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## ***Coverage Plan***

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### **Lecture 11**

11.1 Snap Shot

11.2 What to Print

11.3 Producing Charts

11.4 Using Template

11.5 Using View

11.6 Linking With Work Books

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## 11.1 Snap Shot

In this lecture you will learn about what to print, how to use Charts, Templates, View in Excel. And You will learn about Linking with work books and about Arrays.

## 11.2 What to Print

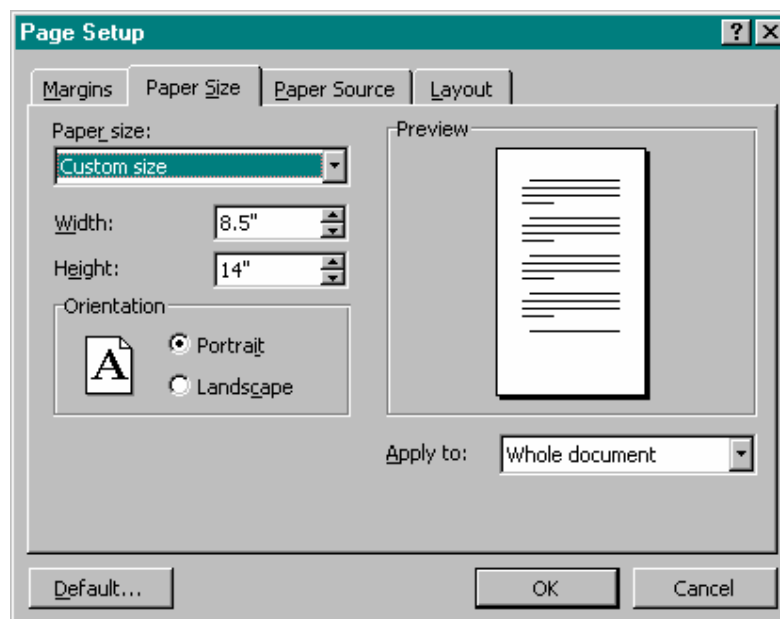
This section describes the printing process to familiarize you with the normal steps. The File menu has four selections that are used with printing. These are Page Setup, Print Area, Print Preview, and Print.

**Page Setup**—This selection displays a four-part dialog that is used to lay out your page. Click the appropriate tab to display the corresponding dialog.

**Page**—Use this dialog box to set page orientation, scaling, and paper size.

**Margins**—Use this dialog box to set the left, right, top, and bottom margins, the distance from the edge of the page to headers and/or footers, and page centering. Click Options to select paper, print quality, fonts, and device options.

**Header/Footer**—If you wish to use headers and/or footers, use this dialog, illustrated on the following page, to create and position the text. The Custom buttons provide the ability to insert the page number, date, time, filename, or tab name. You can also arrange the header/footer information at the left, center, and/or right.



**Sheet**—Use to set the print area, repeating row and column titles, and page printing order, i.e., down, then over or over, then down. You can enter a print area by clicking the button in the Print area box and then dragging the desired cell range. Row and column titles can also be entered by picking the desired cells. You can also print gridlines, column and row headings, and comments, and set black and white and draft quality printing. Finally, you can create and place comments.

**Print Area**—Print Area is used to select or to clear the current range of selected (highlighted) cells.

**Print Preview**—Print Preview is used to display an image of the printed page before you send it to your printer.

Note the Print section of the Page Setup dialog has several options including Gridlines. Depending upon the complexity and purpose of the intended printout, gridlines may be useful or even necessary. Click on the Gridlines check box if you want gridlines.

Notice that Print Preview gives you direct access to the Print and Page Setup dialog boxes. The other buttons let you page through a large worksheet, zoom (enlarge or reduce the display), display and adjust margin guidelines, close the preview, and display Help.

**Print**—Use this dialog to specify the pages to print and the printer to use, and to print your work.

You can also access the Print Preview dialog box here. The Printer area at the top of the Print dialog is used to select a printer when more than one is installed. With some printers, you can pick the paper tray and either portrait (vertical) or landscape (horizontal) page orientation. Because you can access the Print Preview dialog box, you can start with this selection, perform all necessary preview and setup operations, and then print your workbook.

### 11.3 Producing Charts

A chart provides a visual representation of the values contained on a worksheet. To create a chart, select a range of cells containing both labels and numeric values. Then either use Insert | Chart or the Chart Wizard button on the

Standard toolbar. Either approach produces identical results. Note that the dimension of charts depends on selected data.

First, select the range of cells containing the labels and values that you want reflected in your chart. Then start the Chart Wizard and make the desired adjustments to the selected range of cells, chart type, legends, and title. Click the Finish button to display the chart on the underlying worksheet. You can also click on the chart to display handles. When the handles are displayed, you can resize the chart or drag it to a new location. Click on specific objects within your chart, such as the title or legend, to make changes.

### **Hands-on Activity**

The best way to see how easy it is to create charts using Excel is to create one yourself. In this activity, you create a simple sales and expense table and then chart the information using Excel's Chart Wizard.

1. Start Excel and then type the information as shown in the illustration shown here.
2. Select ranges A1:C1 and A2:A4 simultaneously and set them to boldface: Select [A1:C1], press and hold <Ctrl>, select [A2:A4], release <Ctrl>, click the **Bold** button.

**Tip:**<Ctrl+B>, <Ctrl+I>, and <Ctrl+U> are shortcut keys for boldface, italics, and underline.

1. Select the range A1:C4 and use **Format|Column|AutoFit Selection** to automatically adjust the column widths: [A1:C4] <Alt, O, C, A>.
2. With A1:C4 still selected, click the **Chart Wizard** button. Look at the following dialog.