



Excel (spreadsheets) for Practical Uses

ICL Fall 2024 Class 4

Read Gilgen

Today's Topics

- Review and Practice Sorting
- Excel Tools (Hide/Unhide Rows/Columns, and Freeze/Unfreeze Panes)
- Printing
- Excel Templates

Sorting

- One of Excel's most useful features
- Examples
 - Sort by last name
 - Sort by Zip Code
 - Sort by custom field (e.g., Christmas cards received)

Sorting

- Data headers
- Selecting area to sort: Always sort related data.
 - Example: When sorting by **State**, be sure have selected **all of the records** related to each state entry.

| Last | First | Street | City | State | Zip |
|---------|---------|-----------------------|------------|-------|-------|
| Cox | Spencer | 2543 Cox Ln | Fairview | UT | 84629 |
| Simpson | Homer | 742 Evergreen Terrace | Springfied | OR | 97403 |
| Jackson | Bo | 3459 Football St | Anywhere | GA | 27588 |
| Brady | Tom | 12 Patriot Ct | Boston | MA | 15777 |
| Gaga | Lady | 231 Star Tr | Hollywood | CA | 94665 |

Sorting Criteria

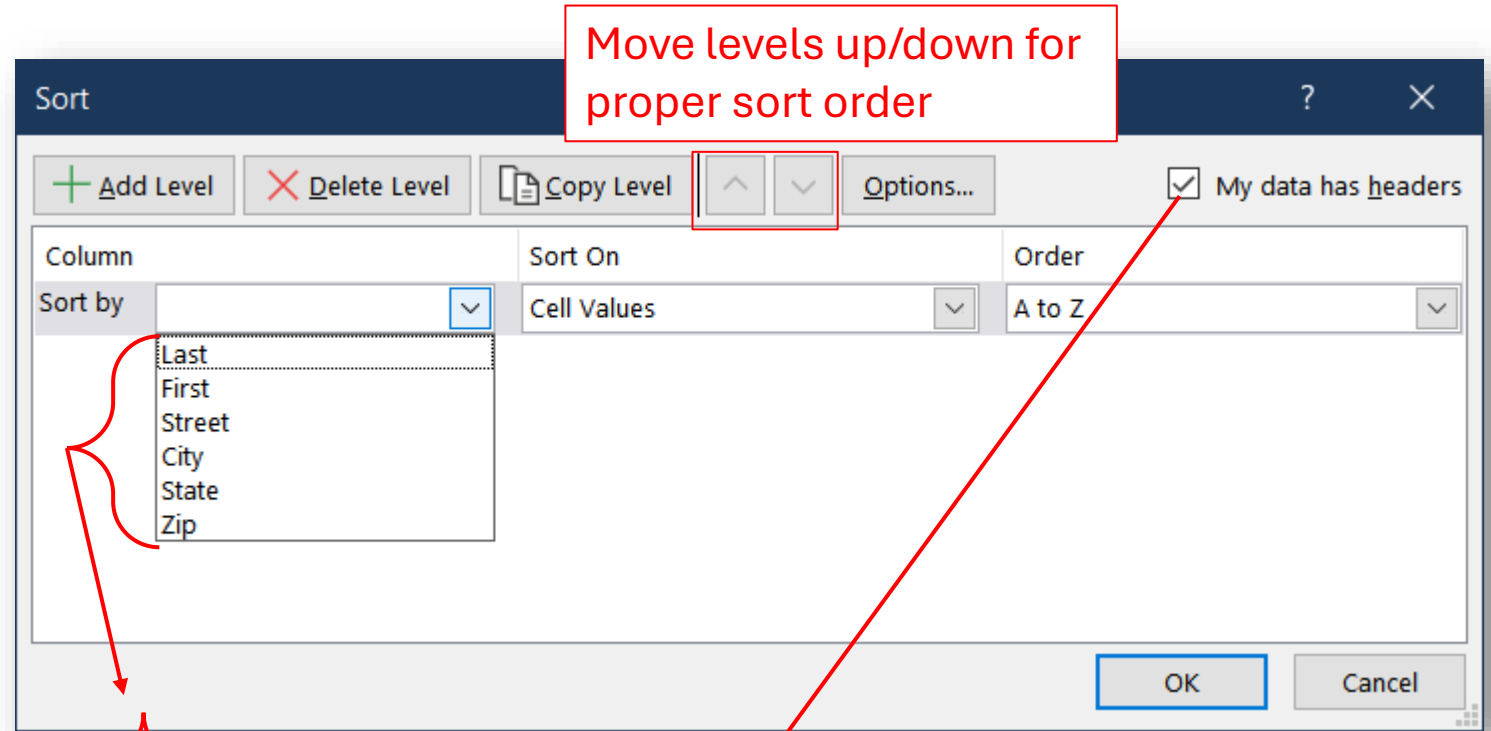
- You can sort by one or more criteria
- The top criterium is sorted first
- Other criteria are sorted *within* higher ranked criteria
- Example:
 - By (1) State, (2) City, and (3) Zip code
 - Every “Chicago” record, then those records are further sorted by “City” and each “City” record is sorted by Zip codes.

Sorting

- You can sort by one or more criteria
- The top criterium is sorted first
- Other criteria are sorted *within* higher ranked criteria
- Example:
 - By (1) State, (2) City, and (3) Zip code
 - Every “Chicago” record, then those records are further sorted by “City” and each “City” record is sorted by Zip codes.

Sorting

- Use headers to select columns for each sort level
- Add 2nd /3rd levels as desired



| Last | First | Street | City | State | Zip |
|---------|---------|-----------------------|------------|-------|-------|
| Cox | Spencer | 2543 Cox Ln | Fairview | UT | 84629 |
| Simpson | Homer | 742 Evergreen Terrace | Springfied | OR | 97403 |
| Jackson | Bo | 3459 Football St | Anywhere | GA | 27588 |
| Brady | Tom | 12 Patriot Ct | Boston | MA | 15777 |
| Gaga | Lady | 231 Star Tr | Hollywood | CA | 94665 |

Caution: Be sure to select all data from selected records!

