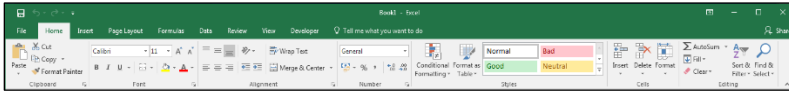
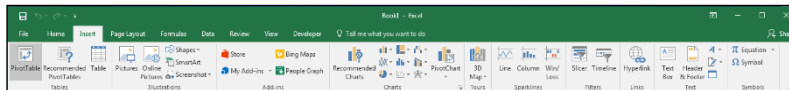


Excel 2016 Tabs

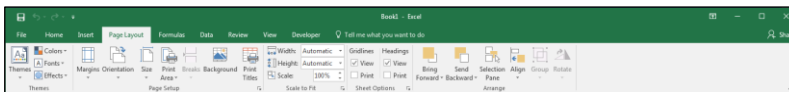
Home



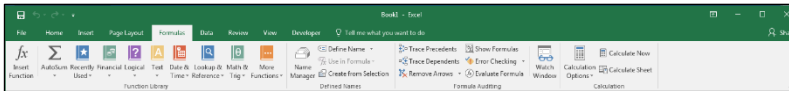
Insert



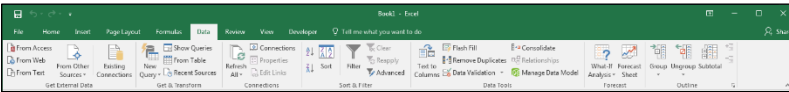
Page Layout



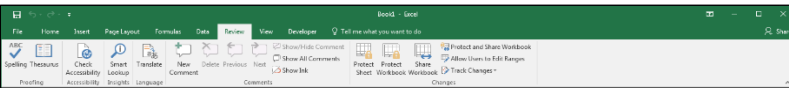
Formulas



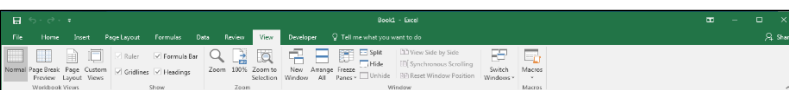
Data



Review



View



Certification Test Goals

This module sets out essential concepts and skills relating to understanding the concept of spreadsheets and using a spreadsheet to produce accurate work outputs.

Successful candidates will be able to:

- Work with spreadsheets and save them in different file formats, locally or in the cloud.
- Use available help resources, shortcuts and the go to tool to enhance productivity.
- Enter data into cells and use good practice in creating lists. Select, sort and copy, move and delete data.
- Edit rows and columns in a worksheet. Copy, move, delete and appropriately rename worksheets.
- Create mathematical and logical formulas using standard spreadsheet functions. Use good practice in formula creation and recognise error values in formulas.
- Format numbers and text content in a spreadsheet and use available AutoFormat/table styles.
- Choose suitable charts, and create and format charts to communicate information meaningfully.
- Adjust spreadsheet page settings and check and correct spreadsheet content before printing.

Keyboard Shortcuts

Purpose	Keyboard Shortcut
Open a workbook	Ctrl+O
Save a workbook	Ctrl+S
Print a workbook	Ctrl+P
Close a workbook	Ctrl+W
Undo	Ctrl+Z
Redo or Repeat	Ctrl+Y
Help	F1
Switch between apps	Alt+Tab
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Clear cell contents	Delete
Edit active cell	F2
Absolute reference	F4
Bold	Ctrl+B
Italics	Ctrl+I
Underline	Ctrl+U
Up one screen	Page Up
Down one screen	Page Down
To cell A1	Ctrl+Home
To the last cell	Ctrl+End

1 Using the Application

1.1 Working with Spreadsheets

1.1.1 Open a spreadsheet application.

- Click the **Start** button.
- Scroll to **Excel 2016**.
- Click **Excel 2016**.

1.1.1 Close a spreadsheet application.

- Click the 'x' icon on the top right of the window.

1.1.1 Open spreadsheets.

- On the **File** tab, click **Open**.
- Click **Browse** if required.
- Navigate to the spreadsheet(s) to open and click **Open**.

1.1.1 Close spreadsheets.

- On the **File** tab, click **Close**.

1.1.2 Create a new spreadsheet based on default local template.

- On the **File** tab, click **New**.
- Click the **Blank workbook**.

1.1.2 Create a new spreadsheet based on an online template.

- On the **File** tab, click **New**.
- Search in the **Search for online templates** search bar by using keywords to find a template.
- Select the appropriate template.
- Click **Create**.

1.1.3 Save a spreadsheet to a location on a local drive.

- On the **File** tab, click **Save**.
- Click **Browse**.
- Type the desired file name.
- Navigate to the desired location.
- Click the **Save** button.

1.1.3 Save a spreadsheet to a location on an online drive.

- On the **File** tab, click **Save**.
- Select **OneDrive** from the **Save As** options.
- Select a location on OneDrive to save the file to.
- Type the desired file name.
- Click **Save**.

1.1.3 Save a spreadsheet under another name to a location on a local drive.

- On the **File** tab, click **Save As**.
- Enter a new file name.
- Navigate to the desired location.
- Click the **Save** button.

1.1.3 Save a spreadsheet under another name to a location on an online drive.

- On the **File** tab, click **Save As**.
- Select **OneDrive** from the **Save As** options.
- Select a location on **OneDrive** to save the file to.
- Enter a new file name.
- Click **Save**.

1.1.4 Save a spreadsheet as another file type like: text file, pdf, csv, software specific file extension.

- On the **File** tab, click **Save As**.
- Click on the **Save as type**: drop-down list and click a file type.
- Click **Browse** if required.
- Click **Save**.

1.1.5 Switch between open spreadsheets.

- On the **View** tab, in the **Window** group click the **Switch Windows** button.
- Click the name of the spreadsheet to switch to.

1.2 Enhancing Productivity

1.2.1 Set basic options/preferences in the application: user name.

- On the **File** tab, click **Options**.
- On the **General** tab, enter a user name in the **User name** box.
- Click **OK**.

1.2.1 Set basic options/preferences in the application: default folder to open, save spreadsheets.

- On the **File** tab, click **Options**.
- On the **Save** tab, enter a default file location in the **Default local file location:** box.
- Click **OK**.

1.2.2 Use available help resources.

- Click on the **File** tab.
- Click on the **Help** button on the top right of the window.

1.2.3 Use magnification/zoom tools.

- On the **View** tab, in the **Zoom** group, click the **Zoom** button.
- Check the required magnification checkbox or click the **Custom:** box and enter the magnification required.
- Click **OK**.

1.2.4 Display, hide built-in toolbars.

- To hide built-in toolbars, click the **Ribbon Display Options** button in the top-right corner of the screen.
- Click **Auto-hide Ribbon**.
- To display built-in toolbars, click the **Ribbon Display Options** button in the top-right corner of the screen.
- Click **Show Tabs and Commands**.

1.2.4 Restore, minimise the ribbon.

- Double-click any tab to minimise the ribbon.
- Double-click any tab again to restore the ribbon.

1.2.5 Recognise good practice in navigating within a document: use shortcuts, go to tool.

- Use keyboard shortcuts such as **Page Up**, **Page Down**, **Ctrl+Home** and **Ctrl+End** to navigate a worksheet.
- Use the **Go To** tool to navigate a spreadsheet by locating specific cells.

1.2.6 Use go to tool to navigate to a specific cell.

- On the **Home** tab, click **Find & Select** in the **Editing** group.
- Select **Go To...**
- Type the cell reference in the **Reference:** box.
- Click **OK**.

