$	7,161.00 \$	577.00	s	8,605.00	s	4,046.00	\$ 9,632	00 \$	7,803.00	\$	2,516.00	\$7	7,565.00	\$ 6,	256.00	\$	7,703.00	\$ 7,235.	0 \$	7,619.00		
6		S	4,108.00 \$	7,172.00	s	6,964.00	s	2,122.00	\$ 9,542	00 \$	8,252.00	\$	4,108.00	\$ 7	7,172.00	\$ 6,	64.00	s	2,122.00	\$ 9,542.	0 \$	8,252.00		
7		\$	6,759.00 \$	9,019.00	S	5,144.00	s	7,087.00	\$ 1,568.	00 \$	8,922.00	S	358.00	\$ 9	9,943.00	\$ 4;	64.00	s	7,032.00	\$ 6,255.	0 \$	9,218.00		
8		\$	7,897.00 \$	1,544.00	\$	9,071.00	\$	8,210.00	\$ 7,750.	00 \$	4,275.00	\$	7,430.00	\$ 7	7,882.00	\$ 4,	376.00	\$	3,052.00	\$ 4,653.	0 \$	9,474.00		
9		S	4,046.00 \$	9,632.00	s	7,803.00	s	8,392.00	\$ 745.	00 \$	9,721.00	S	9,442.00	\$ 2	2,224.00	S 1,	968.00	s	5,110.00	\$ 9,739.	0 \$	6,861.00		
10		\$	9,778.00 \$	737.00	s	6,302.00	s	8,430.00	\$ 7,882	00 \$	4,876.00	s	9,474.00	\$8	3,517.00	\$ 5,	233.00	s	4,267.00	\$ 9,590.	0 \$	257.00		
11		\$	7,750.00 \$	4,275.00	\$	4,267.00	\$	6,759.00	\$ 9,019.	00 \$	5,144.00	\$	7,639.00	\$ 3	3,533.00	\$ 9,	65.00	\$	3,052.00	\$ 4,653.	0 \$	9,474.00		
12		S	1,568.00 \$	8,922.00	s	8,765.00	s	4,653.00	\$ 9,474	00 \$	8,517.00	S	2,224.00	\$ 1	1,968.00	\$ 5,	061.00	s	7,032.00	\$ 6,255.	0 \$	9,218.00		
13		\$	1,413.00 \$	6,759.00	s	9,019.00	s	5,144.00	\$ 8,550.	00 \$	5,731.00	\$	1,413.00	s e	5,759.00	\$ 9,	019.00	\$	5,144.00	\$ 8,550.	0 \$	5,731.00		
14		\$	9,590.00 \$	257.00	s	8,210.00	s	9,293.00	\$ 6,804	00 \$	1,492.00	\$	3,779.00	\$ 9	9,405.00	\$З,	688.00	s	6,640.00	\$ 4,046.	0 \$	9,632.00		
15		\$	4,573.00 \$	605.00	s	3,215.00	s	8,517.00	\$ 5,233.	00 \$	1,650.00	\$	8,430.00	\$ 7	7,882.00	S 4,	876.00	s	9,935.00	\$ 8,365.	0 \$	7,639.00		
16		\$	8,765.00 \$	8,258.00	s	636.00	s	7,087.00	\$ 1,568.	00 \$	8,922.00	\$	8,765.00	\$ 8	3,258.00	s –	536.00	s	7,087.00	\$ 1,568.	0 \$	8,922.00		
17		\$	7,703.00 \$	7,235.00	s	7,619.00	s	2,410.00	\$ 1,425	00 \$	8,732.00	\$	7,703.00	\$ 7	7,235.00	\$ 7,	519.00	\$	2,410.00	\$ 1,425.	0 \$	8,732.00		
18		\$	7,032.00 \$	6,255.00	s	9,218.00	s	5,106.00	\$ 2,881	00 \$	4,462.00	\$	7,032.00	\$ 6	5,255.00	\$ 9,	18.00	s	5,106.00	\$ 2,881.	0 \$	4,462.00		
19		\$	5,233.00 \$	1,650.00	s	3,052.00	s	3,779.00	\$ 9,405.	00 \$	3,588.00	\$	677.00	\$ 9	9,293.00	\$ 6,	304.00	\$	9,935.00	\$ 8,365.	0 \$	7,639.00		
20		s	627.00 \$	7,909.00	s	3,204.00	s	7,710.00	\$ 7,161	00 \$	577.00	\$	8,365.00	\$ 7	7,639.00	S З,	633.00	s	7,703.00	\$ 7,235.	0 \$	7,619.00		
21		\$	1,885.00 \$	4,996.00	s	6,925.00	s	3,493.00	\$ 2,469.	00 \$	5,118.00	\$	9,019.00	\$ 5	5,144.00	\$ 8,	50.00	\$	4,996.00	\$ 8,430.	0 \$	7,882.00		
22		\$	4,267.00 \$	9,590.00	s	257.00	s	8,210.00	\$ 7,750	00 \$	4,275.00	\$	4,267.00	\$ 9	9,590.00	s :	257.00	\$	8,210.00	\$ 7,750.	0 \$	4,275.00		
23		S	4,996.00 \$	8,430.00	s	7,882.00	s	4,876.00	\$ 885.	00 \$	6,979.00	\$	4,996.00	\$8	3,430.00	\$ 7,	82.00	s	4,876.00	\$ 885.	0 \$	6,979.00		
24		\$	4,267.00 \$	9,590.00	s	257.00	s	8,210.00	\$ 7,700.	00 \$	4,000.00	\$	4,267.00	\$ 9	9,590.00	s :	257.00	s	8,210.00	\$ 7,700.	0 \$	4,000.00		
25		\$	6,925.00 \$	7,430.00	s	7,882.00	s	4,876.00	\$ 1,885.	00 \$	4,996.00	\$	6,925.00	\$7	7,430.00	\$ 7,	82.00	\$	4,876.00	\$ 1,885.	0 \$	4,996.00		
26		S	8,789.00 \$	7,621.00	s	3,435.00	s	8,015.00	\$ 5,248.	00 \$	840.00	s	8,789.00	\$ 7	7,621.00	S 3,	35.00	s	8,015.00	\$ 5,248.	0 \$	840.00		
27		\$	4,075.00 \$	1,240.00	s	2,243.00	s	4,383.00	\$ 3,425.	00 \$	5,545.00	\$	9,779.00	\$ 7	7,042.00	\$ 9,	93.00	\$	9,779.00	\$ 7,042.	0 \$	3,373.00		
28		\$	9,779.00 \$	7,042.00	s	3,373.00	s	4,383.00	\$ 3,425	00 \$	5,545.00	\$	9,779.00	\$ 7	7,042.00	\$ 3,	373.00	\$	4,383.00	\$ 3,425.	0 \$	5,545.00		
29		S	8,369.00 \$	1,645.00	S	3,527.00	s	7,430.00	\$ 7,882.	00 \$	4,876.00	S	257.00	\$8	3,210.00	\$ 7,	750.00	S	6,302.00	\$ 358.	0 \$	9,943.00		
30		\$	5,288.00 \$	5,276.00	s	8,031.00	s	4,876.00	\$ 1,885	00 \$	4,996.00	\$	619.00	\$ 5	5,319.00	\$ 8,	891.00	\$	4,996.00	\$ 8,430.	0 \$	7,882.00		
31		S	9,665.00 \$	1,126.00	\$	9,935.00	\$	2,611.00	\$ 4,106.	00 \$	5,631.00	\$	9,632.00	\$7	7,803.00	\$ 6,	076.00	\$	1,928.00	\$ 6,595.	0 \$	677.00		
32		s	6,516.00 \$	1,112.00	s	2,516.00	s	7,565.00	\$ 6,256.	00 \$	8,794.00	\$	6,516.00	\$1	1,112.00	\$ 2,	516.00	s	7,565.00	\$ 6,256.	0 \$	8,794.00		
33		\$	3,052.00 \$	4,653.00	\$	9,474.00	\$	8,517.00	\$ 5,233.	00 \$	1,650.00	\$	3,052.00	\$ 4	4,653.00	\$ 9,	74.00	\$	8,517.00	\$ 5,233.	0 \$	1,650.00		
34		S	619.00 \$	5,319.00	s	8,891.00	s	4,533.00	\$ 7,752	00 \$	3,756.00	\$	9,739.00	\$6	5,861.00	\$ 3,	89.00	\$	3,527.00	\$ 5,575.	0 \$	4,046.00		
35		\$	3,582.00 \$	2,286.00	S	3,898.00	s	7,565.00	\$ 6,256.	00 \$	8,794.00	\$	4,046.00	\$ 9	9,632.00	\$ 7,	303.00	S	4,548.00	\$ 619.	0 \$	5,319.00		
36		\$	7,134.00 \$	7,595.00	\$	7,130.00	\$	619.00	\$ 5,319	00 \$	8,891.00	\$	7,882.00	\$ 4	4,876.00	S 1,	85.00	\$	666.00	\$ 6,210.	0\$	5,994.00		
37		S	6,302.00 \$	358.00	S	9,943.00	s	4,964.00	\$ 9,778.	00 \$	737.00	S	6,302.00	\$	358.00	\$ 9,	943.00	\$	4,964.00	\$ 9,778.	0 \$	737.00		
38		S	3,527.00 \$	5,575.00	\$	4,046.00	\$	8,910.00	\$ 8,369	00 \$	1,645.00	\$	3,527.00	\$ 5	5,575.00	S 4,	046.00	\$	8,910.00	\$ 8,369.	0 \$	1,645.00		
39		\$	4,707.00 \$	3,391.00	\$	5,556.00	\$	6,210.00	\$ 5,994.	00 \$	248.00	\$	9,943.00	\$ 4	4,964.00	\$ 9,	78.00	\$	3,527.00	\$ 5,575.	0 \$	4,046.00		
40		\$	9,385.00 \$	2,501.00	S	3,609.00	S	3,177.00	\$ 7,134	00 \$	7,595.00	\$	7,235.00	\$ 7	7,619.00	\$ 2,	10.00	\$	666.00	\$ 6,210.	0 \$	5,994.00		
41	Curry, Emma	\$	885.00 \$	6,979.00	s	4,996.00	\$	7,897.00	\$ 1,544.	00 \$	9,071.00	\$	9,405.00	\$3	3,588.00	\$ 1,	912.00	\$	1,413.00	\$ 6,759.	0 \$	9,019.00	☆ \$	63,468.00

- 2. Navigate to the **Print** pane.
- 3. Select **Print Selection** from the **Print Range** drop-down menu.



