

# 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	<b>Monday Schedule</b>		
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	<b>Food</b>		<b>Bills</b>		<b>Clothes</b>	
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 grid lines.
- 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	<b>Monday Schedule</b>	
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.

---

---

---

---

---

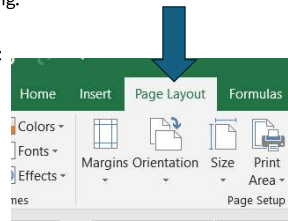
---

---

---

### Printing – Orientation (portrait)

- To set Portrait orientation for Printing:
- Click Page Layout above the menu:



---

---

---

---

---

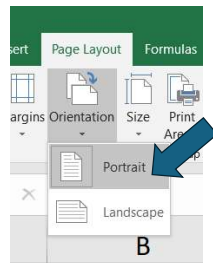
---

---

---

### Printing - Orientation

- Click Orientation.
- Click Portrait.



---

---

---

---

---

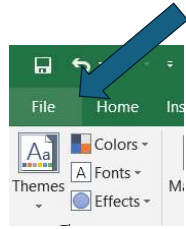
---

---

---

### Printing - Orientation

- Click the File tab.



---

---

---

---

---

---

---

---

### Printing - Orientation

- Select Print on the following screen:



---

---

---

---

---

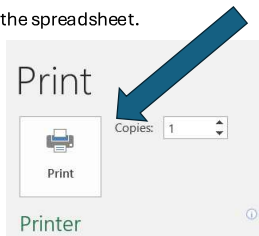
---

---

---

### Printing - Orientation

- Click Print to print the spreadsheet.



---

---

---

---

---

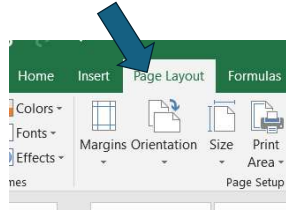
---

---

---

### Printing – Orientation (landscape)

- To set Landscape orientation for Printing:
- Click Page Layout above the menu:



---

---

---

---

---

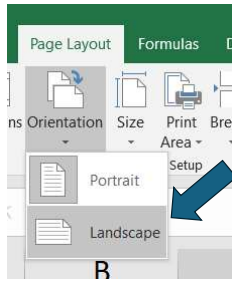
---

---

---

### Printing - Orientation

- Click Orientation.
- Click Landscape.



---

---

---

---

---

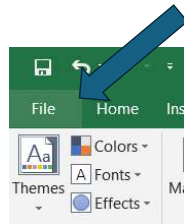
---

---

---

### Printing - Orientation

- Click the File tab.



---

---

---

---

---

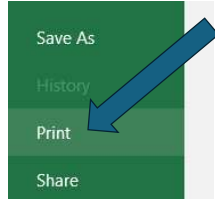
---

---

---

### Printing - Orientation

- Select Print on the following screen:



---

---

---

---

---

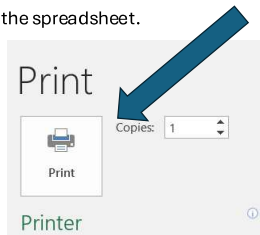
---

---

---

### Printing - Orientation

- Click Print to print the spreadsheet.



---

---

---

---

---

---

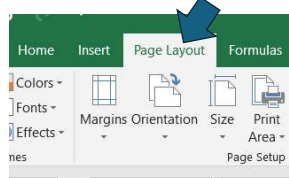
---

---

### Gridlines

- To set Gridlines to print with a spreadsheet:

- Click Page Layout.



---

---

---

---

---

---

---

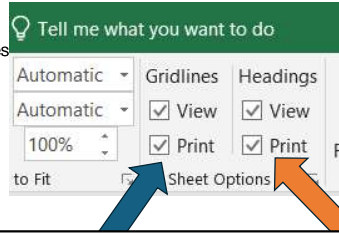
---

### 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

	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](http://jclibrary.info) website to follow along.

• <http://jclibrary.info>

---

---

---

---

---

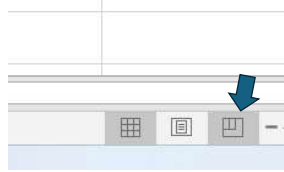
---

---

---

### 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
January	Coffee	\$10.00	Rent	\$1,100.00	Socks	\$10.00
	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						
February	Coffee	\$10.00	Rent	\$1,100.00	Socks	\$10.00
	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 4						

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	
Expense	Cost
Socks	\$10.00
Shoes	\$50.00
Pants	\$20.00
Shirts	\$40.00
Page 4	

---

---

---

---

---

---

---

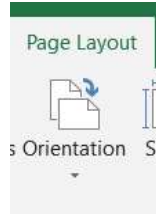
---



### 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.



---

---

---

---

---

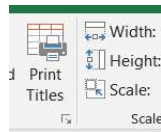
---

---

---

### Printing Headings on Multiple Pages

Click on Print Titles.



