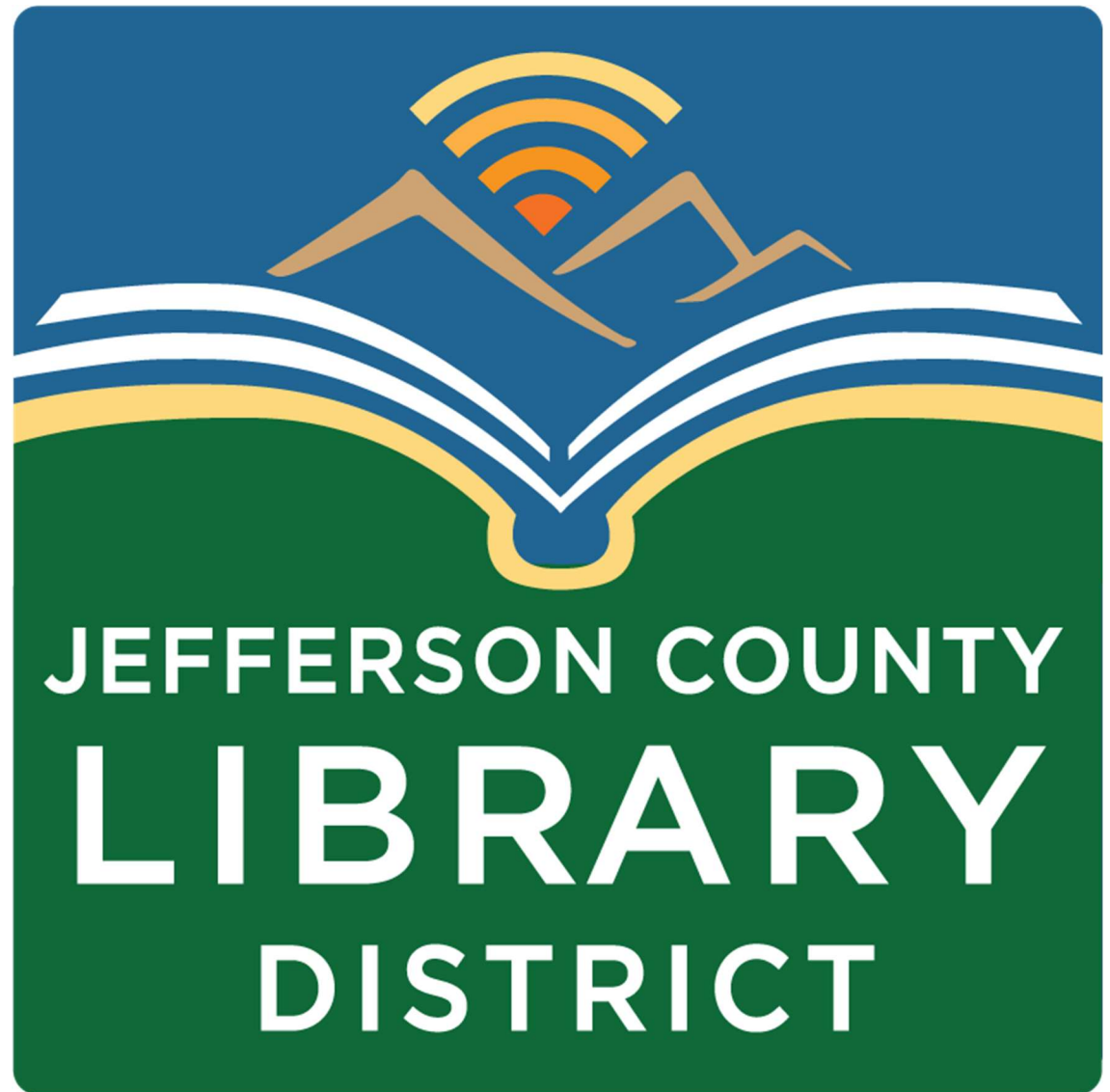


Introduction to Microsoft Excel: Printing and Customization

Presenter: Jamie Pena
Digital Equity Navigator



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Learning Objectives

- Create templates
- Printing
- Additional formatting

Templates

You can create templates to be used over time. This can save you time instead of recreating the same spreadsheets over and over.