4. A **preview** of your selection will appear in the **Preview** pane.

NAME		JANUARY		FEBRUARY		MARCH		APR
Gomez, Alexander	\$	5,110.00	\$	9,739.00	\$	6,861.00	\$	3,889.0
Stone, Jeremy	\$	9,935.00	\$	8,365.00	\$	7,639.00	\$	3,533.0
Petty, Cheyenne	\$	6,640.00	\$	4,046.00	\$	9,632.00	\$	7,803.0
Doyle, Quincy	\$	7,161.00	\$	577.00	\$	8,605.00	\$	4,046.0
Conrad, Alfonso	\$	4,108.00	\$	7,172.00	\$	6,964.00	\$	2,122.0
Good , Carlos	\$	6,759.00	\$	9,019.00	\$	5,144.00	\$	7,087.0
Rice, Ivy	\$	7,897.00	\$	1,544.00	\$	9,071.00	\$	8,210.0
Min, Wang	s	4,046.00	\$	9,632.00	\$	7,803.00	\$	8,392.0
Alford, Lacota	\$	9,778.00	\$	737.00	\$	6,302.00	\$	8,430.0
Hogan, Abdul	\$	7,750.00	\$	4,275.00	\$	4,267.00	\$	6,759.0
Reeves, Savannah	s	1,568.00	s	8,922.00	\$	8,765.00	\$	4,653.0
Abbott, Raymond	\$	1,413.00	\$	6,759.00	\$	9,019.00	\$	5,144.0
Glass, Mufutau	s	9,590.00	\$	257.00	\$	8,210.00	\$	9,293.0
Chambers, Bethany	s	4,573.00	s	605.00	s	3,215.00	s	8,517.0
Green . Buckminster	s	8,765.00	s	8.258.00	s	636.00	s	7.087.0
Evans, Marcia	s	7,703.00	ŝ	7,235.00	ŝ	7,619.00	ŝ	2,410.0
Williams. Claire	s	7.032.00	s	6,255.00	s	9,218.00	s	5,106.0
Lucas. Basia	s	5,233.00	s	1,650.00	s	3.052.00	s	3,779.0
Dav Salvador	ŝ	627.00	ŝ	7 909 00	è.	3 204 00	è.	7 710 0
deming Aaron	e.	1 885 00	è	4 995 00	ē.	6 925 00	è	3 493 0
Ross May	ŝ	4 267 00	ś	9,590.00	ě.	257.00	ě.	8 210 0
Hogan Kalia	e.	4,995,00	÷	8 430 00	ě.	7 882 00	ě	4 876 0
Clemons Amela	é.	4,350.00	é	9 590.00	é	257.00	é	8 210.0
Huff Amy	e	6.075.00	è	7,430,00	÷	7 887.00	è	4 876 0
Dovla Lani	é	8 789 00	é	7,621.00	é	3,435,00	é	80150
Molina Zous	e l	4.075.00	é	1 240.00	ě	2 243.00	ě	4 383 0
Cuthria Mana	e	9,779.00	è	7,047,00	é	3 373.00	è	4,303.0
Ellic Propend	-	9,779.00	-	1,645.00	-	3,373.00	-	7 420 0
Cillis, Dreallina Marriand as Missian	2	5,369.00	2	1,045.00	2	5,527.00	2	4976.0
Numbu Havion	2	5,288.00	2	5,276.00	2	8,051.00	-	4,870.0
lowe Mersee	2	9,005.00	2	1,120.00	2	9,955.00	2	2,011.0
Lowe, Morgan	2	0,510.00	2	1,112.00	2	2,516.00	2	7,505.0
Parrish, Unelle	5	3,052.00	2	4,653.00	2	9,474.00	2	8,517.0
Brewer, Rachel	2	619.00	2	5,319.00	2	8,891.00	2	4,533.0
Larsen, Alden	5	3,582.00	2	2,286.00	2	5,898.00	2	/,565.0
Miller, Evangeline	5	7,134.00	\$	7,595.00	\$	7,130.00	2	619.0
conrad, channing	5	6,302.00	\$	358.00	5	9,943.00	5	4,964.0
Risher, Clio	\$	3,527.00	\$	5,575.00	\$	4,046.00	\$	8,910.0
O'Connor, Hayden	S	4,707.00	S	3,391.00	S	5,556.00	S	6,210.0
Ayala, Kendali	\$	9,385.00	\$	2,501.00	\$	3,609.00	\$	3,177.0
Curry, Emma	\$	885.00	S	6,979.00	S	4,996.00	Ş	7,897.0
Long, Bert	\$	745.00	\$	9,721.00	\$	725.00	\$	7,235.0
Hooper, Aiko	\$	2,881.00	\$	4,462.00	s	7,032.00	\$	8,365.0
Henry, Jordan	\$	2,849.00	\$	7,186.00	\$	666.00	\$	7,042.0
Glover, Chandler	\$	7,172.00	\$	6,964.00	\$	2,122.00	\$	4,876.0
O'Neil, Nicholas	\$	1,425.00	\$	8,732.00	\$	7,703.00	\$	2,356.0
Wilkerson, Dustin	\$	5,889.00	\$	9,385.00	\$	2,501.00	\$	3,609.0

5. Click the **Print** button to print the selection.

Print		
Print	Copies:	1

If you prefer, you can also set the **print area** in advance so you'll be able to visualize which cells will be printed as you work in Excel. Simply **select** the cells you want to print, click the **Page Layout** tab, select the **Print Area** command, then choose **Set Print Area**. Keep in mind that if you ever need to print the entire workbook, you'll need to clear the print area.



Adjusting content

On occasion, you may need to make **small adjustments** from the Print pane to fit your workbook content neatly onto a printed page. The Print pane includes several tools to help fit and scale your content, such as **scaling** and **page margins**.

To change page orientation:

Excel offers two page orientation

options: **landscape** and **portrait**. **Landscape** orients the page **horizontally**, while **portrait** orients the page **vertically**. In our example, we'll set the page orientation to landscape.

1. Navigate to the **Print** pane.

2. Select the desired orientation from the **Page Orientation** dropdown menu. In our example, we'll select **Landscape Orientation**.

Setti	ngs
	Print Selection
	Only print the current selecti
Pages:	🔹 to 🜲
	Collated
	1,2,3 1,2,3 1,2,3
	Portrait Orientation 🗸
	Portrait Orientation
	Landscape Orientation
DD	No Scaling
100	Print sheets at their actual size
	Page Setup