2 Cells

2.1 Insert, Select

2.1.1 Understand that a cell in a worksheet should contain only one element of data.

- For example, quantity in one cell, description in adjacent cell.

2.1.2 Recognise good practice in creating lists.

- Avoid blank rows and columns in the main body of list.
- Ensure cells bordering list are blank.

2.1.3 Enter a number, date, text in a cell.

- Click the cell.
- Enter the number, date or text required.

2.1.4 Select a cell.

- Click the cell.

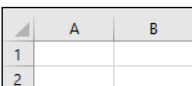
2.1.4 Select a range of adjacent cells.

- Click the first cell and drag to the last cell in the range.

2.1.4 Select a range of non-adjacent cells.

- Click the first cell or range of cells.
- Hold the **Ctrl** key down and continue highlighting additional non-adjacent ranges.

2.1.4 Select an entire worksheet.



- Click the **Select All** button found above Row 1 and to the left of Column A.

2.2 Edit, Sort

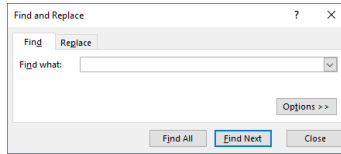
2.2.1 Edit cell contents.

- Click the cell.
- Edit content as required.

2.2.2 Use the undo, redo command.

- Click the **Undo** or **Redo** buttons.

2.2.3 Use a simple search command for specific content in a worksheet.



- On the **Home** tab, in the **Editing** group, click the **Find & Select** button.

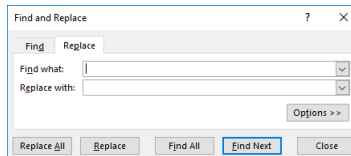
- Click **Find**.

- Enter the word or phrase to find in the **Find what** box.

- Click **Find Next** to select the first occurrence of the word or phrase or click **Find All**.

- Click **Close**.

2.2.4 Use a simple replace command for specific content in a worksheet.



- On the **Home** tab, in the **Editing** group, click the **Find & Select** button.

- Click **Replace**.

- Enter the word or phrase to replace in the **Find what** box.

- Enter the word or phrase to replace with in the **Replace with** box.

- Click **Find Next** to select the first occurrence of the number or text.

- Click **Replace** or **Replace All**.

- Click **OK**.

- Click **Close**.

2.2.5 Sort a cell range by one criterion in ascending, descending numeric order / ascending, descending alphabetic order.

- Select the cell range to sort.

- On the **Data** tab, in the **Sort & Filter** group, click the **Sort Smallest to Largest** button to sort in ascending order.

- Click the **Sort Largest to Smallest** button to sort in descending order.

2.3 Copy, Move, Delete

2.3.1 Copy the contents of a cell, cell range within a worksheet, between worksheets, between open spreadsheets.

- Select the cell or cell range to copy.

- On the **Home** tab, in the **Clipboard** group, click the **Copy** button.

- To copy within a worksheet, click a new location within the worksheet to paste the copied cell or cell range.

- On the **Home** tab, in the **Clipboard** group, click the **Paste** button.

- To copy between worksheets, click the necessary worksheet and select the location to copy the cells to.

- On the **Home** tab, in the **Clipboard** group, click the **Paste** button.

- To copy between open spreadsheets, click the necessary open spreadsheet and select the location in a worksheet to copy the cells to.

- On the **Home** tab, in the **Clipboard** group, click the **Paste** button.

2.3.2 Use the autofill tool/copy handle tool to copy, increment data, formula, function.

- Select the cell or cell range to copy.

- Move the mouse pointer over the lower right-hand corner of the selected cell or cell range.

- Use the fill handle to drag through the range required.

2.3.3 Move the content of a cell, cell range within a worksheet, between worksheets, between open spreadsheets.

- Select the cell or cell range to move.

- On the **Home** tab, in the **Clipboard** group, click the **Cut** button.

- Click a new location within a worksheet or within another open spreadsheet.