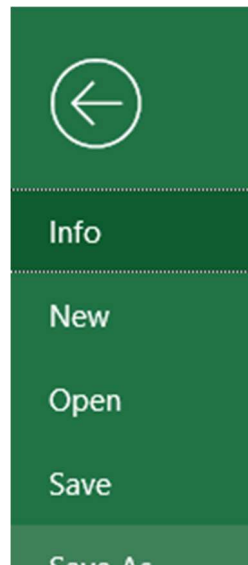
To create a template:

1. Create the spreadsheet you want to use in future months. Leave the cells for data blank.
 - a. Tip: you can enter an Autosum function in the cell you want to have a total in. As you add data, a total will appear.

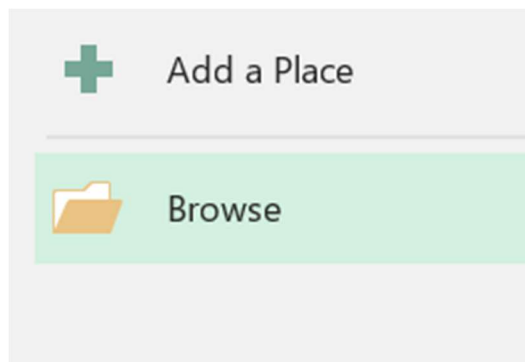
	A	B	C
1	Monthly Income		
2	Income Source	Amount	
3	Custom 3D Print Orders		
4	Design Services		
5	Batch Production		
6	Digital File Sales		
7	Workshops / Classes		
8	Total	\$0.00	
9			
10			

2. Next we are going to Save our file as a Template.

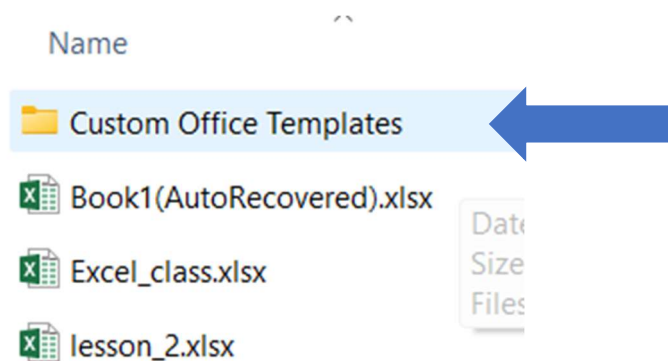
3. Click File – Save As.