3. The new page orientation will be displayed in the Preview pane.

NAME		JANUARY		FEBRUARY		MARCH		AP RIL		MAY		JL
Gomez, Alexander	\$	5,110.00	\$	9,739.00	\$	6,861.00	\$	3,889.00	\$	6,292.00	\$	8,518
Stone, Jeremy	\$	9,935.00	\$	8,365.00	\$	7,639.00	\$	3,533.00	\$	9,665.00	\$	1,126
Petty, Cheyenne	\$	6,640.00	\$	4,046.00	\$	9,632.00	\$	7,803.00	\$	6,076.00	\$	5,130
Doyle, Quincy	\$	7,161.00	\$	577.00	\$	8,605.00	\$	4,046.00	\$	9,632.00	\$	7,803
Conrad, Alfonso	\$	4,108.00	\$	7,172.00	\$	6,964.00	\$	2,122.00	\$	9,542.00	\$	8,252
Good , Carlos	\$	6,759.00	\$	9,019.00	s	5,144.00	\$	7,087.00	\$	1,568.00	\$	8,922
Rice, Ivy	\$	7,897.00	\$	1,544.00	\$	9,071.00	\$	8,210.00	\$	7,750.00	\$	4,275
Min, Wang	\$	4,046.00	\$	9,632.00	\$	7,803.00	\$	8,392.00	\$	745.00	\$	9,72:
Alford, Lacota	s	9,778.00	\$	737.00	\$	6,302.00	\$	8,430.00	\$	7,882.00	\$	4,87
Hogan, Abdul	\$	7,750.00	\$	4,275.00	\$	4,267.00	\$	6,759.00	\$	9,019.00	\$	5,14
Reeves, Savan nah	\$	1,568.00	\$	8,922.00	\$	8,765.00	\$	4,653.00	\$	9,474.00	\$	8,51
Abbott, Raymond	\$	1,413.00	s	6,759.00	\$	9,019.00	\$	5,144.00	s	8,550.00	s	5,73
Glass, Mufutau	s	9,590.00	\$	257.00	s	8,210.00	\$	9,293.00	\$	6,804.00	\$	1,49
Chambers, Bethany	s	4,573.00	\$	605.00	s	3,215.00	s	8,517.00	s	5,233.00	\$	1,65
Green, Buckminster	s	8,765.00	\$	8,258.00	\$	636.00	\$	7,087.00	\$	1,568.00	\$	8,92
Evans, Marcia	\$	7,703.00	\$	7,235.00	\$	7,619.00	\$	2,410.00	\$	1,425.00	\$	8,73
Williams, Claire	\$	7,032.00	\$	6,255.00	\$	9,218.00	\$	5,106.00	\$	2,881.00	\$	4,46
Lucas, Basia	\$	5,233.00	s	1,650.00	\$	3,052.00	\$	3,779.00	\$	9,405.00	s	3,58
Day, Salvador	s	627.00	s	7,909.00	\$	3,204.00	\$	7,710.00	\$	7,161.00	s	57
Fleming, Aaron	\$	1,885.00	s	4,996.00	s	6,925.00	s	3,493.00	s	2,469.00	s	5,11
Ross, May	\$	4,267.00	\$	9,590.00	\$	257.00	\$	8,210.00	\$	7,750.00	\$	4,27
Hogan, Kalia	\$	4,996.00	s	8,430.00	s	7,882.00	s	4,876.00	s	885.00	s	6,97
Clemons, Amela	\$	4,267.00	\$	9,590.00	\$	257.00	\$	8,210.00	\$	7,700.00	\$	4,00
Huff, Amy	\$	6,925.00	\$	7,430.00	s	7,882.00	s	4,876.00	\$	1,885.00	\$	4,99
Doyle, Lani	\$	8,789.00	\$	7,621.00	\$	3,435.00	\$	8,015.00	\$	5,248.00	\$	84
Molina, Zeus	\$	4,075.00	\$	1,240.00	s	2,243.00	s	4,383.00	\$	3,425.00	\$	5,54
Guthrie, Mona	s	9,779.00	\$	7,042.00	\$	3,373.00	\$	4,383.00	\$	3,425.00	\$	5,54
Ellis, Breanna	\$	8,369.00	\$	1,645.00	s	3,527.00	s	7,430.00	s	7,882.00	\$	4,87
Hemandez, Vivien	s	5,288.00	s	5,276.00	s	8,031.00	s	4,876.00	s	1,885.00	s	4,99
Murphy, Haviva	s	9,665.00	s	1,126.00	s	9,935.00	s	2,611.00	s	4,106.00	s	5,63
Lowe, Morgan	s	6,516.00	s	1,112.00	\$	2,516.00	\$	7,565.00	\$	6,256.00	s	8,79
Parrish, Urielle	s	3,052.00	s	4,653.00	s	9,474.00	s	8,517.00	s	5,233.00	s	1,65
Brewer, Rachel	s	619.00	s	5,319.00	S	8,891,00	s	4,533.00	s	7,752.00	s	3,75

To fit content before printing:

If some of your content is being cut off by the printer, you can use **scaling** to fit your workbook to the page automatically.

1. Navigate to the **Print** pane. In our example, we can see in the Preview pane that our content will be cut off when printed.

NAME		JANUARY		FEBRUARY		MARCH		AP RIL		MAY		
Gomez, Alexander	\$	5,110.00	\$	9,739.00	\$	6,861.00	\$	3,889.00	\$	6,292.00	\$	8,51
Stone, Jeremy	\$	9,935.00	\$	8,365.00	\$	7,639.00	\$	3,533.00	\$	9,665.00	\$	1,17
Petty, Cheyenne	\$	6,640.00	\$	4,046.00	\$	9,632.00	\$	7,803.00	\$	6,076.00	\$	5,13
Doyle, Quincy	\$	7,161.00	\$	577.00	\$	8,605.00	\$	4,046.00	\$	9,632.00	\$	7,80
Conrad, Alfonso	\$	4,108.00	\$	7,172.00	\$	6,964.00	\$	2,122.00	\$	9,542.00	\$	8,25
Good , Carlos	\$	6,759.00	\$	9,019.00	\$	5,144.00	\$	7,087.00	\$	1,568.00	\$	8,9
Rice, Ivy	s	7,897.00	\$	1,544.00	\$	9,071.00	\$	8,210.00	\$	7,750.00	\$	4,27
Min, Wang	\$	4,046.00	s	9,632.00	s	7,803.00	s	8,392.00	s	745.00	s	9,72
Alford, Lacota	\$	9,778.00	\$	737.00	\$	6,302.00	\$	8,430.00	\$	7,882.00	\$	4,87
Hogan, Abdul	\$	7,750.00	\$	4,275.00	\$	4,267.00	\$	6,759.00	s	9,019.00	\$	5,14
Reeves, Savan nah	\$	1,568.00	\$	8,922.00	\$	8,765.00	\$	4,653.00	\$	9,474.00	\$	8,51
Abbott, Raymond	\$	1,413.00	\$	6,759.00	\$	9,019.00	\$	5,144.00	s	8,550.00	\$	5,73
Glass, Mufutau	s	9,590.00	\$	257.00	\$	8,210.00	\$	9,293.00	\$	6,804.00	\$	1,49
Chambers, Bethany	s	4,573.00	\$	605.00	\$	3,215.00	s	8,517.00	\$	5,233.00	\$	1,6
Green, Buckminster	\$	8,765.00	\$	8,258.00	\$	636.00	\$	7,087.00	\$	1,568.00	\$	8,9
Evans, Marcia	\$	7,703.00	\$	7,235.00	\$	7,619.00	s	2,410.00	s	1,425.00	\$	8,73
Williams, Claire	\$	7,032.00	\$	6,255.00	\$	9,218.00	\$	5,106.00	\$	2,881.00	\$	4,46
Lucas, Basia	\$	5,233.00	s	1,650.00	s	3,052.00	\$	3,779.00	s	9,405.00	s	3,58
Day, Salvador	s	627.00	s	7,909.00	s	3,204.00	\$	7,710.00	\$	7,161.00	\$	57
Fleming, Aaron	\$	1,885.00	s	4,996.00	s	6,925.00	s	3,493.00	\$	2,469.00	s	5,11
Ross, May	s	4,267.00	\$	9,590.00	\$	257.00	\$	8,210.00	\$	7,750.00	\$	4,21
Hogan, Kalia	\$	4,996.00	\$	8,430.00	\$	7,882.00	s	4,876.00	\$	885.00	s	6,91
Clemons, Amela	s	4,267.00	\$	9,590.00	\$	257.00	\$	8,210.00	\$	7,700.00	\$	4,00
Huff, Amy	s	6,925.00	s	7,430.00	s	7,882.00	s	4,876.00	s	1,885.00	s	4,99
Doyle, Lani	s	8,789.00	s	7,621.00	s	3,435.00	s	8,015.00	\$	5,248.00	s	84
Molina, Zeus	s	4,075.00	s	1,240.00	s	2,243.00	s	4,383.00	s	3,425.00	s	5,5
Guthrie, Mona	s	9,779.00	s	7,042.00	S	3,373.00	S	4,383.00	s	3,425.00	S	5,54
Ellis, Breanna	s	8,369.00	s	1,645.00	s	3,527.00	s	7,430.00	s	7,882.00	s	4,8
Hemandez, Vivien	s	5,288.00	s	5,276.00	s	8,031.00	s	4,876.00	s	1,885.00	s	4,99
Murphy, Haviva	\$	9,665.00	s	1,126.00	\$	9,935.00	\$	2,611.00	\$	4,106.00	\$	5,63
Lowe, Morgan	s	6,516.00	\$	1,112.00	\$	2,516.00	s	7,565.00	\$	6,256.00	\$	8,79
Parrish, Urielle	s	3,052.00	s	4,653.00	s	9,474.00	s	8,517.00	s	5,233.00	s	1,65
Brewer, Rachel	s	619.00	s	5,319.00	S	8,891,00	s	4,533,00	s	7,752.00	s	3.7
			-	,	-	-,						

2. Select the desired option from the **Scaling** drop-down menu. In our example, we'll select **Fit All Columns on One Page**.



