

I. Two ways to change columns and rows

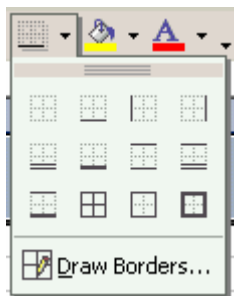
1. Place the cursor over the lines separating A, B, C, etc/1, 2, 3 column/row until a "cross arrow" cursor appears. Click, hold down and move the column/row.
2. Click Format, then Row/Column, then Height/Width and numerically identify height/width.

II. Formatting column headers

- Identify your header titles by typing into the first row. Click on the row number 1, go to "format", then "cells", select the "alignment" tab to angle titles.

III. Coloring cells

- Select row/column by clicking on the A, B, C, or 1, 2, 3. Then click on the down arrow next to the paint can and select a color to fill the row/column with the color.



IV. Printing all cells with lines separating each cell

- When you try to print an excel document, the lines separating each cell won't automatically appear. There are several options when outlining cells. The solid lines indicate how the cells will be outlined.

V. Previewing before printing

- To see what the document looks like before you print, click "print preview". This is a good way to see if you have the cells outlined and everything else aligned. When you want to go back to your document-in-progress, click "close". (You can also print directly from this view/page.)