

VIA AFRIKA DIGITAL EDUCATION ACADEMY

Microsoft 365

SESSION 4

Processing numerical data using Microsoft Excel,
Part 1

CLASS NOTES



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

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Course content

Microsoft 365

- Session 1: Producing written documents using Microsoft Word, Part 1
- Session 2: Producing written documents using Microsoft Word, Part 2
- Session 3: Producing written documents using Microsoft Word, Part 3
- Session 4: Processing numerical data using Microsoft Excel, Part 1
- Session 5: Processing numerical data using Microsoft Excel, Part 2
- Session 6: Preparing presentations using Microsoft PowerPoint
- Session 7: Keeping things together using Microsoft OneNote
- Session 8: Mastering online and mobile Microsoft Apps for classroom success

Microsoft 365

Session 4: Processing numerical data using Microsoft Excel, Part 1

Class Notes



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Outcomes and content

Outcomes of the session

By the end of the session, the participant will be able to:

- understand the purpose of a spreadsheet
- understand the concepts of a cell, row, column and sheet.
- understand the use of Cell References
- format and edit cells (key in data, wrap text, merge and unmerge cells, align text, add borders and shading, adjust text direction)
- use the autofill feature
- use number formats (general, number, currency, text)
- resize rows and columns
- sort data up to two levels
- format and edit spreadsheets (paper size, page margins and page orientation)
- set a Print Area and Print Titles (gridlines, repeat rows/ columns)

Content of the session

This session will focus on:

- transferring common features from word processing skills
- understanding the basic concepts of Excel
- formatting and editing cells
- using the autofill feature
- using number formats
- resizing rows and columns
- sorting data
- formatting and editing spreadsheets

Overview

Welcome to **Session 4: Processing numerical data using Microsoft Excel, Part 1**.

In Sessions 4 and 5 of this course, we will look at using spreadsheets to process numerical data.

We'll start by introducing you to spreadsheets and Microsoft Excel in this session. You will learn the basics of Excel, including how to create, format, edit and save spreadsheets.

Introduction

Numerical data and spreadsheets

Teachers are required to work with many sets of numerical information (or data) at times. Think, for example, of test and exam marks and calculations. We also need to work with numbers in our personal lives. We might need to keep track of expenses, or even perform complex calculations. Some of us are intimidated by the notion of working with many sets of numbers, and many people feel out of their depth when they start working with numerical information in computer programs.

The good news is that spreadsheet software is a useful means of processing numerical data on your computer. It will help you to manage data quickly, and also to analyse and present data efficiently.

As a teacher, using spreadsheets will make your life easier. Preparing class lists, calculating test scores in marksheets, or keeping track of a school fundraiser are just a few of the many ways in which you can use spreadsheets in classroom management and for record-keeping.

Apps for processing numerical data

When it comes to apps for processing numerical data, there are many options available to you. All options have the same basic abilities. They allow you to organise, analyse and store numerical data in table form. All the apps will allow you to perform a range of calculations on your numerical data. Once you have your data set out in a neat, logical and organised format and you've performed the necessary calculations, you can present the data in a visual format. Spreadsheet apps allow you to create charts and graphs of your data for easy analysis and interpretation.

Sheets – Google Apps

Google Sheets is the spreadsheet software offering in the Google Suite of Apps.

Calc – LibreOffice

LibreOffice Calc is another option.

Excel – Microsoft Office

Excel is the spreadsheet offering from Microsoft. It is a popular choice. We will focus on Microsoft Excel in Sessions 4 and 5 of this course. But many of the tools you will get to know during the course are similar to those offered by other spreadsheet apps. Once you've completed our Excel Sessions, you will be able to use what you've learned in any other spreadsheet app as well.

Reflection

- List three on-paper administrative and/or record-keeping documents you use in your classroom.
- How could they be transformed into digital documents?
- Write about this in your PD Journal.

Producing a class list

Getting started with Microsoft Excel

To access Microsoft Excel, you can either double-click on the Desktop Shortcut, or find the app on the Start Menu.

Excel files are called workbooks, and each workbook is made up of one or more spreadsheets.

Create a new workbook

You can create a new blank workbook.

1. Click on the File Tab.
2. Click New.
3. Left-click Blank Workbook.

A shortcut to open a new workbook:
Press Control N.

You can open a saved workbook.

1. Click on the File Tab.
2. Click Open.
3. Look through the workbooks in the list.
4. Left-click the correct workbook.

Saving a workbook

You can save a workbook.

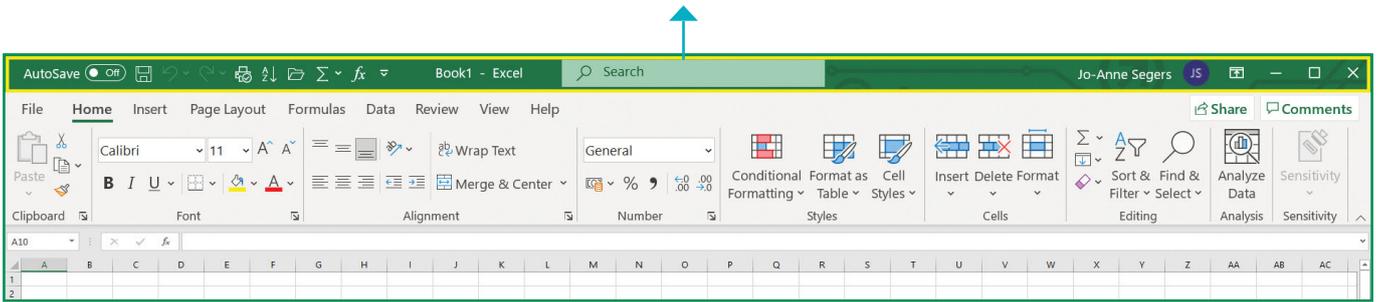
1. Click on the File Tab.
2. Click Save As.
3. Give your workbook (in other words, the file) a name.
4. Click Save.

A shortcut to save a workbook:
Press Control S.

Components of a spreadsheet

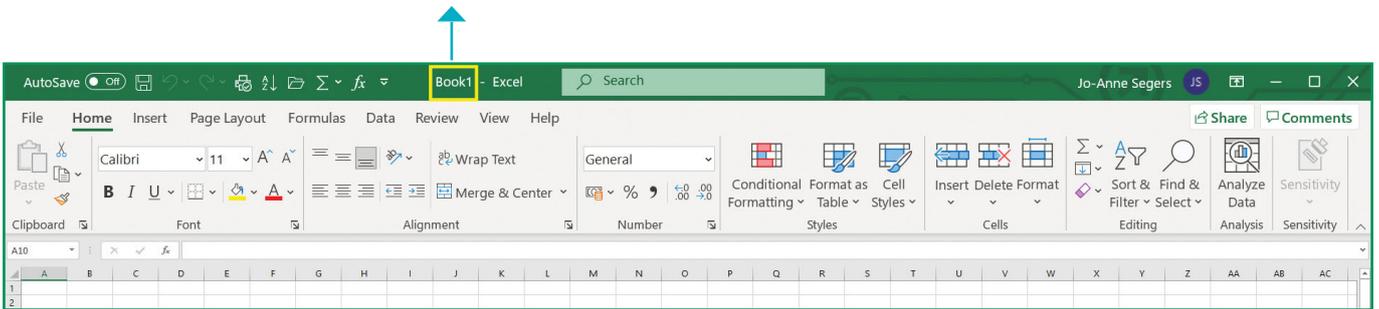
1. Title Bar: Here we see the name of the Excel workbook we have open.

Title Bar



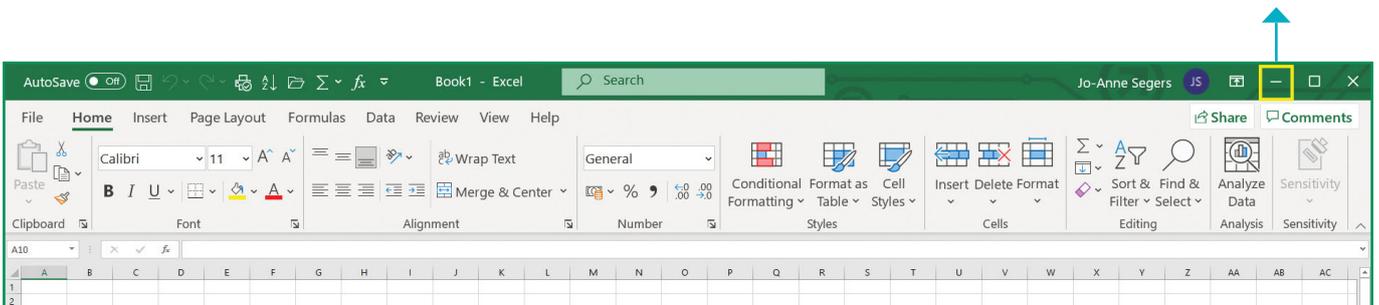
2. File Name: This is the name of the Excel workbook.

File Name



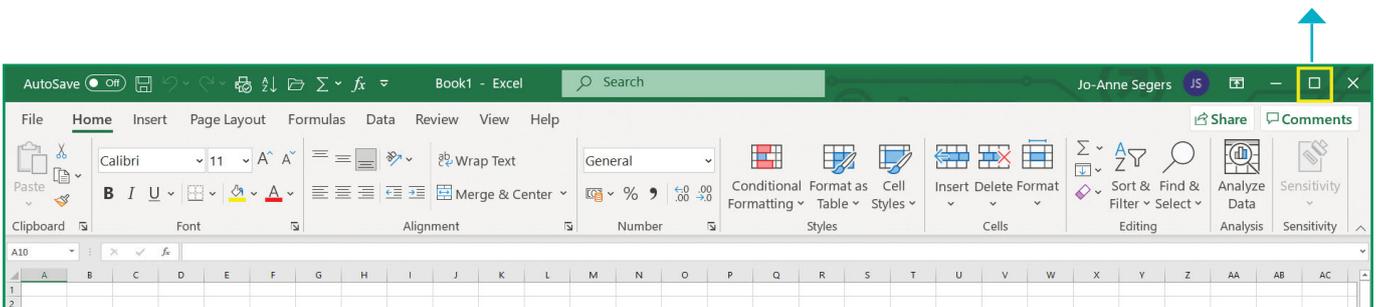
3. Minimise Button: This allows you to temporarily hide the Excel window.

