Introduction to Microsoft Excel

Saving and Printing

Presenter: Jamie Pena

Note about Excel

- Please note that in these classes we will be learning how to use Microsoft Excel 2019.

- If you are using another version, features may appear differently.

Warm Up

There are two orientations for viewing and printing documents:

Portrait (top to bottom)
&
Landscape (side to side)

What would be the best way to print this schedule? Using landscape or portrait?

	A	B	C
1	**Monday Schedule**		
2	6:00 AM	Wake up	
3	6:30 AM	Breakfast	
4	7:30 AM	Work	
5	11:00 AM	Break	
6	12:00 PM	Lunch	
7	1:00 PM	Meeting	
8	3:00 PM	Reference Desk	
9	5:00 PM	Closing	
10			

Warm Up

	A	B	C	D	E	F
1	**Food**		**Bills**		**Clothes**	
2	Expense	Cost	Expense	Cost	Expense	Cost
3	Coffee	$10.00	Rent	$1,100.00	Socks	$10.00
4	Milk	$4.00	Electric	$250.00	Shoes	$50.00
5	Eggs	$5.00	Phone	$60.00	Pants	$20.00
6	Bread	$2.00	Internet	$50.00	Shirts	$40.00
7						

What about this expense sheet? Landscape or portrait?

Learning Objectives

- Print a spreadsheet
- Select an orientation to print.
- Print a spreadsheet with gridlines.
- Print a spreadsheet with multiple pages and headings.
- Save a spreadsheet.

Data

To follow along create a blank workbook using this data or something similar of your own.

	A	B
1	**Monday Schedule**	
2	6:00 AM	Wake up
3	6:30 AM	Breakfast
4	7:30 AM	Work
5	11:00 AM	Break
6	12:00 PM	Lunch
7	1:00 PM	Meeting
8	3:00 PM	Reference Desk
9	5:00 PM	Closing
10		
11		

Vocabulary

- Portrait – viewing and printing a document from top to bottom.
- Landscape – viewing and printing a document from side to side.
- Save – to save a spreadsheet to a file.
- Save As – to save a new file based on an existing file.

Printing – Orientation (portrait)

- To set Portrait orientation for Printing:

- Click Page Layout above the menu:
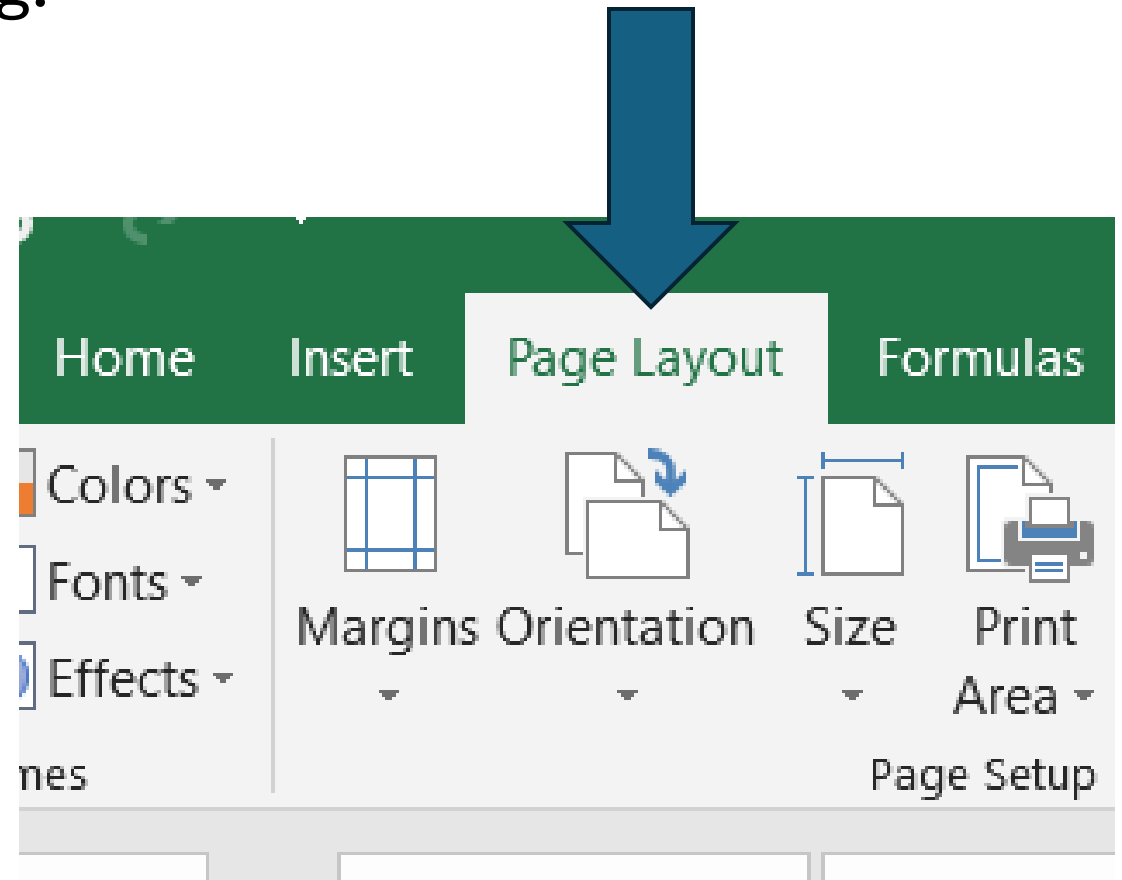
Printing - Orientation
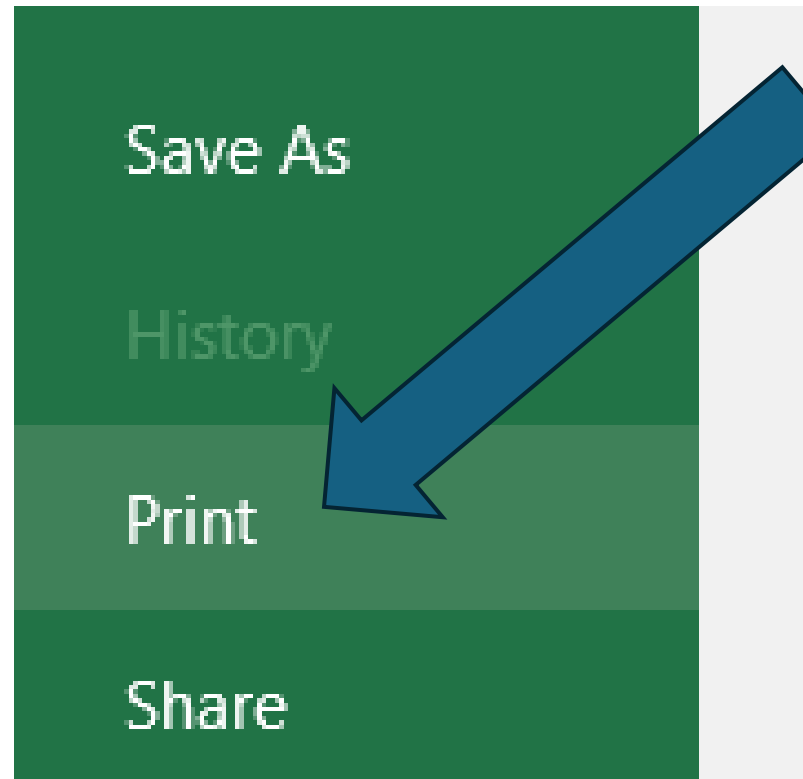
- Click Orientation.
- Click Portrait.
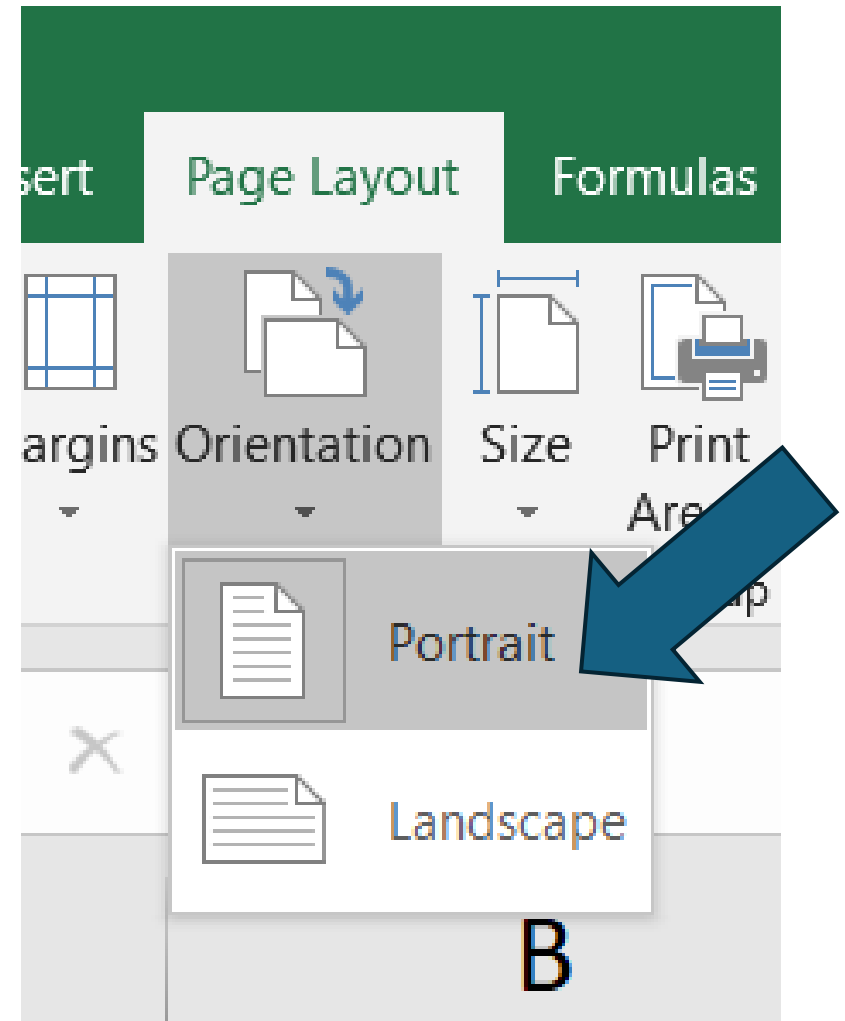
# Printing - Orientation
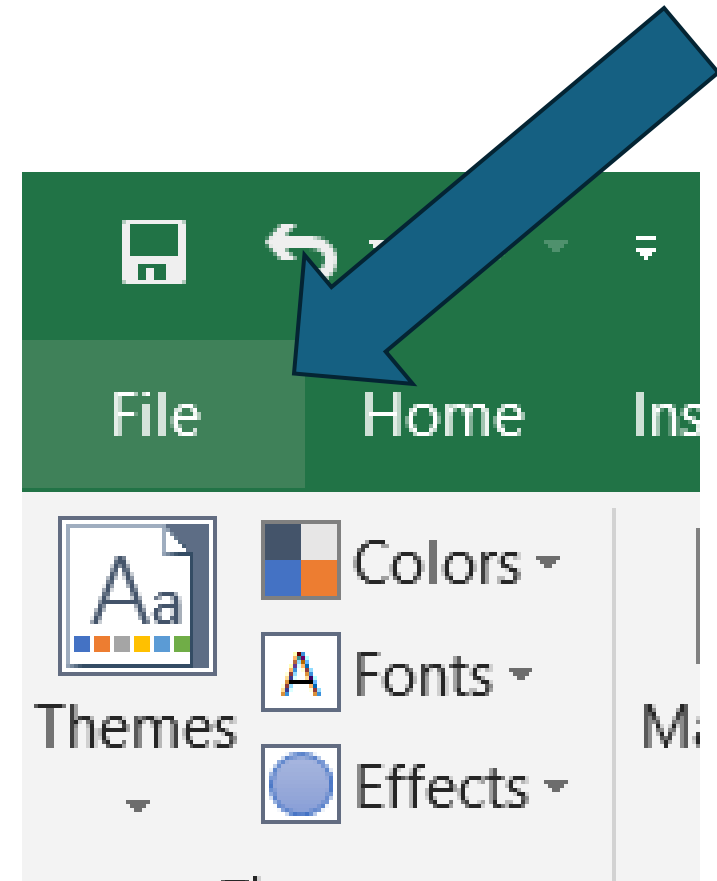
- Click the File tab.