- On the **Home** tab, in the **Clipboard** group, click the **Paste** button.

2.3.4 Delete cell contents.

- Select the cell contents to delete.

- Press the **Delete** key.

3 Managing Worksheets

3.1 Rows and Columns

3.1.1 Select a row.

- Click the row heading.

3.1.1 Select a range of adjacent rows.

- Click the first row heading.
- Drag to highlight through to the last row heading.

3.1.1 Select a range of non-adjacent rows.

- Click the first row heading or range of rows.
- Hold the **Ctrl** key down and continue highlighting additional row headings.

3.1.2 Select a column.

- Click the column heading.

3.1.2 Select a range of adjacent columns.

- Click the first column heading.
- Drag to highlight through to the last column heading.

3.1.2 Select a range of non-adjacent columns.

- Click the first column heading or range of columns.
- Hold the **Ctrl** key down and continue to highlight additional column headings.

3.1.3 Insert rows.

- Click the row heading(s) above which the new row will appear.
- On the **Home** tab, in the **Cells** group, click the **Insert** button.

3.1.3 Insert columns.

- Click the column heading(s) immediately to the right of where the new column will appear.
- On the **Home** tab, in the **Cells** group, click the **Insert** button.

3.1.3 Delete rows and columns.

- Select the row(s) or column(s) to be deleted.
- On the **Home** tab, in the **Cells** group, click the **Delete** button.
- Select the appropriate option.

3.1.4 Modify column widths to a specified value, to optimal width.

- Click the column heading(s) of the columns to modify.
- On the **Home** tab, in the **Cells** group, click the **Format** button.
- To modify the column width to a specified value, click **Column Width...** and enter a width.
- Click **OK**.
- To modify the column width to optimal width, click **AutoFit Column Width**.

3.1.4 Modify row heights to a specified value, to optimal height.

- Click the row heading(s) of the rows to modify.
- On the **Home** tab, in the **Cells** group, click the **Format** button.
- To modify row height to a specified value, click **Row Height...** and enter a row height.
- Click **OK**.
- To modify row height to optimal height, click **AutoFit Row Height**.

3.1.5 Freeze row titles.

- Select the row immediately below the row to freeze.
- On the **View** tab, in the **Window** group, click the **Freeze Panes** button.
- Click **Freeze Panes**.

3.1.5 Freeze column titles.

- Select the column immediately to the right of the column to freeze.
- On the **View** tab, in the **Window** group, click the **Freeze Panes** button.
- Click **Freeze Panes**.

3.1.5 Unfreeze rows and/or column titles.

- On the **View** tab, in the **Window** group, click the **Freeze Panes** button.
- Click **Unfreeze Panes**.

3.2 Worksheets

3.2.1 Switch between worksheets.

- Click the worksheet tab at the bottom of the workbook window.

3.2.2 Insert a new worksheet.

- Click the **New sheet** button on the **Status** bar.

3.2.2 Delete a worksheet.

- Select the worksheet to delete in the worksheet tab at the bottom of the workbook window.
- Right-click the tab and click **Delete**.
- Click **Delete** again if prompted.

3.2.3 Recognise good practice in naming worksheets.

- Use meaningful worksheet names rather than accept default names.

3.2.4 Copy, move a worksheet within a spreadsheet, between spreadsheets.

- Right-click the worksheet tab at the bottom of the workbook window.
- Click **Move or Copy**.
- Select the location to copy the worksheet to.
- Check the **Create a copy** checkbox.
- Click **OK**.
- To copy a worksheet between spreadsheets, select the workbook to copy the worksheet to under the **To book** drop-down menu, check the **Create a copy** checkbox, click **OK**.
- To move a worksheet within a spreadsheet, select the location to move the worksheet to, click **OK**.
- To move a worksheet between spreadsheets, select the workbook to copy the worksheet to under the **To book** drop-down menu, click **OK**.