Minimise Button

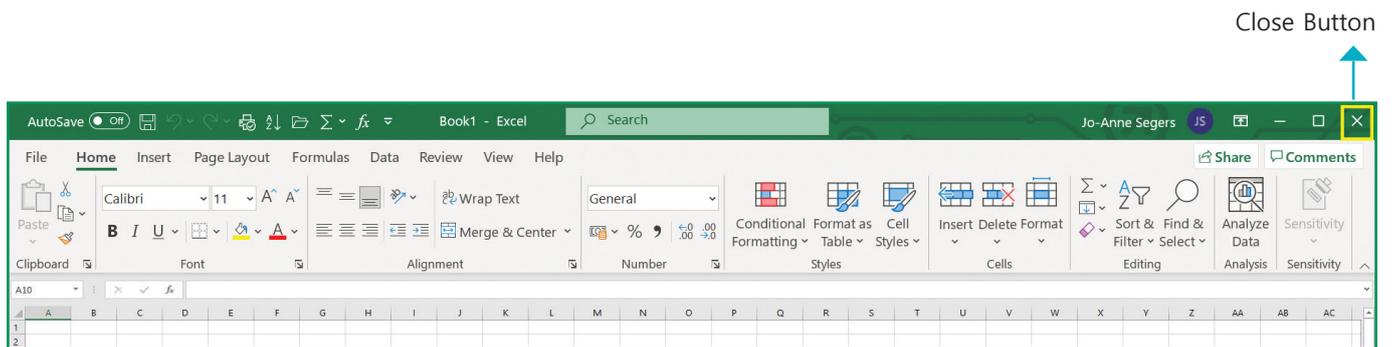


4. Restore Down/Maximise Button: This allows you to switch between a full screen and a smaller window.

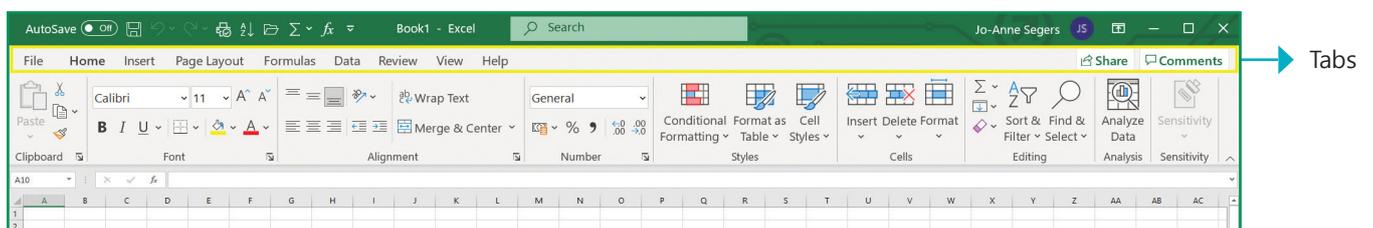
Restore Down/Maximise Button



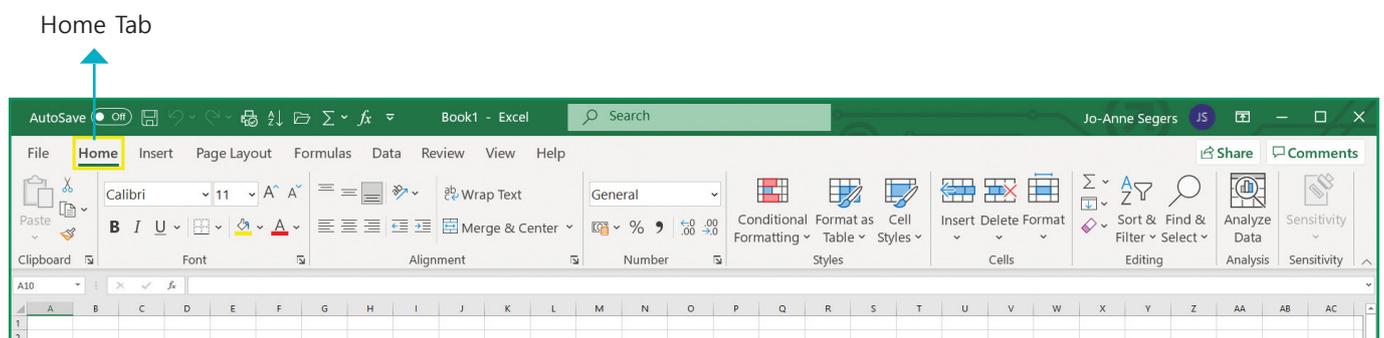
5. Close Button: This allows you to close the workbook. Be sure to save your Excel workbook before closing it.



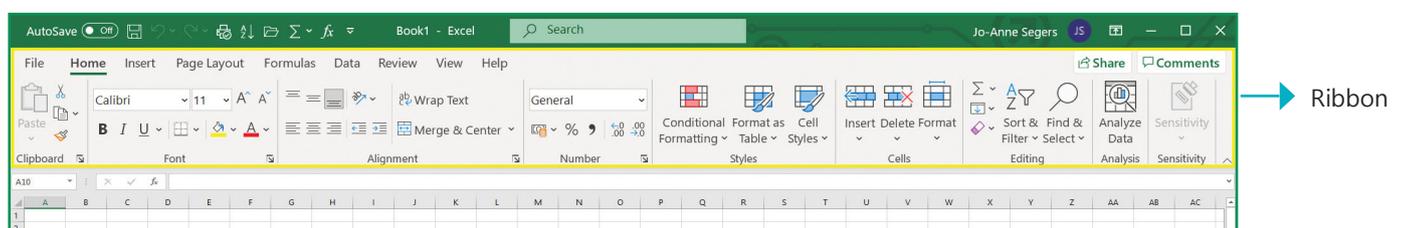
6. Tabs: In Excel we will mostly work in the File, Home, Insert, Page Layout, Formulas, Data, Review, View and Help Tabs.



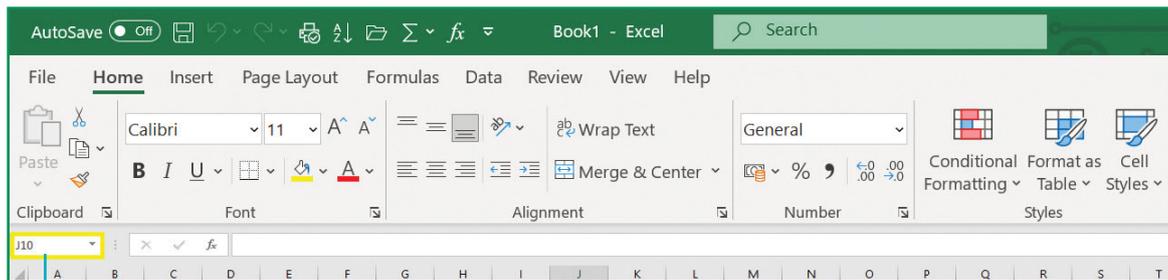
7. Home Tab: Each tab holds various groups containing commands. In this example, we are looking at the Home Tab.



8. Ribbon: The Ribbon contains various groups with command buttons in each. In this example, we are on the Home Tab, and the Groups include Clipboard, Font, Alignment, etc.

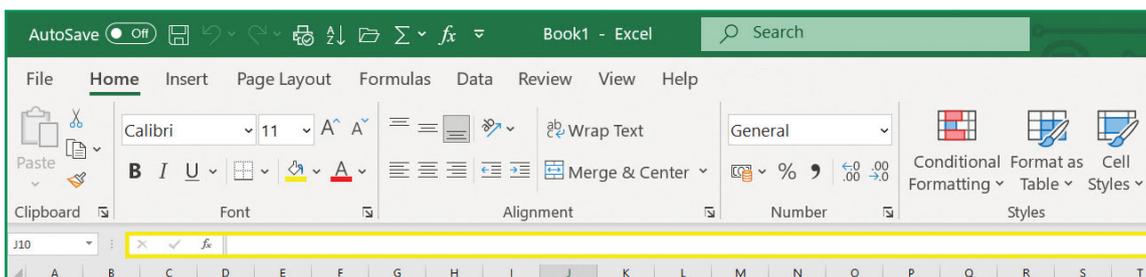


9. Name Box: This shows the current cell that has been selected. The Cell Name or Cell Reference is shown in the Name Box. Each cell will contain a single, separate piece of information.