Printing - Orientation

- Select Print on the following screen:
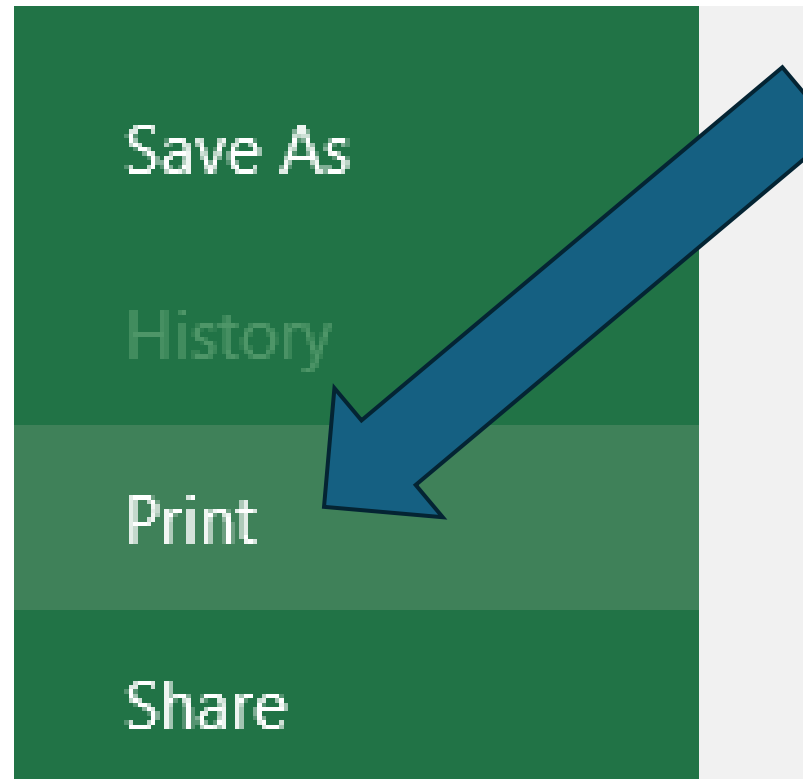
Printing - Orientation

- Click Print to print the spreadsheet.
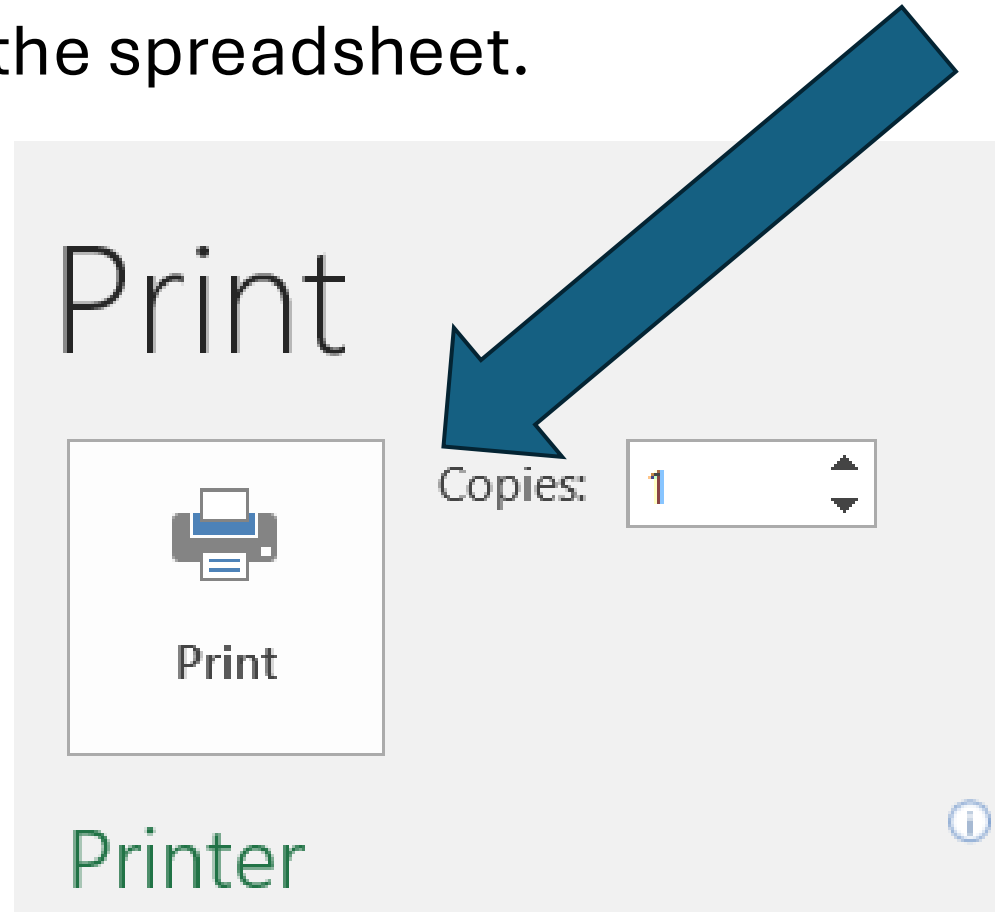
Printing – Orientation (landscape)

- To set landscape orientation for Printing:

- Click Page Layout above the menu:
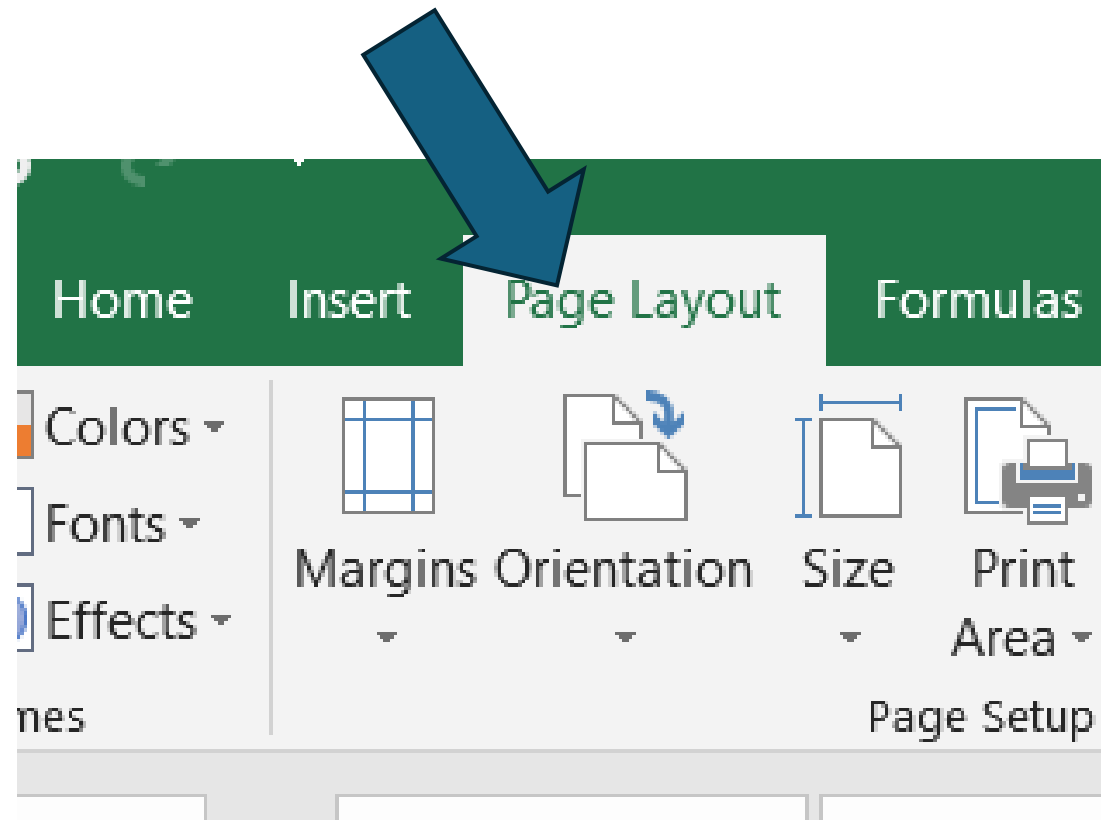
Printing - Orientation