Sorting (Review/Practice)

- Open XL4-ExSort (*created at Mockaroo.com*)
- Resize columns to show all data
- Bold the Header cells
- Format **Phone** column to “Special, Phone”
- Format **Donor Amt** column to Currency (\$), no cents
- Sort by **State**, then **State/City**, then **State/City/Zip**
- Sort by **Donor Amt** in descending order
- Re-sort by **Donor ID** (order in which donation was made)

Excel Work Tools

- Hide Columns
- Freeze Panes

Excel Work Tools: Hide Columns

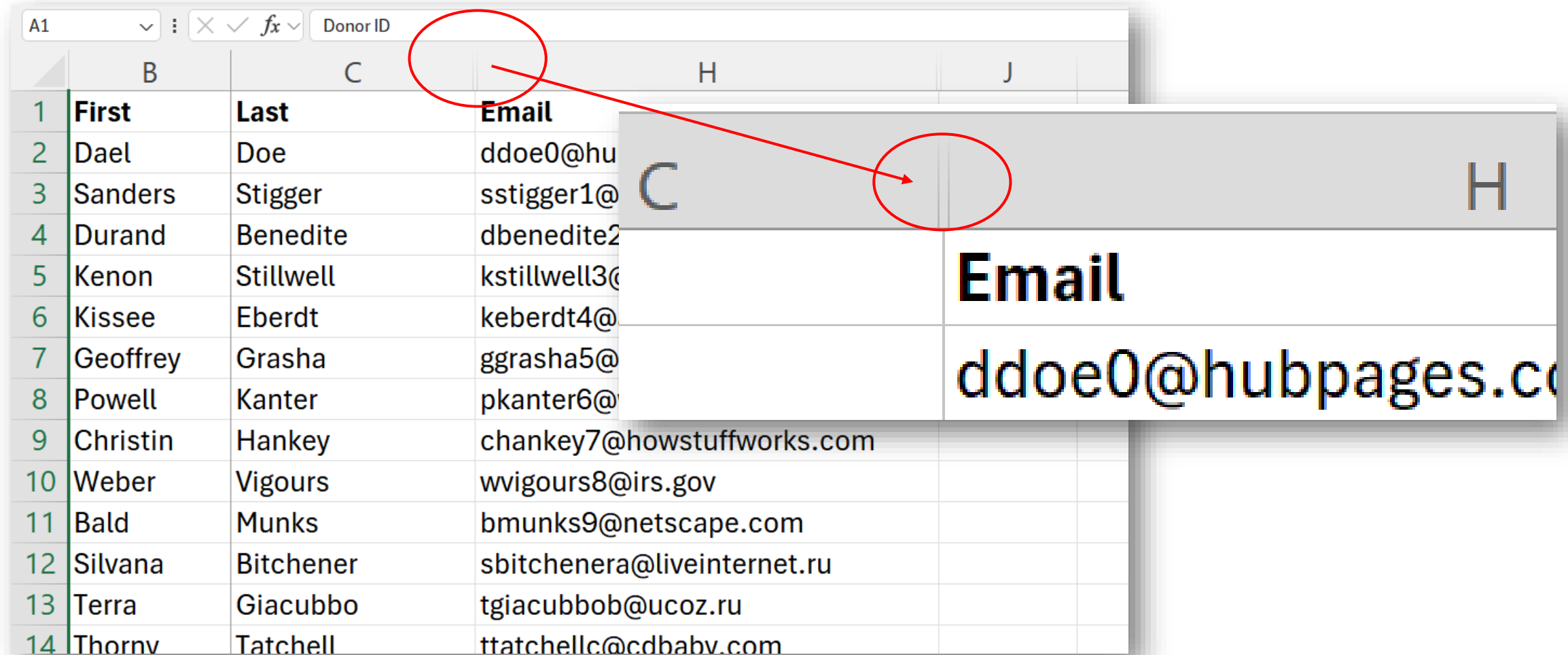
Select Columns to Hide

Right-Click any selected column and use context menu to Hide

Hide

| | B | C | D | E | F | G | |
|----|----------|-----------|------------------|----------------------|-------|------------|---------|
| 1 | First | Last | City | State | Zip | Phone | Email |
| 2 | Dael | Doe | Charlotte | North Carolina | 28278 | 7048222370 | ddoe00 |
| 3 | Sanders | Stigger | Saint Petersburg | Florida | 33710 | 7279399416 | sstigge |
| 4 | Durand | Benedite | Chicago | Illinois | 60641 | 7732801825 | dbene |
| 5 | Kenon | Stillwell | Chicago | Illinois | 60686 | 3123802142 | kstillw |
| 6 | | | Houston | | | 7134594145 | keberd |
| 7 | Geoffrey | Grasha | Omaha | | | 4029574787 | ggrash |
| 8 | Powell | Kanter | Pittsburgh | | | 4126677309 | pkante |
| 9 | Christin | Hankey | Chicago | | | 7734426428 | chanke |
| 10 | Weber | Vigours | Syracuse | New York | 13224 | 3154318535 | wvigo |
| 11 | Bald | Munks | Jackson | Mississippi | 39282 | 6018827610 | bmunk |
| 12 | Silvana | Bitchener | Glendale | California | 91205 | 3236488169 | sbitch |
| 13 | Terra | Giacubbo | Atlanta | Georgia | 31136 | 4048726750 | tgiacu |
| 14 | Thorny | Tatchell | Jackson | Mississippi | 39236 | 6014782600 | ttatch |
| 15 | Hamlen | Deporte | Evanston | Illinois | 60208 | 8473072472 | hdeport |
| 16 | Giraldo | Vauls | Washington | District of Columbia | 20551 | 2028699518 | gvauls |

Excel Work Tools: Hide/Unhide Columns



The screenshot shows an Excel spreadsheet with the following data:

| | B | C | D | H | J |
|----|--------------|-------------|-----------------------------|---|---|
| 1 | First | Last | Email | | |
| 2 | Dael | Doe | ddoe0@hu | | |
| 3 | Sanders | Stigger | sstigger1@ | | |
| 4 | Durand | Benedite | dbenedite2 | | |
| 5 | Kenon | Stillwell | kstillwell3@ | | |
| 6 | Kissee | Eberdt | keberdt4@ | | |
| 7 | Geoffrey | Grasha | ggrasha5@ | | |
| 8 | Powell | Kanter | pkanter6@ | | |
| 9 | Christin | Hankey | chankey7@howstuffworks.com | | |
| 10 | Weber | Vigours | wvigours8@irs.gov | | |
| 11 | Bald | Munks | bmunks9@netscape.com | | |
| 12 | Silvana | Bitchener | sbitchenera@liveinternet.ru | | |
| 13 | Terra | Giacubbo | tgiacubbob@ucoz.ru | | |
| 14 | Thornv | Tatchell | ttatchellc@cdbaby.com | | |

The zoomed-in view shows the following data:

| C | H | J |
|--------------------|---|---|
| Email | | |
| ddoe0@hubpages.com | | |