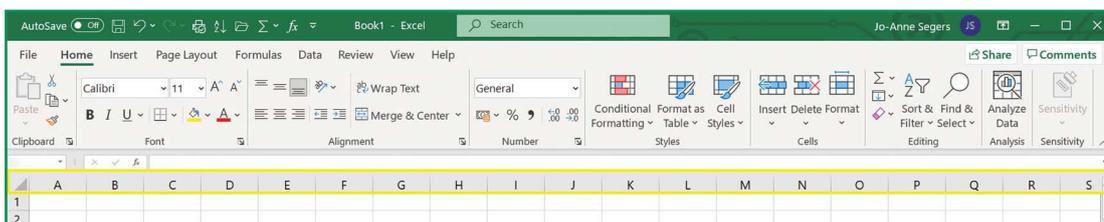
Name Box

10. Formula Bar: This is where you'll insert formulae.



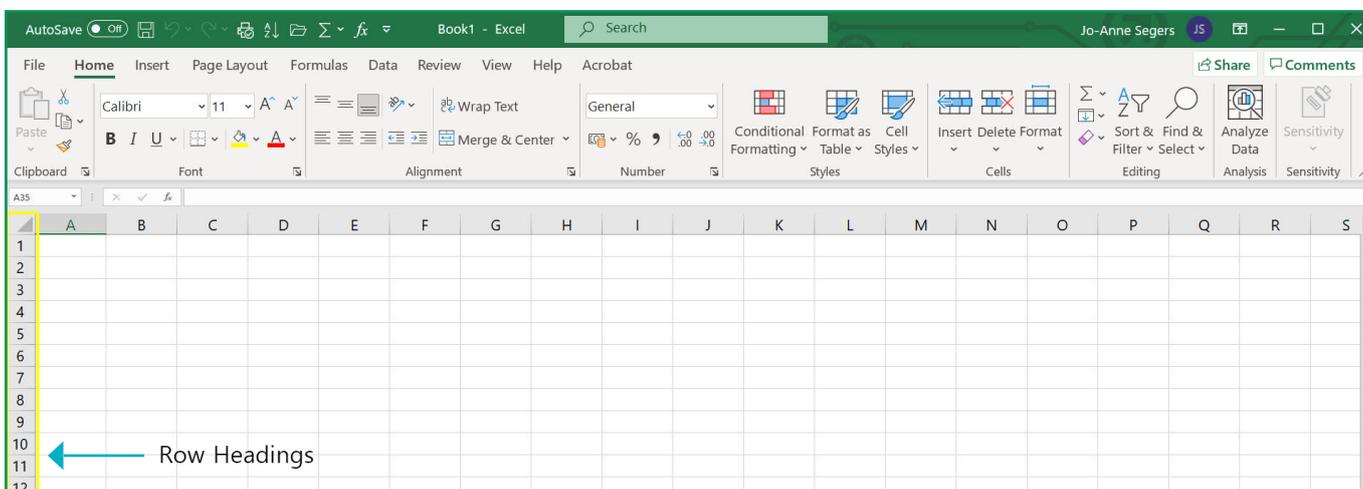
Formula Bar

11. Column Headings: These are arranged alphabetically running from A, B, C onwards.



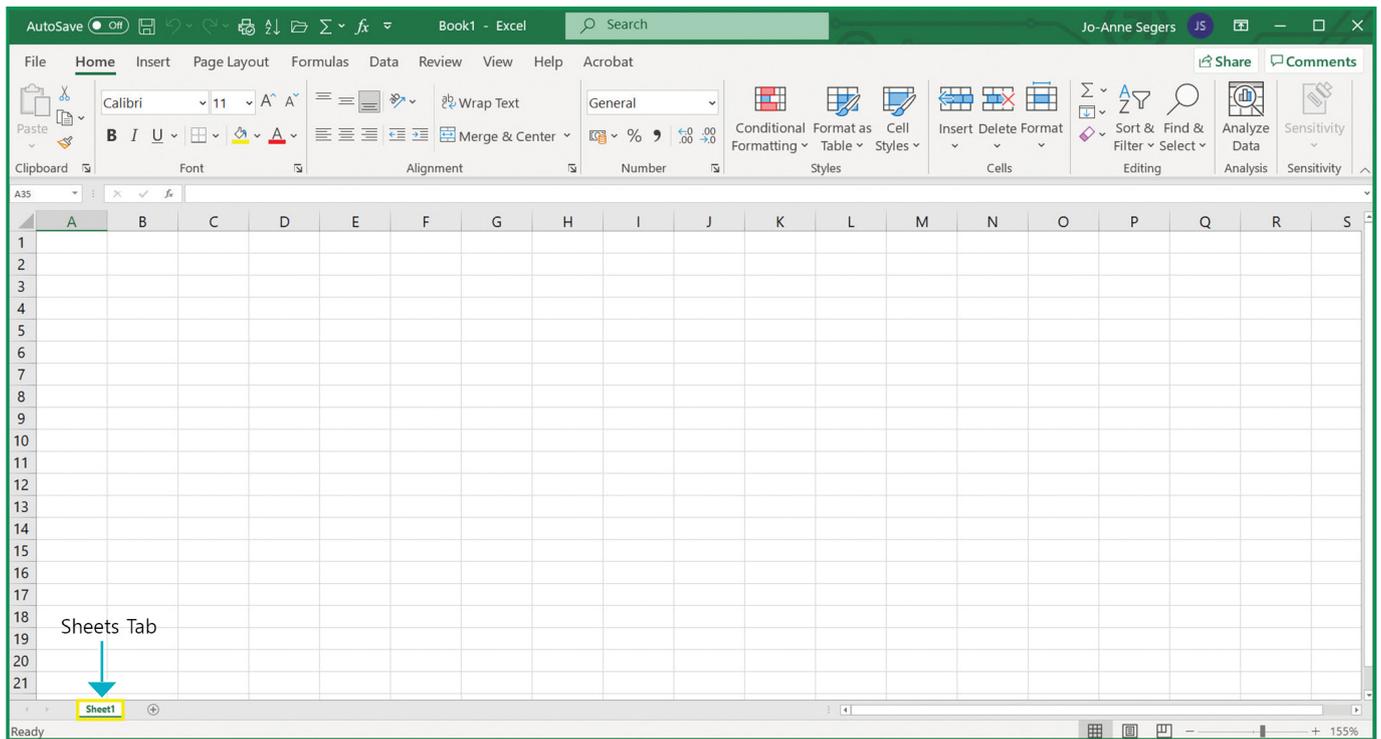
Column Headings

12. Row Headings: These headings run from 1, 2, 3 onwards. Even though we see only a few columns and rows, the spreadsheet has many more for us to use. If you scroll to the bottom of the screen, or to the right, you will see the vast number of rows and columns that are available.