---

---

---

---

---

---

---

---

### Printing Headings on Multiple Pages

Click the arrow next to Rows to repeat at top:



---

---

---

---

---

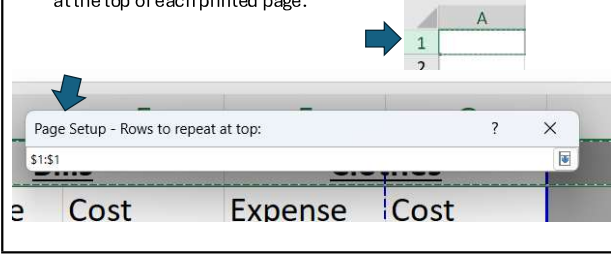
---

---

---

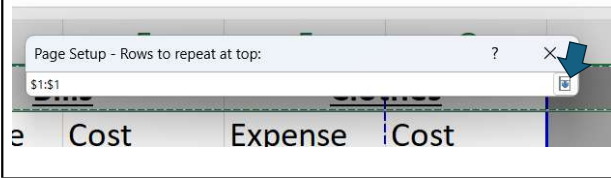
### Printing Headings on Multiple Pages

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

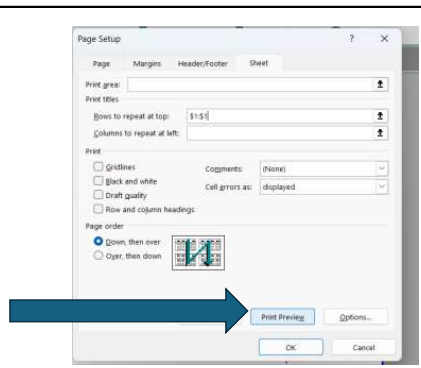


### Printing Headings on Multiple Pages

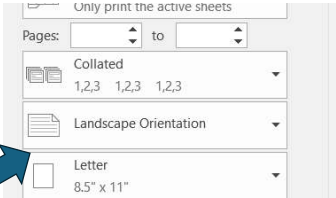
Click the arrow to expand the dialog window.



Click Print Preview.



Change orientation to Landscape.



The screenshot shows a print settings dialog box with the following options: 'Collated' (1,2,3 1,2,3 1,2,3), 'Landscape Orientation', and 'Letter' (8.5" x 11"). A blue arrow points to the 'Landscape Orientation' option.

---

---

---

---

---

---

---

---

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
January	Coffee	\$10.00	Rent	\$1,100.00	Socks	\$10.00
	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
February	Coffee	\$10.00	Rent	\$1,100.00	Socks	\$10.00
	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

---

---

---

---

---

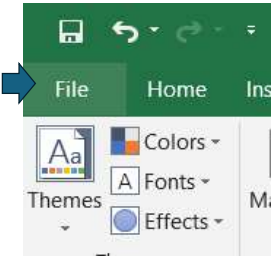
---

---

---

### Saving

- To save a spreadsheet:
- Click File.



The screenshot shows the Microsoft Excel ribbon with the 'File' tab highlighted. Other visible tabs include 'Home' and 'Ins'. Below the ribbon, the 'Themes' dropdown menu is open, showing options for 'Colors', 'Fonts', and 'Effects'.

---

---

---

---

---

---

---

---

### Saving

Click **Save**.



---

---

---

---

---

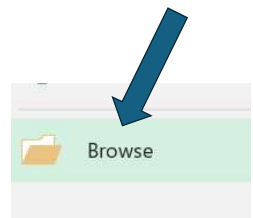
---

---

---

### Saving

Click **Browse**.



---

---

---

---

---

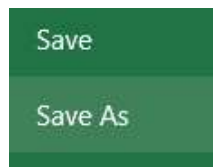
---

---

---

### Save As

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



---

---

---

---

---

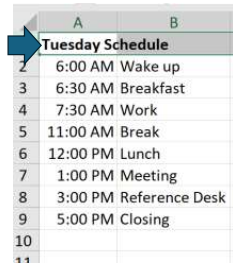
---

---

---

### Save As

- Open a saved file.
- Make a slight change.



---

---

---

---

---

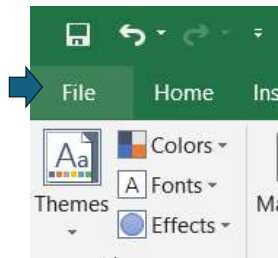
---

---

---

### Save As

- Click File.



---

---

---

---

---

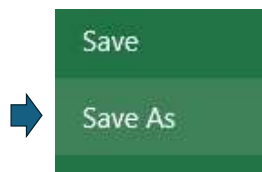
---

---

---

### Save As

- Click Save As.



---

---

---

---

---

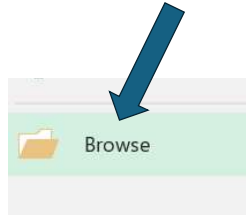
---

---

---

### Save As

Click **Browse**.



---

---

---

---

---

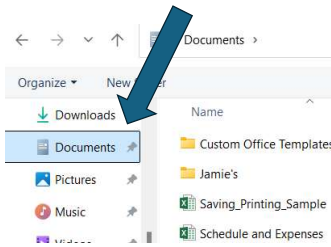
---

---

---

### Save As

Click **Documents**.



---

---

---

---

---

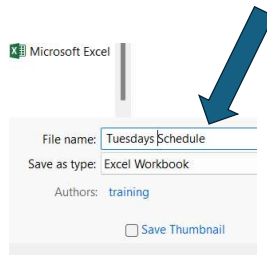
---

---

---

### Save As

Give the file a new name.



---

---

---

---

---

---

---

---

### Save As

Click **Save**.



---

---

---

---

---

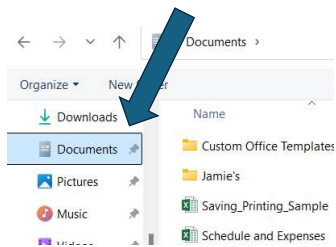
---

---

---

### Saving

Click **Documents**.



---

---

---

---

---

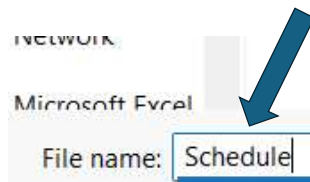
---

---

---

### 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](http://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](mailto:information@jclibrary.info) to set up a one-on-one tech help appointment.

---

---

---

---

---

---

---