3.2.4 Rename a worksheet.

- Right-click the worksheet tab and click **Rename**.
- Enter the new name for the worksheet and hit **Enter** on the keyboard to save.

4 Formulas & Functions

4.1 Arithmetic Formulas

4.1.1 Recognise good practice in formula creation.

- Use cell references rather than numbers in formulas.

4.1.2 Create formulas using cell references and arithmetic operators (addition, subtraction, multiplication, division).

- Click the cell to enter the formula into.
- Enter the **= (equals)** sign.
- Enter a formula using cell references and operators, for example **=B3+B4**.

Symbol Arithmetic Operator	
+	Addition
-	Subtraction
*	Multiplication
/	Division

4.1.3 Identify and understand standard error values associated with formulas.

Error	Cause
#NAME?	Does not recognise text in formula
#DIV/0!	Number is divided by zero
#REF!	Cell reference is not valid
#####	Column is not wide enough to display value
#VALUE!	Wrong type of argument or operand is used
#N/A	Value is not available to a function or formula
#NUM!	Invalid numeric values in a formula or function
#NULL!	Cell references are not separated correctly in a formula

4.1.4 Understand relative, absolute cell referencing in formulas.

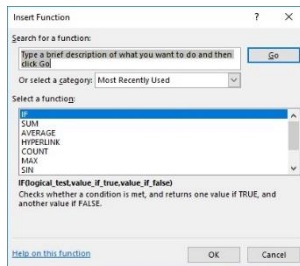
- A formula that contains relative cell reference will change when it is copied to other cells.
- A formula that contains an absolute cell reference will always refer to a cell in a specific location and never changes when copied to other cells.

4.1.4 Use relative, absolute cell referencing in formulas.

- By default, once copied, formula cell references will become relative and change as per the cells selected.
- To create an absolute cell reference press **F4** after selecting the cell and the formula will fix to this cell.

4.2 Functions

4.2.1 Use sum, average, minimum, maximum, count, counta, round functions.



- Click the cell to enter the formula into.
- On the **Formulas** tab, in the **Function Library** group, click the **Insert Function** button.
- Enter the function name in the highlighted **Search for a function:** box.
- Click **Go**.
- Ensure the function is highlighted in the **Select a function** box.
- Click **OK**.
- Enter the arguments for the function.
- Click **OK**.

Function	Name	Description
Sum	SUM	The sum of the values
Average	AVERAGE	The average of the values
Minimum	MIN	The smallest value
Maximum	MAX	The largest value
Count	COUNT	The number of data values
Counta	COUNTA	The number of data values in non-blank cells
Round	ROUND	Numbers rounded to whole numbers

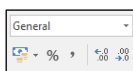
4.2.2 Use the logical functions IF (yielding one of two specific values) with comparison operator: =, >, <.

- The **IF** function returns one value if a condition specified evaluates to **TRUE** and another value if it evaluates to **FALSE**.
- Click the cell to enter the formula into.
- On the **Formulas** tab, in the **Function Library** group, click the **Insert Function** button.
- Enter **IF** in the highlighted **Search for a function** box.
- Click **Go**.
- Enter the arguments for the function.
- Click **OK**.

5 Formatting

5.1 Numbers/Dates

5.1.1 Format cells to display numbers to a specific number of decimal places.

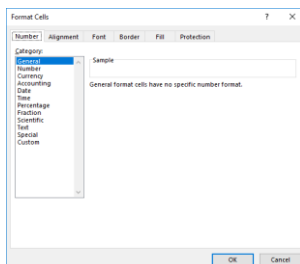


- Select the cell or cell range.
- On the **Home** tab, in the **Number** group, click the **Increase Decimal** or **Decrease Decimal** button.
- Each click will increase or decrease the number by one decimal place.

5.1.1 Format cells to display numbers with, without a separator to indicate thousands.

- Select the cell or cell range.
- On the **Home** tab, in the **Number** group, click the **Comma Style** button to use commas as a separator or not.