- Click Orientation.
- Click Landscape.
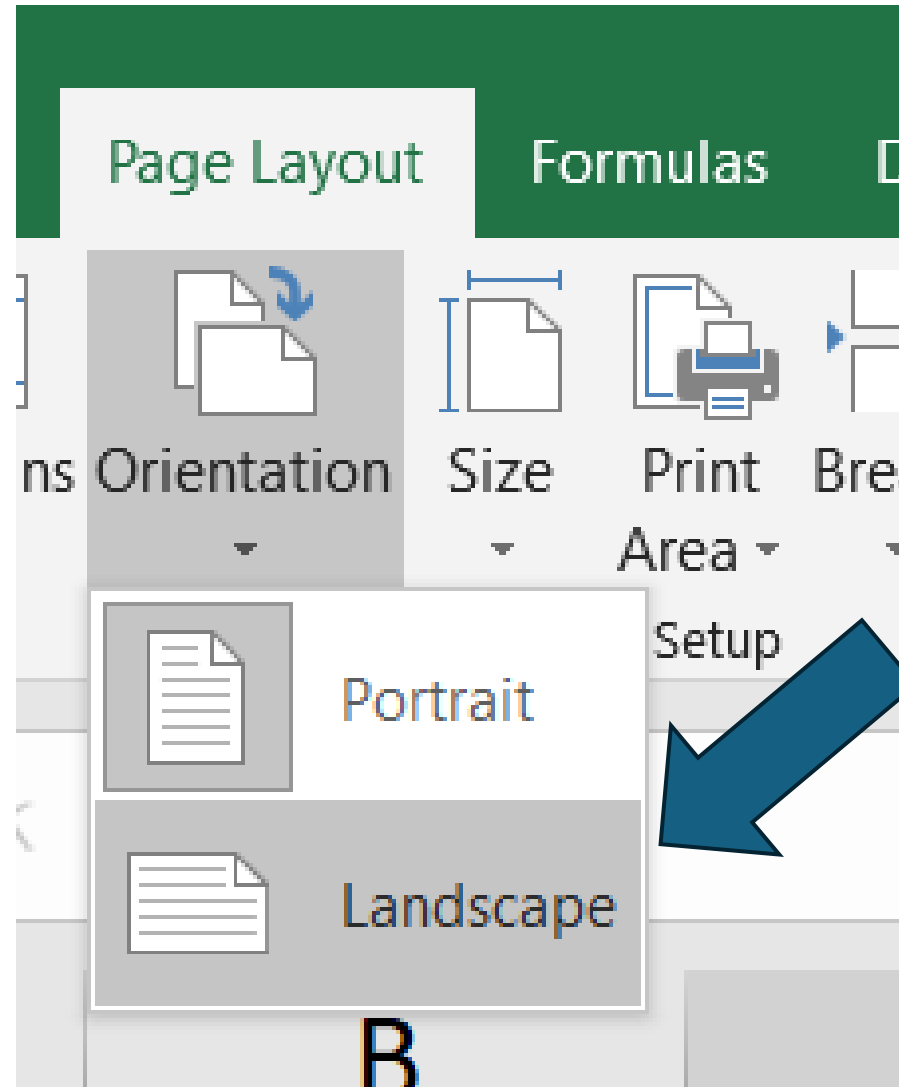
Printing - Orientation
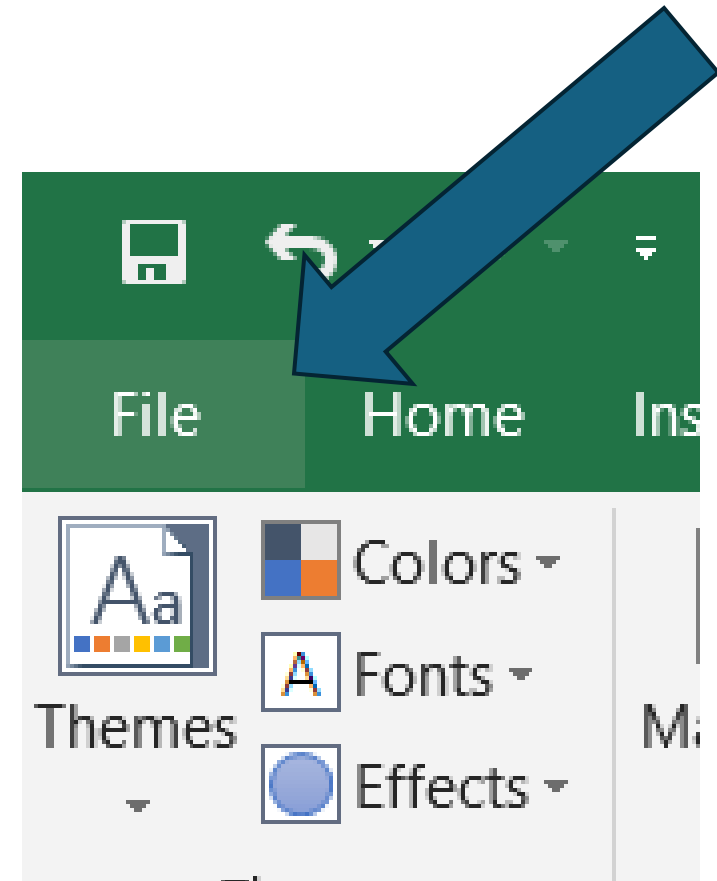
- Click the File tab.

Printing - Orientation

- Select Print on the following screen:

Printing - Orientation

- Click Print to print the spreadsheet.
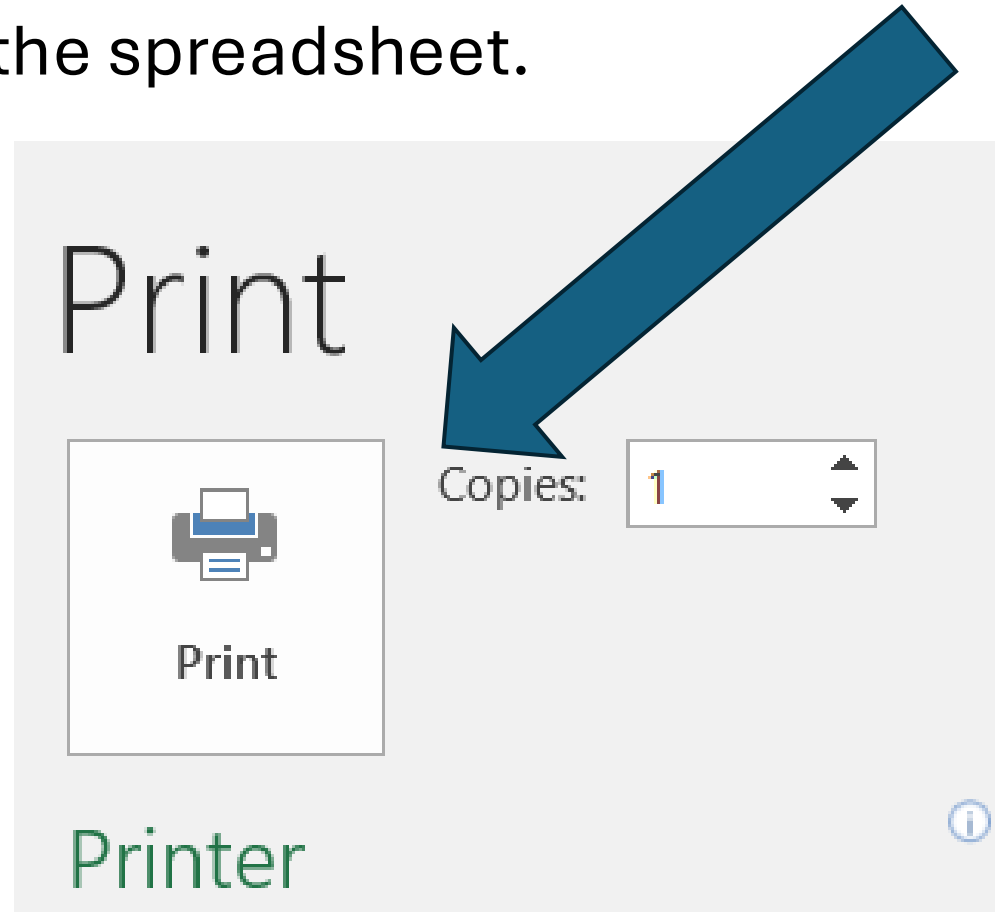
Gridlines

- To set Gridlines to print with a spreadsheet:

- Click Page Layout.
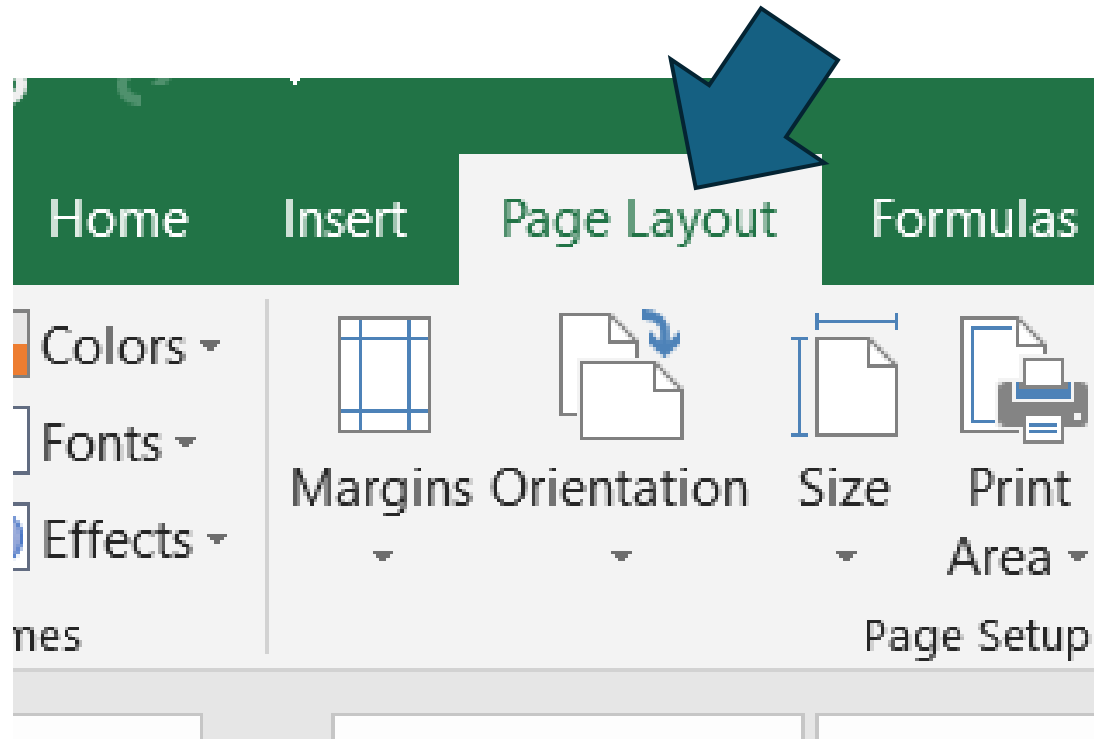
Gridlines

- To set Gridlines to print with a spreadsheet:

Select **Print** under Gridlines to print gridlines.

Note: select **Print** under Headings to print column letters and row numbers.
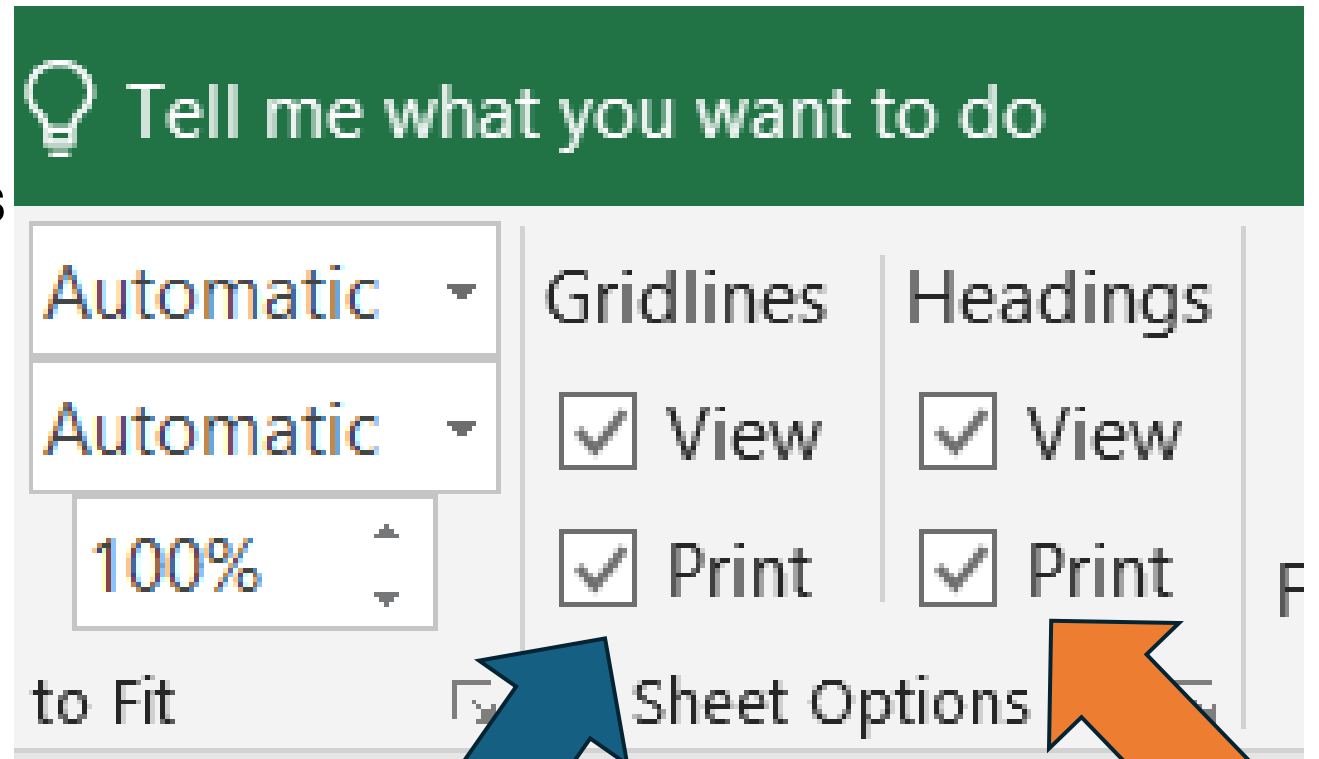
Gridlines

Gridlines

Headings

	A	B	C	D	E
1	Expense	Cost	Expense	Cost	Expense
2	Coffee	$10.00	Rent	$1,100.00	Socks
3	Milk	$4.00	Electric	$250.00	Shoes
4	Eggs	$5.00	Phone	$60.00	Pants
5	Bread	$2.00	Internet	$50.00	Shirts

- Your spreadsheet should look like this when printing.

Printing Multiple Pages and Headings

- For this section it is recommended to view the class video available on the jclibrary.info website to follow along.

- http://jclibrary.info

Printing Multiple Pages

- When printing multiple pages, use Page Break Preview to control where your data prints.

- Found in the lower right-hand corner.

	Food		Bills		Clothes	
	Expense	Cost	Expense	Cost	Expense	Cost
	Coffee	$10.00	Rent	$1,100.00	Socks	$10.00
January	Milk	$4.00	Electric	$250.00	Shoes	$50.00
	Eggs	$5.00	Phone	$60.00	Pants	$20.00
	Bread	$2.00	Internet	$50.00	Shirts	$40.00

Page 1

Page 4

	Expense		Expense	Cost	Expense	Cost
	Coffee	10.00	Rent	$1,100.00	Socks	$10.00
February	Milk	$4.00	Electric	$250.00	Shoes	$50.00
	Eggs	$5.00	Phone	$60.00	Pants	$20.00
	Bread	$2.00	Internet	$50.00	Shirts	$40.00
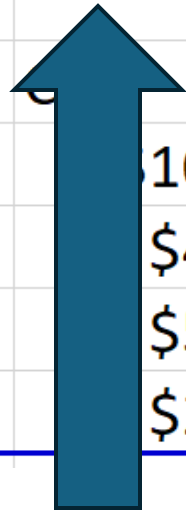
Pages to be printed.   Page breaks (adjustable)

Adjusting a Page Break

Place cursor over the blue line until it is a double-sided arrow.

Click and drag the border until the page layout is as desired.

Clothes	
)ense	Cost
cks	$10.00
)es	$50.00
nts	$20.00
rts	$40.00
	Page 4

Printing Headings on Multiple Pages

You can set the headings in a row to print at the top of each page.

Click on the Page Layout tab.
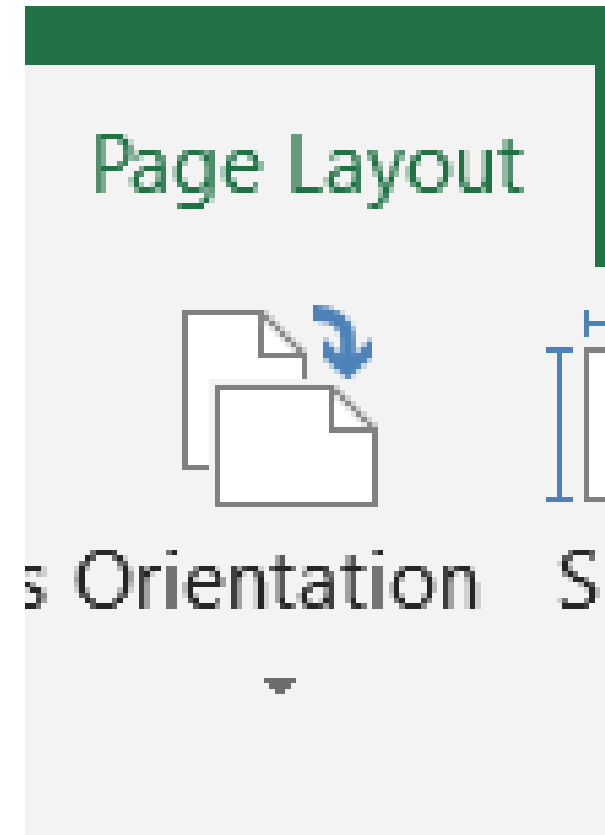
Printing Headings on Multiple Pages
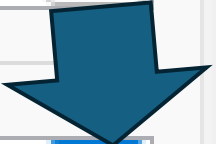
Click on Print Titles.
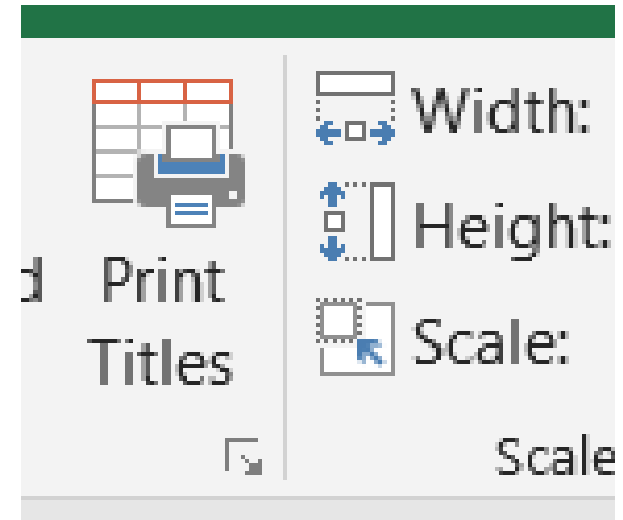
Printing Headings on Multiple Pages

Click the arrow next to Rows to repeat at top:

Print titles

Rows to repeat at top:

Columns to repeat at left:

Printing Headings on Multiple Pages

Click the row with the headings you want to appear at the top of each printed page.
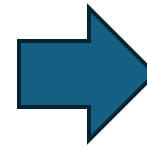
A

1

2

Page Setup - Rows to repeat at top: ?   X

$1:$1

e Cost   Expense Cost

Printing Headings on Multiple Pages

Click the arrow to expand the dialogue window.