Excel Work Tools: Unhide Columns

| B | C | | H |
|-------|-------------|--|----------------------------|
| | Last | | Email |
| | Doe | | ddoe0@hupages.com |
| ders | Stigger | | sstigger1@bloomberg.com |
| and | Benedite | | dbenedite2@nbcnews.com |
| ee | Eberdt | | |
| ffrey | Grasha | | 88grasha@ebay.com |
| ell | Kanter | | pkanter6@webs.com |
| stin | Hankey | | chankey7@howstuffworks.com |

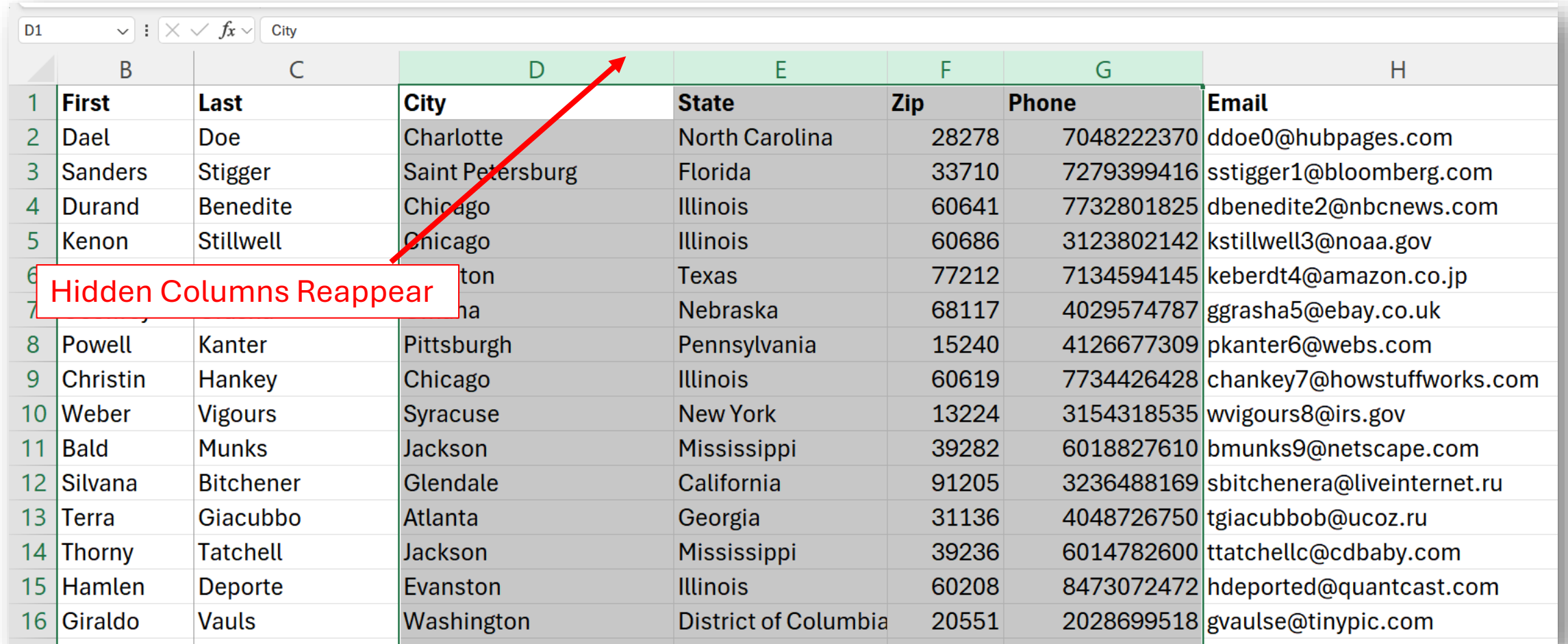
Select Columns to Left and Right of Hidden Cell marker.

Right-Click any selected column and use context menu to Hide

Search the menus

- Cut
- Copy
- Paste Options:**
 - Paste Special...
- Insert
- Delete
- Clear Contents
- Format Cells...
- Column Width...
- Hide
- Unhide**

Excel Work Tools: Unhide Columns



The screenshot shows an Excel spreadsheet with columns B through H. Column D is highlighted in green, and a red arrow points to it from a text box that says "Hidden Columns Reappear". The spreadsheet contains the following data:

| | B | C | D | E | F | G | H |
|----|----------|-----------|------------------|----------------------|-------|------------|-----------------------------|
| 1 | First | Last | City | State | Zip | Phone | Email |
| 2 | Dael | Doe | Charlotte | North Carolina | 28278 | 7048222370 | ddoe0@hubpages.com |
| 3 | Sanders | Stigger | Saint Petersburg | Florida | 33710 | 7279399416 | sstigger1@bloomberg.com |
| 4 | Durand | Benedite | Chicago | Illinois | 60641 | 7732801825 | dbenedite2@nbcnews.com |
| 5 | Kenon | Stillwell | Chicago | Illinois | 60686 | 3123802142 | kstillwell3@noaa.gov |
| 6 | | | ton | Texas | 77212 | 7134594145 | keberdt4@amazon.co.jp |
| 7 | | | na | Nebraska | 68117 | 4029574787 | ggrasha5@ebay.co.uk |
| 8 | Powell | Kanter | Pittsburgh | Pennsylvania | 15240 | 4126677309 | pkanter6@webs.com |
| 9 | Christin | Hankey | Chicago | Illinois | 60619 | 7734426428 | chankey7@howstuffworks.com |
| 10 | Weber | Vigours | Syracuse | New York | 13224 | 3154318535 | wvigours8@irs.gov |
| 11 | Bald | Munks | Jackson | Mississippi | 39282 | 6018827610 | bmunks9@netscape.com |
| 12 | Silvana | Bitchener | Glendale | California | 91205 | 3236488169 | sbitchenera@liveinternet.ru |
| 13 | Terra | Giacubbo | Atlanta | Georgia | 31136 | 4048726750 | tgiacubbob@ucoz.ru |
| 14 | Thorny | Tatchell | Jackson | Mississippi | 39236 | 6014782600 | ttatchellc@cdbaby.com |
| 15 | Hamlen | Deporte | Evanston | Illinois | 60208 | 8473072472 | hdeported@quantcast.com |
| 16 | Giraldo | Vauls | Washington | District of Columbia | 20551 | 2028699518 | gvaulse@tinypic.com |