4. Click Browse

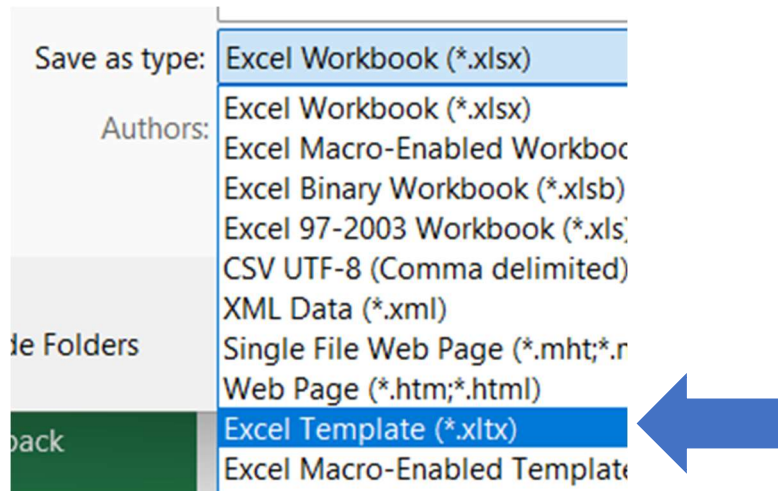


5. Double click on Custom Office Templates for location.



6. Give your template a name.

7. Choose Excel Template from File Type.

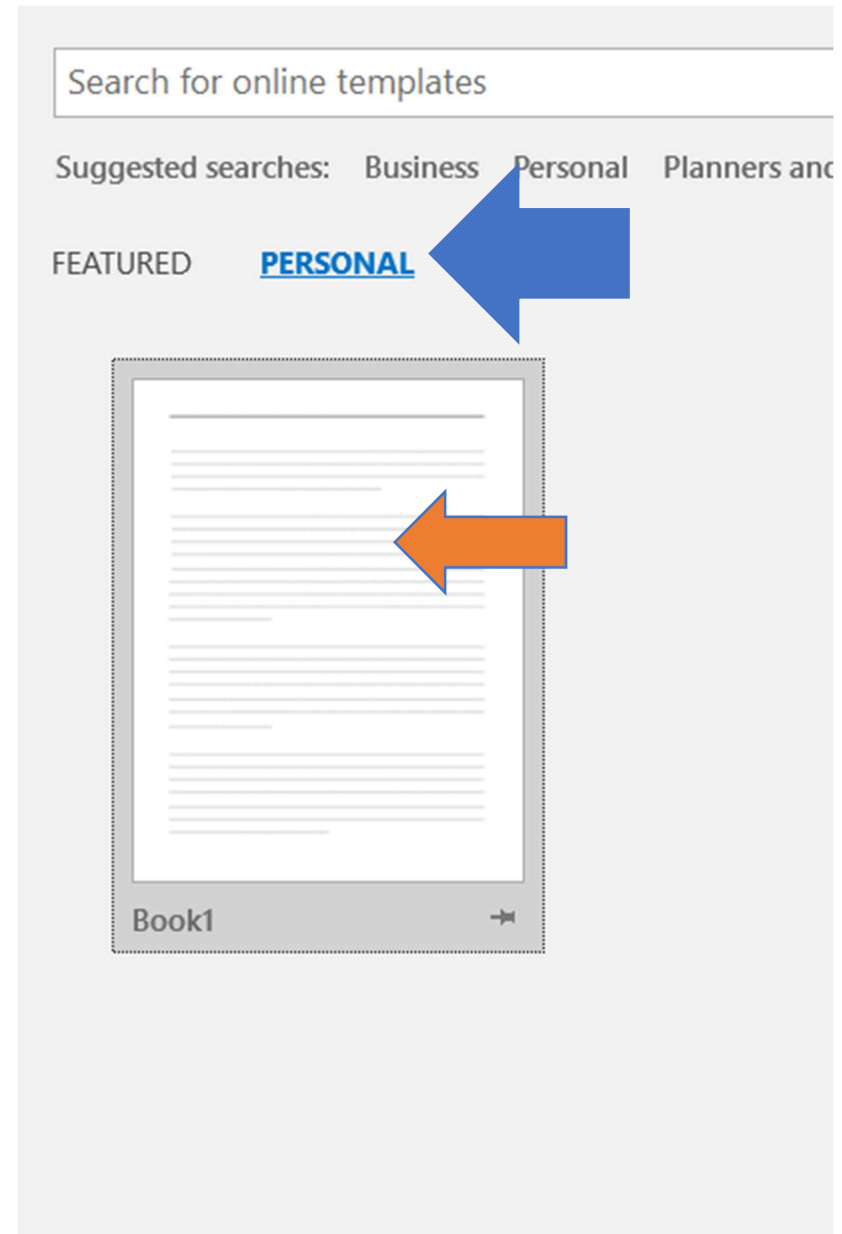


8. Click Save.




You now have an Excel template always accessible.

To open and use your template.

1. Open Excel.
2. Above “Blank Document”, “click Personal”
3. Click the template you created.



4. Enter your values

B8					=SUM(B3:B7)
	A	B	C		
1	Monthly Income				
2	Income Source	Amount			
3	Custom 3D Print Orders	\$100.00			
4	Design Services	\$200.00			
5	Batch Production	\$300.00			
6	Digital File Sales	\$400.00			
7	Workshops / Classes	\$500.00			
8	Total	\$1,500.00			
9					
10					
11					
12					

5. Name and save your spreadsheet.

You've created a new spreadsheet from an existing template. Your template remains unchanged and available to use for future use.

Additional Formatting – Borders

In addition to more common formatting options such as font, font size, and alignments, you may want to use colors and borders on your spreadsheets.