3. The worksheet will be **condensed** to fit onto a single page.

SAME .		201203	NUMBER OF	Matter	A.84	NAY	1998	ALT	AUGUST	30104103	001088	NO VENERS	DEDVED	
bren, die adle	8	1000 3	1.00.00 3	70,000 3	1312 1	100 0 3	1000 1	1000	11000 3	7,0100 3	13800 3	100100	110.0	
Telle Disates	4	00000 3	100.00 3	source à	7.000 1	1000	11000 1	0.0000	10000 3	10120 3	780800 3	10710	1 1 10 10	
Dayle Chiney	1.5	7,101.00 \$	277.00 \$	apence à	6,010,000 3	0.002.00 \$	10000 3	1,200 02 3	7,300.00 \$	0,000 3	7,708.00 3	7,00 3 00	5 7,000.00	
Cerel Alfred		CERE S	7,272.00 \$	0,00000 5	1,1110 \$	0,002.00 \$	4,0100 \$	6,328.00 \$	7,17100 \$	0,00100 \$	1,1200 3	0,013122	1,00.00	
Dead, Carlas	÷	10100 3	1,00,00,0	110000 3	1,010 3	1,324,00 3	101100 3	1000	the date is	0,0000 3	100000	1010		e :
No. West	15	LOIDER A	100.00 3	730500 3	1.012 1	70.00 3	171100 3	9,002,00 3	11100 3	1.801.00 1	31200 1	1.110	1 1 201 22	
Alleria Levela	3	1772.00 S	707.00 S	same s	2,000 3	7,000 0 5	uram à	8,010.00 S	43700 5	3,333.00 5	430100 3	1,200.00	1 27.22	1 1
Heger, Abbd	\$	1,750.00 \$	6,00.00 \$	compo à	0,73802 3	1 CB CD 3	230.020 \$	7,000.00 \$	ADDED 5	9,000 S	4,0300 \$	(010)	\$ \$,01.00	
Kerne, Scored		1,20100 5	1,00.00 3	17800 3	0,010 3	CCC 3	431700 3	1,111,00 5	10000 5	1,010 3	7,04100 3	4,03,00	1.11.2	11 2
Rep Milder	6	101000 3		11200 3	1.212 1	ARGE 1	1012 1	179.00 1	BODGC 3	1,212 1	00000 1	10100	1 1 10 10	
Chardens, Bellery	1.5	CTAR S	an a 1	4,1100 3	8,21702 3	3,200,00 \$	1000 3	1,00.00 3	7,8 8100 \$	6,87662 3	NAMES OF	1,000,000	1 7,009,00	1 1
Drawy Businessian	3	1,703.00 5	1,010 3	5 5560 S	7,00100 \$	1,308.00 \$	4,01100 \$	1,70.00 5	41360 5	800 5	1,087.00 3	1,201.00	1 1,00.00	
Isans Marsia	4	1704.00 5	7.00.00 \$	7,53600 5	1,000 3	10003	1110 5	7,708.00 \$	7,1800 5	7,01800 5	14200 1	1,0100	1,10.00	1 7
Williams, Claire		1010 3	0,00.00 3	12100 3	3,202 3	100.003	00100 3	7,00.00 3	63366 3	0,010 3	3,100.00 3	1010		
Day, Jahoday	5	0700 1	7.89.00 1	810100 3	7,71000 5	110.00	377.00 5	140.0	7,0000 5	1.312	270400 3	1,01,02	1 7.00.00	
Naming, Same	3	1,00100 5	0,000 5	sence à	1,012 3	1,000 00 3	1,11,802 5	1,00.00 \$	3,100.00 \$	1,2000 5	CREACE 3	1,000	1,000	23 11
Keen, May		0,00100 \$	1,300.00 S	33700 \$	s,nom à	7,720.00 \$	47730 S	6,207.00 \$	1,21000 \$	212 3	4,31000 3	1,750,000	\$ 6,000	1 N
Auger, Kala	÷	CHOC 3	1.00.00 3	10000	0.000 3		1000	0,000 3	ACRES S	7,818 3	(17500)	15.0		
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Daryle Larri	5	1.1102 5	7,00.00 \$	Acade 5	8,0100 5	1 304 00 5	100 5	1,78.00 5	Tonico à	1,0100 5	action i	131800	10.00	
Welling Street	3	07300 \$	1,300.00 \$	11000 5	0,000 5	1,02,02,3	231200 \$	8,778.00 S	10400 \$	1,010 5	877800 \$	7,013.00	1,01.00	
Bullinin, Merce		17102 3	7,003.00 \$	447400 \$	0,000 3	1,02,02,3	131300 \$	8,778.00 \$	10000 \$	1,0120 5	Campo 3	1,0300	3,30.00	11 11
Han Barana Managana Malan	6	1010 1	1,00,00 3	action 3	1000 1	1000 1	0000 3		24 2000 3	1.010 1	199000 3	1000	1 1 1 1 1	
Weight, Hering	15	100000 5	1,100,000 \$	tence à	1,01100 3	1000 3	101100 5	9,000 00 3	180800 \$	0,000 3	19200 1	0.00100		64 B
Leves, Narger	5	601600 S	1,111.00 \$	131800 5	7,203.00 \$	4 20 20 3	479400 5	0,000.00 \$	1,1100 5	1,21000 \$	7,200.00 \$	0,2002	i 1,700.00	ka 🚥
Family, Unide	3	1010 3	6,000.00.3	107600 \$	8,31700 \$	110.00 5	1000 3	1,010 3	comee s	0,0° CE 3	43700 1	1,010	1,000.00	
Lana, Kolal	- C	10000 3	2,00,00 3	LINCO 3	0,0000 0	1,702,00 3	1000 3	8,700.00 S	and of a	1,212 3	13700 3	1,373,00	100.0	
Wile, bargeline	5	13400 5	7,30,00 5	7,18000 \$	0.00 S	1000 1	1010 5	7,000 5	487600 5	1,810 1	000.00 3	871000	1 1.00.00	
Correct Charring	3	0.00100 3	12 C 3	seace 5	0,000.00 \$	172.00 5	78700 \$	0,000.00 \$	83800 \$	9,812 S	0,00000 3	1710	10.00	
Notes Die		1,007.00 5	3,373.00 3	40400 3	2,0000 3	1,100 00 3	101300 3	1,27 20 3	337300 3	6,06500 3	191000 3	1000	1,00.00	
Conner, Repairs	÷.	10120 3	100.00 1	10000 3	1,1100 3	100.00 3	1000 3	100.00 3	CROCCC 3	10000	13700 3	137300		
Carry, Brenne	15-	amon a	0.00.00	CREECE S	7.00100 3	1 201 00 3	10120 3	1001	ADDED 5	1.81102 5	10300 5	0.000	1 1 20 22	11

Keep in mind that worksheets will become more **difficult to read** as they are scaled down, so you may not want to use this option when printing a worksheet with a lot of information. In our example, we'll change the scaling setting back to **No Scaling**.

To include Print Titles:

If your worksheet uses **title headings**, it's important to include these headings on each page of your printed worksheet. It would be difficult to read a printed workbook if the title headings appeared only on the first page. The **Print Titles** command allows you to select specific rows and columns to appear on each page. 1. Click the **Page Layout** tab on the **Ribbon**, then select the **Print Titles** command.



- 2. The **Page Setup** dialog box will appear. From here, you can choose **rows** or **columns** to repeat on each page. In our example, we'll repeat a row first.
- 3. Click the **Collapse Dialog** button next to the **Rows to repeat at top:** field.

Page Setup	?	×
Page Margins Header/Footer Sheet		
Print <u>a</u> rea: Print titles		1
Rows to repeat at top:		
<u>C</u> olumns to repeat at left:		1
Gridlines Comments: (None)		\sim
Draft guality Cell errors as: displayed		\sim
Page order		
 <u>D</u>own, then over Over, then down 		
<u>P</u> rint Print Previe <u>w</u>	<u>O</u> ptio	ns
ОК	Ca	ncel

4. The cursor will become a small **selection arrow,** and the **Page Setup** dialog box will be collapsed. Select

the **row(s)** you want to repeat at the top of each printed page. In our example, we'll select row 1.



5. Row 1 will be added to the **Rows to repeat at top:** field. Click the **Collapse Dialog** button again.



- 6. The **Page Setup** dialog box will expand. To repeat a column as well, use the same process shown in steps 4 and 5. In our example, we've selected to repeat row 1 and column A.
- 7. When you're satisfied with your selections, click **OK**.

Page Setup						?	×
Page Marg	ins Heade	r/Footer	Sheet				
Print <u>a</u> rea: Print titles							*
<u>R</u> ows to repea	t at top:	\$1:\$1					1
<u>C</u> olumns to re	peat at left:	SA:SA					1
Print <u>G</u> ridlines <u>B</u> lack and v Draft <u>g</u> ualit Row and co Page order <u>O</u> ver, then	white ty olumn headi n over down	ngs	Co <u>m</u> ment Cell <u>e</u> rrors	s: ; as:	(None) displayed		>
			 	P	Print Previe <u>w</u>	Option Ca	ns

8. In our example, row 1 appears at the top of every page, and column A appears at the left of every page.

NAME	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
arsen, Alden	\$ 4,046.00	\$ 9,632.00	\$ 7,805.00	\$ 4,548.00	\$ 619.00	\$ 5,319.00
Viller, Evangeline	\$ 7,882.00	\$ 4,876.00	\$ 1,885.00	\$ 666.00	\$ 6,210.00	\$ 5,994.00
onrad, Channing	\$ 6,302.00	\$ 358.00	\$ 9,943.00	\$ 4,964.00	\$ 9,778.00	\$ 737.00
isher, Clio	\$ 3,527.00	\$ 5,575.00	\$ 4,045.00	\$ 8,910.00	\$ 8,369.00	\$ 1,645.00
Connor, Hayden	\$ 9,943.00	\$ 4,964.00	\$ 9,778.00	\$ 3, 527.00	\$ 5,575.00	\$ 4,045.00
iya la, Kendal I	\$ 7,235.00	\$ 7,619.00	\$ 2, 410.00	\$ 666.00	\$ 6,210.00	\$ 5,994.00
urry, Emma	\$ 9,405.00	\$ 3,588.00	\$ 1,912.00	\$ 1,413.00	\$ 6,759.00	\$ 9,019.00

To adjust page breaks:

1. Click the **Page Break Preview** command to change to Page Break view.



2. Vertical and horizontal **blue dotted lines** denote the page breaks. Click and drag one of these lines to adjust that page break.

