

Printing Excel Worksheets and Applying Logic Functions

Two essential skill sets come together in this chapter. First, you'll learn how to control how your worksheets print, managing page layout, print areas, and scaling so your reports look right on paper. Then the chapter shifts to logical functions and error trapping, including how to use IF-based logic and trace errors in formulas. Understanding when Excel's error-tracing tools reach their limits helps you troubleshoot more confidently and build more reliable spreadsheets for financial reporting.

CREDIT HOURS 2 | FIELD OF STUDY BUSINESS | EXAM QUESTIONS 10

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LEARNING ASSIGNMENTS AND OBJECTIVES

Assignment

- Study the full course materials included here.
- Complete the review questions after each chapter.
- Answer 10 final exam questions.
- Final exam is scored immediately, 70% or better passes.
- Certificate of completion is available in your account.
- Failed exams can be retaken free of charge.

Course Objectives

- Identify various ways to print Excel worksheets.
- Recognize how to interpret error values and use logical functions.

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Chapter 1: PRINTING WORKSHEETS

Chapter Objective

After completing this chapter, you should be able to:

- Identify various ways to print Excel worksheets.

You probably won't print your worksheets all that often, but for those times when you need to hand out one or more worksheets at a meeting or presentation, Excel gives you the tools to produce professional-looking reports. This chapter covers how to select the printer that you want to use; print all or just selected parts of the worksheet; change your page layout and print settings, including the orientation, paper size, print quality, number of copies, and range of pages, all from the Excel Backstage view. The chapter also enlightens you on how to use the Ribbon to set up reports using the correct margin settings, headers and footers, titles, and page breaks; and use the Page Layout, Print Preview, and Page Break Preview features to make sure that the pages of your report are the way you want them to appear before you print them.

The printing techniques covered in this chapter focus primarily on printing the data in your worksheets. However, in Excel you can also print your charts in chart sheets. Not surprisingly, you'll find that most of the printing techniques that you learn for printing worksheet data in this chapter also apply to printing charts in their respective sheets.

PRINTING FROM THE BACKSTAGE VIEW

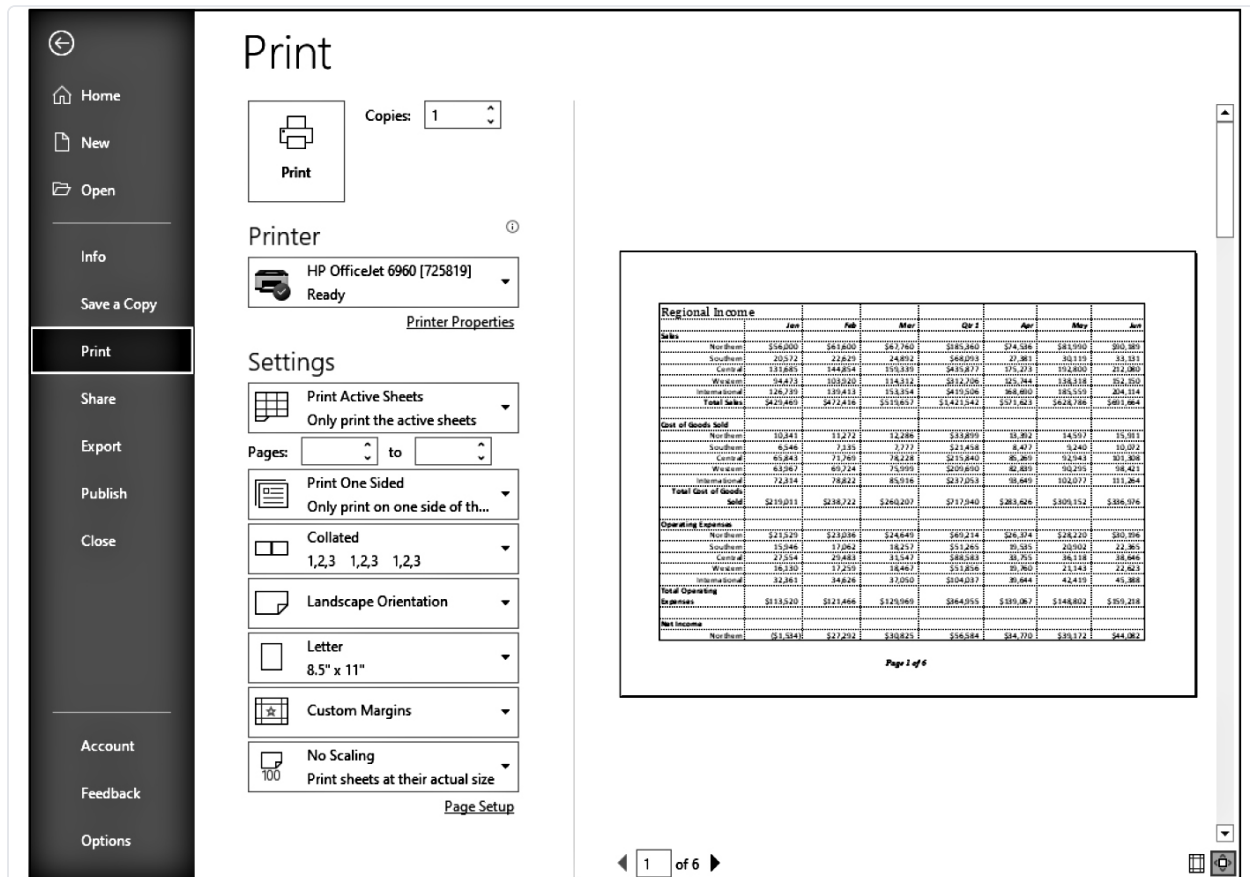
The Backstage view contains a Print screen (shown in Figure 7-1; sample workbook: Income Analysis. xlsx) opened by choosing File→Print or pressing Ctrl+P. This Print screen enables you to do any of the following:

- Change the number of copies to be printed by entering a new value in the Copies combo box.
- Click the name of a new printer to use in printing the worksheet report from the Printer drop-down list box. (See “Selecting the printer to use” that follows for details.)
- Change what part of the worksheet is printed in the report by selecting a new preset in the first drop-down list under Settings. You can choose between Print Active Sheets (the default), Print Entire Workbook, or Print Selection — or by entering a new value in the Pages combo boxes immediately below. Click the Ignore PrintArea option when you want one of the other Print What options (Active Sheets, Entire Workbook, or Selection) that you selected to be used in the printing rather than the Print Area you previously defined.

(See the “Setting and clearing the Print Area” section later in this chapter for details on how to set this area.)

- Print on both sides of the paper (assuming that your printer is capable of double-sided printing) by opening the second drop-down list under Settings and then clicking either the Print on Both Sides, Flip Pages on Long Edge option, or the Print on Both Sides, Flip Pages on Short Edge option.
- Print multiple copies of the worksheet report without having your printer collate the pages of each copy (collating the copies is the default) by opening the third drop-down list under Settings and then clicking the Uncollated option.
- Change the orientation of the printing on the paper from the default portrait orientation to landscape (so that more columns of data and fewer rows are printed on each page of the report) by opening the fourth drop-down list under Settings and then clicking the Landscape Orientation option.
- Change the paper size from Letter (8.5 x 11 in) to another paper size supported by your printer by opening the fifth drop-down list under Settings and then selecting a paper size option.
- Change the margins from the default Normal margins to Wide, Narrow, or the Last Custom Setting (representing the margin settings you last manually set for the report) by opening the sixth drop-down list under Settings and then selecting one of these presets. (See “Massaging the margins” later in this chapter for details.)
- Scale the worksheet so that all its columns or all its rows or all of its columns and rows fit onto a single printed page by opening the seventh (and final) drop-down list under Settings and then selecting a preset.
- Change the default settings used by your printer by using the options in the particular printer’s Options dialog box. (These settings can include the print quality and color versus black and white or grayscale, depending upon the type of printer.) Open it by clicking the Printer Properties link right under the name of your printer in the Print screen.
- Preview the pages of the worksheet report on the right side of the Print screen. (See “Previewing the printout” later in this chapter for details.)

