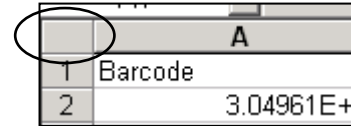
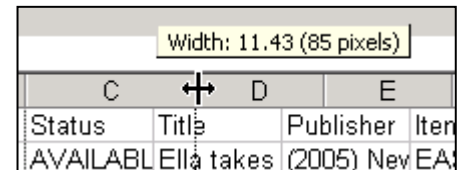


Excel 2007 Tips

- To **select** a column, click on the letter at the top of it.
To select a row, click on the number at the left of it.
To select the whole document, click on the empty box where column A and row 1 come together.



- Resize** columns by clicking on the line between 2 columns and dragging it to size you want. The width will display in a popup window. You can do the same thing to adjust the row height by clicking between 2 rows and dragging to height you want.



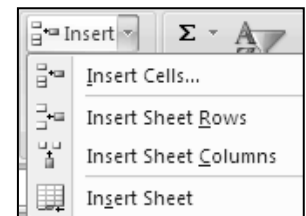
- Long Numbers

If a number looks like this #####, it means the column is too narrow. Drag the line between the column letters to widen it until the number appears normally.

HINT: Double clicking on the line will autosize the columns or rows.

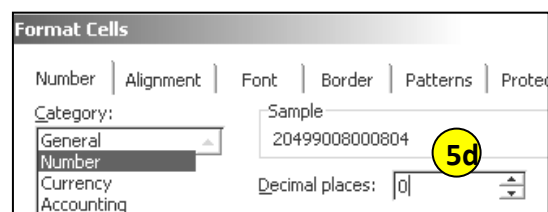
- Insert rows / columns**

- Put your mouse where you want to insert a row or column. To insert multiples, highlight the number of rows or columns you want to add.
- On the Home tab, click insert.
- Select from the menu to insert a row above or column to the left.



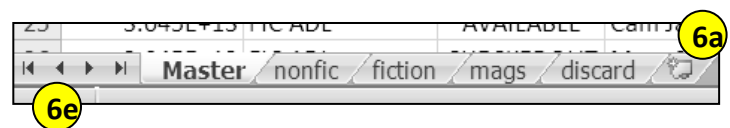
- Formatting text** - the toolbars are the same as in Word – you can bold, italic, customize lines or fonts, and set the alignment just as you would in a Word Document.
- Barcodes** will look like this - 3.045E+13 when you first open the report.

- Highlight the barcode column.
- Right click and select format cells.
- On the Number Tab, select Number .
- Set the decimal places to 0.

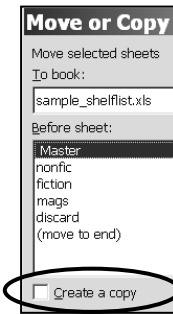


- Sheets** in your workbook

- Add a sheet by clicking on the icon at far right.
- Rearrange sheets by clicking on a tab and dragging it to the location you want.
- Rename sheet by right clicking on the tab and selecting rename.



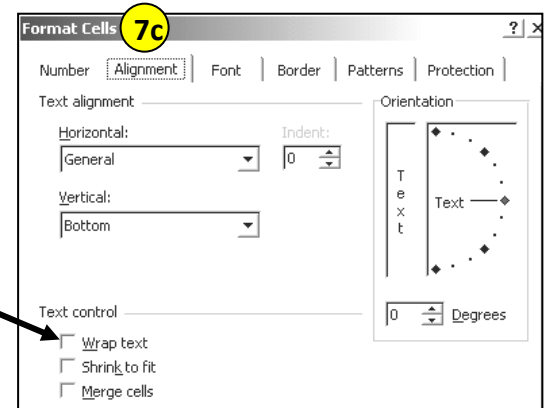
- d. Copy a sheet by right clicking on the tab and selecting Move or copy. Select the name of a different workbook or click on the sheet that you want after it. Put a check by Create a copy.
- e. To see the name of all tabs at once, right click on the arrows at the lower left. Click on the tab you wish to display.