Excel Work Tools: Freeze Panes

The screenshot shows the Microsoft Excel interface with the 'View' ribbon selected. The 'Freeze Panes' button is highlighted with a red box. A red arrow points from the text box to the cell D2 (Doe, Charlotte). The spreadsheet data is as follows:

| | A | B | C | D | E | F | |
|----|----------|----------|-----------|------------------|----------------|-------|-------|
| 1 | Donor ID | First | Last | City | State | Zip | Phone |
| 2 | 1 | Dael | Doe | Charlotte | North Carolina | 28278 | |
| 3 | 2 | Sanders | Stigger | Saint Petersburg | Florida | 33710 | |
| 4 | 3 | Durand | Benedite | Chicago | | | |
| 5 | 4 | Kenon | Stillwell | Chicago | | | |
| 6 | 5 | Kissee | Eberdt | Houston | | | |
| 7 | 6 | Geoffrey | Grasha | Omaha | NEBRASKA | 68117 | |
| 8 | 7 | Powell | Kanter | Pittsburgh | Pennsylvania | 15240 | |
| 9 | 8 | Christin | Hankey | Chicago | Illinois | 60619 | |
| 10 | 9 | Weber | Vigours | Syracuse | New York | 13224 | |
| 11 | 10 | Bald | Munks | Jackson | Mississippi | 39282 | |
| 12 | 11 | Silvana | Bitchener | Glendale | California | 91205 | |
| 13 | 12 | Terra | Giacubbo | Atlanta | Georgia | 31136 | |

Click the cell immediately **below the row** and/or to the **right of the column** you always want visible when scrolling through the spreadsheet.

Excel Work Tools: Freeze Panes

Choose the **View** menu, and on the Ribbon click **Freeze Panes**

The screenshot shows the Excel ribbon with the **View** tab selected. The **Freeze Panes** button is circled in red. A red arrow points from the text box above to the **View** tab, and another red arrow points from the **Freeze Panes** button to the dropdown menu below. The dropdown menu is also shown with three options: **Freeze Panes**, **Freeze Top Row**, and **Freeze First Column**. The spreadsheet data below shows a table with columns for Donor ID, First, Last, City, State, and a numerical value in column F.

| | A | B | C | D | E | F |
|----|----------|----------|-----------|------------------|----------------|-------|
| 1 | Donor ID | First | Last | City | State | |
| 2 | 1 | Dael | Doe | Charlotte | North Carolina | |
| 3 | 2 | Sanders | Stigger | Saint Petersburg | Florida | |
| 4 | 3 | Durand | Benedite | Chicago | Illinois | |
| 5 | 4 | Kenon | Stillwell | Chicago | Illinois | |
| 6 | 5 | Kissee | Eberdt | Houston | Texas | |
| 7 | 6 | Geoffrey | Grasha | Omaha | Nebraska | |
| 8 | 7 | Powell | Kanter | Pittsburgh | Pennsylvania | |
| 9 | 8 | Christin | Hankey | Chicago | Illinois | 60619 |
| 10 | 9 | Weber | Vigours | Syracuse | New York | 13224 |
| 11 | 10 | Bald | Munks | Jackson | Mississippi | 39282 |
| 12 | 11 | Silvana | Bitchener | Glendale | California | 91205 |
| 13 | 12 | Terra | Giacubbo | Atlanta | Georgia | 31136 |

Excel Work Tools: Unfreeze Panes

Choose the **View** menu, and on the Ribbon click **Unfreeze Panes**

| | A | B | E | F | G | |
|----|----------|----------|-------------------|-------|------------|----------|
| 1 | Donor ID | First | State | Zip | Phone | Email |
| 8 | 7 | Powell | Pennsylvania | 15240 | | |
| 9 | 8 | Christin | Illinois | 60619 | | |
| 10 | 9 | Weber | New York | 13224 | | |
| 11 | 10 | Bald | Mississippi | 39282 | | |
| 12 | 11 | Silvana | California | 91205 | | |
| 13 | 12 | Terra | Georgia | 31136 | | |
| 14 | 13 | Thorny | Mississippi | 39236 | | |
| 15 | 14 | Hamlen | Illinois | 60208 | | |
| 16 | 15 | Giraldo | District of Colum | 20551 | | |
| 17 | 16 | Ferdy | Arizona | 85077 | | |
| 18 | 17 | Currey | Pennsylvania | 17121 | | |
| 19 | 18 | Talya | Virginia | 50335 | 5159388748 | tpifford |
| 20 | 19 | Carmine | Florida | 33661 | 8135179258 | ctuffini |

Freeze Panes

- Unfreeze Panes**
Unlock all rows and columns to scroll through the entire worksheet.
- Freeze Top Row**
Keep the top row visible while scrolling through the rest of the worksheet.
- Freeze First Column**
Keep the first column visible while scrolling through the rest of the worksheet.

Sheets

- Keep different sets of related data in same workbook
 - Example: A party with various activities
 - Guest list, Reception costs, Vendor information

The screenshot displays three overlapping Excel sheets from a single workbook. The top sheet, 'Guest List', shows columns A through F. The middle sheet, 'Reception Costs', shows columns A through F. The bottom sheet, 'Vendor Contacts', shows columns A through F. The 'Vendor Contacts' sheet is the most prominent and contains the following data:

| 1 | Vendor | Services | Contact | City | State | Zip |
|---|-------------------|------------------|---------|------------|---------|-----|
| 2 | A1 Rentals | Tables | Chuck | Lake Worth | Florida | 3 |
| 3 | Katering Concepts | Rehearsal Dinner | Kris | Lake Worth | Florida | 3 |
| 4 | Rosie's Floral | Flowers | Rosie | Lake Worth | Florida | 3 |
| 5 | | | | | | |

Sheets

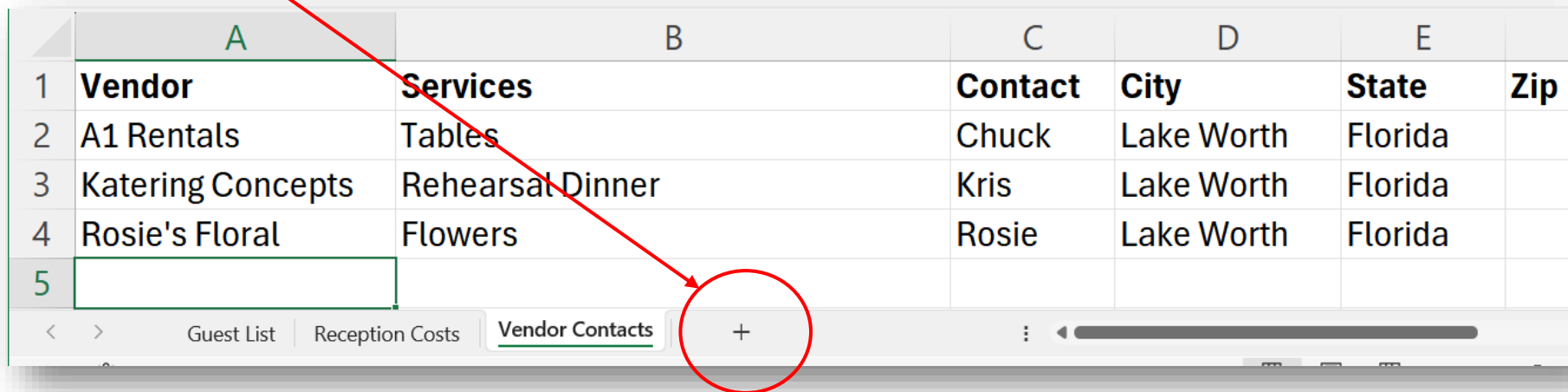
- Place to create specially formatted sheet for printing without messing up main sheet

