

quick tips

EXCEL – Office 2007

Create a Header/Footer

- Go to **Page Layout** on the main menu bar.



- Select **Print Titles** then, **Header/Footer** in the page setup window.
- Click on **Custom Header...** or **Custom Footer...** (We'll continue with a header)
- Type your Header in the appropriate section

Left section:	Center section:	Right section:
	Type Header name	

- Click **Print Preview** to check your results.
- Click **OK** to close the header/footer window.
- Click **OK** to close the Page Setup window

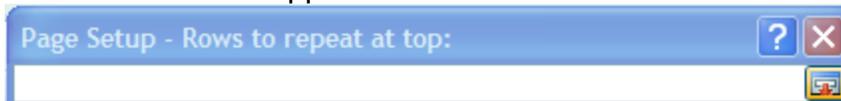
Repeat header row on each page

- Go to **Page Layout** on the main menu bar.

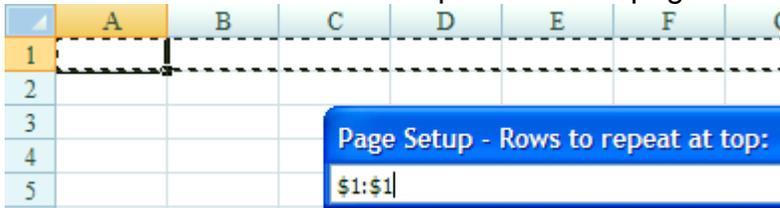


- Select **Print Titles** then, **Sheet** in the page setup window.

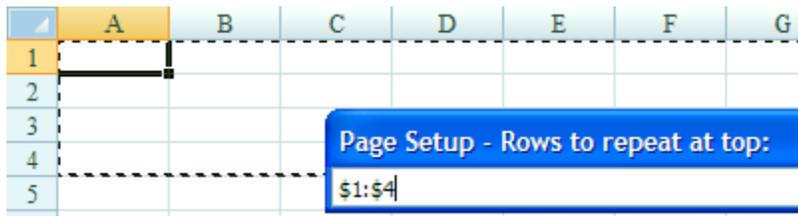
- Click on to repeat rows - **Rows to repeat at top:**
- A new window will appear

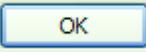


- Then click on the first row to repeat on each page -



- Then drag down to add more rows and hit **Enter**. In this example, rows 1-4 will be repeated on each page.



- Click  to close the Page Setup window

- Click ,  To view your results.

Copy data from a cell to the cell right below it

- Place cursor in cell below what you want copied
- Depress “CTRL” key plus ‘ (quotes) key

Copy the selected cells

- Highlight cells to be copied
- To copy; depress “Control+C”

Paste the copied cells.

- Place cursor in cell where data is to placed
- To paste; depress “Control+V”

Cut the selected cells.

- Highlight the cells to be cut
- To cut; depress “Control+X”

Filter Data

- Highlight the first column’s title

	A	B	C	D
1	Class List			
2				
3	Class Nbr	Subject	Catalog	Location
4	34016	ZOO	145	SAN MARCOS
5	34017	MICR	200	SAN MARCOS



- Click , select . You can use the drop down arrows to filter as needed on any column or combination of columns.

Class	Nb	Subje	Catalc	Location
	▼	▼	▼	▼

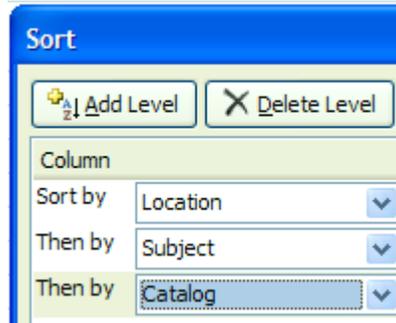
Sort Data

- Highlight the first column's title



- Click , select . You can use the sort window to develop the sort options you desire:

	A	B	C	D
1	Class List			
2				
3	Class Nbr	Subject	Catalog	Location
4	34016	ZOO	145	SAN MARCOS
5	34017	MICR	200	SAN MARCOS



Formatting cells:



- Go to the  tab in the main menu bar.
- Add color to cells, rows, columns by clicking on .
- Change font color by clicking .
- Autofit columns to the appropriate width:

