St. Albert Public Library
Cultivating Community

Microsoft Excel: *More Step by Step Features*

A. Adjusting the Size of Columns and Rows, Delete/ Insert Rows and Columns

You can make columns wider or narrower and make rows taller or shorter, to fit the cell content. This will help you in circumstances when the cell content is too large and will not fit in the default cell sizes.

1. Hover your mouse over the **column heading area** and point to the vertical line between **column A** and **column B** to display the **pointer**.
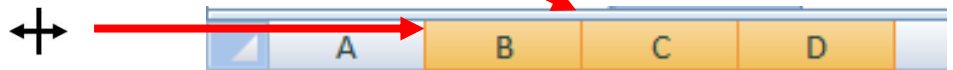

2. Press and hold down the **left** mouse button, then drag your mouse in either the left or right direction. Notice how the size of the column changes. Letting go of the left mouse button will change the size of the cell to your adjustments. This technique can also be applied to **cell rows**.

Excel can also **auto fit** cell content to either the selected row or column. To use this feature, simply place the **pointer** on the line that separates between either two **columns** or two **rows** and **double click**. The cell size will automatically form to the size of the cell content.

Inserting Rows and Columns

1. To insert a new row **right click** on the number of the row where you would like the new row to appear. *A menu will appear.*
2. From the menu choose the **Insert** option by left clicking on it. A new row will be inserted into your spreadsheet.

1
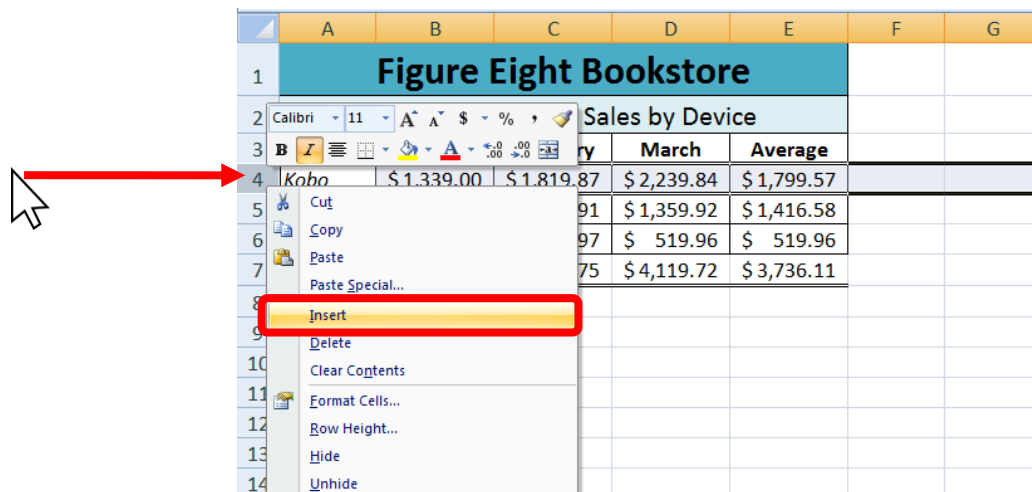
3. To insert a new column **right click** on the letter of the column where you would like a new column to appear. *A menu will appear.*
4. From the menu choose the **Insert** option by left clicking on it. A new column will be inserted into your spreadsheet.
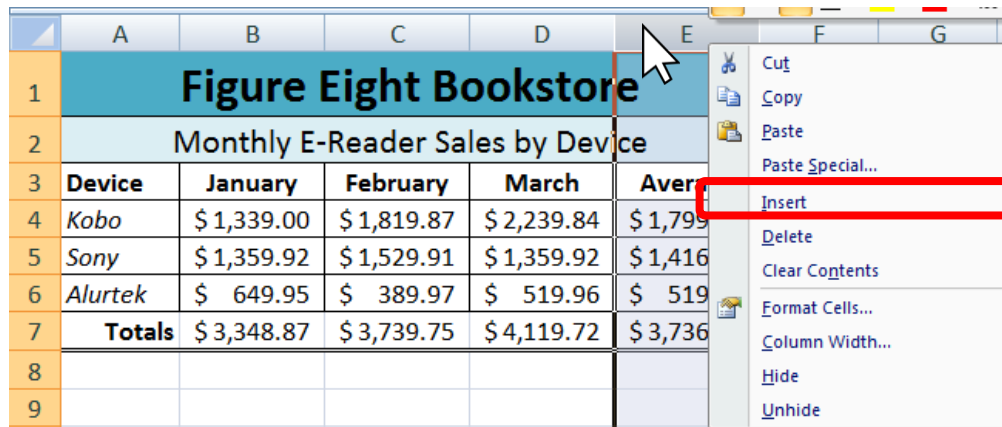
Delete Row/Column

1. To delete, right click on the row/column that you would like to remove from the spreadsheet. Select the **Delete** option.

B. Page Setup & Print Preview

Page Set-Up

Sometimes it is easier to view the data of your printed spreadsheet on the **Landscape** page orientation (horizontal) versus the default **Portrait** page orientation (vertical).

Making a simple switch from **Portrait** to **Landscape** can be an easy solution to the common problem of the column headings not always fitting on one spreadsheet. i.e. the amount of columns and size of the columns are too big and cannot fit the current spreadsheet page orientation.

1. To change your page orientation, click on the **Page Layout Tab** of the Excel Ribbon.

2
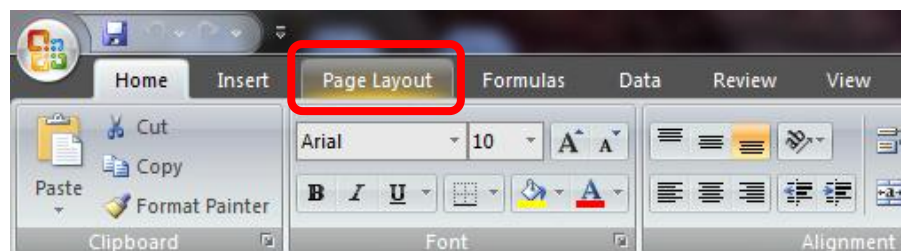
2. From the **Page Setup** dialogue box, click on the small arrow below the **Orientation** icon to reveal the Orientation dropdown menu.
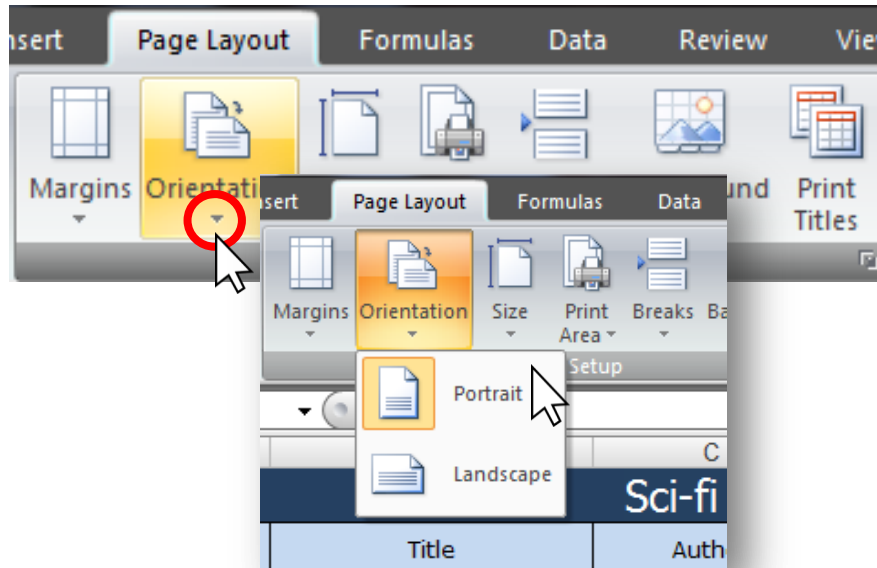

3. From this menu you can toggle between Portrait view (default) or Landscape view, by clicking on the appropriate icon.

However you want to view your data, the choice is yours. Both of these page layout options can help present your spreadsheet and its data more clearly in an array of situations.

More Page Setup Features

There are many other page setup features that you can access by clicking the **Page Setup Dialogue Box** button. All of these features are grouped into tabs: *Page, Margins, Header/Footer and Sheet.*
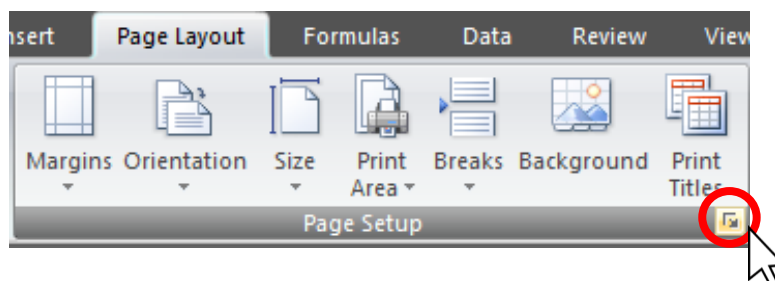
There are two features on the **Margins** tab of the Page Setup Dialogue box that can be useful for a printed spreadsheet. These options are the **Horizontal** and **Vertical** checkboxes for the **Center on Page** option. You can choose either one or both by clicking the checkboxes beside their names.

