

7 Formatting Worksheets

LESSON SKILL MATRIX

Skills	Exam Objective	Objective Number
Working with Rows and Columns	Insert and delete columns or rows.	1.3.5
	Adjust row height and column width.	1.3.7
	Hide or unhide columns and rows.	1.4.2
	Paste data by using special paste options.	2.1.3
Using Themes	Change workbook themes.	1.3.6
Inserting Headers and Footers	Insert headers and footers.	1.3.8
Preparing a Document for Printing	Display repeating row and column titles on multipage worksheets.	1.5.5
	Change workbook views.	1.4.4
	Set print scaling.	1.5.4

SOFTWARE ORIENTATION

Formatting Excel Worksheets

Excel 2016 provides many tools to enhance the look of your worksheets whether viewed onscreen or in print. To improve how a worksheet displays on a computer monitor or to prepare a worksheet for printing, you will use commands mainly on the Home tab and the Page Layout tab, shown in Figure 7-1. Using and applying formatting options from the command groups on these tabs ensures that your worksheets are more useful, more readable, and more attractive.

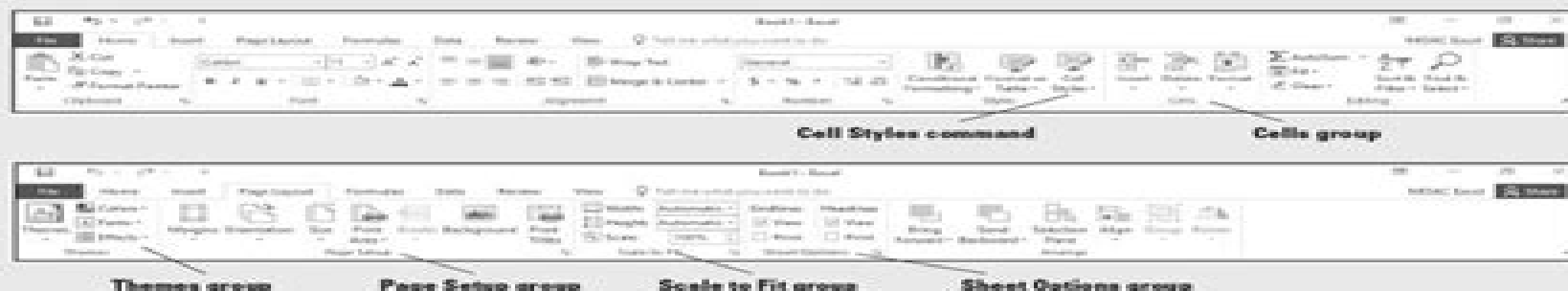


Figure 7-1

Home tab and Page Layout tab command groups.

Answers Key To Excel Lesson 7

Lauren Gardner



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SOLIDWORKS 2020 Tutorial David Planchard, 2019-12 Uses step by step project based tutorials designed for beginning or intermediate users Will prepare you for the Certified SOLIDWORKS Associate Exam Includes a chapter introducing you to 3D printing SOLIDWORKS 2020 Tutorial is written to assist students designers engineers and professionals who are new to SOLIDWORKS The text provides a step by step project based learning approach It also contains information and examples on the five categories in the CSWA exam The book is divided into four sections Chapters 1 5 explore the SOLIDWORKS User Interface and CommandManager Document and System properties simple and complex parts and assemblies proper design intent design tables configurations multi sheet multi view drawings BOMs and Revision tables using basic and advanced features In chapter 6 you will create the final robot assembly The physical components and corresponding Science Technology Engineering and Math STEM curriculum are available from Gears Educational Systems All assemblies and components for the final robot assembly are provided Chapters 7 10 prepare you for the Certified Associate Mechanical Design CSWA exam The certification indicates a foundation in and apprentice knowledge of 3D CAD and engineering practices and principles Chapter 11 covers the benefits of additive manufacturing 3D printing how it differs from subtractive manufacturing and its features You will also learn the terms and technology used in low cost 3D printers Follow the step by step instructions and develop multiple assemblies that combine over 100 extruded machined parts and components Formulate the skills to create modify and edit sketches and solid features Learn the techniques to reuse features parts and assemblies through symmetry patterns copied components apply proper design intent design tables and configurations Learn by doing not just by reading Desired outcomes and usage competencies are listed for each chapter Know your objective up front Follow the steps in each chapter to achieve your design goals Work between multiple documents features commands custom properties and document properties that represent how engineers and designers utilize SOLIDWORKS in industry

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