5.1.2 Format cells to display a date style.



- Select the cell or cell range.
- On the **Home** tab, in the **Cells** group, click the **Format** button.
- Click **Format Cells**.
- On the **Number** tab, click the **Date** category.
- Click a date type from the **Type** box.
- Click **OK**.

5.1.2 Format cells to display a currency symbol.

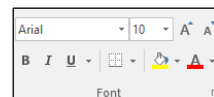
- Select the cell or cell range.
- On the **Home** tab, in the **Number** group, click the **Accounting Number Format** arrow.
- Click the currency required.

5.1.3 Format cells to display numbers as percentages.

- Select the cell or cell range.
- On the **Home** tab, in the **Number** group, click the **Percent Style** button.

5.2 Contents

5.2.1 Apply text formatting to cell contents: font size.



- Select the cell or cell range.
- On the **Home** tab, in the **Font** group, click the **Font Size** arrow.
- Click a size from the list or enter a size into the **Font Size** box.

5.2.1 Apply text formatting to cell contents: font type.

- Select the cell or cell range.
- On the **Home** tab, in the **Font** group, click the **Font** drop-down menu.
- Click a font from the list or enter a font into the **Font** box.

5.2.2 Apply text formatting to cell contents: bold, italic, underline, double underline.

- Select the text to format.
- To bolden the text, on the **Home** tab, in the **Font** group, click the **Bold** button.
- To italicise the text, on the **Home** tab, in the **Font** group, click the **Italic** button.
- To underline the text, on the **Home** tab, in the **Font** group, click the **Underline** button.
- To double underline the text, on the **Home** tab, in the **Font** group, click the **Underline** drop-down arrow and click the **Double Underline** button.

5.2.3 Apply different colours to cell content, cell background.

- Select the cell or cell range to colour.
- On the **Home** tab, in the **Font** group, click the **Fill Color** drop-down arrow.
- Click a colour.

5.2.4 Apply an AutoFormat table/table style to a cell range.

- Select the cell range to apply the table style to.
- Click the **AutoFormat** button on the **Quick Access Toolbar**.
- Select the appropriate style to implement.
- Click **OK**.

5.2.5 Copy the formatting from a cell, cell range to another cell, cell range.

- Select the cell or cell range to copy from.
- On the **Home** tab, in the **Clipboard** group, click the **Format Painter** button.
- Click the cell or cell range to apply the format to.

5.3 Alignment, Border Effects

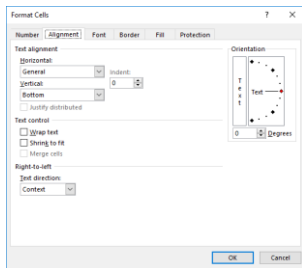
5.3.1 Apply text wrapping to contents within a cell, cell range.

- Select the cell or cell range.
- On the **Home** tab, in the **Alignment** group, click the **Wrap Text** button.

5.3.1 Remove text wrapping from contents within a cell, cell range.

- Select the cell or cell range.
- On the **Home** tab, in the **Alignment** group, click the **Wrap Text** button to remove the text wrapping.

5.3.2 Align cell contents: horizontally, vertically.



- Select the cell or cell range.
- On the **Home** tab, in the **Alignment** group, click the **Alignment group** arrow.
- On the **Alignment** tab, click the alignment options required in the **Horizontal:** and **Vertical:** boxes.
- Click **OK**.

5.3.2 Adjust orientation of cell contents.

- Select the cell range.
- On the **Home** tab, in the **Alignment** group, click the **Orientation** button.
- Click the cell content orientation required.

5.3.3 Merge and centre cell contents in a merged cell.

- Select the cell range.
- On the **Home** tab, in the **Alignment** group, click the **Merge & Center** arrow.
- Click the merge option required.