If I print the following spreadsheet, it will not have a border:

No border

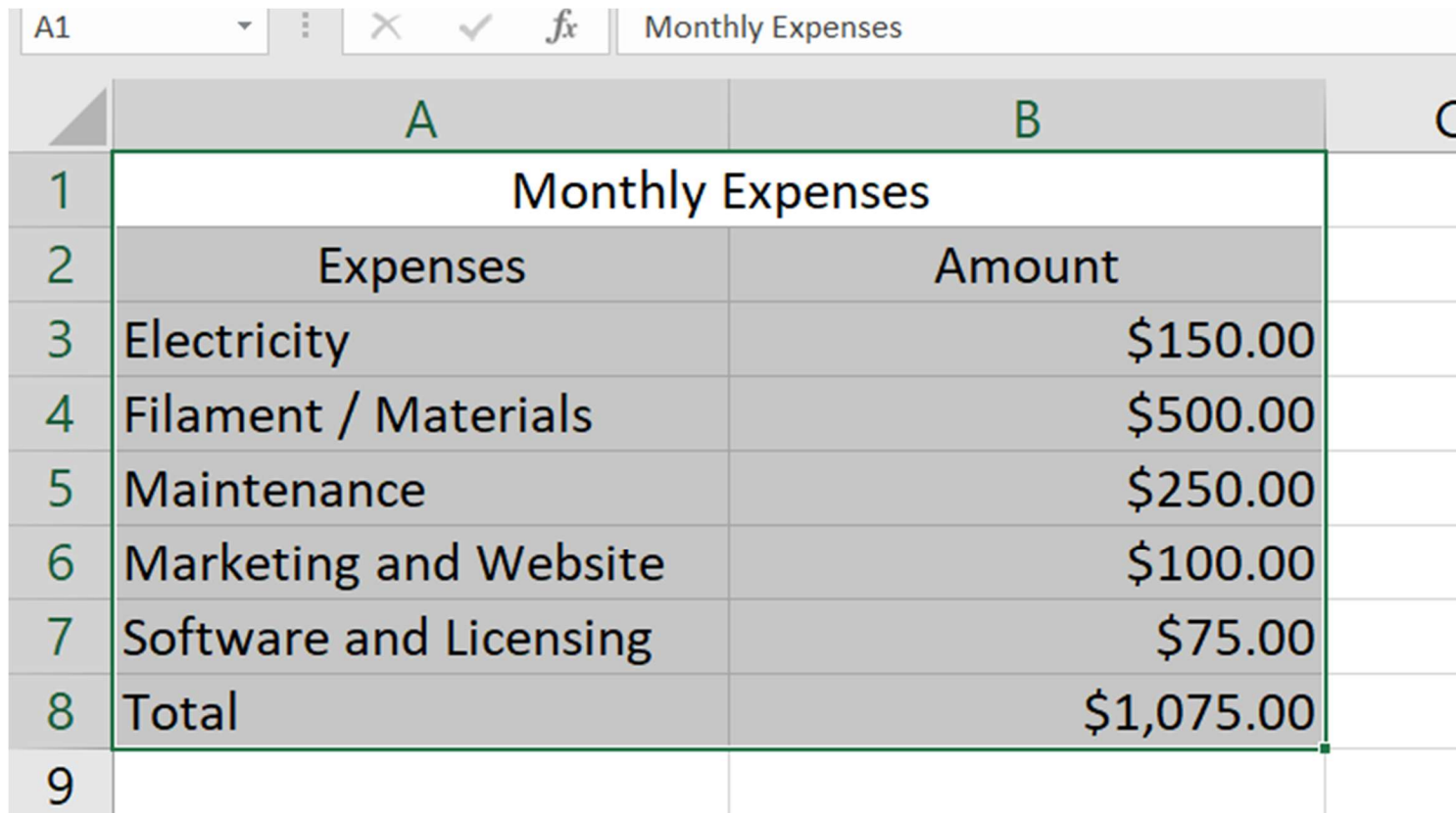
	A	B
1	Monthly Expenses	
2	Expenses	Amount
3	Electricity	\$150.00
4	Filament / Materials	\$500.00
5	Maintenance	\$250.00
6	Marketing and Website	\$100.00
7	Software and Licensing	\$75.00
8	Total	\$1,075.00
9		
10		

Monthly Expenses	
Expenses	Amount
Electricity	\$150.00
Filament / Materials	\$500.00
Maintenance	\$250.00
Marketing and Website	\$100.00
Software and Licensing	\$75.00
Total	\$1,075.00



To add borders to a spreadsheet:

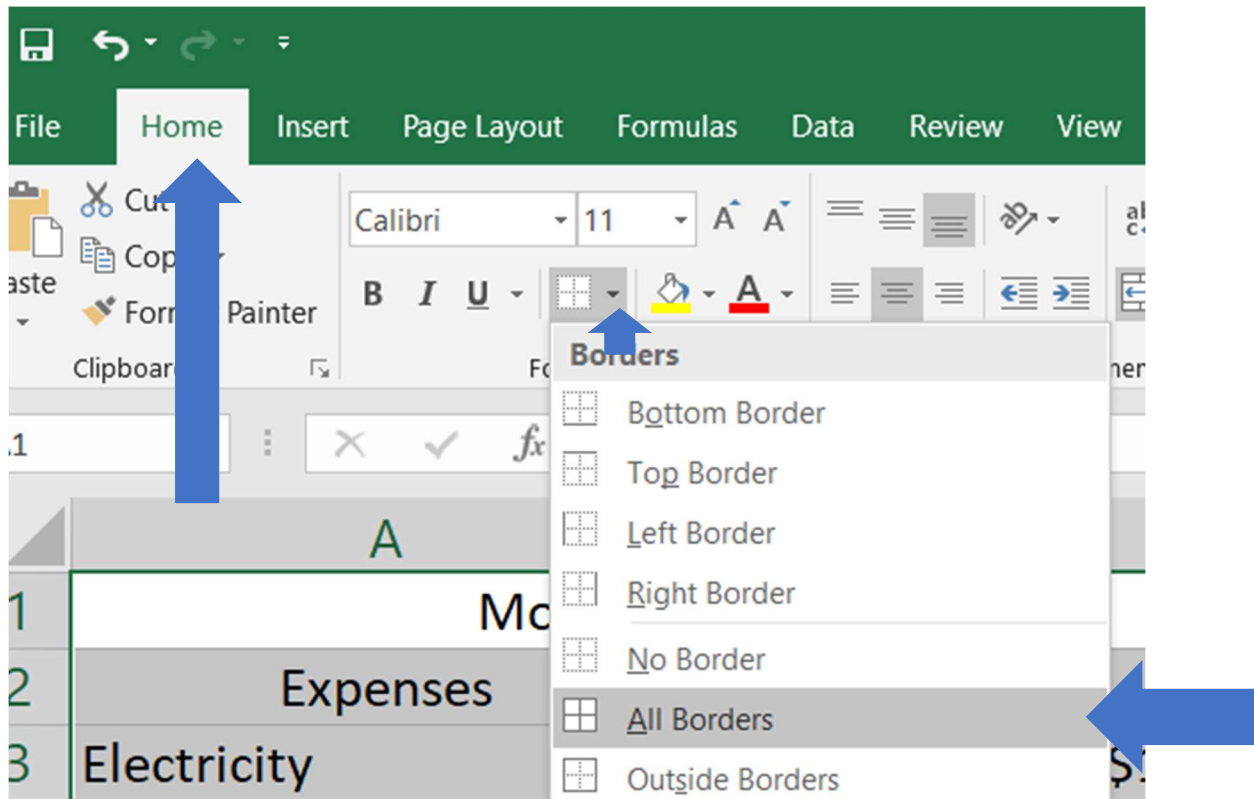
1. Select the cells that you want to have a border around.



A1 X ✓ fx Monthly Expenses

	A	B	C
1	Monthly Expenses		
2	Expenses	Amount	
3	Electricity	\$150.00	
4	Filament / Materials	\$500.00	
5	Maintenance	\$250.00	
6	Marketing and Website	\$100.00	
7	Software and Licensing	\$75.00	
8	Total	\$1,075.00	
9			

2. Under the **Home** tab, in the **Font** section, click on the arrow to the right of the **Border** icon.
A drop-down list of options will appear.



3. I would like to have borders around the entire spreadsheet and in the individual cells. I click **All Borders**.

My spreadsheet now has borders around the areas I previously selected.

	A	B	
1	Monthly Expenses		
2	Expenses	Amount	
3	Electricity	\$150.00	
4	Filament / Materials	\$500.00	
5	Maintenance	\$250.00	
6	Marketing and Website	\$100.00	
7	Software and Licensing	\$75.00	
8	Total	\$1,075.00	
9			
10			

When print I now have a well-defined border around my spreadsheet.