| | A | B | C | D | E | F |
|----|-----------------|-----------------------|---|---------------|------------|------------|
| 1 | Instructor Last | Instructor First Name | Program Title | Rm | Start Date | End Date |
| 2 | Vandre | Bruce | Exploring & Navigating the Landscape with Google E | SET 408 | 10/28/2024 | 10/28/2024 |
| 3 | Holman Schmidt | Cynthia | Discovering the Tao Te Ching | Hazy 242 | 9/9/2024 | 12/2/2024 |
| 4 | Echols | Bob | Civil War - Topical | Hazy 203 | 9/9/2024 | 12/2/2024 |
| 5 | Vandre | Bruce | Sightseeing Geology | SET 106 | 9/9/2024 | 10/14/2024 |
| 6 | Kramer | Nancy | Favorite Books | HCC 477 | 9/6/2024 | 12/5/2024 |
| 7 | Ainbinder | Rabbi Helene | Israel: Ancient to Modern Times | Snow 125 | 9/10/2024 | 12/3/2024 |
| 8 | Gilgen | Read | PowerPoint - What's the Point? | Hazy 149 (PC) | 9/10/2024 | 10/8/2024 |
| 9 | Fleming | Cynthia | EQ & How to Live a Joyful Life | HCC 477 | 9/10/2024 | 10/15/2024 |
| 10 | Wilks | Jill | BrainWorks: A Toolbox for the Mind | HCC 477 | 10/22/2024 | 12/3/2024 |
| 11 | Gilgen | Read | Excel for the Rest of Us | Hazy 149 (PC) | 10/15/2024 | 11/12/2024 |
| 12 | Borgmeyer | Kim | Socrates Café (morning) | SET 501 | 9/11/2024 | 12/4/2024 |
| 13 | Layton | Clark | America Divided | Hazy 121 | 9/11/2024 | 12/4/2024 |
| 14 | Bowen | Douglas | Intermountain Massacres and Murders | SET105 | 9/11/2024 | 12/4/2024 |
| 15 | Layton | Clark | Intermountain Massacres and Murders | Hazy 121 | 9/11/2024 | 12/4/2024 |
| 16 | Holman Schmidt | Cynthia | Modern Day Interpretations of Eastern Philosophy | Hazy 121 | 9/11/2024 | 12/4/2024 |
| 17 | Bowen | Douglas | Mark Twain - An American Original | SET105 | 9/11/2024 | 12/4/2024 |
| 18 | Gianatiempo | Colleen | Drawing and Brain Exercises | Snow 125 | 9/12/2024 | 10/24/2024 |
| 19 | Marrott | Dwayne | Longevity: Quality & Quantity | Hazy 119 | 9/12/2024 | 10/31/2024 |
| 20 | Topham | Marshall | Unique Biodiversity of Washington County | SET 105 | 9/12/2024 | 10/17/2024 |
| 21 | Mangen | Silvia | Banning Books & Other Forms of Expression | Hazy 243 | 9/12/2024 | 11/21/2024 |
| 22 | Gardiol | Pam | Social Responsibility - Complexity of Self-Image & B | Snow 216 | 9/12/2024 | 12/5/2024 |
| 23 | Campbell | Bruce | Compassionate Communication | HCC 476 | 9/12/2024 | 12/5/2024 |
| 24 | Alldredge | Laura | Love One Another | Hazy 218 | 9/12/2024 | 11/21/2024 |
| 25 | Hawks | Diana | Exploring National Parks & Monuments in Southern | Hazy 121 | 10/25/2024 | 11/22/2024 |
| 26 | Webb | Loren | Southern Utah Ghost Towns | Hazy 121 | 9/13/2024 | 10/22/2024 |
| 27 | De Haan | Hans | Living Religion: Faith & Practice in the Modern World | Snow 208 | 9/13/2024 | 10/11/2024 |
| 28 | Stucki | Warren | History of Medicine: A Physician's Perspective | SET 106 | 9/13/2024 | 11/22/2024 |
| 29 | Doherty | Joseph | Origins of the New Testament | Hazy 204 | 9/13/2024 | 10/4/2024 |
| 30 | Kramer | Robert | Self-Actualization & Transcendence: Mapping Your F | SET 106 | 10/25/2024 | 11/22/2024 |

[Master List](#)
[OnCampus](#)
[Directory](#)
[Pix](#)
[Zoom Links](#)
[IT Tag #s](#)

Sheets

- Keep different sets of related data in same workbook
- Place to create specially formatted sheet for printing without messing up main sheet
- Add Sheet



| | A | B | C | D | E | |
|---|-------------------|------------------|----------------|-------------|--------------|------------|
| 1 | Vendor | Services | Contact | City | State | Zip |
| 2 | A1 Rentals | Tables | Chuck | Lake Worth | Florida | 3 |
| 3 | Katering Concepts | Rehearsal Dinner | Kris | Lake Worth | Florida | 3 |
| 4 | Rosie's Floral | Flowers | Rosie | Lake Worth | Florida | 3 |
| 5 | | | | | | |

The screenshot shows the bottom of the spreadsheet with sheet tabs: Guest List, Reception Costs, and Vendor Contacts. A red circle highlights a '+' button to the right of the Vendor Contacts tab, which is used to add a new sheet. A red arrow points from the 'Add Sheet' bullet point in the text above to this '+' button.