FIGURE 7-1: YOU CAN USE THE PRINT SCREEN IN THE BACKSTAGE VIEW TO CUSTOMIZE YOUR WORKSHEET REPORTS. (SAMPLE WORKBOOK: INCOME ANALYSIS. XLSX)



Selecting the printer to use

Windows allows you to install more than one printer for use with your applications. If you've installed multiple printers, the first one installed becomes the default printer, which is used by all Windows applications, including Excel. If you get a new printer, you must first install it from the Windows' Settings app before you can select and use the printer in Excel.

To select a new printer to use in printing the current worksheet, follow these steps:

1. Open the workbook with the worksheet that you want to print and activate that worksheet.
2. Choose File→Print or press Ctrl+P.

The Print screen opens in the Backstage view (similar to the one shown in Figure 7-1).

3. In the Printer drop-down list, select the name of the new printer that you want to use.

If the printer that you want to use isn't listed in the drop-down list, you can try to add the printer with the Add Printer link near the bottom of the list. When you click this button, Excel

opens the Settings app and displays the Printers & Scanners screen where you then click Add Device to install the printer that you want to use. Note that if you don't have a printer connected to your computer, clicking the Find Printer button and opening the Find Printers dialog box results in opening a Find in the Directory alert dialog box with the message, "The Active Directory Domain Services is Currently Unavailable." When you click OK in this alert dialog box, Excel closes it as well as the Find Printers dialog box.

4. **To change any of the default settings for the printer that you've selected, click the Printer Properties link and then select the new settings in the Properties dialog box for the printer that you selected.**
5. **Make any other required changes using the options (Pages, Collated, and so on) in the Settings section of the Print screen.**
6. **Click the Print button near the top of the left side of the Print screen to print the specified worksheet data using the newly selected printer.**

Keep in mind that the printer you select and use in printing the current worksheet remains the selected printer in Excel until you change back to the original printer (or some other printer).

Previewing the printout

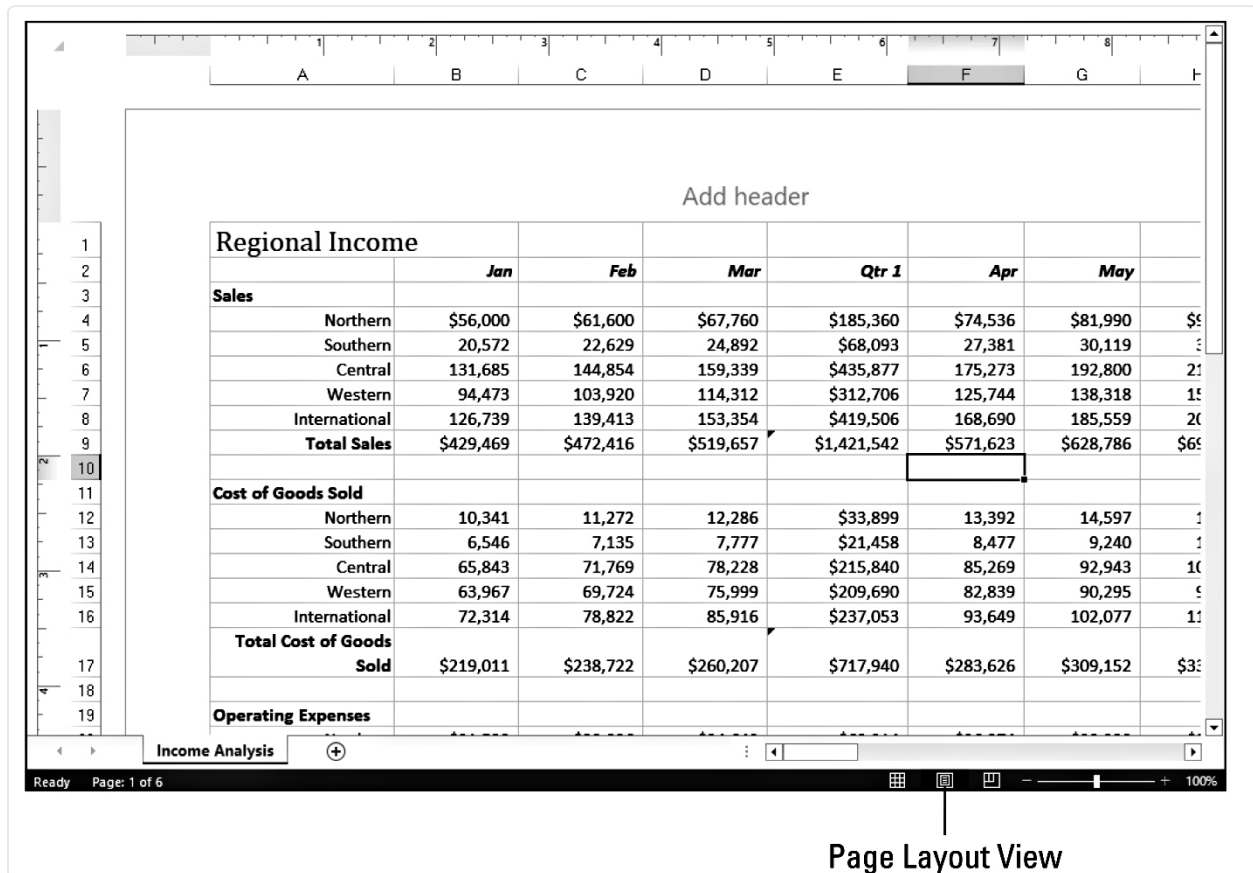
Excel gives you two ways to check the page layout before you send the report to the printer. In the worksheet, you can use the Page Layout view in the regular worksheet window that shows all the pages plus the margins along with the worksheet and row headings and rulers. Or, in the Excel Backstage view, you can use the old standby Print Preview on the right side of the Print screen, which shows you the pages of the report more or less as they appear on the printed page.