5.3.3 Unmerge cells.

- Select the merged cells.
- On the **Home** tab, in the **Alignment** group, click the **Merge & Center** arrow.
- Click the **Unmerge Cells** option.

5.3.4 Apply border effects to a cell, cell range: lines, colours.

- Select the cell range.
- On the **Home** tab, in the **Font** group, click the **Border** arrow.
- Modify the line colour by hovering the cursor over **Line Color** and selecting the appropriate option.
- Modify the line style by hovering the cursor over **Line Style** and selecting the appropriate option.

5.3.4 Remove border effects to a cell, cell range: lines, colours.

- Select the cell range.
- On the **Home** tab, in the **Font** group, click the **Border** arrow.
- Click the **No Border** option to remove borders.

6 Charts

6.1 Create

6.1.1 Understand the uses of different types of chart: column chart, bar chart, line chart, pie chart.

- Data which has been arranged in columns or rows on a worksheet can be plotted in a **column chart**. A column chart usually displays categories along the horizontal (category) axis and values along the vertical (value) axis.
- **Line charts** are typically used to plot changes in data over a period of time. It consists of a vertical and horizontal axis with plot points connected with lines indicating changes.
- **Bar charts** are similar to column charts but with horizontal bars instead of vertical.
- **Pie charts** are circular graphs that are broken into segments, and are excellent for displaying data as a percentage of the whole.

6.1.2 Create different types of charts from spreadsheet data: column chart, bar chart, line chart, pie chart.

- Select the data on the spreadsheet.
- On the **Insert** tab, in the **Charts** group, click the chart button required.
- Click the specific chart type required.
- The chart will appear on the spreadsheet.

6.1.3 Select a chart.

- Click the chart.

6.1.4 Change the chart type.

- Select the chart.
- On the **Design** tab, in the **Type** group, click the **Change Chart Type** button.
- Click a chart type from the available list.
- Click **OK**.

6.1.5 Move a chart.

- Select the chart.

- To move the chart within the worksheet, drag it to the location required.
- To move the chart within the worksheet, on the **Design** tab, in the **Location** group, click the **Move Chart** button.
- Check the **New sheet:** checkbox or check the **Object in:** checkbox and click the sheet required.
- Click **OK**.
- Drag the chart to the location required.

6.1.5 Resize a chart.

- Select the chart.
- Drag the chart's sizing handles to the required size.

6.1.5 Delete a chart.

- Select the chart.
- Press the **Delete** key.

6.2 Edit

6.2.1 Add a chart title.

- Select the chart.
- On the **Design** tab, in the **Chart Layouts** group, click the **Add Chart Element** button.
- Select **Chart Title**.
- Click **Above Chart** or **Centered Overlay**.
- Enter the title required in the box that opens on the chart.

6.2.1 Remove a chart title.

- Select the chart title.
- Press the **Delete** key.

6.2.1 Edit a chart title.

- Select the chart title and edit as required.

6.2.2 Add, remove a chart legend.

- Select the chart and click the **Add Chart Element** button.
- Select **Legend**.
- Click the location required for the data labels.
- Select **None, Right, Top, Bottom** as appropriate.

6.2.3 Add, remove data labels in a chart: values/numbers, percentages.

- Select the chart.
- On the **Design** tab, in the **Chart Layouts** group, click the **Add Chart Element** button.
- Select **Data Labels**.
- Click the location required for the data labels.
- To remove data labels, deselect the **Data Labels** checkbox.

6.2.4 Change chart area background colour, legend fill colour.

- Select the chart background or the legend to change.
- On the **Format** tab, in the **Current Selection** group, click the **Format Selection** button.
- Click **Fill**.
- Click the **Color** button.
- Click the colour required.

6.2.5 Change the column, bar, line, pie slice colours in the chart.

- Click the column, bar, line or pie slice of the chart to change.
- On the **Format** tab, in the **Shape Styles** group, click the **Shape Fill** button.
- Click the colour required.