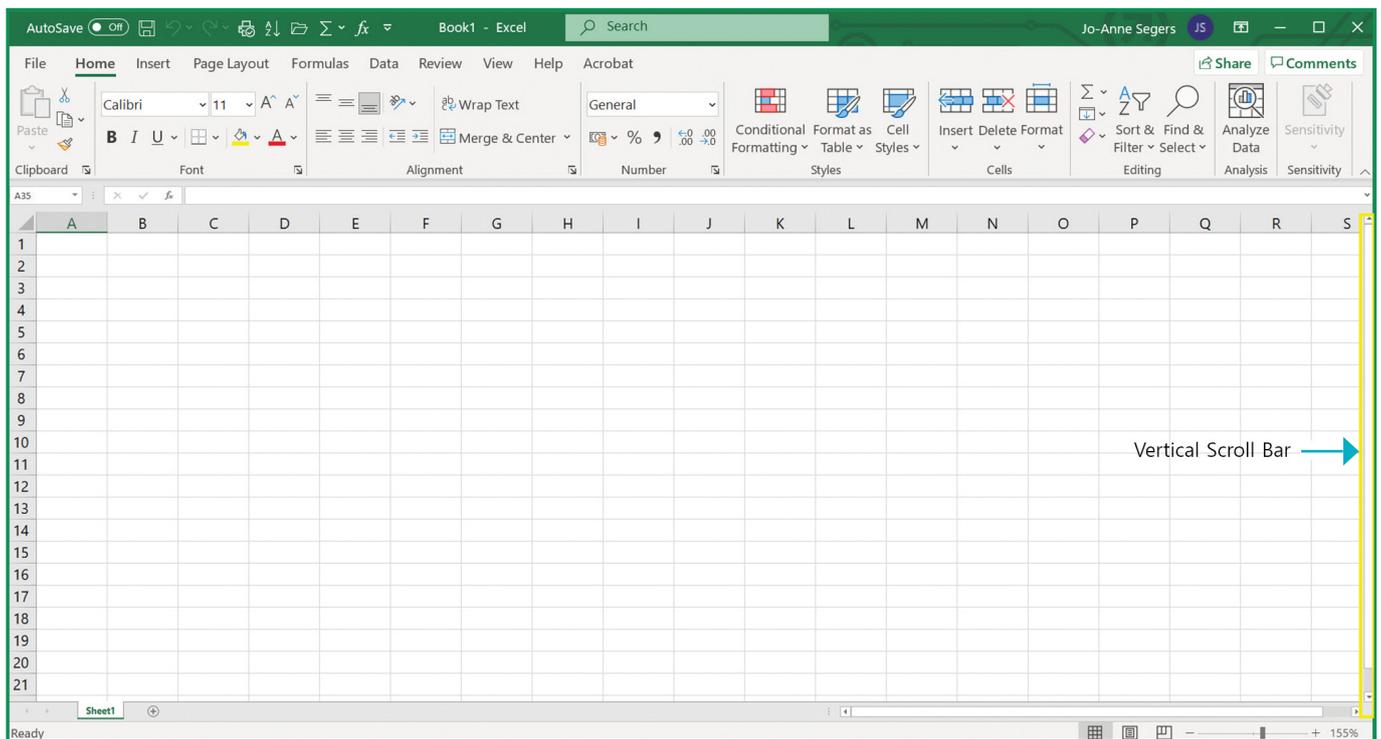


Row Headings

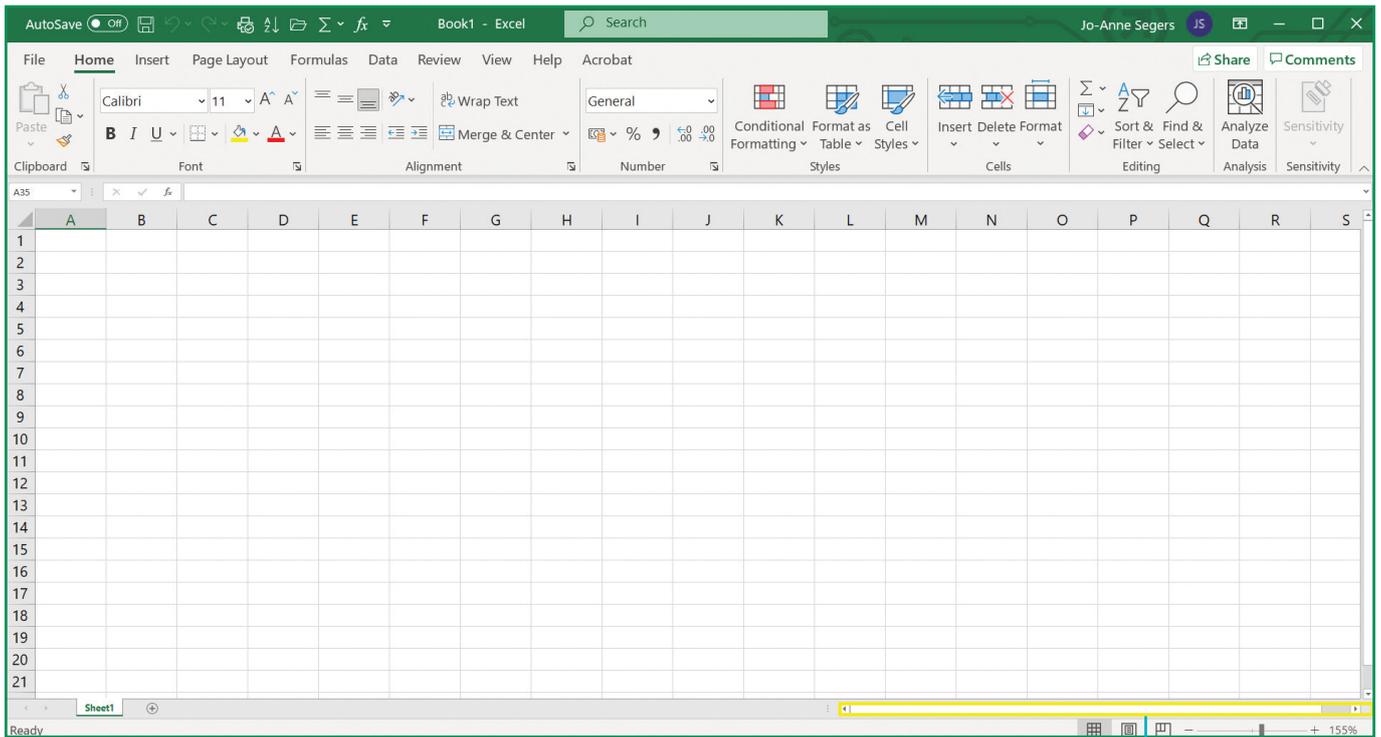
13. Sheet Tabs: These allow you to switch between the various sheets in the workbook.



14. Vertical Scroll Bar: This allows you to scroll up and down.



15. Horizontal Scroll Bar: This allows you to move the sheet towards the left or the right.



Horizontal Scroll Bar

Task

Open Microsoft Excel on your laptop and identify some of the components we have just covered.

Using what you know from Word

Because Word and Excel are both Microsoft products, you will already have noticed many similarities in the look and layout of Excel. You already know all the basics!

What you want to do	Word <u>and</u> Excel shortcut: PRESS
Create a new document	Control N
Save a document	Control S
Copy and paste text	Control C, Control V
Format text (bold, italics, underline)	Control B, Control I, Control U
Align the text in the centre of a document/cell	Control E
Align the text on the right in a document/cell	Control R
Align the text on the left in document/cell	Control L
Highlight all the text in a document/cell	Control A
Print a document	Control P

Keying in text

Simply type (or key) in text or numbers into a cell as you have learned. Later, you will learn more about the types of text you can include in a cell.

Task

Save your own Excel workbook.

- Name it **My class list**.

Resizing rows and columns

Resizing rows

You can resize a row.

1. Select the row to resize by clicking on the row heading.
2. Move your cursor to the right-end of the row heading.
You will see that the cursor changes to a cross with arrows on the vertical line.
3. Click and hold the Left Touchpad Button.
4. Drag the cursor down, adjusting the height to how high you want your row to be.

Resizing columns

You can resize a column.

1. Select the column to resize by clicking on the column heading.
2. Move your cursor to the right-end of the column heading.
You will see that the cursor changes to a cross with arrows on the horizontal line.
3. Click and hold the Left Touchpad Button.
4. Drag the cursor to the right, adjusting the width to how wide you want your column to be.

Task

Enter some information into your spreadsheet and resize the columns to fit the longest surnames and names into your class list.

Formatting and editing cells

Before you can format cells, you must select them.

Selecting cells

You can select one cell only.

1. Move your cursor to the cell you want to select.
2. Click once in that cell.
3. The cell will be highlighted with a green frame.

You can select many cells that touch each other.

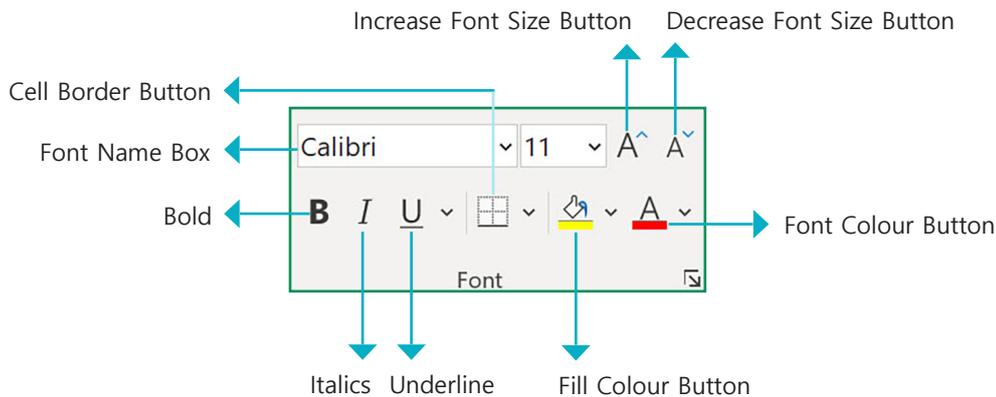
1. Move your cursor to the first cell you want to select.
Remember, we normally work from left to right, top to bottom, so start with the highest cell that is furthest to the left.
2. Click and hold down the Left Touchpad Button. Keep holding the button down while moving across and down to select all the cells you want to select.
3. Once you have selected all these cells, release the Left Touchpad Button.
4. The selected cells will be highlighted in grey with a green frame around all of them.

You can select many cells that do not touch each other.

1. Move your cursor to the first cell you want to select.
2. Click and hold down the Left Touchpad Button.
3. Press and hold down the Control Key.
4. Click in each cell you want to select with the Left Touchpad Button. When you have selected the cells you want, release the Control Key.
5. The selected cells will be highlighted in grey.

Basic formatting

The Font Group on the Home Tab provides a set of command buttons that will allow you to make changes to the font in your spreadsheet.



Fonts: Size and type

You can change the font before you key in text.

1. Click on the Home Tab.
2. Click the drop-down menu on the Font Name Box. (Usually, it is Calibri when you start with Excel.)
3. Scroll through the different fonts and click on your chosen font.

You can change the font after you key in text.

1. Highlight your text.
2. Click on the Home Tab.
3. Click the drop-down menu on the Font Name Box. (Usually, it is Calibri when you start with Excel.)
4. Scroll through the different fonts and click on your chosen font.

You can change the font size before you key in text.

1. Click on the Home Tab.
2. Click the drop-down menu on the Font Size Box. (Usually, it is 11 when you start with Excel.)
3. Scroll through the different font sizes and click on your chosen font size.

You can change the font size after you key in text.

1. Highlight your text.
2. Click on the Home Tab.
3. Click the drop-down menu on the Font Size Box.
4. Scroll through the different font sizes and click on your chosen font size.

There is an alternative way to change the font size after you key in text.

1. Highlight the cell.
2. Click the Increase Font Size Button or Decrease Font size next to the drop-down menu on the Font Size Box.

Fonts: Bold, Underline and Italics

You can highlight text by changing the style of the font to **Bold**, *Italics*, and Underline before you key in text.

1. Click on the Home Tab.
2. Click the **B** for **Bold**, *I* for *Italics* or U for Underline Button before you key in text.
3. To stop the change in style, click the same button again.

You can highlight text by changing the style of the font to **Bold**, *Italics*, and Underline after you key in text.

1. Highlight your text.
2. Click on the Home Tab.
3. Click the B for **B** for **Bold**, *I* for *Italics* or U for Underline Button.
4. To stop the change in style, click the same button again.

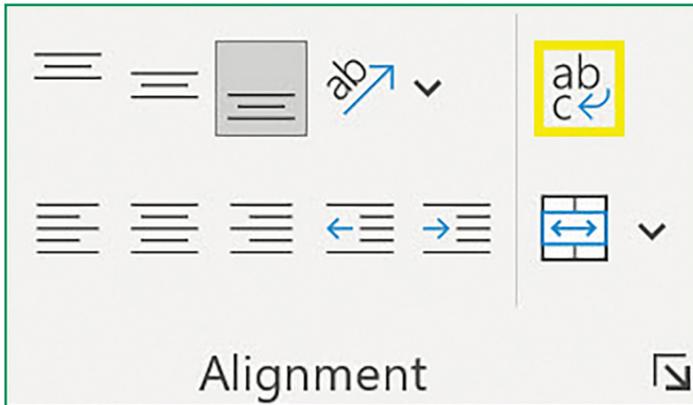
Wrapping text

The Excel Wrap Text Feature can help you to display longer text in a cell without it overflowing to other cells. 'Wrapping text' means displaying the cell contents in many lines, rather than in one long line.