16	Green, Buckminster	\$	8,765.00	\$ 8,258.00	\$ 636.00	\$ 7,087.00
17	Evans, Marcia	\$	7,703.00	\$ 7,235.00	\$ 7,619.00	\$ 2,410.00
18	Williams, Claire	\$	7,032.00	\$ 6,255.00	\$ 9,218.00	\$ 5,106.00
19	Lucas, Basia	\$	5,233.00	\$ 1,650.00	\$ 3,052.00	\$ 3,779.00
20	Day, Salvador	\$	627.00	\$ 7,909.00	\$ 3,204.00	\$ 7,710.00
21	Fleming, Aaron	\$	1,885.00	\$ 4,996.00	\$ 6,925.00	\$ 3,493.00
22	Ross, May	\$	4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00
23	Hogan, Kalia	\$	4,996.00	\$ 8,430.00	\$ 7,882.00	\$ 4,876.00
24	Clemons, Amela	\$	4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00
25	Huff, Amy	\$	6,925.00	\$ 7,430.00	\$ 7,882.00	\$ 4,876.00
26	Doyle, Lani	\$	8,789.00	\$ 7,621.00	\$ 3,435.00	\$ 8,015.00
27	Molina, Zeus	\$	4,075.00	\$ 1,240.00	\$ 2,243.00	\$ 4,383.00
28	Guthrie, Mona	\$	9,779.00	\$ 7,042.00	\$ 3,373.00	\$ 4,383.00
29	Ellis, Breanna	\$	8,369.00	\$ 1,645.00	\$ 3,527.00	\$ 7,430.00
30	Hernandez, Vivien	\$	5,288.00	\$ 5,276.00	\$ 8,031.00	\$ 4,876.00
31	Murphy, Haviva	\$	9,665.00	\$ 1,126.00	\$ 9,935.00	\$ 2,611.00
32	Lowe, Morgan	\$	6,516.00	\$ 1,112.00	\$ 2,516.00	\$ 7,565.00
33	Parrish, Urielle	\$	3,052.00	\$ 4,653.00	\$ 9,474.00	\$ 8,517.00
34	Brewer, Rachel	\$	619.00	\$ 5,319.00	\$ 8,891.00	\$ 4,533.00
35	Larsen, Alden	\$ +	3,582.00	\$ 2,286.00	\$ 3,898.00	\$ 7,565.00

3. In our example, we've set the horizontal page break between rows 21 and 22.

16	Green, Buckminster	\$	8,765.00	\$ 8,258.00	\$ 636.00	\$ 7,087.00
17	Evans, Marcia	\$	7,703.00	\$ 7,235.00	\$ 7,619.00	\$ 2,410.00
18	Williams, Claire	\$	7,032.00	\$ 6,255.00	\$ 9,218.00	\$ 5,106.00
19	Lucas, Basia	\$	5,233.00	\$ 1,650.00	\$ 3,052.00	\$ 3,779.00
20	Day, Salvador	\$	627.00	\$ 7,909.00	\$ 3,204.00	\$ 7,710.00
21	Fleming, Aaron	\$ 🔶	1,885.00	\$ 4,996.00	\$ 6,925.00	\$ 3,493.00
22	Ross, May	\$ +	4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00
23	Hogan, Kalia	\$	4,996.00	\$ 8,430.00	\$ 7,882.00	\$ 4,876.00
24	Clemons, Amela	\$	4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00
25	Huff, Amy	\$	6,925.00	\$ 7,430.00	\$ 7,882.00	\$ 4,876.00
26	Doyle, Lani	\$	8,789.00	\$ 7,621.00	\$ 3,435.00	\$ 8,015.00
27	Molina, Zeus	\$	4,075.00	\$ 1,240.00	\$ 2,243.00	\$ 4,383.00
28	Guthrie, Mona	\$	9,779.00	\$ 7,042.00	\$ 3,373.00	\$ 4,383.00
29	Ellis, Breanna	\$	8,369.00	\$ 1,645.00	\$ 3,527.00	\$ 7,430.00
30	Hernandez, Vivien	\$	5,288.00	\$ 5,276.00	\$ 8,031.00	\$ 4,876.00
31	Murphy, Haviva	\$	9,665.00	\$ 1,126.00	\$ 9,935.00	\$ 2,611.00
32	Lowe, Morgan	\$	6,516.00	\$ 1,112.00	\$ 2,516.00	\$ 7,565.00
33	Parrish, Urielle	\$	3,052.00	\$ 4,653.00	\$ 9,474.00	\$ 8,517.00
34	Brewer, Rachel	\$	619.00	\$ 5,319.00	\$ 8,891.00	\$ 4,533.00
35	Larsen, Alden	\$	3,582.00	\$ 2,286.00	\$ 3,898.00	\$ 7,565.00

