

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.

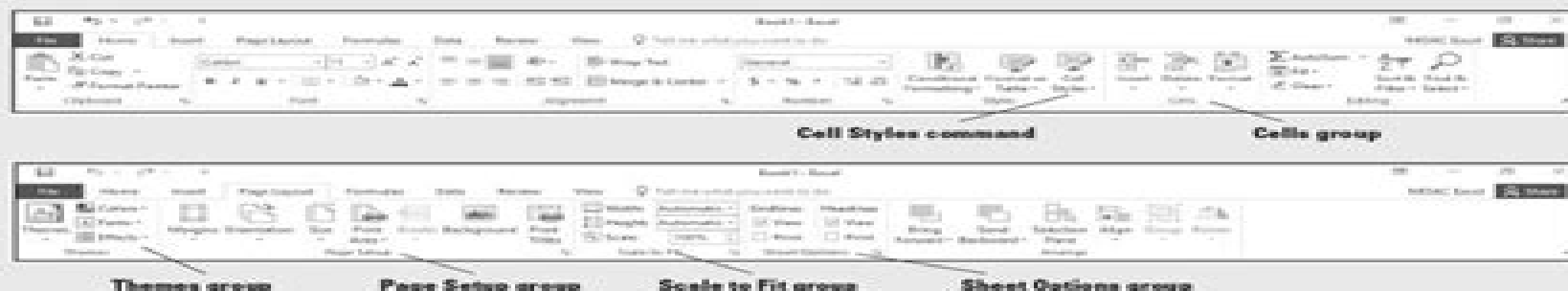


Figure 7-1

Home tab and Page Layout tab command groups.

Answers Key To Excel Lesson 7

Judd E. Hollander



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Table of Contents Answers Key To Excel Lesson 7

1. Understanding the eBook Answers Key To Excel Lesson 7
 - The Rise of Digital Reading Answers Key To Excel Lesson 7
 - Advantages of eBooks Over Traditional Books
2. Identifying Answers Key To Excel Lesson 7
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Answers Key To Excel Lesson 7
 - User-Friendly Interface
4. Exploring eBook Recommendations from Answers Key To Excel Lesson 7
 - Personalized Recommendations
 - Answers Key To Excel Lesson 7 User Reviews and Ratings

- Answers Key To Excel Lesson 7 and Bestseller Lists
- 5. Accessing Answers Key To Excel Lesson 7 Free and Paid eBooks
 - Answers Key To Excel Lesson 7 Public Domain eBooks
 - Answers Key To Excel Lesson 7 eBook Subscription Services
 - Answers Key To Excel Lesson 7 Budget-Friendly Options
- 6. Navigating Answers Key To Excel Lesson 7 eBook Formats
 - ePub, PDF, MOBI, and More
 - Answers Key To Excel Lesson 7 Compatibility with Devices
 - Answers Key To Excel Lesson 7 Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Answers Key To Excel Lesson 7
 - Highlighting and Note-Taking Answers Key To Excel Lesson 7
 - Interactive Elements Answers Key To Excel Lesson 7
- 8. Staying Engaged with Answers Key To Excel Lesson 7
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Answers Key To Excel Lesson 7
- 9. Balancing eBooks and Physical Books Answers Key To Excel Lesson 7
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Answers Key To Excel Lesson 7
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Answers Key To Excel Lesson 7
 - Setting Reading Goals Answers Key To Excel Lesson 7
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Answers Key To Excel Lesson 7
 - Fact-Checking eBook Content of Answers Key To Excel Lesson 7
 - Distinguishing Credible Sources

13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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