You have learned that you can change the column width to accommodate text or numbers that are longer than the standard column width. Sometimes we might want to split the text over many lines.

You can split text over many lines.

1. Select the cell or cells where you want text to be displayed over many lines.
2. Click on the Home Tab. Look at the Alignment Group and select the Wrap Text Command. It looks like this:

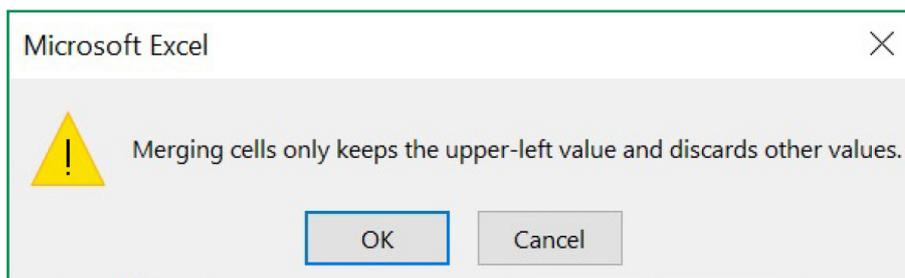


3. Your text will be displayed over many lines now. Notice that the row height is automatically adjusted to fit all the lines of text.

Merging and unmerging cells

If your data forms part of a table, you may need to merge cells (combine them) for ease of reading or for display purposes. You may also need to split cells that are currently combined. This is called unmerging in Excel.

It is important to remember that you should merge cells in the table before you insert your data. If you merge two or more cells with different data, you will get the following warning.

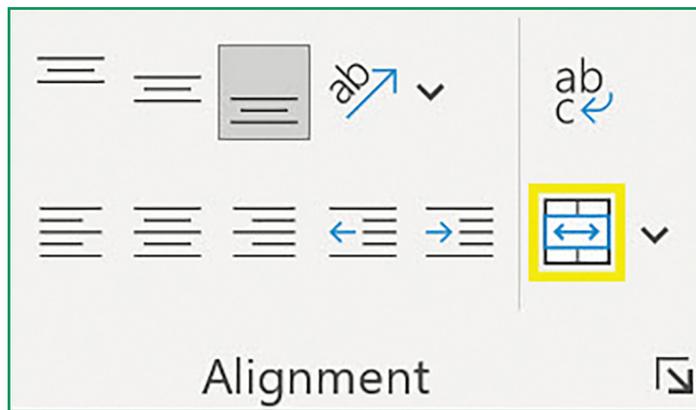


If you continue, you will lose all the data in the cells below the first cell.

You can merge cells.

1. Select the cells to merge. Check that only one cell has data in it, or that the same data is in every cell. Click on Merge & Centre in the Alignment Group on the Home Tab.

It looks like this:



2. The selected cells will be combined, and the text will be aligned in the centre of the new combined cell.

You can unmerge cells.

1. Select the cells to unmerge.
2. Click on the drop-down arrow next to Merge & Centre.
3. Click on Unmerge Cells.

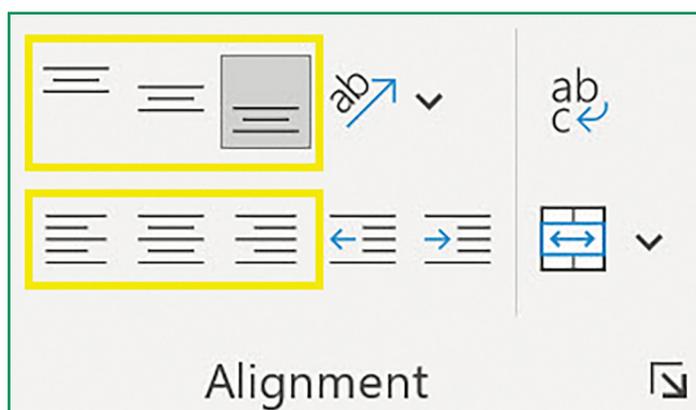
Alignment

We can change the position of the text in a cell by working in the Alignment Group on the Home Tab. The position is referred to as the alignment of the text. We have options for vertical alignment and for horizontal alignment.

For vertical alignment, the options are top-, middle- and bottom-align.

For horizontal alignment, the options are left-, centre- and right-align.

It looks like this:



You can change the alignment of the text in a cell.

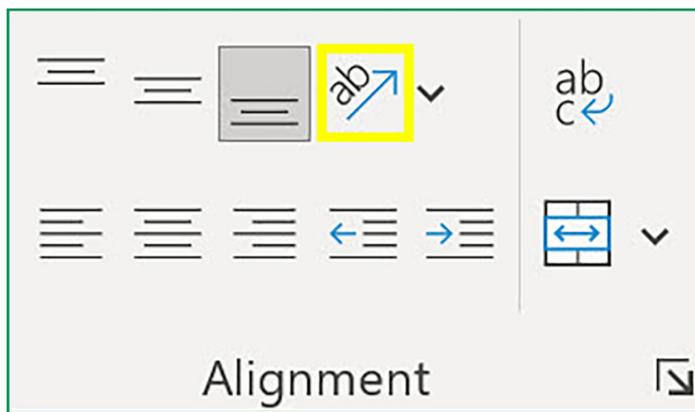
1. Select the cell with the text that you want to realign.
2. Select your vertical alignment in the Alignment Group.
3. Select your horizontal alignment in the Alignment Group.

Text direction

From time-to-time, you'll need to write longer text in a narrow column. This could happen when you want to list many subjects in a heading, or if, for example, all the months of the year must be in the column heading. In these instances, it would be better to list the column heading vertically. We can do this in Excel by changing the direction of the text.

You can change the direction of the text in a cell.

1. Select the cell in which you want to change the direction of the text.
2. Click on the Orientation Button in the Alignment Group.
It looks like this:



3. From the list of options, select the direction or orientation of the text that you want.
4. Left-click on the touchpad.

Borders and shading

Borders frame cells and provide the grid structure when spreadsheets are printed. Remember, even though you see the grey lines around cells on the screen, they will not appear when your spreadsheet is printed. You might want or need to add borders.

You can add cell borders.

1. Select the cells to which you want to add borders.
2. Work in the Font Group on the Home Tab. Click the Borders drop-down arrow on the Cell Borders Button. You will notice you have a set of options to choose from: a border on on the top of the cell only (Top Border), a border on at the left of the cell only (Left Border), a border on at the right of the cell only (Right Border), a border on on the bottom of the cell only or borders all around the cell (All Borders).
3. Select where you want your borders by clicking on your selection.

Shading helps to highlight certain cells over others. We often shade the Column Headings to have them stand out from the other cells below.

You can add shading to cells.

1. Select the cells to which you want to add shading.
2. Work in the Font Group on the Home Tab. Select the Fill Colour drop-down arrow on the Fill Colour Button.
3. Select the colour you want for your shading.

Task

Update your class list now. Apply what you have learned about formatting and editing cells. Try to get yours to look as close to the sample below as possible.

	A	B	C	D	E	F	G	H	I	J	K
	Number	Surname	Name	Date of Birth	Sepedi HL	English FAL	Mathematics	NS & Tech	Social Science	Life Skills	
1											
2	1	Goodman	Sephiri								
3	2	Mahlangu	Christina								
4	3	Petersen	Faez								
5	4	Monareng	Mahlodi								
6	5	Williams	Patricia								
7											
8											
9											
10											
11											
12											

Using the Autofill Feature

At times, you may have to enter a lot of repetitive data in Excel, such as the same formula in rows of learner's marks. Or you need to number the learners on the class list.

To do this manually would take time and energy, but there is an automated way to do this that is called Autofill.

You can Autofill cells with data.

1. Click in the cell in which the data is that you want to duplicate.
2. Put the cursor over the bottom right-hand corner of the cell until it turns into a black plus sign.
3. Click and hold the Left Touchpad Button and drag the plus sign over the cells you want to fill with this data.

You can use the Autofill feature to automatically number a list.

1. Type the first two numbers in your list.
2. Put the cursor over the bottom right-hand corner of the cell until it turns into a black plus sign.
3. Click and hold the Left Touchpad Button and drag the plus sign over the cells you want to fill.
4. If the numbers do not run consecutively undo what you have done – press Control Z – and then repeat Step 2, holding down the Control Key at the same time.

You can autofill dates using the same steps you use to automatically number a list.

Task

- Practice using Excel's Autofill Feature.
- Add numbers next to the names of learners on your class list.

Formatting numbers

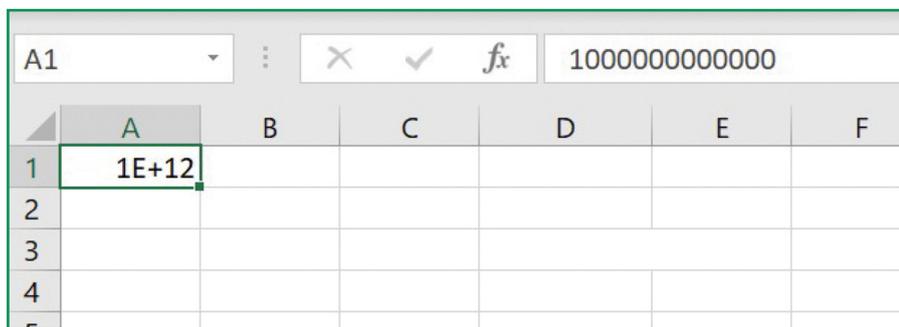
In Excel, you can format numbers in cells for currency, percentages or dates, depending on what the content of a specific cell is. When you deal with learner test scores, for example, you will want to use percentages. When preparing a budget for a class excursion, you will use the currency format to enter different Rand values.

The formats that you will use most often are General, Number, Currency, Date, Time, Percentage and Text.