Checking the paging in Page Layout view

Excel's Page Layout view gives you instant access to the paging of the active worksheet. To switch to Page Layout view, Excel gives you two choices:

- Display the View tab; then, in the Workbook Views group, click Page Layout.
- In the Status bar, click the Page Layout View icon, pointed out in Figure 7-2. As you can see in Figure 7-2 (sample workbook: Income Analysis.xlsx), when you switch to Page Layout view, Excel adds horizontal and vertical rulers to the column letter and row number headings. In the worksheet area, this view shows the margins for each printed page with any headers and footers defined for the report along with the breaks between each. (Often you have to use the Zoom slider to reduce the screen magnification to display the page breaks on the screen.)

FIGURE 7-2: VIEWING A WORKSHEET IN PAGE LAYOUT VIEW. (SAMPLE WORKBOOK: INCOME ANALYSIS.XLSX)



Tip

To see all the pages required to print the active worksheet, drag the slider button in the Zoom slider on the Status bar to the left until you decrease the screen magnification sufficiently to display all the pages of data.

Previewing the pages of the report

Stop wasting paper and save your sanity by using the Print Preview feature before you print any worksheet, section of a worksheet, or entire workbook. Because of the peculiarities in paging worksheet data, check the page breaks for any report that requires more than one page. You can use Print Preview in the Print screen of the Excel Backstage view to see exactly how the worksheet data will be paged when printed. That way, you can return to the worksheet and make any necessary last-minute changes to the data or page settings before sending the report on to the printer.

To switch to the Print screen and preview the printout, choose File→Print or press Ctrl+P. Excel displays the first page of the report on the right side of the Print screen. Look at Figure 7-3 (sample workbook: Income Analysis.xlsx) to see the first preview page of a ten-page report as it initially appears in the Print screen.

When Excel displays a full page in the Print Preview window, you sometimes can barely read its contents. In such a case, you can increase the view to actual size when you need to verify specific regions of the worksheet by clicking the Zoom to Page button (pointed out in Figure 7-3). Check out the difference in Figure 7-4 (sample workbook: Income Analysis.xlsx) — here you can see what the first page of the ten-page report looks like after I zoom in by clicking the Zoom to Page button.