4. In our example, all the pages now show the same number of rows due to the change in the page break.

Rozs, May \$ 4,267.00 \$ 9,590.00 \$ 257.00 \$ 8,210.00 \$ 7,750.00 \$ 4,4 Hogan, Kalia \$ 4,966.00 \$ 8,430.00 \$ 7,882.00 \$ 4,876.00 \$ 885.00 \$ 6,62 Gemons, Amela \$ 4,267.00 \$ 9,590.00 \$ 7,882.00 \$ 4,876.00 \$ 7,700.00 \$ 4,40 Doyle, Lani \$ 6,925.00 \$ 7,621.00 \$ 3,435.00 \$ 9,779.00 \$ 7,042.00 \$ 3,435.00 \$ 9,779.00 \$ 7,042.00 \$ 3,373.00 \$ 4,383.00 \$ 3,425.00 \$ 3,425.00 \$ 3,425.00 \$ 3,425.00 \$ 3,425.00 \$ 3,425.00 \$ 3,425.00 \$ 3,425.00 \$ 3,425.00 \$ 3,425.00 \$ 3,425.00 \$ 3,425.00 \$ 3,425.00 \$ 4,	Rozs, May \$ 4,267.00 \$ 9,590.00 \$ 257.00 \$ 8,210.00 \$ 7,750.00 \$ 4,267.00 \$ 8,430.00 \$ 7,882.00 \$ 4,876.00 \$ 885.00 \$ 655 Cemons, Amela \$ 4,267.00 \$ 9,590.00 \$ 257.00 \$ 8,210.00 \$ 7,750.00 \$ 4,876.00 \$ 7,882.00 \$ 4,876.00 \$ 7,882.00 \$ 4,876.00 \$ 5,248.00 \$ 4,85 Doyle, Lani \$ 8,789.00 \$ 7,621.00 \$ 3,435.00 \$ 8,015.00 \$ 7,042.00 \$ 3,373.00 \$ 4,385.00 \$ 3,358.00 \$ 9,632.00 \$ 7,802.00 \$ 3,4425.00 \$ 3,425.00 \$ 3,425.00 \$ 3,425.00 \$ 3,425.00 \$ 3,425.00 \$ 3,425.00 \$ 3,425.00 \$ 3,425.00 \$ 3,4	NAME	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECE
Hogen, Kalia \$ 4,996.00 \$ 8,430.00 \$ 7,882.00 \$ 4,876.00 \$ 885.00 \$ 6,6 Gemons, Amela \$ 4,267.00 \$ 9,590.00 \$ 257.00 \$ 8,210.00 \$ 7,700.00 \$ 4,4 Huff, Amy \$ 6,925.00 \$ 7,430.00 \$ 7,480.00 \$ 4,876.00 \$ 1,885.00 \$ 4,40 Doyle, Lani \$ 8,789.00 \$ 7,621.00 \$ 3,485.00 \$ 9,779.00 \$ 7,042.00 \$ 3,373.00 \$ 4,383.00 \$ 3,425.00 \$ 9,380.00 \$ 9,428.00 \$ 3,435.00 \$ 3,425.00 \$ 3,425.00 \$ 3,425.00 \$ 3,425.00 \$ 3,425.00 \$ 3,425.00 \$ 3,425.00 \$ 3,425.00 \$ 3,425.00 \$ 3,425.00 \$ 3,425.00 \$ 3,425.00 \$ 3,425.00 \$ 3,425.00 \$ 3,425.00 \$ 3,425.00 \$ 3,425	Hogan, Kalia \$ 4.996.00 \$ 8,430.00 \$ 7,882.00 \$ 4,876.00 \$ 885.00 \$ 6,65 Gemons, Amela \$ 4.267.00 \$ 9,590.00 \$ 257.00 \$ 8,210.00 \$ 7,700.00 \$ 4,40 Huff, Amy \$ 6.925.00 \$ 7,430.00 \$ 7,882.00 \$ 8,210.00 \$ 7,700.00 \$ 4,40 Doyle, Lani \$ 8,789.00 \$ 7,430.00 \$ 7,882.00 \$ 8,210.00 \$ 9,248.00 \$ 8,210.00 \$ 9,248.00 \$ 8,210.00 \$ 3,373.00 \$ 4,383.00 \$ 3,425.00 \$ 3,33 Guthrie, Mons \$ 9,779.00 \$ 7,042.00 \$ 3,373.00 \$ 4,383.00 \$ 3,425.00 \$ 5,33 Guthrie, Mons \$ 9,779.00 \$ 7,503.00 \$ 6,302.00 \$ 6,300.00 \$ 3,438.00 \$ 4,425.00 \$ 9,438.00 \$ <	Ross, May	\$ 4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00	\$ 7,750.00	\$ 4,2
Gemons, Amela \$ 4,267.00 \$ 9,590.00 \$ 257.00 \$ 8,210.00 \$ 7,700.00 \$ 4,44 Huff, Amy \$ 6,925.00 \$ 7,430.00 \$ 7,882.00 \$ 4,876.00 \$ 1,885.00 \$ 4,40 Doyle, Lani \$ 8,789.00 \$ 7,621.00 \$ 3,435.00 \$ 4,876.00 \$ 1,885.00 \$ 4,40 Molina, Zeus \$ 9,779.00 \$ 7,042.00 \$ 9,285.00 \$ 9,779.00 \$ 7,042.00 \$ 3,373.00 \$ 4,383.00 \$ 3,425.00 \$ 5	Gemons, Amela \$ 4,267,00 \$ 9,590,00 \$ 257,00 \$ 8,210,00 \$ 7,700,00 \$ 4,40 Huft, Amy \$ 6,925,00 \$ 7,430,00 \$ 7,882,00 \$ 4,876,00 \$ 1,885,00 \$ 4,876,00 \$ 1,885,00 \$ 4,40 Doyle, Lani \$ 8,779,00 \$ 7,621,00 \$ 3,485,00 \$ 9,779,00 \$ 7,042,00 \$ 3,373,00 \$ 4,383,00 \$ 3,425,00 \$ 3,535,00 \$ 3,425,00 \$ 3,535,00 \$ 3,425,00 \$ 3,535,00 \$ 3,425,00 \$ 3,535,00 \$ 3,425,00 \$ 3,535,00 \$ 3,425,00 \$ 3,535,00 \$ 3,535,00 \$ 3,535,00 \$ 3,535,00 \$ 3,535,00 \$ 3,535,00 \$ 4,653,00 \$ 9,947,400 \$ 8,517,00 \$ 5,223,00 \$ <t< td=""><td>Hogan, Kalia</td><td>\$ 4,996.00</td><td>\$ 8,430.00</td><td>\$ 7,882.00</td><td>\$ 4,876.00</td><td>\$ 885.00</td><td>\$ 6,9</td></t<>	Hogan, Kalia	\$ 4,996.00	\$ 8,430.00	\$ 7,882.00	\$ 4,876.00	\$ 885.00	\$ 6,9
Huff, Amy \$ 6.925.00 \$ 7.430.00 \$ 7.882.00 \$ 4.876.00 \$ 1.885.00 \$ 4.4 Doyle, Lani \$ 8.789.00 \$ 7.621.00 \$ 3.435.00 \$ 8.015.00 \$ 5.2448.00 \$ 3.333.00 Molina, Zeus \$ 9.779.00 \$ 7.042.00 \$ 9.293.00 \$ 9.799.00 \$ 7.042.00 \$ 9.799.00 \$ 7.042.00 \$ 9.799.00 \$ 7.042.00 \$ 9.799.00 \$ 7.042.00 \$ 9.799.00 \$ 7.042.00 \$ 9.799.00 \$ 7.042.00 \$ 9.799.00 \$ 7.042.00 \$ 9.799.00 \$ 7.042.00 \$ 9.799.00 \$ 7.042.00 \$ 9.799.00 \$ 7.042.00 \$ 9.799.00 \$ 7.042.00 \$ 9.799.00 \$ 7.042.00 \$ 9.799.00 \$ 7.042.00 \$ 9.799.00 \$ 9.799.00 \$ 9.799.00 \$ 9.799.00 \$ 9.799.00 \$ <t< td=""><td>Huff, Amy S 6,925.00 S 7,430.00 S 7,882.00 S 4,876.00 S 1,885.00 S 4,45 Doyle, Lani S 8,789.00 S 7,621.00 S 3,435.00 S 8,015.00 S 5,2448.00 S 8 Moline, Zeus S 9,779.00 S 7,042.00 S 3,373.00 S 4,383.00 S 3,425.00 S 3,33 Guthrie, Mons S 9,779.00 S 7,042.00 S 3,373.00 S 4,383.00 S 3,425.00 S 3,55 Bits, Breanna S 257.00 S 8,210.00 S 1,302.00 S 6,302.00 S 3,830.00 S 3,425.00 S 6,55 1,00 S 1,928.00 S 6,595.00 S 6,595.00 S 6,595.00 S 6,51 6,076.00 S 1,928.00 S 6,256.00 S 8,77 0,70 S 5,233.00 S 1,66 Lower, RochelS9,779.00S3,567.00<</td><td>Clemons, Amela</td><td>\$ 4,267.00</td><td>\$ 9,590.00</td><td>\$ 257.00</td><td>\$ 8,210.00</td><td>\$ 7,700.00</td><td>\$ 4,0</td></t<>	Huff, Amy S 6,925.00 S 7,430.00 S 7,882.00 S 4,876.00 S 1,885.00 S 4,45 Doyle, Lani S 8,789.00 S 7,621.00 S 3,435.00 S 8,015.00 S 5,2448.00 S 8 Moline, Zeus S 9,779.00 S 7,042.00 S 3,373.00 S 4,383.00 S 3,425.00 S 3,33 Guthrie, Mons S 9,779.00 S 7,042.00 S 3,373.00 S 4,383.00 S 3,425.00 S 3,55 Bits, Breanna S 257.00 S 8,210.00 S 1,302.00 S 6,302.00 S 3,830.00 S 3,425.00 S 6,55 1,00 S 1,928.00 S 6,595.00 S 6,595.00 S 6,595.00 S 6,51 6,076.00 S 1,928.00 S 6,256.00 S 8,77 0,70 S 5,233.00 S 1,66 Lower, RochelS9,779.00S3,567.00<	Clemons, Amela	\$ 4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00	\$ 7,700.00	\$ 4,0