General

This is the default number format that Excel applies when you type a number. For the most part, numbers that are formatted with the General Format are displayed just the way you type them. However, if the cell is not wide enough to show the entire number, the General Format rounds the numbers with decimals. This format also uses scientific (exponential) notation for large numbers of 12 or more digits.

Look at this example.



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F
1	1E+12					
2						
3						
4						
5						

The formula bar at the top shows the value 10000000000000, which is displayed as 1E+12 in cell A1.

Number

This format is used for the general display of numbers.

You can specify the number of decimal places that you want to use.

1. Click in the cell in which the data that you want to work with appears.
2. Work in the Number Group on the Home Tab. Click the drop-down arrow at the bottom right-hand side of the Number Group.
3. Select Number in the list of choices on the left.
4. On the right, decide how many decimal spaces you want using the drop-down arrow next to the number at Decimal places.

You can use a thousands separator (1 000 000).

1. Click in the cell in which the data you want to work with appears.
2. Work in the Number Group on the Home Tab. Click the drop-down arrow at the bottom right-hand side of the Number Group.
3. Select in the list of choices on the left.
4. On the right, click on the Check Box to use the 1000 Separator.
5. The Sample Box at the top of the Dialogue Box will show you what your selection looks like.

You can choose how you want to display negative numbers.

1. Click in the cell in which the data you want to work with appears.
2. Work in the Number Group on the Home Tab. Click the drop-down arrow at the bottom right-hand side of the Number Group.
3. Select Number in the list of choices on the left
4. On the right, click on how you want negative numbers to be shown. You can choose between showing them in red or by Excel inserting a minus sign before the number.
5. The Sample Box at the top of the Dialogue Box will show you what your selection looks like.

Currency

This is used for general monetary values and displays the default currency symbol with numbers.

This could be, for example, the symbol for Rand (R), Dollar (\$), or Euro (€).

You can specify the number of decimal places that you want to use, whether you want to use a thousands separator and how you want to display negative numbers.

You can choose which currency you want to show.

1. Click in the cell in which the data you want to work with appears.
2. Click the drop-down arrow at the bottom right-hand side of the Number Group.
3. Select Currency in the list of choices on the left.
4. You can also select how many decimal places you want to show (we usually show two decimal places in currency) and how you want to show negative numbers.

5. You will notice that the thousands separator is automatically used.
6. The Sample Box at the top of the Dialogue Box will show you what your selection looks like.

Date

This format displays date serial numbers as date values, according to the type and location that you specify.

You can choose how you want to display the date.

1. Click in the cell in which the date you want to work with appears.
2. Click the drop-down arrow at the bottom right-hand side of the Number Group.
3. Select Date in the list of choices on the left date.
4. Check that the Locale (location) is English (South Africa).
5. Select how you want the date to be shown in the Type Box.
6. The Sample Box at the top of the Dialogue Box will show you what your selection looks like.

Date formats that begin with an asterisk respond to changes in regional date and time settings that are specified in your laptop's Control Panel. Formats without an asterisk are not affected by Control Panel Settings.

Time

This displays time serial numbers as time values, according to the type and location that you specify

You can choose how you want to display the time.

1. Click in the cell in which the time you want to work with appears.
2. Click the drop-down arrow at the bottom right-hand side of the Number Group.
3. Select Time in the list of choices on the left.
4. Check that the Locale (location) is English (South Africa).
5. Select how you want the time to be shown in the Type Box.
6. The Sample Box at the top of the Dialogue Box will show you what your selection looks like.

Time formats that begin with an asterisk respond to changes in regional date and time settings that are specified in your Control Panel. Formats without an asterisk are not affected by Control Panel Settings.

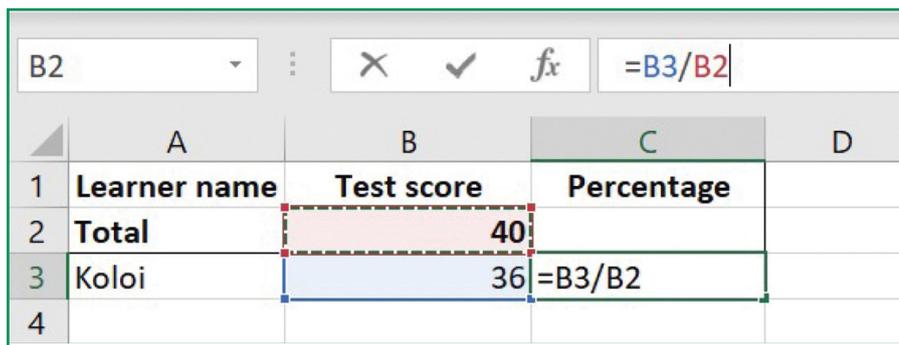
Percentage

This format multiplies the cell value by 100 and displays the result with a percent symbol. You can specify the number of decimal places that you want to use.

Please remember that this is a display tool not a calculation tool. Don't use this unless you have already done a calculation and have a fraction as an answer.

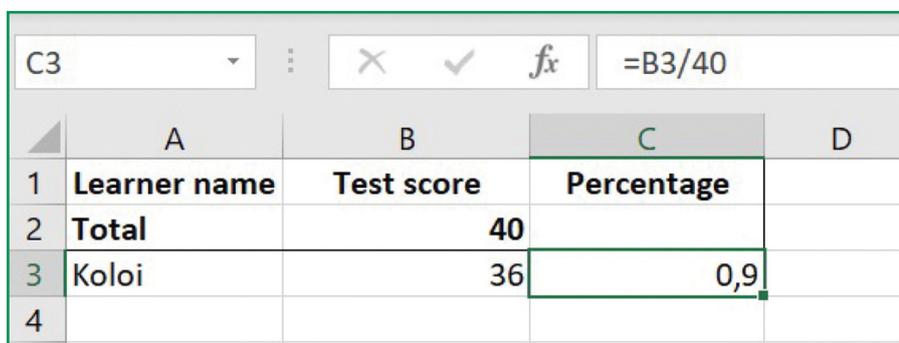
Look at this example.

The learner achieves 36 out of 40 for a test. Calculate the percentage.



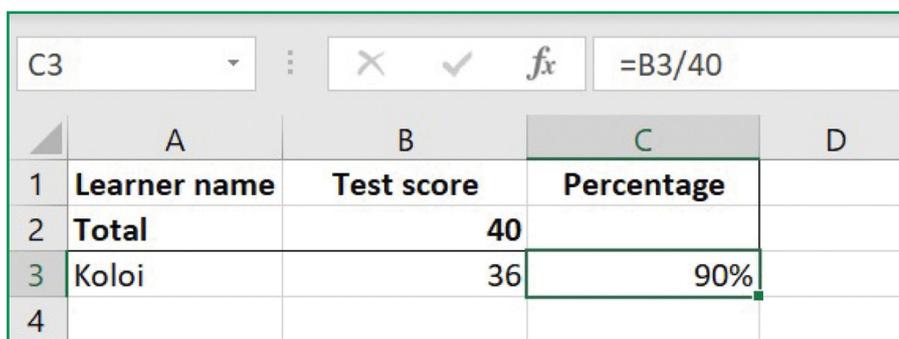
	A	B	C	D
1	Learner name	Test score	Percentage	
2	Total	40		
3	Koloji	36	=B3/B2	
4				

After you press enter your result is 0,9.



	A	B	C	D
1	Learner name	Test score	Percentage	
2	Total	40		
3	Koloji	36	0,9	
4				

You can click on the Percentage Button in the Number Group, and the result is shown as a percentage.



	A	B	C	D
1	Learner name	Test score	Percentage	
2	Total	40		
3	Koloji	36	90%	
4				

You can choose how you want to display final calculations as a percentage.

1. Click in the cell in which the mark you want to work with appears.
2. Click the drop-down arrow at the bottom right-hand side of the Number Group.
3. Select Percentage in the list of choices on the left.
4. The Sample Box at the top of the Dialogue Box will show you what your selection looks like.
5. You can also simply click the Percentage Button in the Number Group on the Ribbon in the Home Tab.

Text

When you use this format, it treats the content of a cell as text and displays the content exactly as you type it, even when you type numbers.

You can choose how you want to display the data in a cell exactly as you typed it in.

1. Click in the cell in which the data you want to work with appears.
2. Click the drop-down arrow at the bottom right-hand side of the Number Group.
3. Select Text in the list of choices on the left.
4. The Sample Box at the top of the Dialogue Box will show you what your selection looks like.

Task

- Play around with some numbers in your class list.
- Change their formats and see how the numbers in the cells are displayed for different formats.

Formatting and editing spreadsheets

All of the edits you'll be doing now will be done in the Page Layout Tab.

Paper size

You can change the paper size of your spreadsheet.

1. Go to the Page Layout Tab.
2. In the Page Setup Group, click on Size.
3. Choose the paper size you want for your document.
4. The default should be set to A4, but we can check just to be sure. Always ensure that this setting is the same as the size of the paper that is loaded in your printer.

Margins

You can change the margins in your spreadsheet.

1. Go to the Page Layout Tab.
2. In the Page Setup Group, click on Margins.
3. Choose the margins you want in your document.

Page Orientation

You might want to use Portrait Page Orientation for your class list now, but for something like a mark sheet with many subjects and terms, Landscape Orientation will give you the width you need.

You can change the orientation of your spreadsheet.

1. Go to the Page Layout Tab.
2. In the Page Setup Group, click on Orientation.
3. Choose the Portrait or Landscape Option.

Print Area

We've seen previously that a spreadsheet is very long and very wide. By default, the Print Area is set to include all cells that have content in them. So, if you have data in Cell A1 and more text in Cell H300, it will include H300 in the Print Area. If you want to print a specific area of the spreadsheet, you use the Print Area Feature.

You can print a specific area of a spreadsheet.

1. Select the group of cells you want to print.
2. Go to the Page Layout Tab. Click on the drop-down arrow below Print Area in the Page Setup Group.
3. Click Set Print Area.
4. To clear your selection repeat steps one and two and then click Clear Print Area.