FIGURE 7-3: PAGE 1 OF A TEN-PAGE REPORT IN PRINT PREVIEW. (SAMPLE WORKBOOK: INCOME ANALYSIS.XLSX)

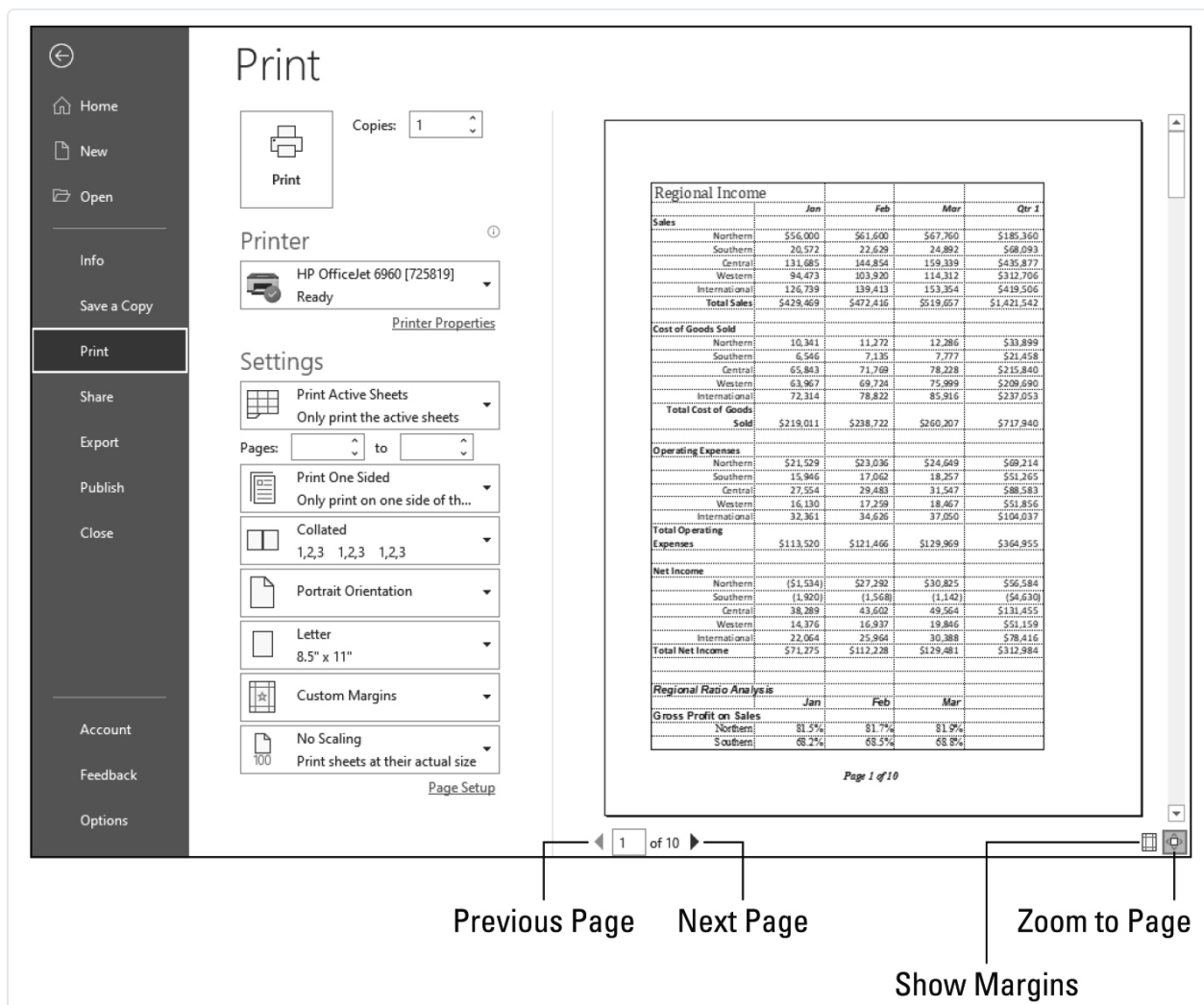
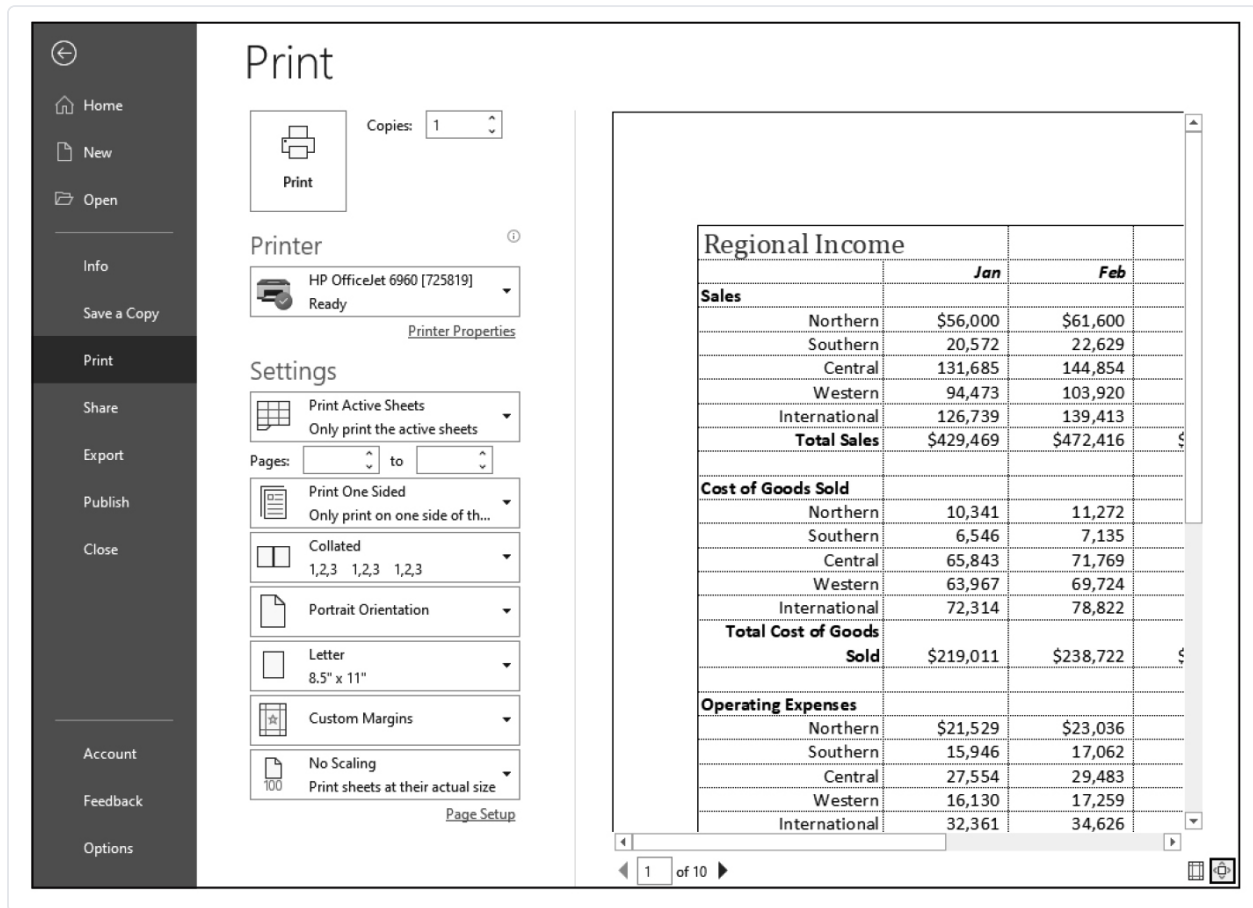


FIGURE 7-4: PAGE 1 OF A TEN-PAGE REPORT AFTER SELECTING THE ZOOM TO PAGE BUTTON. (SAMPLE WORKBOOK: INCOME ANALYSIS.XLSX)



After you enlarge a page to actual size, use the scroll bars to bring new parts of the page into view in the Print Preview window. To return to the full-page view, you deselect the Zoom to Page button by clicking it a second time.

Excel indicates the number of pages in a report at the bottom left of the Print Preview area. If your report has more than one page, view pages that follow by clicking the Next Page button (pointed out in Figure 7-3). To review a page you've already seen, back up a page by clicking the Previous Page button (also pointed out in Figure 7-3). (The Previous Page button is grayed out if you're on the first page.) You can also advance to a particular page in the report by typing its page number into the text box to the immediate right of the Previous Page button that shows the current page and then pressing Enter.

If you want to display the current margin settings for the report in the print preview area, click the Show Margins button (pointed out in Figure 7-3). After the margins are displayed, you can then