When choosing both the **Horizontal** and **Vertical** checkboxes, your data will be centered on the middle of the printed page.
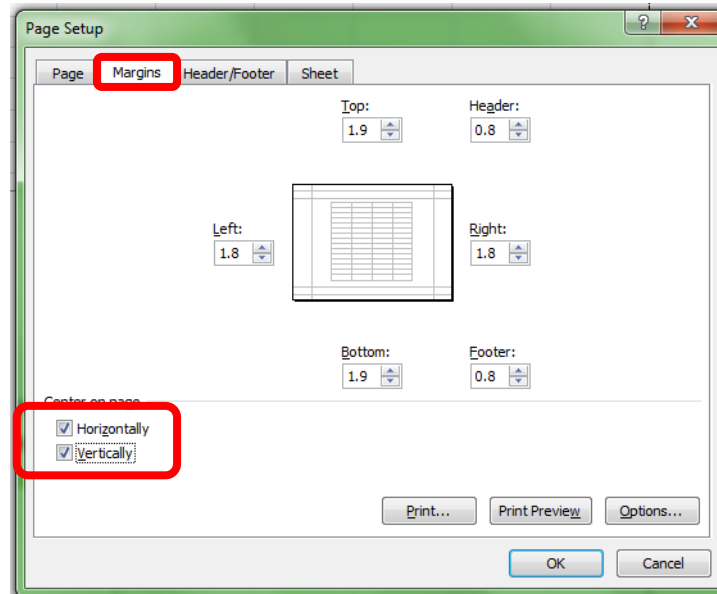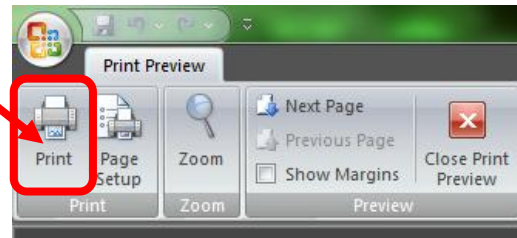

Print Preview

It is always a good idea to preview any document before printing, especially when working with Microsoft Excel. An Excel spreadsheet can contain an infinite amount of rows and columns, making it difficult to judge which rows or columns will fit on the printed page.

1. First click on the **Office Button** in the upper left corner of the Excel window.
2. Drag your pointer to the **Print** icon. Then, hover your mouse over the **Print** icon to open a menu that houses various printing options.
3. Click on the **Print Preview** option.
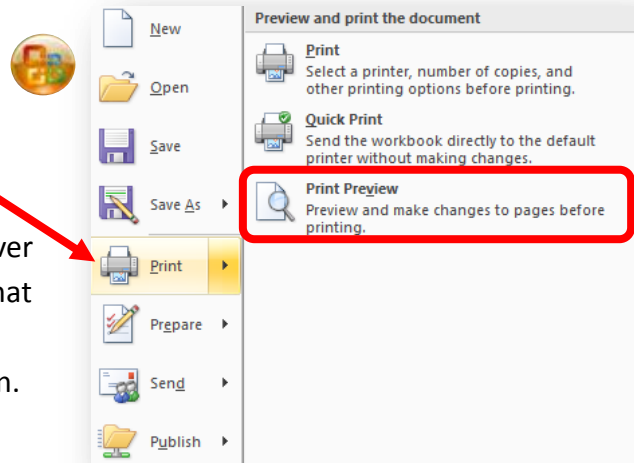
A preview of a document will appear as it would look on the default paper size (8'' x 11''). If you like what you see and wish to print the document, click on the **Print** icon from the **Print Dialogue Box.**

However, if the document does not appear correct and it needs further revision, then click on the **Close Print Preview** icon to return the document.


C. Print Titles

Oftentimes the end user can be confused when viewing macro sized spreadsheets that are several pages in length and whose data (numeric or other) needs to be constantly referenced to the column/row description.

In these circumstances it is beneficial to have the title or the names of specific columns and/or rows to appear at the top or bottom of every printed page.