6.2.6 Change font size and colour of chart title, chart axes, chart legend text.

- Select the chart title, chart axes or chart legend text to change.
- On the **Home** tab, in the font group, click the **Font Size** or **Font Colour** buttons.
- Click the font size or font colour required.

7 Prepare Outputs

7.1 Setup

7.1.1 Change worksheet margins: top, bottom, left, right.

- On the **Page Layout** tab, in the **Page Setup** group, click the **Margins** button.
- Click **Custom Margins**.
- On the **Margins** tab, enter values in the **Top, Bottom, Left and Right** boxes.
- Click **OK**.

7.1.2 Change worksheet orientation: portrait, landscape.

- On the **Page Layout** tab, in the **Page Setup** group, click the **Orientation** button.
- Click **Portrait** or **Landscape**.

7.1.2 Change paper size.

- On the **Page Layout** tab, in the **Page Setup** group, click the **Size** button.
- Click the paper size required.

7.1.3 Adjust page setup to fit worksheets contents on a specified number of pages.

- On the **Page Layout** tab, in the **Scale to Fit** group, click the number of pages required in the **Width** and **Height** boxes.

7.1.4 Add, edit, delete text in headers, footers in a worksheet.

- On the **Insert** tab, in the **Text** group, click the **Header & Footer** button.
- By default, the header section opens; to go to the footer, on the **Design** tab, in the **Navigation** group, click the **Go to Footer** button.
- Add, edit or delete the text as necessary in the required header and footer boxes.

7.1.5 Insert, delete fields into headers, footers: page numbering, date, time, File name, worksheet name.

- On the **Insert** tab, in the **Text** group, click the **Header & Footer** button.
- On the **Design** tab, in the **Header & Footer Elements** group, click the **Page Number, Current Date, Current Time, File Name, or Sheet Name** button as required.
- To delete fields, follow the above steps and delete the text as required.

7.2 Check and Print

7.2.1 Check and correct spreadsheet calculations.

- On the **Formulas** tab, in the **Formulas Auditing** group, click the **Error Checking** button.
- When an incorrect formula is found, click **Update Formula** or **Ignore Error**.

7.2.1 Check and correct spreadsheet text.

- On the **Review** tab, in the **Proofing** group, click the **Spelling** button.
- When an incorrect spelling is found, click the correct spelling from the list and click **Change**.
- When a repeated word is found, click **Delete**.

7.2.2 Turn on, off display of gridlines for printing purposes.

- On the **Page Layout** tab, in the **Sheet Options** group, under **Gridlines** check the **Print** checkbox.

7.2.2 Turn on, off display of row and column headings for printing purposes.

- On the **Layout** tab, in the **Sheet Options** group, under **Headings** check the **Print** checkbox.

7.2.3 Apply automatic title row(s) printing on every page of a printed worksheet.

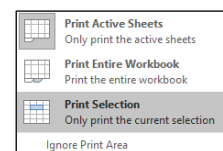
- On the **Layout** tab, in the **Page Setup** group, click the **Print Titles** button.
- Click the **Rows to repeat at top** box and click the row on the spreadsheet.
- Click **OK**.

7.2.4 Preview a worksheet.

- On the **File** tab, click **Print**.
- The print preview is displayed in the right pane.

7.2.5 Print a selected cell range from a worksheet.

- Select the cell range.
- On the **File** tab, click **Print**.
- Under **Settings**, click **Print Active Sheets**.
- Click **Print Selection**.
- Click **Print**.



7.2.5 Print an entire worksheet, the entire spreadsheet.

- On the **File** tab, click **Print**.
- In the **Copies:** box, click or enter the number of copies to print.
- Click **Print**.

7.2.5 Print a selected chart.

- Select the chart.
- On the **File** tab, click **Print**.
- Under **Settings**, ensure **Print Selected Chart** is highlighted.
- Click **Print**.

For more information, visit: www.ICDL.org