Page break lines

The grey dotted lines on a spreadsheet show where the edges of the page are. Anything that is to the right of or below the dotted line will be printed on the next page.

Print Titles (repeat rows as title)

When you are printing a spreadsheet that will run across many pages it is useful to repeat a row as a title on each page.

You can select what row titles to print.

1. Go to the Page Layout Tab. Click on Print Titles in the Page Setup Group.
2. Select the row by clicking on the arrow on the right of rows to repeat at the top. This will take you back to your spreadsheet and allow you to simply highlight the row you want.
3. Then click OK.
4. Notice that in Print Titles you can also select the Print Area.

Print Titles (repeat Column Headings)

When you are printing a spreadsheet that will run across many pages it is useful to repeat the Column Heading so that you don't lose track of what the headings are.

You can select Columns Headings to print at the top of each page.

1. Click on Print Titles in the Page Setup Group.
2. Select the row where your headings are by clicking on the arrow on the right of Rows to repeat at the top. This will take you back to your spreadsheet and allow you to simply highlight the row of headings you want.
3. Then click OK.
4. You could also repeat a column at the left if that is useful.

Print Titles (Gridline)

We have the option of printing gridlines to make it easier to read the spreadsheet. This will print the cell borders in light grey, even if we haven't added actual borders to the cells.

You can select which row titles to print.

1. Go to the Page Layout Tab. Click on Print Titles in the Page Setup Group.
2. Click the box next to Gridlines.
3. Then click OK.

Task

- Explore the commands on the Ribbon of the Page Layout Tab.
- Change the Page Orientation to Landscape.
- Change the Page Setup to repeat the first row.

About the Final Assessment



At the end of this training session, you will be asked to complete the Final Assessment.

If you complete the Final Assessment successfully, you will qualify for your virtual badge and certificate (refer to the sample certificate and sample badge on this page).



Final Assessment

Indicate the **ONE** correct response for each question.

1	In the Title Bar we will see _____ we have open.
a	the name of the Excel workbook
b	the name of the page
c	the name of the worksheet
2	In Excel we have the following Tabs:
a	File, Home, Insert, Page Layout, Formulas, Data, Review, View and Help.
b	File, Home, Insert, Draw, Design, Layout, References, Mailings, Review, Recording and Help.
c	File, Home, Insert, Draw, Design, Transitions, Animations, Slide Show, Review, View and Help.
3	We insert formulae into the _____ in Excel.
a	Cell Reference
b	Formula Bar
c	Column Name
4	You can resize a row by following these steps in order.
a	(1) Select the row to resize by double-clicking on the row heading. (2) Move your cursor to the right-end of the row heading. (3) Click and hold the Left Touchpad Button. (4) Drag the cursor down, adjusting the height to how high you want your row to be.
b	(1) Select the row to resize by right-clicking on the row heading. (2) Move your cursor to the right-end of the row heading. You will see that the cursor changes to a cross with arrows on the vertical line. (3) Click and hold the Left Touchpad Button. (4) Drag the cursor down, adjusting the height to how high you want your row to be.
c	(1) Select the row to resize by left-clicking on the row heading. (2) Move your cursor to the right-end of the row heading. You will see that the cursor changes to a cross with arrows on the vertical line. (3) Click and hold the Left Touchpad Button. (4) Drag the cursor down, adjusting the height to how high you want your row to be.

Final Assessment (continued)

Indicate the ONE correct response for each question.

5	You can select many cells that do not touch each other by following these steps in order.
a	(1) Move your cursor to the first cell you want to select. (2) Click and hold down the Left Touchpad Button. (3) Press and hold down the Control Key. (4) Click in each cell you want to select with the Left Touchpad Button. When you have selected the cells you want, release the Control Key.
b	(1) Move your cursor to the first cell you want to select. (2) Click and hold down the Left Touchpad Button. (3) Press and hold down the Shift Key. (4) Click in each cell you want to select with the Left Touchpad Button. When you have selected the cells you want, release the Control Key.
c	(1) Move your cursor to the first cell you want to select. (2) Click and hold down the Left Touchpad Button. (3) Press and hold down the Enter Key. (4) Click in each cell you want to select with the Left Touchpad Button. When you have selected the cells you want, release the Control Key.
6	You can select one cell only by following these steps in order.
a	(1) Move your cursor to the cell you want to select. (2) Right-click once in that cell. (3) The cell will be highlighted with a green frame.
b	(1) Move your cursor to the cell you want to select. (2) Double-click in that cell. (3) The cell will be highlighted with a green frame.
c	(1) Move your cursor to the cell you want to select. (2) Left-click once in that cell. (3) The cell will be highlighted with a green frame.

Final Assessment (continued)

Indicate the ONE correct response for each question.

7	<p>Select the best fit for the missing words.</p> <p>The Excel ____ Feature can help you to display longer text in a cell without it ____ to other cells. 'Wrapping text' means displaying the cell contents in ____, rather than in one long line.</p>
a	(1) Breaks (2) overflowing (3) two lines
b	(1) Wrap Text (2) overflowing (3) many lines
c	(1) Developer (2) overflowing (3) many lines
8	<p>You can split text over many lines by following these steps in order.</p>
a	<p>(1) Click on the File Tab. Look at the Alignment Group and select the Wrap Text command.</p> <p>(2) Select the cell or cells where you want text to be displayed over many lines.</p> <p>(3) Your text will be displayed over many lines now. Notice that the row height is automatically adjusted to fit all the lines of text.</p>
b	<p>(1) Select the cell or cells where you want text to be displayed over many lines.</p> <p>(2) On the File Tab select the Wrap Text command.</p> <p>(3) Your text will be displayed over many lines now.</p>
c	<p>(1) Select the cell or cells where you want text to be displayed over many lines.</p> <p>(2) On the Home Tab select the Wrap Text command.</p> <p>(3) Your text will be displayed over many lines now.</p>
9	<p>Select the best option to complete these sentences.</p> <p>We can change the position of the text in a cell.</p> <p>The position is referred to as the (1) of the text.</p> <p>For (2) alignment, the options are top-, middle- and bottom-align.</p> <p>For (3) alignment, the options are left-, centre- and right-align.</p>
a	(1) alignment (2) horizontal (3) vertical
b	(1) alignment (2) vertical (3) horizontal
c	(1) alignment (2) diagonal (3) horizontal

Final Assessment (continued)

Indicate the ONE correct response for each question.

10	Select the best option to complete these sentences. Borders (1) and provide the grid structure when spreadsheets are (2). Remember, even though you see the (3) lines around cells on the screen, they will not appear when your spreadsheet is printed.
a	(1) frame cells (2) printed (3) grey
b	(1) outline spreadsheets (2) printed (3) grey
c	(1) grey lines (2) frame cells (3) printed
11	You can Autofill cells with data by following these steps in order.
a	(1) Click in the cell in which the data is that you want to duplicate. (2) Click and hold the Left Touchpad Button. (3) Drag the plus sign over the cells you want to fill with this data.
b	(1) Put the cursor over the bottom right-hand corner of the cell until it turns into a black plus sign. (2) Click and hold the Left Touchpad Button. (3) Drag the plus sign over the cells you want to fill with this data.
c	(1) Click in the cell in which the data is that you want to duplicate. (2) Put the cursor over the bottom right-hand corner of the cell until it turns into a black plus sign. (3) Click and hold the Left Touchpad Button and drag the plus sign over the cells you want to fill with this data.
12	To change the paper size of your spreadsheet you will work on the ____ .
a	Page Layout Tab
b	Formulas Tab
c	Home Tab

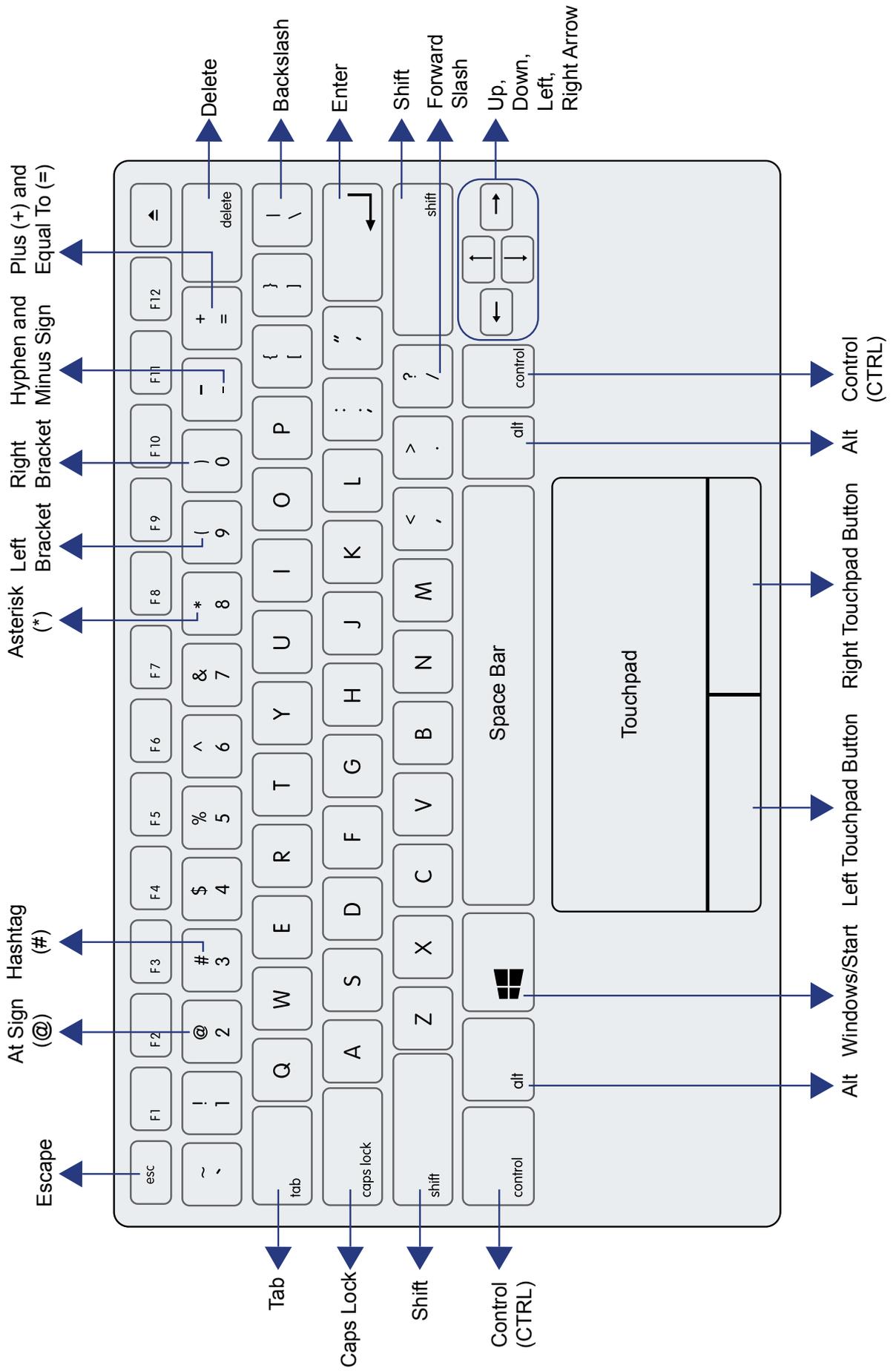
Final Assessment (continued)

