Excel Monster Spreadsheet Video Script

Step 1a: Set Print Area (0:13)

Here we've got a spreadsheet that's got 31 columns and 50 rows (and obviously that's not going to print on one page) so let's scroll through and look at Print Preview and see how this is going to print. It's not very attractive print-wise. So what we're going to do is go back to the spreadsheet and start formatting. Now the first thing we're going to do is go to the Page Layout tab, and I'm going to start selecting the actual data that I want to print, and notice I'm not picking up any of my column or row headers and there's a reason for that. I'm just selecting with the mouse everything that I want to print and then we go up here to Print Area and click Set Print Area.

Step 1b: Set Print Titles (1:00)

The next thing we're going to do is go to Print Titles and pick up all of these row and column headers here, so we're going to select rows 1 and 2 and column A in the Page Setup dialog box on the sheet tab. And let's go to Print Preview and just to see what the difference is. Looking a little bit better now!

Step 2: Create Headers and Footers (1:37)

Okay, now we're going to go back up here to Page Layout to insert Headers and Footers. Click Print Titles and select the Header Footer tab. We're going to do a custom header with the name of the company and the title of the report, and just type in something here, "XYZ Corporation Projections." And then I'm going to select some of this text and actually format it using this Font Format button here, just to kind of increase the size a little bit to make that 12 point Bold Italic and make this other one Bold 14 point. And that's our header. I'm going to use one of the predefined page footers here that Excel provides that's going to give me the page 1 of however many pages we end up with. We'll go up to Print Preview again and just take a look and see what this looks like. It is better but the text is still a little bit crowded.

Excel Monster Spreadsheet Video Script

Step 3: Print Orientation and Margins (2:41)

Going back to the page layout tab I'm just going to drop this down from the launcher to get the page setup dialog box and look at the margins and adjust these a little bit so it's a little bit more attractive. First I'm going to set it to print landscape to make it look better -- but I'm going to go to the Margins tab and actually manually change these so I can get that header and footer a little bit more space to breathe before the actual text. You can scroll these up or you can just type into it, whichever way works better for you. I'm going to go over here to the Page tab and just show you can actually change the page size. Let's go to Print Preview and take a look and see how this is shaping up. It's better but the page breaks are still a little bit awkward so we're going to fix that here in a moment.

Step 4: Page Break Preview (3:43)

Going back to the spreadsheet, we're going to go over here to the View tab, and this is where we're going to look at the page breaks.   First, we're going to click Page Break Preview, and you notice that Excel put some page breaks in here. We're going to drag these around a little bit so we can get full fiscal quarters on a single page. Just going to scroll around and see if we can get the pages to break at a logical point. I'm going to drag these around little bit.

Let's go back to Print Preview and see how things are shaping up. This is a little bit better but we still have some awkward page breaks in here so let's go back and drag these around little bit to get them to break in more logical places in the document. Drag this one to the left a bit. And here's another one that needs to be dragged over. And here's another one that I accidentally deleted but that's okay. I can put that back in. Click back over here on this first quarter column and go to Breaks | Insert Page Break, and I'm going to insert a page break right before that column.

Step 5: Tweaking in Print Preview Mode (5:20)

I'm going to look around here and see how these are shaping up, and we'll go back to Print Preview and see how this is going. It prints a little small, so we're going to do a little bit of scaling here to see if we can get the print to be a little bit

Excel Monster Spreadsheet Video Script

larger on the page. Go up there, and that is actually a little bit too large, so I'm going to go back to custom scaling here in just a moment and scale that back a bit.

Okay, I'm getting a fiscal quarter on a single page now. But the categories aren't breaking quite right so I may need to go back to Page Layout view and take a look at this and see what's going on here. So I'm going over to Page Layout and I see exactly what's happening: I've got an awkward page break there around Category D, and I'm just going to drag this down there even with that page break there around Category D, and I'll scroll around and see if anything else looks awkward.

And then go back to Print Preview, and at least the pages are breaking in a little bit more uniform fashion so that's better but it's still skewing off to the left a little bit. So what I'm going to do here is go back to Page Setup, into the Margins tab and have this actually center horizontally. This looks a lot better, so we've got a very attractively formatted document here now, and we've been all over Page Format and Page Break Preview.

So that's it! This has been Deborah with LegalOfficeGuru.com – Thanks for watching!