Page Setup - Rows to repeat at top: ?   X

$1:$1

Cost   Expense   Cost
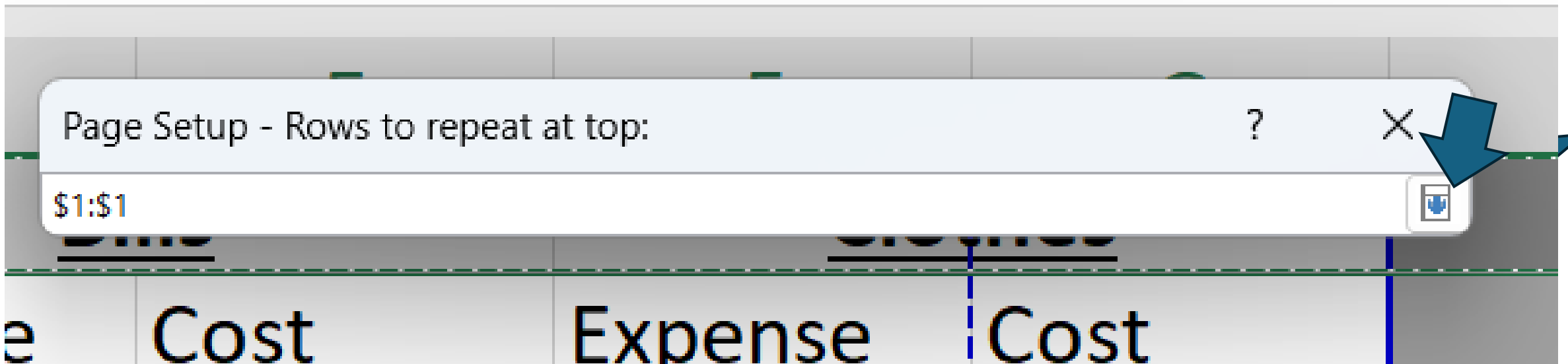
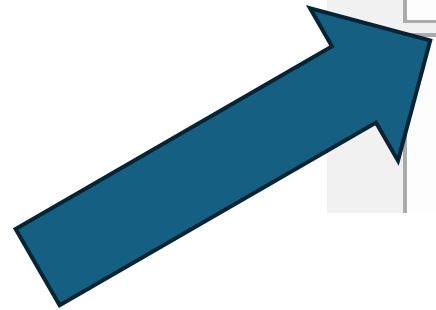Click Print Preview.

Change orientation to Landscape.
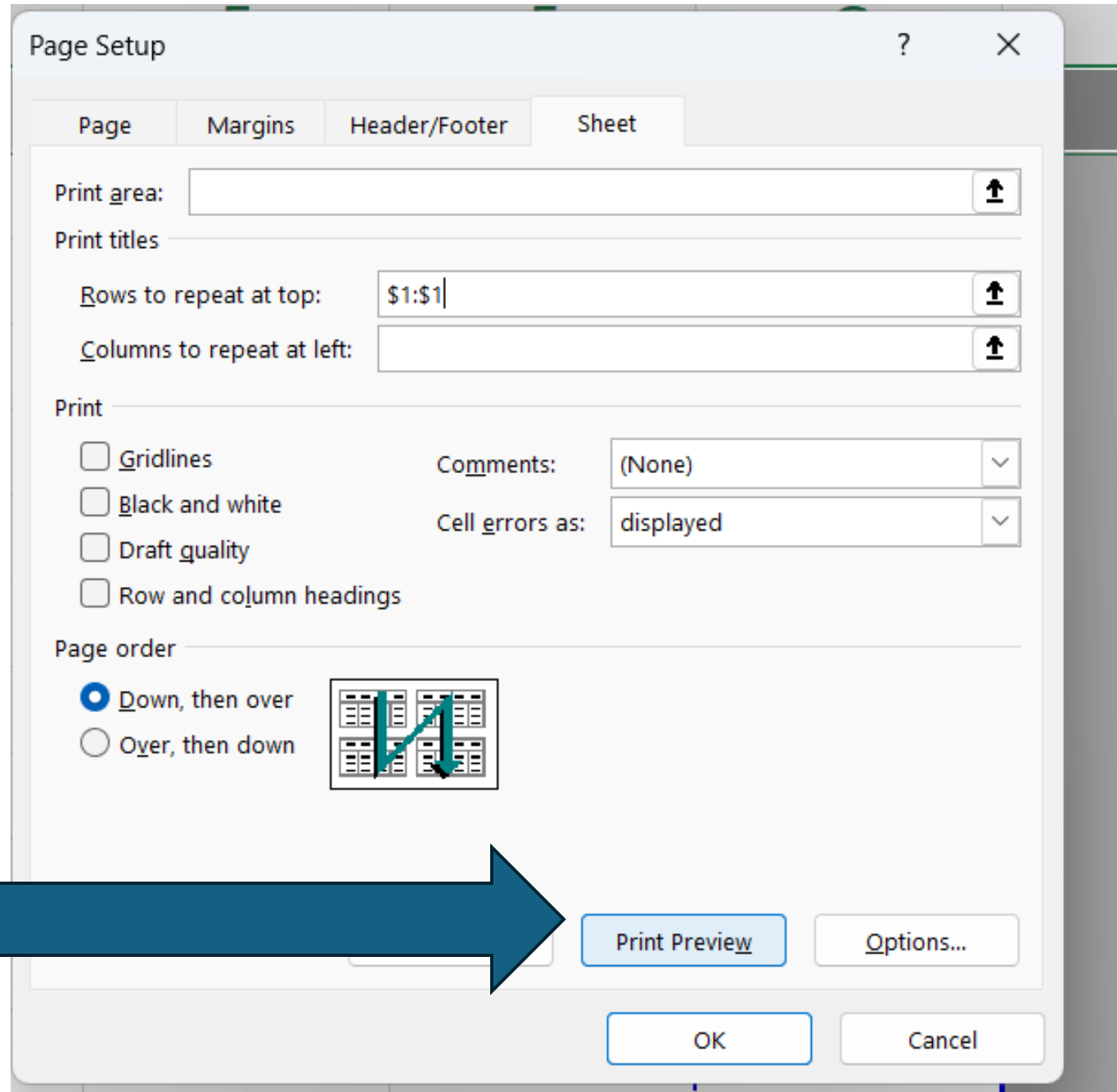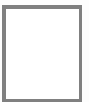
Only print the active sheets

Pages: [ ] to [ ]

Collated
1,2,3   1,2,3   1,2,3

Landscape Orientation

Letter
8.5" x 11"

Your spreadsheet should now have the headings Food, Bills, and Clothes at the top of each page.

		Food		**Bills**		**Clothes**	
	Expense	Cost	Expense	Cost	Expense	Cost
	Coffee	$10.00	Rent	$1,100.00	Socks	$10.00
January	Milk	$4.00	Electric	$250.00	Shoes	$50.00
	Eggs	$5.00	Phone	$60.00	Pants	$20.00
	Bread	$2.00	Internet	$50.00	Shirts	$40.00

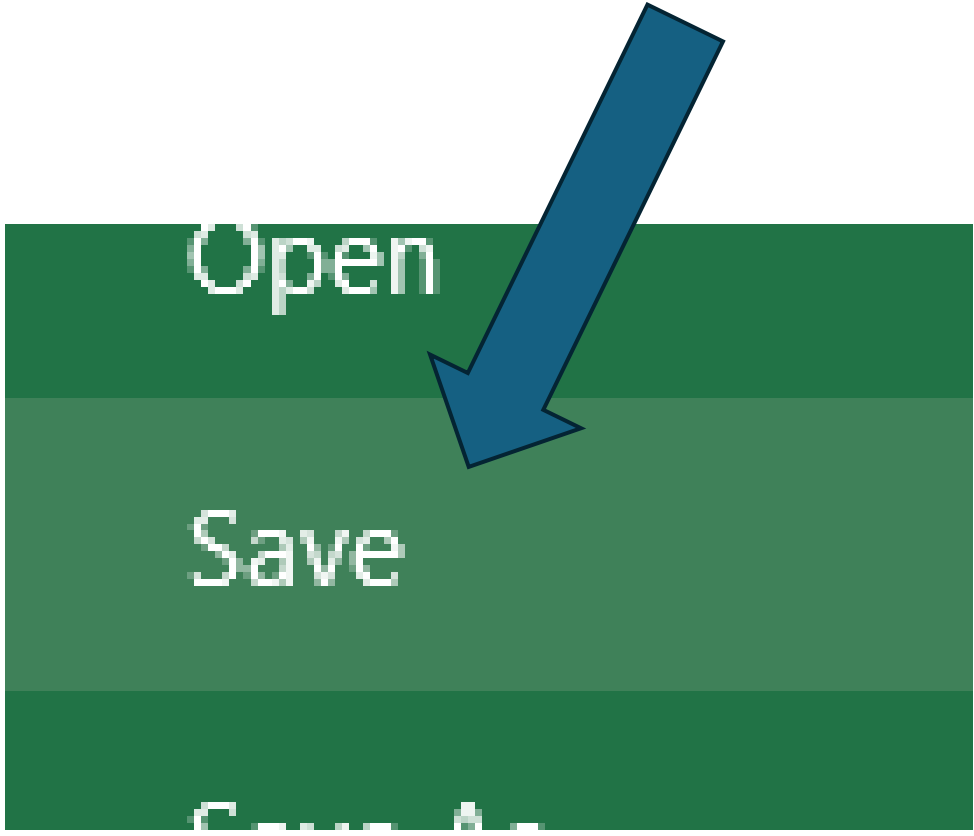|	Expense	Cost	Expense	Cost	Expense	Cost
	Coffee	$10.00	Rent	$1,100.00	Socks	$10.00
February	Milk	$4.00	Electric	$250.00	Shoes	$50.00
	Eggs	$5.00	Phone	$60.00	Pants	$20.00
	Bread	$2.00	Internet	$50.00	Shirts	$40.00