Sheets

- Add Sheet, Rename, Change order, Delete
- Right click tab name
- Use menu to make changes

The screenshot shows a spreadsheet with the following data:

| | A | B | C | |
|---|-------------------|------------------|---------|------------|
| 1 | Vendor | Services | Contact | City |
| 2 | A1 Rentals | Tables | Chuck | Lake |
| 3 | Katering Concepts | Rehearsal Dinner | Kris | Lake |
| 4 | Rosie's Floral | Flowers | Rosie | Lake Worth |
| 5 | | | | Florida |

The 'Vendor Contacts' tab is circled in red. A context menu is open over it, with the 'Insert...' option also circled in red. The menu items are: Insert..., Delete, Rename, Move or Copy..., View Code, Protect Sheet..., Tab Color, Hide, Unhide..., Select All Sheets, and Link to this Sheet.

Let's Do This!

- Use **XL4-Sheets** to practice
- Add a sheet
- Rename the sheet
- Move/copy a sheet

Printing Preparation

- Print Menu (File/Print, or Ctrl+P)
 - Print Preview
 - Often spreadsheet doesn't fit

The screenshot shows a print dialog box with the following sections:

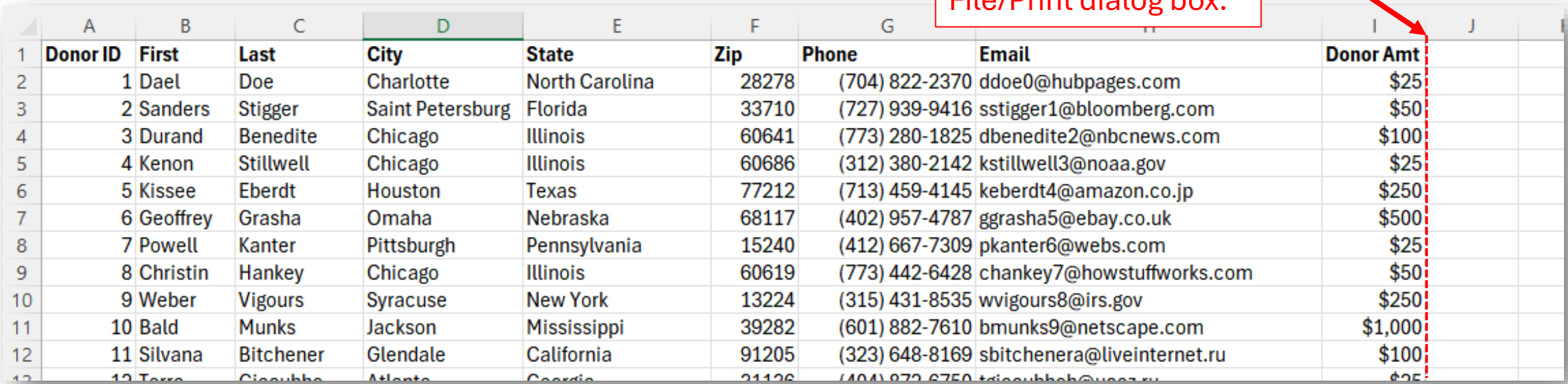
- Print:** Includes a printer icon, a 'Copies' dropdown set to 1, and a 'Print' button.
- Printer:** Shows 'Microsoft Print to PDF' as the selected printer, which is 'Ready'. A 'Printer Properties' link is visible.
- Settings:** Includes options for 'Print Active Sheets' (set to 'Only print the active sheets'), 'Pages' (1 to 1), 'Collated' (checked), 'Portrait Orientation', 'Letter' (8.5" x 11"), 'Normal Margins' (Top: 0.75" Bottom: 0.75" Left: 0.75" Right: 0.75"), and 'No Scaling' (Print sheets at their actual size). A 'Page Setup' link is at the bottom.
- Preview:** Shows a table of donor information. A red arrow points from the 'Print Preview' bullet point to this area. At the bottom of the preview, a red arrow points from the 'Often spreadsheet doesn't fit' bullet point to the page indicator '1 of 2'.

| Donor ID | First | Last | City | State | Zip |
|----------|----------|-------------|------------------|----------------------|-------|
| 1 | Dael | Doe | Charlotte | North Carolina | 28278 |
| 2 | Sanders | Stigger | Saint Petersburg | Florida | 33710 |
| 3 | Durand | Benedite | Chicago | Illinois | 60641 |
| 4 | Kenon | Stillwell | Chicago | Illinois | 60686 |
| 5 | Kissee | Eberdt | Houston | Texas | 77212 |
| 6 | Geoffrey | Grasha | Omaha | Nebraska | 68117 |
| 7 | Powell | Kanter | Pittsburgh | Pennsylvania | 15240 |
| 8 | Christin | Hankey | Chicago | Illinois | 60619 |
| 9 | Weber | Vigours | Syracuse | New York | 13224 |
| 10 | Bald | Munks | Jackson | Mississippi | 39282 |
| 11 | Sivana | Bitchener | Glendale | California | 91205 |
| 12 | Terra | Giacubbo | Atlanta | Georgia | 31136 |
| 13 | Thorry | Tatchell | Jackson | Mississippi | 39236 |
| 14 | Hamlen | Deporte | Evanston | Illinois | 60208 |
| 15 | Graldo | Vauls | Washington | District of Columbia | 20002 |
| 16 | Ferdy | Carillo | Phoenix | Arizona | 85077 |
| 17 | Currey | Sisland | Harrisburg | Pennsylvania | 17121 |
| 18 | Talya | Pifford | Des Moines | Iowa | 50335 |
| 19 | Camine | Tuffin | Tampa | Florida | 33661 |
| 20 | Hebert | Inott | Fort Wayne | Indiana | 46814 |
| 21 | Randy | Fynn | Cincinnati | Ohio | 45264 |
| 22 | Lucho | Fazackerley | Savannah | Georgia | 31416 |
| 23 | Danielle | Cleaveland | Atlanta | Georgia | 30380 |
| 24 | Dolley | Gauler | Lexington | Kentucky | 40546 |
| 25 | Wendie | Desesquelle | Rochester | New York | 14604 |
| 26 | Drake | MacPake | Mountain View | California | 94042 |
| 27 | Odo | Outhwaite | Carol Stream | Illinois | 60158 |
| 28 | Bard | Linstead | Denver | Colorado | 80299 |
| 29 | Kile | Peer | Riverside | California | 92505 |
| 30 | Claudia | Phillips | Lake Worth | Florida | 33467 |

Printing Preparation

- Adjusting Before Printing
 - Resize/Hide columns
 - Layout orientation/Margins
 - Select just the portion to be printed