Doyle, Lani \$ 8,789.00 \$ 7,621.00 \$ 3,435.00 \$ 8,015.00 \$ 5,248.00 \$ Molina, Zeus \$ 9,779.00 \$ 7,042.00 \$ 9,285.00 \$ 9,779.00 \$ 7,042.00 \$ 3,373.00 \$ 4,383.00 \$ 3,425.00 \$	Doyle, Lani \$ 8,789.00 \$ 7,621.00 \$ 3,485.00 \$ 8,015.00 \$ 5,248.00 \$ 8 Molina, Zeus \$ 9,779.00 \$ 7,042.00 \$ 9,293.00 \$ 9,779.00 \$ 7,042.00 \$ 9,779.00 \$ 7,042.00 \$ 9,779.00 \$ 7,042.00 \$ 9,779.00 \$ 7,042.00 \$ 9,779.00 \$ 7,042.00 \$ 9,779.00 \$ 7,042.00 \$ 9,779.00 \$ 7,042.00 \$ 9,779.00 \$ 7,042.00 \$ 9,779.00 \$ 7,042.00 \$ 9,779.00 \$ 7,042.00 \$ 4,383.00 \$ 3,425.00 \$ 9,53 \$ 8,210.00 \$ 4,383.00 \$ 3,425.00 \$ 3,52 8,210.00 \$ 1,228.00 \$ 6,595.00 \$ 6,256.00 \$ 8,27 0 \$ 3,27 0 \$ 3,23 0,0 <	Huff, Amy	\$ 6,925.00	\$ 7,430.00	\$ 7,882.00	\$ 4,876.00	\$ 1,885.00	\$ 4,9
Moline, Zeus \$ 9,779.00 \$ 7,042.00 \$ 9,295.00 \$ 9,779.00 \$ 7,042.00 \$ 3,373.00 \$ 9,779.00 \$ 7,042.00 \$ 3,373.00 \$ 4,383.00 \$ 3,425.00 \$ 5,51 Bills, Breenna \$ 257.00 \$ 8,210.00 \$ 7,750.00 \$ 6,302.00 \$ 3,388.00 \$ 9,91 Hernandez, Vivien \$ 619.00 \$ 5,319.00 \$ 4,996.00 \$ 8,430.00 \$ 7,1 Murphy, Hevive \$ 9,632.00 \$ 7,803.00 \$ 6,076.00 \$ 1,928.00 \$ 6,595.00 \$ \$ 6,0595.00 \$ \$ \$ \$ \$ \$ 7,1 \$	Molina, Zeus \$ 9,779.00 \$ 7,042.00 \$ 9,295.00 \$ 9,779.00 \$ 7,042.00 \$ 3,373.00 \$ 4,383.00 \$ 3,425.00 \$ 5,55 Bills, Breanna \$ 257.00 \$ 8,210.00 \$ 7,750.00 \$ 6,302.00 \$ 3,3425.00 \$ 9,55 Hernandez, Vivien \$ 619.00 \$ 5,319.00 \$ 4,996.00 \$ 8,430.00 \$ 9,5 Murphy, Heviva \$ 9,632.00 \$ 7,803.00 \$ 6,070.00 \$ 6,295.00 \$ 6,359.00 \$ 6,256.00 \$ 8,3 10.00 \$ 1,928.00 \$ 6,256.00 \$ 8,3 10.00 \$ 1,928.00 \$ 6,256.00 \$ 8,3 10.00 \$ 5,233.00 \$ 1,60 \$ 3,527.00 \$ 4,040 \$ 9,778.00 \$ 3,527.00 \$ 5,575.00 \$	Doyle, Lani	\$ 8,789.00	\$ 7,621.00	\$ 3, 435.00	\$ 8,015.00	\$ 5,2.48.00	\$ 8
Guthrie, Mona \$ 9,779.00 \$ 7,042.00 \$ 3,373.00 \$ 4,383.00 \$ 3,425.00 \$ 5,1 Ellis, Breanna \$ 257.00 \$ 8,210.00 \$ 7,750.00 \$ 6,302.00 \$ 3383.00 \$ 9,9 Hernandez, Vivien \$ 619.00 \$ 5,319.00 \$ 8,891.00 \$ 4,996.00 \$ 8,430.00 \$ 7,7 Murphy, Havive \$ 9,632.00 \$ 7,803.00 \$ 4,996.00 \$ 8,430.00 \$ 7,7 Murphy, Havives \$ 9,632.00 \$ 7,803.00 \$ 1,928.00 \$ 6,595.00 \$ 8,0 Jawe, Morgan \$ 6,516.00 \$ 1,112.00 \$ 2,516.00 \$ 1,857.00 \$ 6,256.00 \$ 8,0 Brewer, Rachel \$ 9,739.00 \$ 6,861.00 \$ 3,527.00 \$ 4,548.00 \$	Guthrie, Mona \$ 9,779.00 \$ 7,042.00 \$ 3,373.00 \$ 4,383.00 \$ 3,425.00 \$ 5,55 Ellis, Breanna \$ 257.00 \$ 8,210.00 \$ 7,750.00 \$ 6,302.00 \$ 3388.00 \$ 9,95 Hernandez, Vivien \$ 9,632.00 \$ 7,803.00 \$ 8,891.00 \$ 4,996.00 \$ 8,430.00 \$ 7,8 Aurphy, Haviva \$ 9,632.00 \$ 7,803.00 \$ 1,928.00 \$ 6,516.00 \$ 1,928.00 \$ 6,256.00 \$ 8,7 Parrish, Urielle \$ 3,052.00 \$ 4,653.00 \$ 9,474.00 \$ 8,17.00 \$ 5,575.00 \$ 4,00 Iarsen, Alden \$ 9,739.00 \$ 6,861.00 \$ 3,889.00 \$ 4,548.00 \$ 619.00 \$ 5,35 Miler, Evangeline \$ 7,882.00 <	Molina, Zeus	\$ 9,779.00	\$ 7,042.00	\$ 9,298.00	\$ 9,779.00	\$ 7,042.00	\$ 3,3
Ellis, Breanna S 257.00 S 8,210.00 S 7,750.00 S 6,302.00 S 358.00 S 9,9 Hernandez, Vivien S 619.00 S 5,319.00 S 8,891.00 S 4,996.00 S 8,430.00 S 7,7 Murphy, Havive S 9,632.00 S 7,803.00 S 6,765.00 S 1,928.00 S 8,430.00 S 7,7 Jowe, Morgan S 6,516.00 S 1,112.00 S 2,516.00 S 7,565.00 S 6,256.00 S 8,17.00 S 5,275.00 S 4,0 Brewer, Rachel S 9,739.00 S 6,861.00 S 3,889.00 S 3,527.00 S 5,575.00 S 4,0 Iarsen, Alden S 4,046.00 S 9,632.00 S 1,885.00 S 6,210.00 S 5,575.00 S 4,0 Conrad, Channing S	Ellis, Breanna \$ 257.00 \$ 8,210.00 \$ 7,750.00 \$ 6,302.00 \$ 358.00 \$ 9,9 Hernandez, Vivien \$ 619.00 \$ 5,319.00 \$ 8,891.00 \$ 4,996.00 \$ 8,430.00 \$ 7,8 Murphy, Haviva \$ 9,632.00 \$ 7,803.00 \$ 6,076.00 \$ 1,928.00 \$ 6,595.00 \$ 6,595.00 \$ 6,256.00 \$ 8,37 Bernish, Urielle \$ 3,052.00 \$ 4,465.00 \$ 9,474.00 \$ 8,517.00 \$ 5,233.00 \$ 1,40 Brewer, Rachel \$ 9,739.00 \$ 6,861.00 \$ 3,827.00 \$ 5,575.00 \$ 4,00 Iarsen, Alden \$ 4,046.00 \$ 9,632.00 \$ 1,885.00 \$ 6,291.00 \$ 5,5 5,5 \$ 5,5 \$ 5,5 \$ 5,5 \$ <td>Guthrie, Mona</td> <td>\$ 9,779.00</td> <td>\$ 7,042.00</td> <td>\$ 3, 373.00</td> <td>\$ 4, 383.00</td> <td>\$ 3,425.00</td> <td>\$ 5,5</td>	Guthrie, Mona	\$ 9,779.00	\$ 7,042.00	\$ 3, 373.00	\$ 4, 383.00	\$ 3,425.00	\$ 5,5
Hernandez, Vivien \$ 619.00 \$ 5,319.00 \$ 8,891.00 \$ 4,996.00 \$ 8,430.00 \$ 7,1 Murphy, Heviva \$ 9,632.00 \$ 7,203.00 \$ 6,076.00 \$ 1,928.00 \$ 6,595.00 \$ (1) (1) (1) (1) \$ 2,516.00 \$ 1,928.00 \$ 6,526.00 \$ (1) (1) \$ 2,516.00 \$ 1,928.00 \$ 6,526.00 \$ (1) \$ \$ 5,233.00 \$ (1) \$ \$ 5,233.00 \$ 1,1 \$ \$ 5,233.00 \$ 1,1 \$ \$ 5,233.00 \$ 1,1 \$ \$ 5,233.00 \$ 1,1 \$ <td< td=""><td>Hernandez, Vivien \$ 619.00 \$ 5,319.00 \$ 8,891.00 \$ 4,996.00 \$ 8,430.00 \$ 7,8 Murphy, Haviva \$ 9,632.00 \$ 7,803.00 \$ 6,076.00 \$ 1,928.00 \$ 6,595.00 \$ 6 \$ 6,595.00 \$ 6 \$ 6,516.00 \$ 1,928.00 \$ 6,595.00 \$ 6 \$ 8,517.00 \$ 6,526.00 \$ 8,7 \$ 8,517.00 \$ 5,233.00 \$ 8,67 \$ \$ 5,275.00 \$ 4,04 \$ 9,739.00 \$ 3,889.00 \$ 3,527.00 \$ 5,575.00 \$ 4,04 \$ 9,632.00 \$ 7,803.00 \$ 4,548.00 \$ 6,19.00 \$ 5,357 \$ 4,04 \$ 5,575.00 \$ 4,06 \$ 9,943.00 \$ 4,964.00 \$ 9,778.00 \$ 7,780.00 \$ 3,527.00</td><td>Ellis, Breenne</td><td>\$ 257.00</td><td>\$ 8,210.00</td><td>\$ 7,750.00</td><td>\$ 6,302.00</td><td>\$ 358.00</td><td>\$ 9,9</td></td<>	Hernandez, Vivien \$ 619.00 \$ 5,319.00 \$ 8,891.00 \$ 4,996.00 \$ 8,430.00 \$ 7,8 Murphy, Haviva \$ 9,632.00 \$ 7,803.00 \$ 6,076.00 \$ 1,928.00 \$ 6,595.00 \$ 6 \$ 6,595.00 \$ 6 \$ 6,516.00 \$ 1,928.00 \$ 6,595.00 \$ 6 \$ 8,517.00 \$ 6,526.00 \$ 8,7 \$ 8,517.00 \$ 5,233.00 \$ 8,67 \$ \$ 5,275.00 \$ 4,04 \$ 9,739.00 \$ 3,889.00 \$ 3,527.00 \$ 5,575.00 \$ 4,04 \$ 9,632.00 \$ 7,803.00 \$ 4,548.00 \$ 6,19.00 \$ 5,357 \$ 4,04 \$ 5,575.00 \$ 4,06 \$ 9,943.00 \$ 4,964.00 \$ 9,778.00 \$ 7,780.00 \$ 3,527.00	Ellis, Breenne	\$ 257.00	\$ 8,210.00	\$ 7,750.00	\$ 6,302.00	\$ 358.00	\$ 9,9
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		Curry, Emma	\$ 9,405.00	\$ 3,588.00	\$ 1,912.00	\$ 1,413.00	\$ 6,759.00	\$ 9,0

To modify margins in the Preview pane:

A **margin** is the space between your content and the edge of the page. Sometimes you may need to **adjust** the margins to make your data fit more comfortably. You can modify page margins from the **Print** pane.

- 1. Navigate to the **Print** pane.
- 2. Select the desired margin size from the **Page Margins** drop-down menu. In our example, we'll select **Narrow Margins**.

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3. The new page margins will be displayed in the Preview pane.

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		Jurry, Em ma	\$ 3,588.00	\$ 1,912.00	\$ 1,413.00	\$ 6,759.00	\$ 9,019.00 👷 \$	63,468.00

You can adjust the margins manually by clicking the **Show Margins** button in the lower-right corner, then dragging the **margin markers** in the **Preview** pane.



Excel 2019 Formulas

Creating formulas

• Open a workbook called Formulas. Click on cell E3.

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B15	•	×	√ f _x						
A A		В		с		D		E	
1									
2	Com	ponent Co	de Number	Number in stoc	k Va	lue of each ite	em T	otal value in sto	ck
3			100847		2		22.99		-
4	-		100846	1	4		34.99		-
5	-		100645		9		12.95		-
6	-		100837	-	1		13.59		
7			100846		0		9.25		
8	-		100243		2		5.24		
9			100773		5		40.5		_
10							-		_

In cell **E3** we need to create a formula that will calculate the value of the stock for that particular component. To do this we need to multiply the contents of cell **C3** by the content of cell **D3**.

• All formulas within Excel start with the 'equals' symbol.

Type in the following formula.

=C3*D3

TIP: the * symbol means 'times'.

Press the **Enter** key and you will see the result of the calculation in cell **E3**.

• Click on cell **E3** and you will see the formula displayed in the bar above the worksheet.

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4	A		В	1	с		D	1	E	
1				_					_	
2		Componen	it Code Nui	mber N	lumber in stoc	k Va	lue of each ite	m Te	otal value in st	ock
3			1	100847		2	2	2.99	4	5.98
4			1	100846		4	3	4.99		
5			1	100645		9	1	2.95		
6	1		1	100837		1	1	3.59		
7			1	100846		0	1	9.25		
8			1	100243		2	2	5.24		
9			1	100773		5		40.5		

The easy way to create formulas

• Click on cell **E4** and type in the equals sign.

4	Α	В	С	D	E
1					
2		Component Code Number	Number in stock	Value of each item	Total value in stock
3		100847	2	22.99	45.98
4		100846	4	34.99	
5		100645	9	12.95	
6		100837	1	13.59	
7		100846	0	9.25	
8		100243	2	5.24	
9		100773	5	40.5	
20			1		

• Click on cell **C4** and you see this.

1	Α	В	С	D	E	
1						_
2		Component Code Number	Number in stock	Value of each item	Total value in stock	
3		100847	2	22.9	45.98	
4		100846	4	34.9	=C4	
5		100645	9	12.95		15
6		100837	1	13.59		
7		100846	0	9.25		
8		100243	2	5.24		
9		100773	5	40.5		
10						

• Type in the * symbol, you see this.

1	A	В	C	D	E
1					
2		Component Code Number	Number in stock	Value of each item	Total value in stock
3		100847	2	22.79	45.98
4		100846	4	34.99	=C4*
5		100645	9	12.95	
6		100837	1	13.59	
7		100846	0	9.25	
8		100243	2	5.24	
9		100773	5	40.5	
10					

• Click on cell **D4** and you will see this.

1	А	В	С	D	E
1					
2		Component Code Number	Number in stock	Value of each item	Total value in stock
3		100847	2	22.99	45.98
4		100846	4	34.99	=C4*D4
5		100645	9	12.95	
6		100837	1	13.59	
7		100846	0	9.25	
8		100243	2	5.24	
9		100773	5	40.5	
10		1 10			

• Press the **Enter** key and you see the result of the calculation.

1	А	В	С	D	E
1					
2		Component Code Number	Number in stock	Value of each item	Total value in stock
3		100847	2	22.99	45.98
4		100846	4	34.99	139.96
5		100645	9	12.95	
6		100837	1	13.59	
7		100846	0	9.25	
8		100243	2	5.24	
9		100773	5	40.5	
10					

 This method may seem more complicated at first but when you are creating complex formulas, you will find this method is actually easier and helps to reduce errors, such as typing incorrect cell references.

Copying formulas

- Click on cell E4.
- Move the mouse pointer to the bottom-right border of this cell and you will
 notice that the mouse pointer changes to the shape of a small, solid black
 cross. When you see this shape change press the mouse button and
 while keeping the mouse button depressed, drag down to cell E9.
 Release the mouse button and you will see the formula copied down this
 range. If you look at the formula in each cell of the range the cell

references are automatically adjusted to match each row, i.e. row 8 contains the formula **=C8*D8**, while row 9 contains the formula **=C9*D9**.

Your screen will now look like this.

4	А	В	с	D	E
1					
2		Component Code Number	Number in stock	Value of each item	Total value in stock
3		100847	2	22.99	45.98
4		100846	4	34.99	139.96
5		100645	9	12.95	116.55
6		100837	1	13.59	13.59
7		100846	0	9.25	0
8		100243	2	5.24	10.48
9		100773	5	40.5	202.5
10					

• Save your changes and close the workbook.

Operators

□ Operators sound complicated. In reality they are items such as:

- + (plus)
- (minus)
- *I* (divide)
- * (multiply)

You use operators as part of your formulas. There are other operators but these are the commonly used ones.

Using operators in formulas

- Open a workbook called Formula operators.
- Click on cell C3 and enter the following which will add the number 3 and
 7:

=3+7

Press the Enter key and you will see the result displayed in the cell.

• Click on cell **C4** and enter the following which will subtract the number **4** from the number **18**:

=18-4

Press the Enter key and you will see the result displayed in the cell.

• Click on cell **C5** and enter the following which will divide the number **20** by the number **4**:

=20/4

Press the Enter key and you will see the result displayed in the cell.

• Click on cell **C6** and enter the following which will multiply the number **4** by the number **9**:

=4*9

Press the Enter key and you will see the result displayed in the cell.

• Save your changes and close the workbook.

Formula error messages

□ When writing formulas, it is easy to make a mistake: listed below are some common error messages.

#######

The contents of the cell cannot be displayed correctly as the column is too narrow.

#REF!

Indicates that a cell reference is invalid. This is often displayed when you delete cells which are involved in a formula.

#NAME?

Excel does not recognise text contained within a formula.

#DIV/0!

This indicates that you have tried to divide a number by zero (0).

Relative cell referencing within formulas

- Open a workbook called **Cell referencing**.
- The first worksheet within the workbook lets us look at relative addressing.

• Click on cell **E4**. We need to insert the formula for multiplying items in column C by the items in columns D. Type in the following formula:

=C4*D4

- Press the Enter key and you will see the result of the calculation in cell E4.
- Click on cell **E4**, and move the mouse pointer to the bottom-right corner of cell **E4**, and when the pointer changes to the shape of a small black cross, press the mouse button, and keep it pressed down. Drag down the page to cell **E12** and then release the mouse button.
- If you click on cell **E5** you will see the following **=C5*D5**.
- If you click on cell **E6** you will see the following **=C6*D6**.
- If you click on cell **E7** you will see the following **=C7*D7**.
- If you click on cell **E8** you will see the following **=C8*D8**.
- If you click on cell **E9** you will see the following **=C9*D9**.
- If you click on cell **E10** you will see the following **=C10*D10**
- If you click on cell E11 you will see the following =C11*D11.
- If you click on cell E12 you will see the following =C12*D12.
- As you can see the referencing is completely relative. This will become clearer when you have worked through the rest of this section.

Absolute cell referencing within formulas

- Click on the **Absolute** tab at the bottom of the worksheet.
- Click on cell **D4**. We need to enter a formula that will take the price and then add 5% to the price to give a total value.

The 5% figure has been entered into cell C15.

• Type in the following formula into cell **D4**.

=C4*C15

If you do the sums, you will find that this formula displays the correct delivery charge price in cell **D4**.

• Click on cell **D4**, and move the mouse pointer to the bottom-right corner of cell **D4**, and when the pointer changes to the shape of a small black cross, press the mouse button, and keep it pressed down. Drag down the

page to cell **D12** and then release the mouse button. The data will look something like this.

1	A	В	С	D	E
1					
2	6				
3		Part Number	Price (excluding delivery)	Cost of delivery	Price (including delivery)
4		100837	22.99	1.15	
5		100263	10.95	0.00	
6		100937	20.50	0.00	
7		100234	10.50	0.00	
8		100375	12.95	0.00	
9		100746	29.84	0.00	
10		100387	23.43	0.00	
11		100883	9.48	0.00	
12		100338	20.50	0.00	
10					

As you can see something has gone very wrong, as the 5% delivery charge appears to be 0 for most of the items.

• Click on cell **D5** and you can see what the problem is. The formula contained within this cell is:

=C5*C16

Part of the cell reference points to cell **C16** (which if you check is empty). The problem is that because of the relative nature of the formula, the component that should always refer to the contents of the cell in **C15** (i.e. the delivery charge percentage), in fact moves down as you drag down the screen to extend your calculations.

- Select the range **D4:D12** and press the **Del** key to delete the cell contents.
- Click on cell **D4** and we will try again. This time type in the following formula.

=C4*\$C\$15

The dollar signs make the reference to cell **C15** absolute.

• Try extending the formula to fill the range down to **D12**. This time you should find that the delivery charges are calculated correctly.

1	A	В	с	D
1				
2				
3	20	Part Number	Price (excluding delivery)	Cost of delivery
4		100837	22.99	1.15
5	50	100263	10.95	0.55
6		100937	20.50	1.03
7	38 28	100234	10.50	0.53
8		100375	12.95	0.65
9	33 28	100746	29.84	1.49
10		100387	23.43	1.17
11		100883	9.48	0.47
12		100338	20.50	1.03

TIP: You have seen relative and absolute referencing. You can also have mixed references, which contain an absolute and a relative reference.

• Save your changes and close the workbook.