Saving

- To save a spreadsheet:
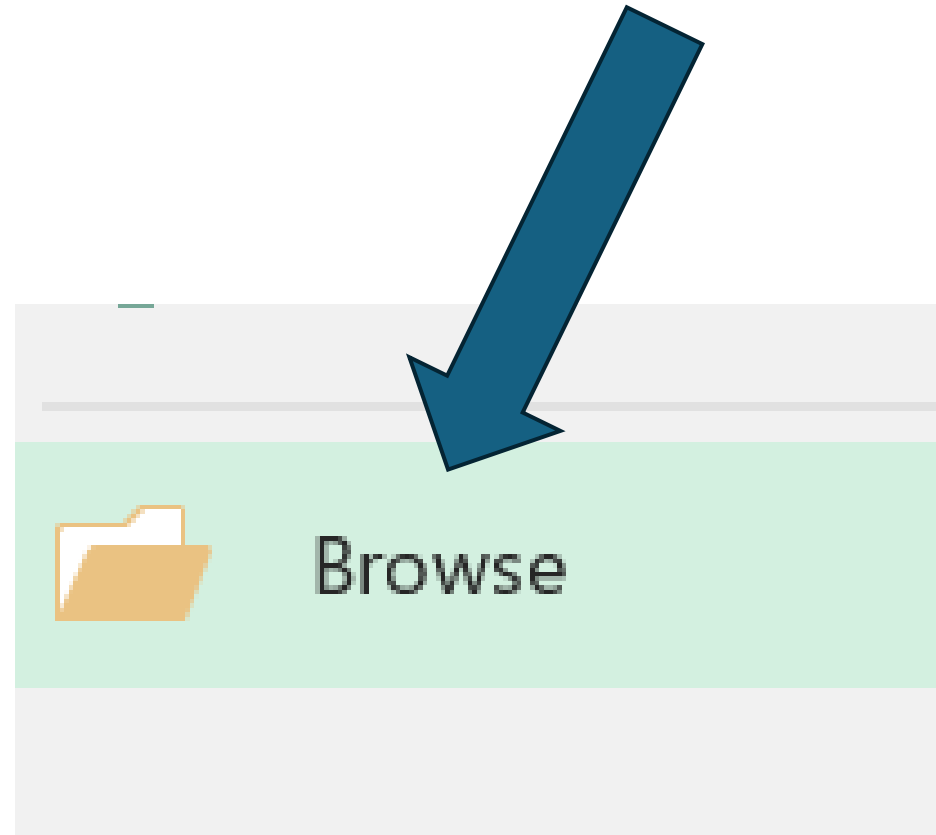
- Click File.
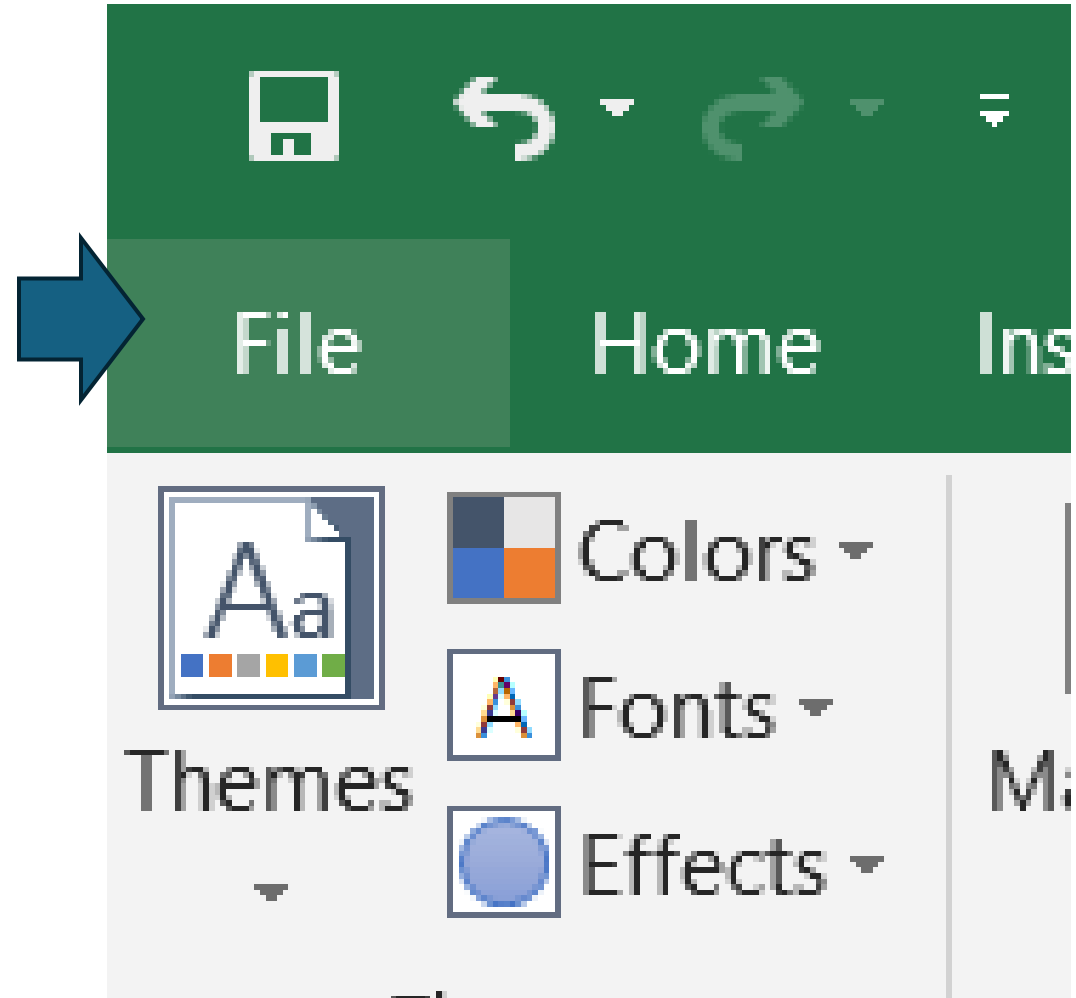
Saving

Click **Save**.

Saving

Click **Browse.**

Save As

Use **Save As** when you want to work from a file that is already saved but want to retain the original.

Save As

Open a saved file.