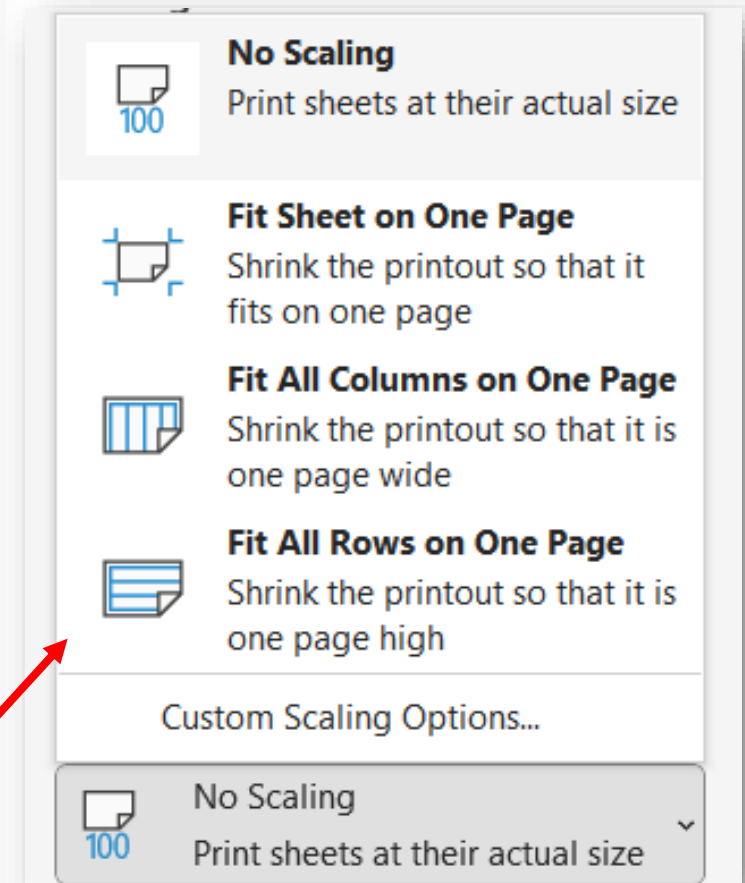
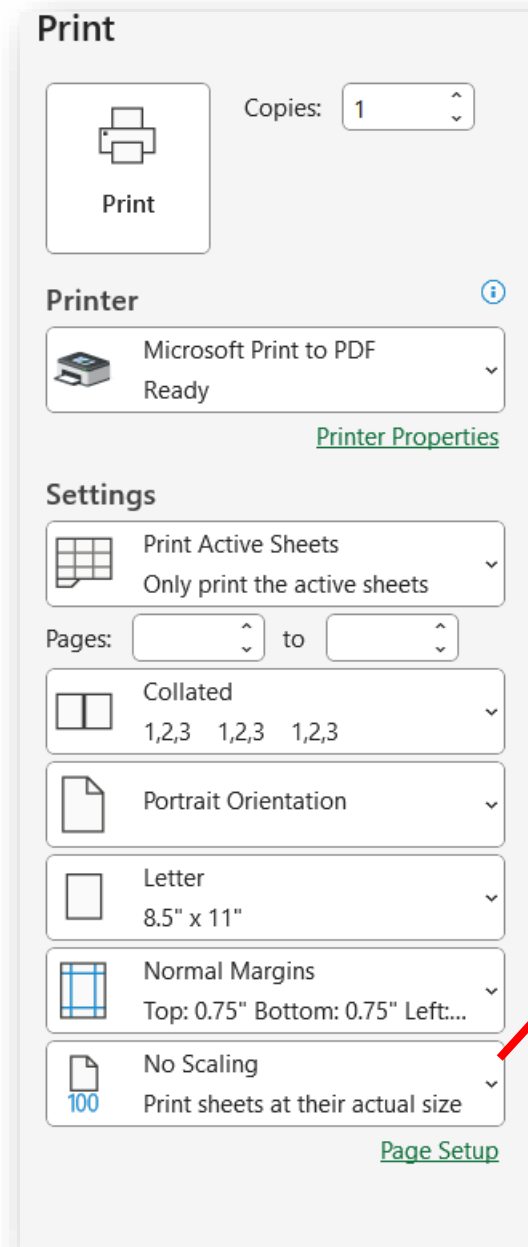
Page Break Indicator
Appears *only after*
having gone to
File/Print dialog box.



| | A | B | C | D | E | F | G | H | I | J |
|----|----------|----------|-----------|------------------|----------------|-------|----------------|-----------------------------|-----------|---|
| 1 | Donor ID | First | Last | City | State | Zip | Phone | Email | Donor Amt | |
| 2 | 1 | Dael | Doe | Charlotte | North Carolina | 28278 | (704) 822-2370 | ddoe0@hubpages.com | \$25 | |
| 3 | 2 | Sanders | Stigger | Saint Petersburg | Florida | 33710 | (727) 939-9416 | sstigger1@bloomberg.com | \$50 | |
| 4 | 3 | Durand | Benedite | Chicago | Illinois | 60641 | (773) 280-1825 | dbenedite2@nbcnews.com | \$100 | |
| 5 | 4 | Kenon | Stillwell | Chicago | Illinois | 60686 | (312) 380-2142 | kstillwell3@noaa.gov | \$25 | |
| 6 | 5 | Kissee | Eberdt | Houston | Texas | 77212 | (713) 459-4145 | keberdt4@amazon.co.jp | \$250 | |
| 7 | 6 | Geoffrey | Grasha | Omaha | Nebraska | 68117 | (402) 957-4787 | ggrasha5@ebay.co.uk | \$500 | |
| 8 | 7 | Powell | Kanter | Pittsburgh | Pennsylvania | 15240 | (412) 667-7309 | pkanter6@webs.com | \$25 | |
| 9 | 8 | Christin | Hankey | Chicago | Illinois | 60619 | (773) 442-6428 | chankey7@howstuffworks.com | \$50 | |
| 10 | 9 | Weber | Vigours | Syracuse | New York | 13224 | (315) 431-8535 | wvigours8@irs.gov | \$250 | |
| 11 | 10 | Bald | Munks | Jackson | Mississippi | 39282 | (601) 882-7610 | bmunks9@netscape.com | \$1,000 | |
| 12 | 11 | Silvana | Bitchener | Glendale | California | 91205 | (323) 648-8169 | sbitchenera@liveinternet.ru | \$100 | |
| 13 | 12 | Torre | Cicubbe | Atlanta | Georgia | 31126 | (404) 872-6750 | tcicubbe@usa.gov | \$25 | |