1. Click on the **Page Layout Tab.**
2. From the **Page Setup** Dialogue box, click on the **Print Titles** icon. The **Page Setup** window will open on your screen.
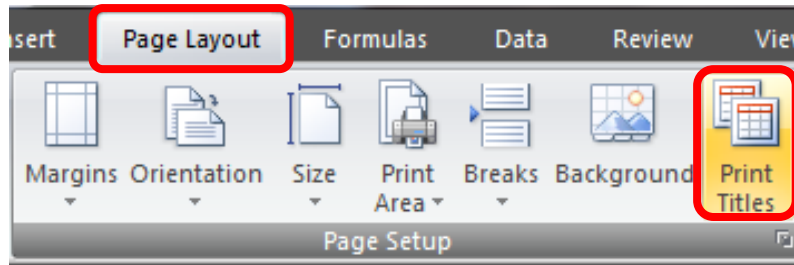
3. From the Page Setup window click on the spreadsheet icon for the field titled **Rows to repeat at top:**
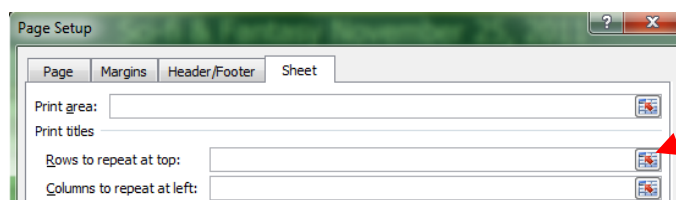
4. The Page Setup-**Rows to repeat at top** window will appear. Next, click and drag your mouse over the range of cells that you wish to repeat.
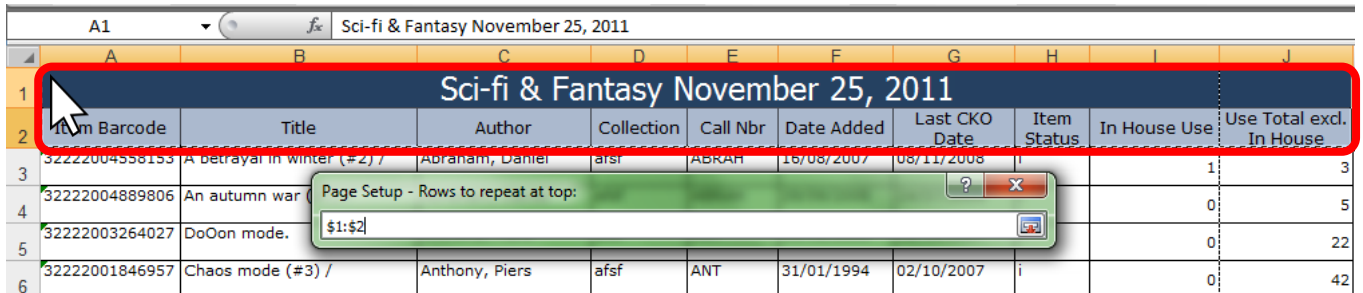
5. When you are finished selecting the cell range, click on the spreadsheet icon in the Page Setup-**Rows to repeat at top** window, to return to the general **Page Setup** window.


6. From the Page Setup window click on the **OK** button.

To print titles that appear in the columns of your spreadsheet repeat steps 1-6, but instead of choosing the Rows to repeat at top icon**,** click on the **Columns to repeat at the left** icon for step 3.

D. Spelling and Grammar Checker

Unlike some of Microsoft's other Office products, Excel does not automatically perform a spell check.

1. To perform a spell check, click on the **Review Tab** on the Excel Ribbon.
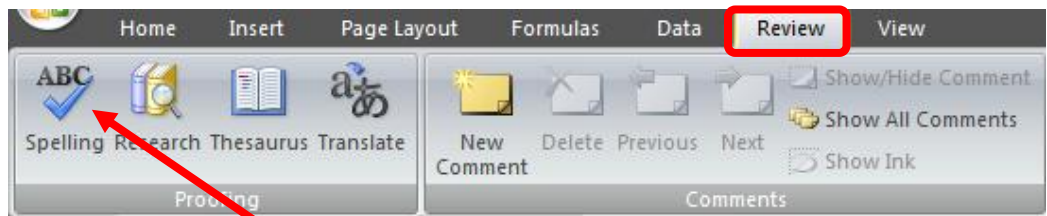
2. Then click on the **Spelling** Icon, from the **Proofing** dialogue box. Excel will perform a spell check on the spreadsheet.