

Lesson Notes for Microsoft Excel

Lesson 5: Viewing and Printing Workbooks

Slide	Topic/Exercise Heading	Obj	Instructor Notes	Timing (mins)
	The Microsoft Office Specialist Exam Objectives listed at the right are covered in this lesson.	1.3.1 1.3.3 1.4.2 1.4.3 1.4.4 1.5.1 1.5.3	Modify page setup Customize headers and footers Display and modify workbook content in different views Freeze worksheet rows and columns Change window views Set a print area Configure print settings	
3	Lesson Objectives		Review the objectives on Slide 3 with students so they know what will be covered in the lesson.	5-10
4-6	Changing Worksheets Views		Give a quick overview of the various options located on the View tab. <ul style="list-style-type: none"> You may want to demonstrate the various views. 	5-10
7-12	– Creating and Arranging Worksheets Windows	1.4.4	Demonstrate the use of the New Window tool and the different ways windows can be arranged. <ul style="list-style-type: none"> Demonstrate the Arrange All tool and allow the students to see how it is used to position workbooks on the screen at the same time. Slides 7-12 show various window arrangements	5-10
	Learn to use multiple workbooks	1.4.4	Students practice creating another window for a workbook, moving between workbooks and arranging workbooks.	5-10
13-14	– Splitting Panes	1.4.4	The split feature allows you to have one instance of a workbook open, and view different areas of the worksheet using two or four window panes. <ul style="list-style-type: none"> Demonstrate the ease of splitting panes and removing the split. 	5-10
	Learn to split panes	1.4.4	Students use the split bars to view separate parts of a worksheet.	5-10
15	– Freezing Panes	1.4.3	Freezing panes allows you to lock the titles on the screen while you scroll to a remote part of the worksheet. <ul style="list-style-type: none"> You may lock the top row or the left-most column. Three options are available and are outlined on Slide 15. 	5-10
	Learn to freeze panes	1.4.3	Students freeze panes.	5-10
16	– Changing the Zoom	1.4.2	Demonstrate how to use the zoom slider and the zoom level box.	5-10

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	Learn to change the zoom	1.4.2	Students change the zoom setting for the worksheet.	5-10
17	Printing and Previewing the Workbook		Review the options on the Print tab	5-10
18-22	– Changing the Workbook Views	1.4.2	Demonstrate how to change the view. Slides 18-22 show various views.	10-15
	Learn to change the view	1.4.2	Students use different workbook views.	10-15
23-24	Customizing the Page Layout	1.5.3	Briefly review the default page layout settings.	5-15
25	– Setting Page Breaks		Make sure students understand the significance of page breaks and why it is sometimes necessary to insert manual page breaks.	5-10
	Learn to adjust the page layout	1.4.2 1.5.3	Students manually insert page breaks into a worksheet in order to group similar columns together on the same page.	10-15
26	– Page Formatting	1.3.1 1.5.1 1.5.3	Students will find their favored method of accessing these options when they have used Excel for a while.	5-10
27-31	– Page Formatting Using the Ribbon		Slides 27-31 show the available options when you click various command buttons on the Page Layout tab of the ribbon.	5-10
32	– Page Formatting Using Page Setup		Show students the Page Setup dialog box and review the available options.	5-10
	– Formatting Using the Office Backstage		To adjust formatting in Backstage, you use options on the Print tab.	5-10
	Learn to use page setup options	1.3.1 1.5.3	Students examine the effects of changing some of the page formatting settings.	5-15
33-35	Adding a Header or Footer	1.3.3	Students need to understand that a header is text that will be printed at the top of every page and the footer is text that will be printed at the bottom of every page when you print a worksheet. <ul style="list-style-type: none"> Any header or footer that you define will apply only to the active worksheet. 	10-20
	Learn to add headers and footers	1.3.3	Students add headers and footers.	10-15
36	Printing Titles and Ranges of Cells	1.5.1	Print titles will repeat selected rows and/or columns at the top of each page when you print a worksheet.	5-10
	Learn to print titles and a cell range	1.5.1 1.5.3	Students display the column and row titles on every page and select a range of cells for printing.	5-10

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37	Printing Selected Worksheets	1.5.3	<p>You can specify to print:</p> <ul style="list-style-type: none"> the active worksheet a selected range of cells in the active worksheet all worksheets in the workbook a group of worksheets <p>Demonstrate how to group worksheets for printing.</p>	5-10
	Learn to print selected worksheets	1.5.3	Students prepare to print (they preview the output) a selected group of worksheets in a workbook.	5-10
38	Lesson Summary		Review the objectives with students to remind them of what was covered in the lesson. Provide a short summary of the features and give students a chance to complete exercises if they did not complete them earlier.	10-15
			Total (Hours)	3.0-6.0