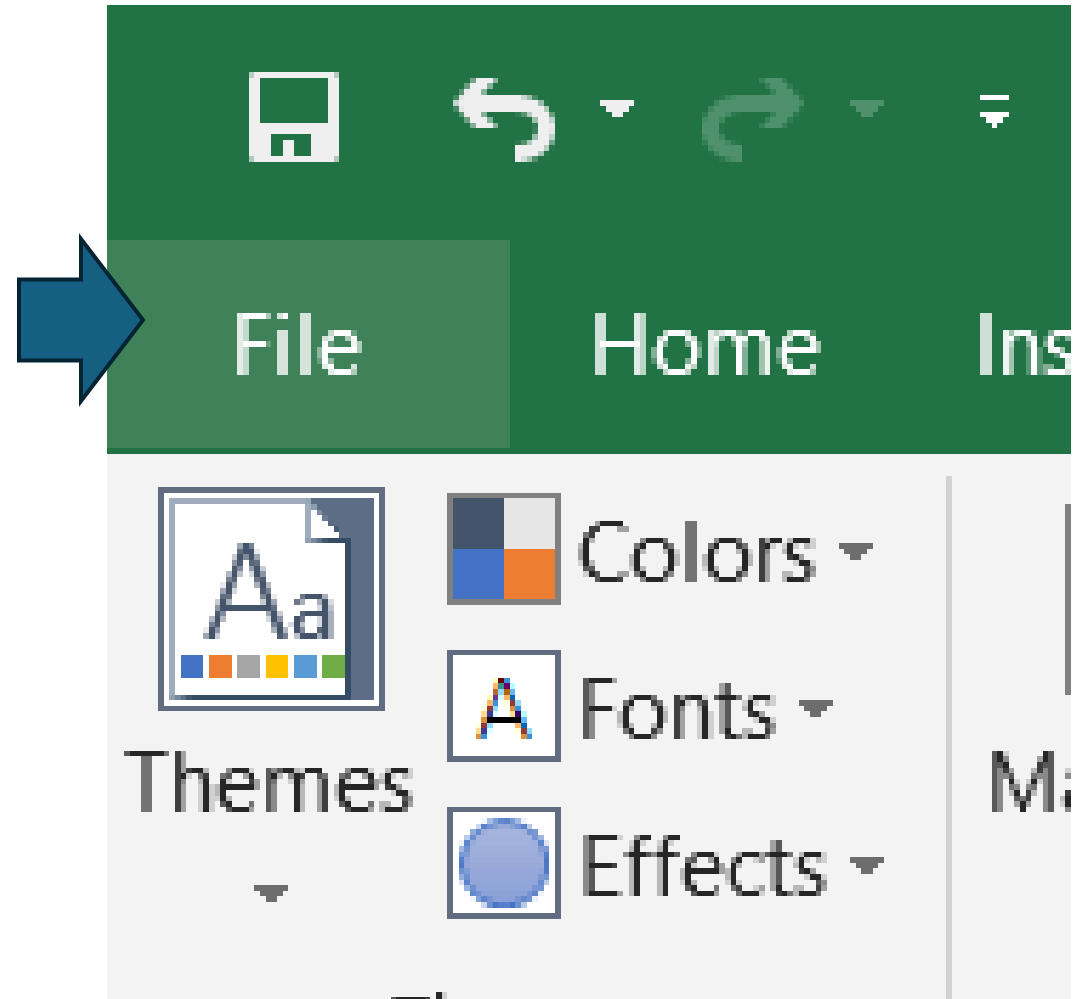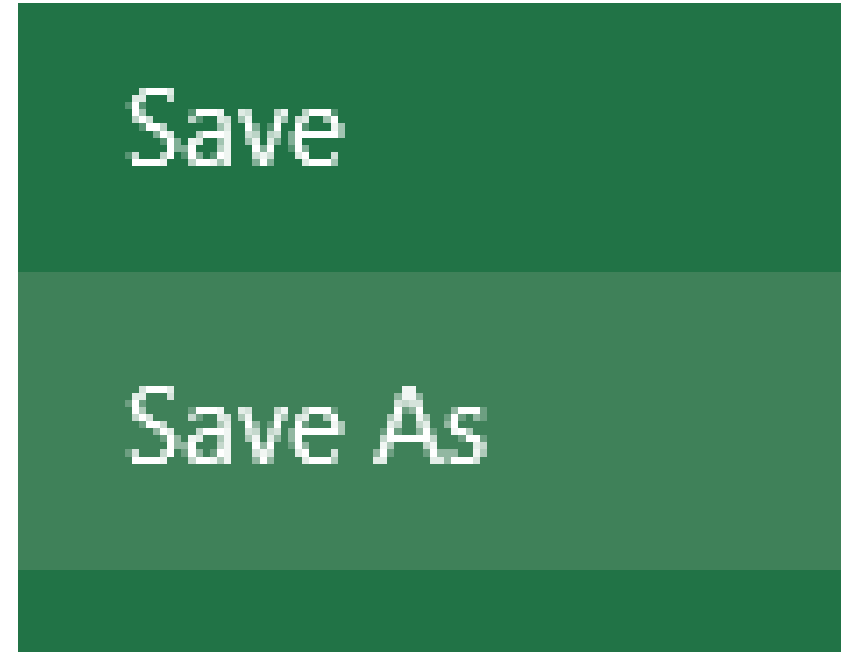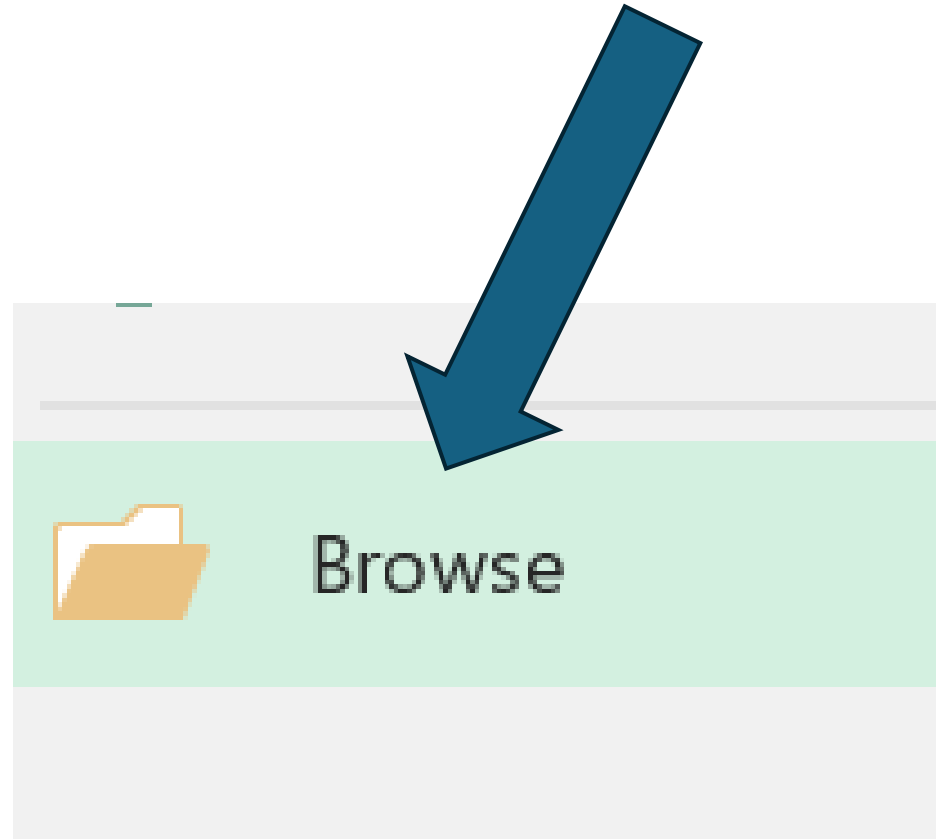Make a slight change.

Save As

- Click File.

Save As
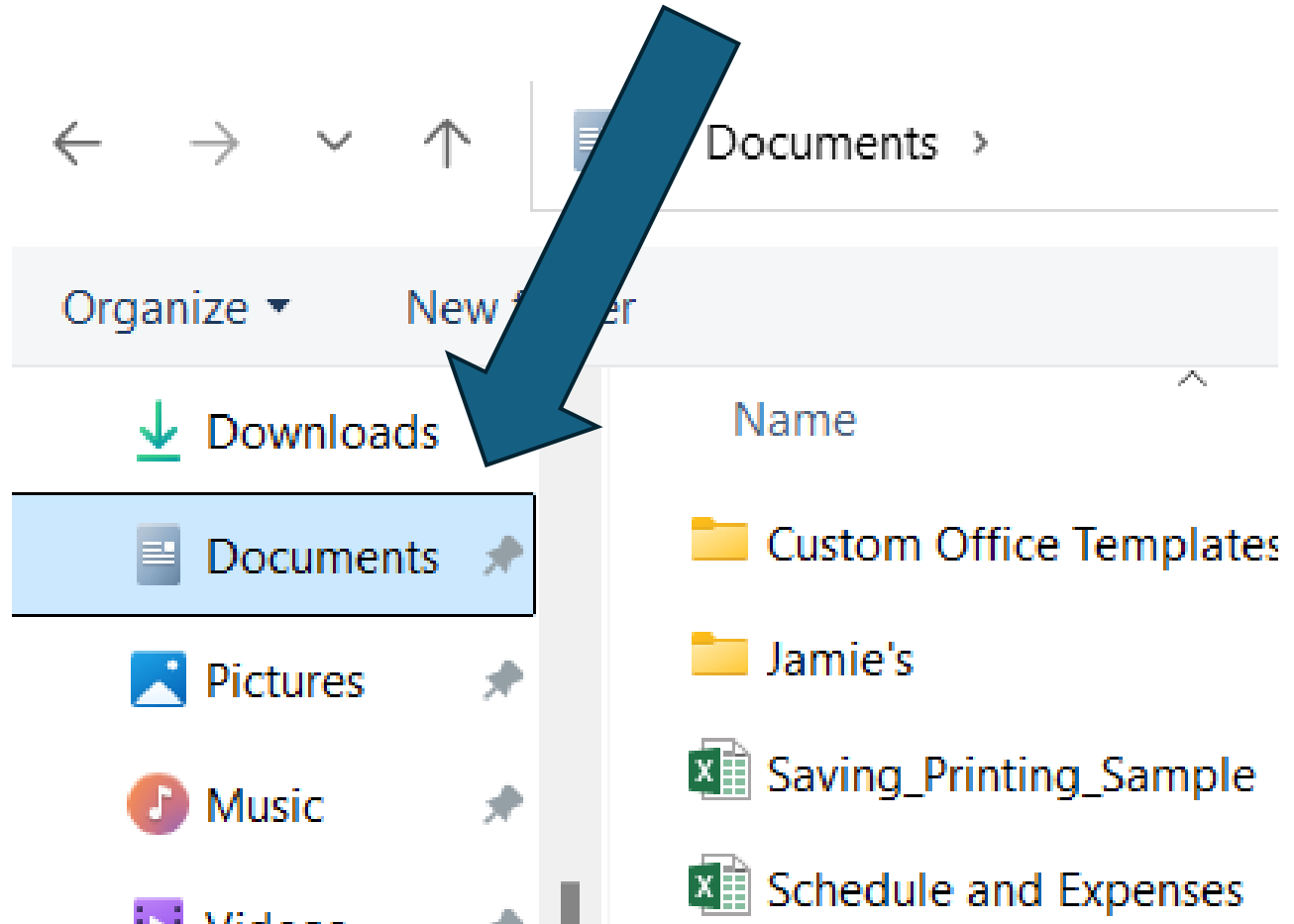
- Click Save As.

Save As
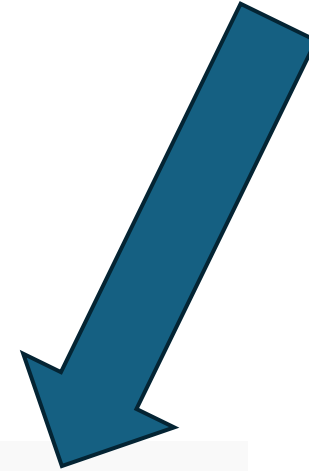
Click **Browse.**

Save As

Click **Documents.**

Save As

Give the file a new name.

