

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.

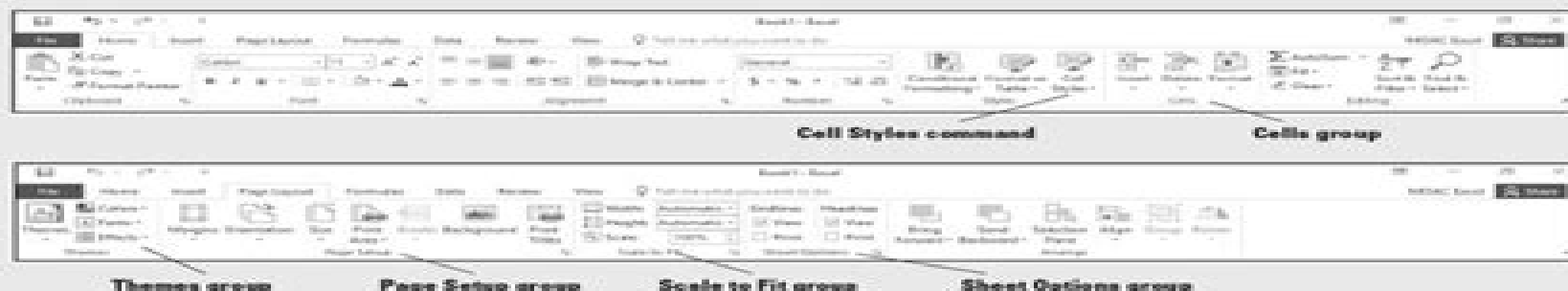


Figure 7-1

Home tab and Page Layout tab command groups.

Answers Key To Excel Lesson 7

**Timothy Rasinski, Nancy Padak, Rick
M. Newton, and Evangeline Newton**

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