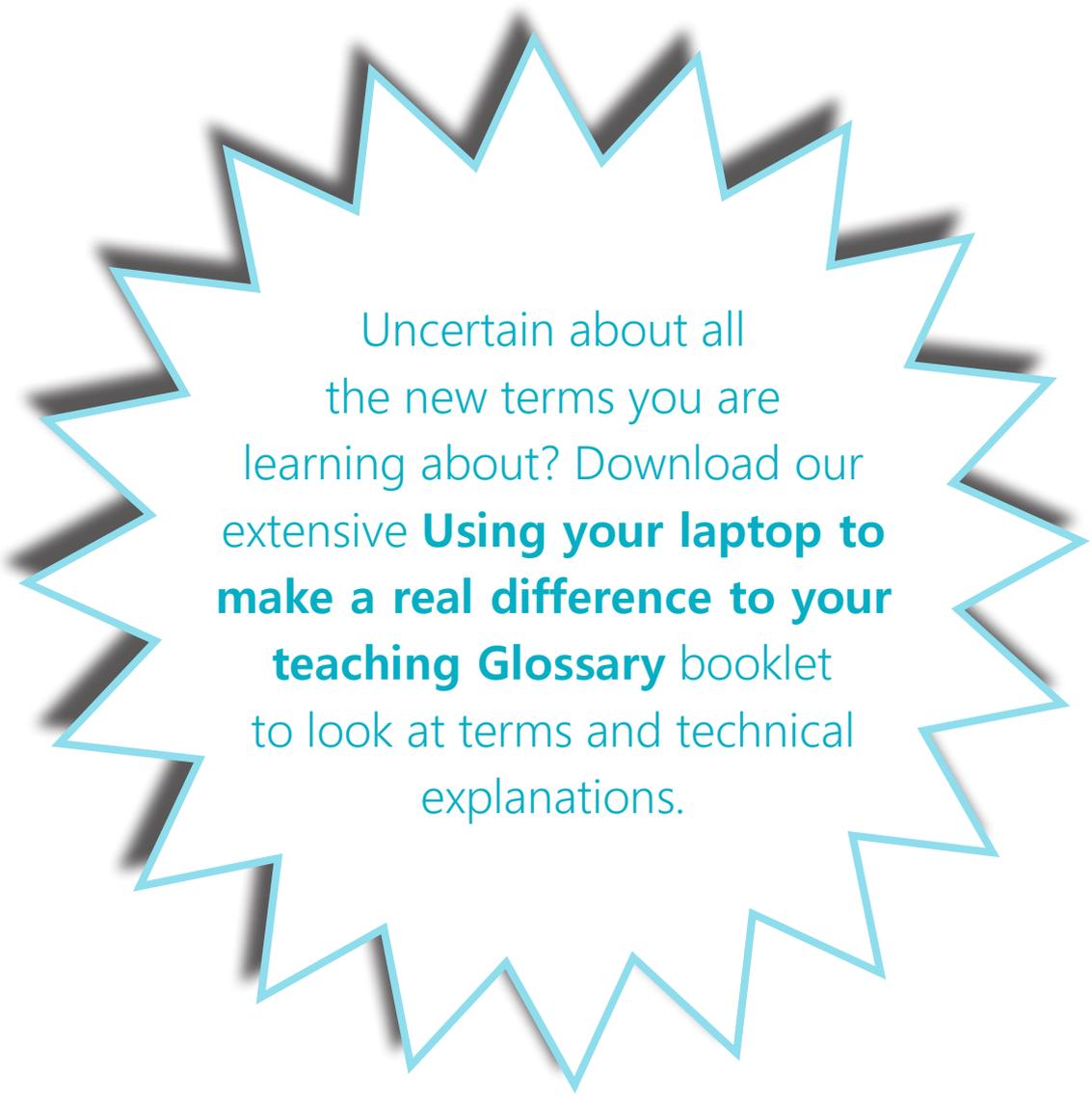
Indicate the ONE correct response for each question.

13	You can print a specific area of a spreadsheet by following these steps in order.
a	<ul style="list-style-type: none"> (1) Choose the spreadsheet you want to print. (2) Click on the drop-down arrow below Print Area in the Page Setup Group on the Ribbon on the Page Layout Tab. (3) Click Set Print Area. (4) Print.
b	<ul style="list-style-type: none"> (1) Select the group of cells you want to print. (2) Click on the drop-down arrow below Print Area in the Page Setup Group on the Ribbon on the Page Layout Tab. (3) Click Set Print Area. (4) Print.
c	<ul style="list-style-type: none"> (1) Select the group of cells you want to print. (2) Click on the drop-down arrow below Print Area in the Page Setup Group on the Ribbon on the Page Layout Tab. (3) To clear your selection repeat steps 1 and two and then click Clear Print Area. (4) Print.
14	You can select which row titles to print by following these steps in order.
a	<ul style="list-style-type: none"> (1) Click on Print Titles in the Page Setup Group on the Home Tab. (2) Click the box next to Gridlines. (3) Then click OK.
b	<ul style="list-style-type: none"> (1) Click on Print Titles in the Sheet Options Group on the Page Layout Tab. (2) Click the box next to Gridlines. (3) Then click OK.
c	<ul style="list-style-type: none"> (1) Click on Print Titles in the Page Setup Group on the Page Layout Tab. (2) Click the box next to Gridlines. (3) Then click OK.
15	When you are printing a spreadsheet that will run across many pages it is useful to repeat the ____ so that you don't lose track of what the headings are.
a	Column Headings
b	Row Headings
c	Worksheet Headings

The keyboard of a laptop

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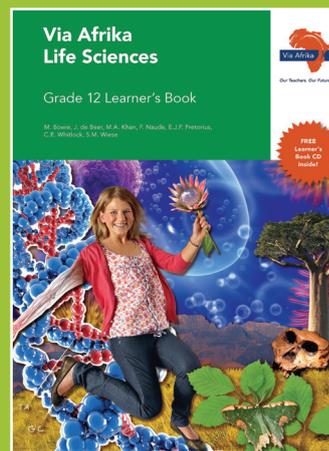
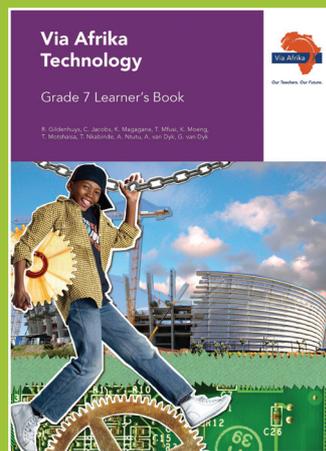
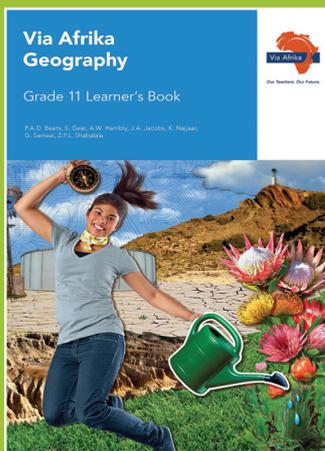
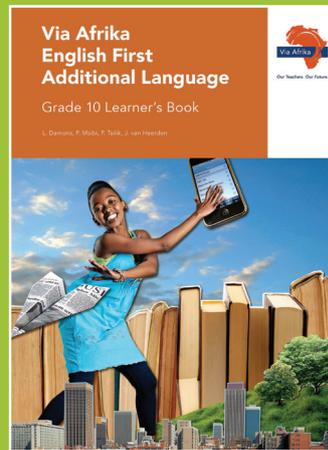
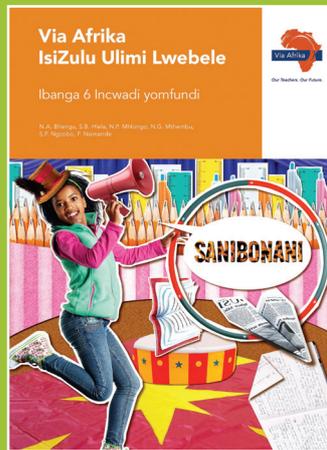
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