7. Text Wrapping

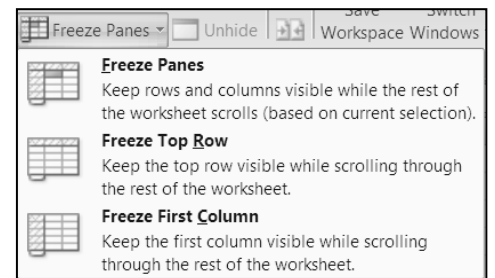
- a. Select the area you want to modify.
- b. Right click and select Format Cells.
- c. On the Alignment tab, checking Wrap text will enlarge the rows to hold more data.

	Title
BLE	Ella takes the cake / by Carmelo D'Amico ; illustrated by Steven D'Amico
BLE	The case of the cheerleading tattletale / by Jacqueline Carroll



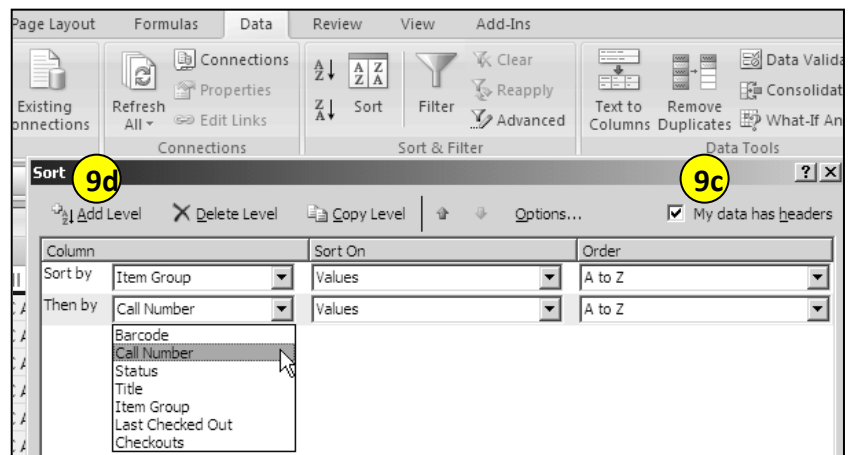
8. Freeze Panes

- a. Click the View tab.
- b. Put cursor where you want the screen to be "frozen".
- c. This allows you to keep specified rows or columns visible as you scroll through your document.



9. To sort data:

- a. Select the whole document first or else only the highlighted areas will be sorted.
- b. Click on Data tab > Sort
- c. At the top right of pop up box, check "My data has headers".
- d. Click on Add Level to add more sorts.



10. Printing

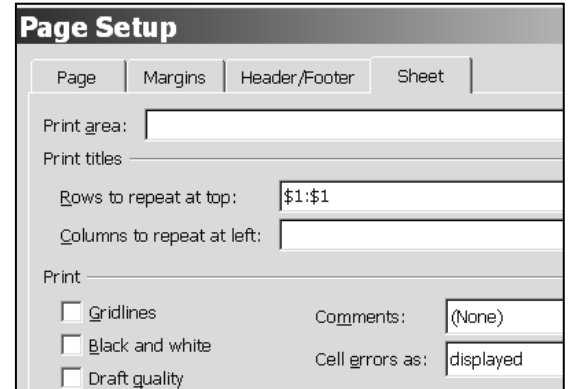
a. See what your printed document will look like by selecting Print Preview (Office Button > Print > Print Preview)

- Put a check by Show margins.
- Click and drag on the margin markers to resize margins the way you wish.

Barcode	Call Number	Status	Title
3.045E+13	FIC AAR	AVAILABLE	Why Mosquitoes
3.045E+13	FIC AAR	AVAILABLE	Why mosquitoes
3.045E+13	FIC AAR	AVAILABLE	Why mosquitoes
3.045E+13	FIC AAR	AVAILABLE	Why mosquitoes

b. To display the headers on each page, click on the Page Layout tab > Print Titles.

- On the Sheet tab, click in the rows to repeat at top box.
- Click on the numeral 1 of your document. This will select the header row.
- \$1:\$1 will appear in the box.
- Click OK.



c. To print just a section of your document, highlight the desired area.

- On the Page Layout tab, click on Print Area.
- Click on Set Print Area.