Microsoft Excel
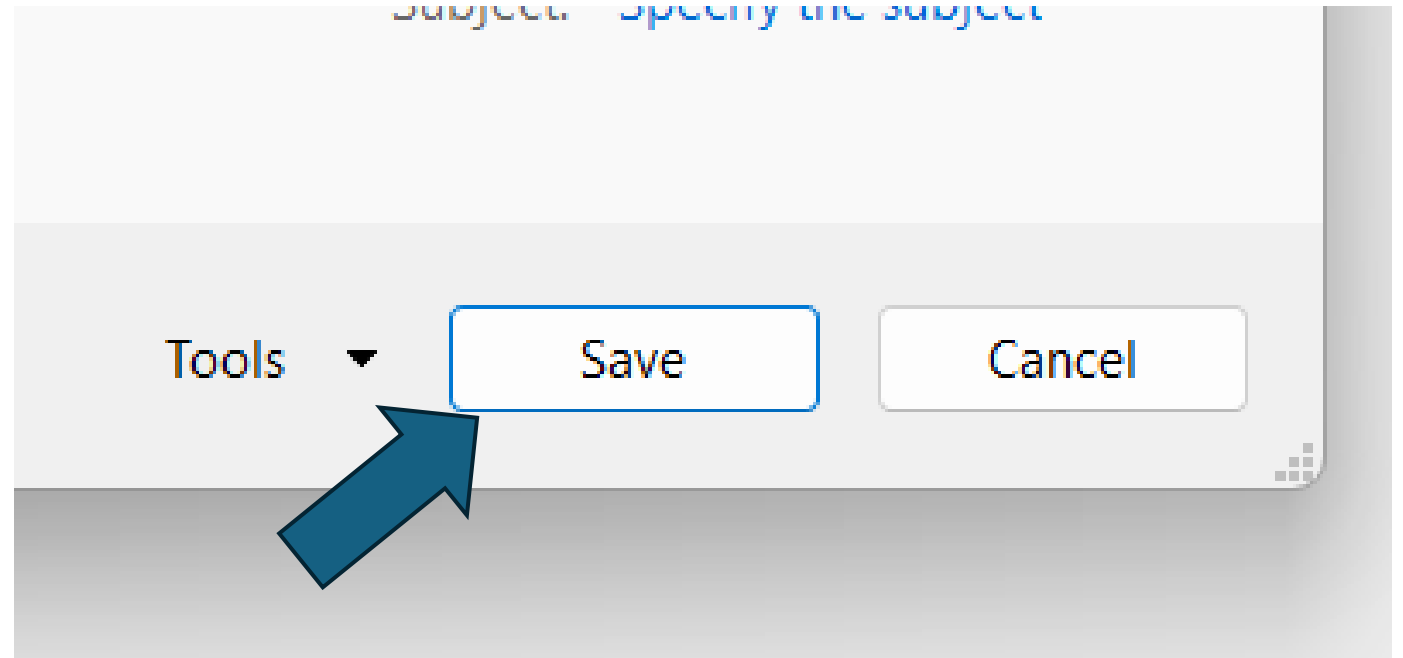
File name: Tuesdays Schedule

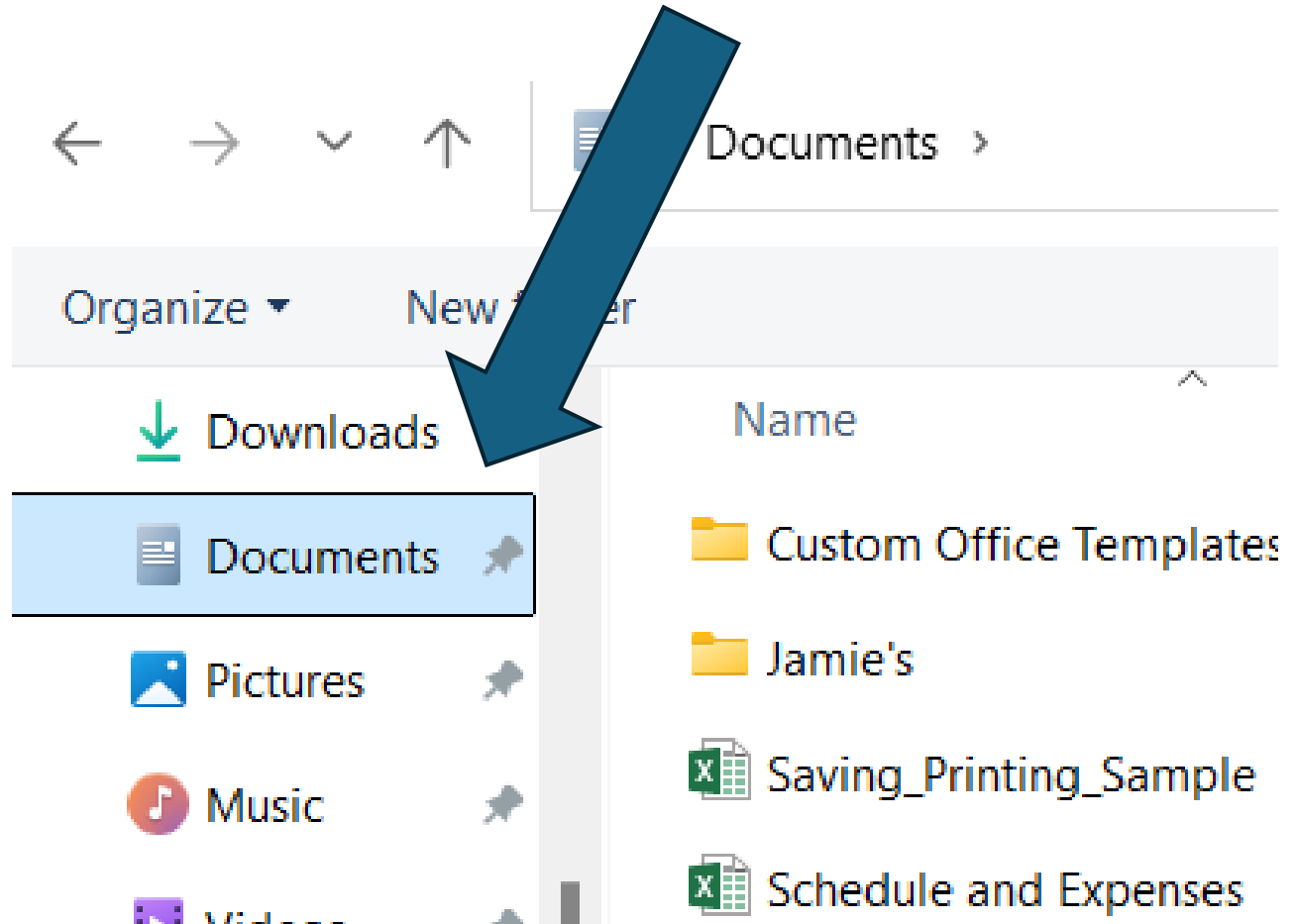Save as type: Excel Workbook

Authors: training

☐ Save Thumbnail

Save As

Click **Save**.

Saving

Click **Documents.**

Saving

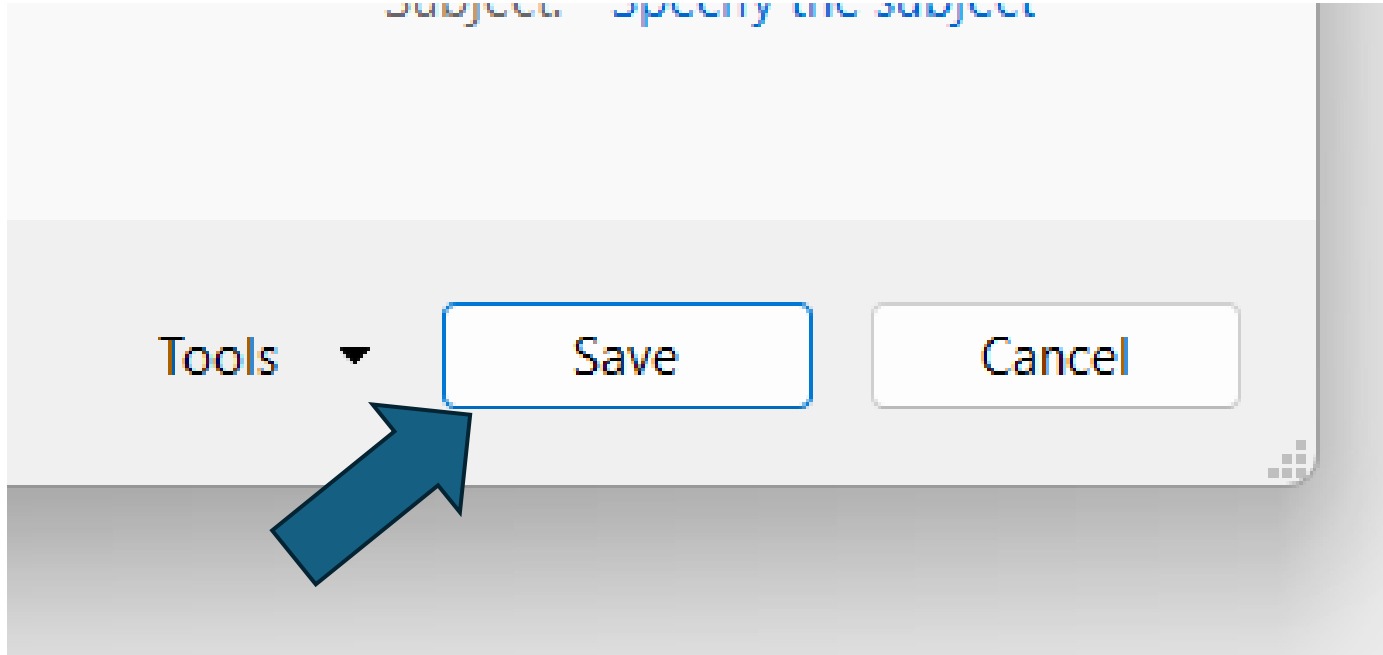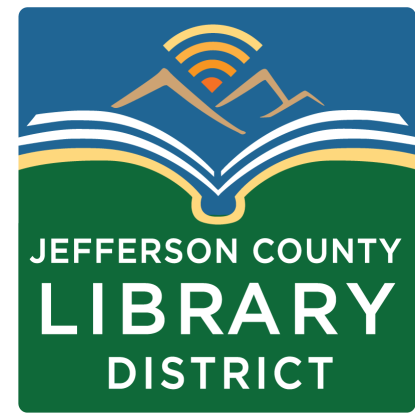Give your file a name.

Saving

Click **Save**.

Thank You!

Thank you for joining us for this Introduction to Microsoft Excel series.

For additional classes being offered at the Jefferson County Library, view our event calendar at **jclibrary.info.**

If you have any questions about the topics in this class or tech questions in general feel free to contact us at **360-385-6544** or **information@jclibrary.info** to set up a one-on-one tech help appointment.