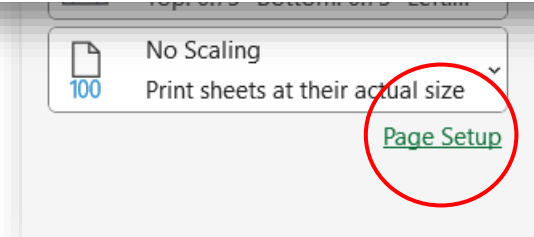
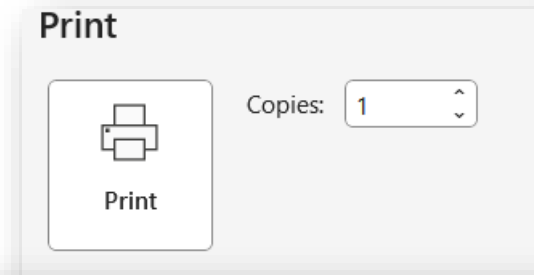
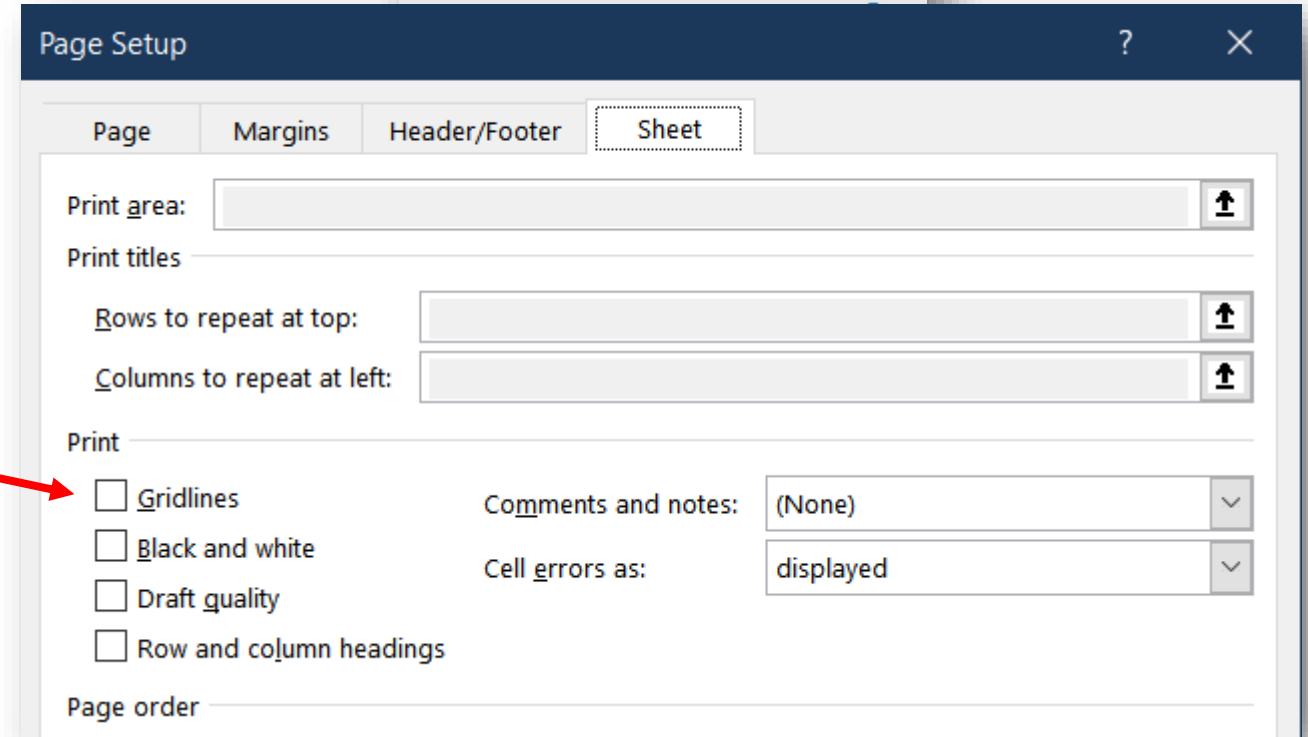
Printing Preparation

- Adjusting in the Print Menu
 - Preview shows if things fit
 - Orientation
 - Margins
 - What to print (whole thing, pages, selected cells only, etc.)
 - Scale (one page)



Printing Preparation

- Page Setup Options
 - Bottom of Print Menu
- Headers/Footers
- Print grid lines



Let's Do This!

- Use **XL4-ExPrep** to practice
- Select a Printer (Microsoft Print to PDF)
- Try various options to print on one page
 - Orientation
 - Margins
 - Column widths
 - Hide columns

- Ask questions if you have them

Excel Templates

- Templates are already designed spreadsheets
 - You just have to fill in the data
- Templates can be immediately useful
- Templates can be instructive (learn from them)
- You can edit templates to fit your needs
- Microsoft-created or more from the web
- **File/New** shows recently used and other templates

Excel Templates

New



Home



New



Open

Blank workbook

Family tree generator

Basic mileage and expens...

Christmas card list

Address and phone list

Home inventory

Inventory list

Home construction budget

Simple invoice

Any year custom calendar

Search for online templates



Suggested searches: Business Personal Planners and Trackers Lists Budgets Charts Calendars

Excel Templates

← Back

Calendars



April 20XX

Seasonal photo calendar

January 20XX

Seasonal illustrated any year...

YEAR JANUARY

Any year one-month cale...

September 20XX

Academic calendar

January 20XX

Any year calendar (single...

PHASES OF THE MOON 20XX

Phases of the moon calen...

Hanson Family Annual Event Calendar 20XX

Family event calendar

Summer Break Activity Calendar 20XX

Summer break calendar

SHIFT WORK Calendar

Shift work calendar year...

SUMMER ACTIVITY CALENDAR 20XX

Summer activity calendar

Birthday Calendar 20XX

Birthday calendar with hi...

20XX January

Illustrated academic calen...

20XX September

Academic calendar with p...

Social media overview

Yearly overview editorial...

SOCIAL MEDIA CONTENT CALENDAR

Social media content cale...

Let's Do This!

- Browse through available templates
- Identify one or more and try on your own
- Ask questions if you have them

Next Time

- More formatting
- Excel Templates
- Importing/Exporting data
- Integration with Word (mailings, labels, name tags, etc)

Course Website: <https://gilgens.org/icl>

Read Gilgen read@gilgenart.com (435) 313-3905



Excel (spreadsheets) for Practical Uses

ICL Fall 2024 Read Gilgen

Course Website (downloads, etc.) <https://gilgens.org/icl>