Monthly Expenses	
Expenses	Amount
Electricity	\$150.00
Filament / Materials	\$500.00
Maintenance	\$250.00
Marketing and Website	\$100.00
Software and Licensing	\$75.00
Total	\$1,075.00

Additional Formatting - Colors

You may also want to change the color of cells.

This can help with creating space in a spreadsheet to improve visibility.

For example, it might be helpful to insert a row between the total and the various expense categories.

I can then make it a different color to make it stand out.

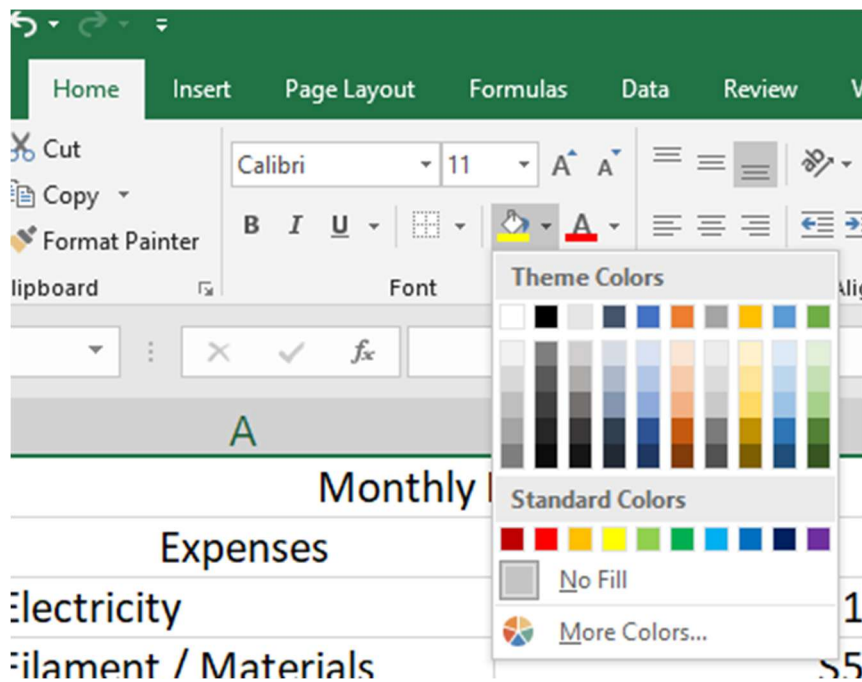
	A	B
1	Monthly Expenses	
2	Expenses	Amount
3	Electricity	\$150.00
4	Filament / Materials	\$500.00
5	Maintenance	\$250.00
6	Marketing and Website	\$100.00
7	Software and Licensing	\$75.00
8	Total	\$1,075.00
9		

First I insert a row between rows 7 and 8.

1	Monthly Expenses	
2	Expenses	Amount
3	Electricity	\$150.00
4	Filament / Materials	\$500.00
5	Maintenance	\$250.00
6	Marketing and Website	\$100.00
7	Software and Licensing	\$75.00
8		
9	Total	\$1,075.00

Next, I select the blank row.

Lastly, I select a color from the Home tab, under Fonts.

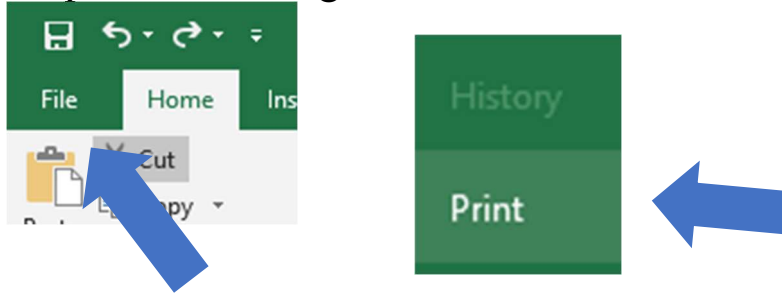


I now have a solid color that separates my total from my expenses.

	A	B
1	Monthly Expenses	
2	Expenses	Amount
3	Electricity	\$150.00
4	Filament / Materials	\$500.00
5	Maintenance	\$250.00
6	Marketing and Website	\$100.00
7	Software and Licensing	\$75.00
8		
9	Total	\$1,075.00
10		

Printing

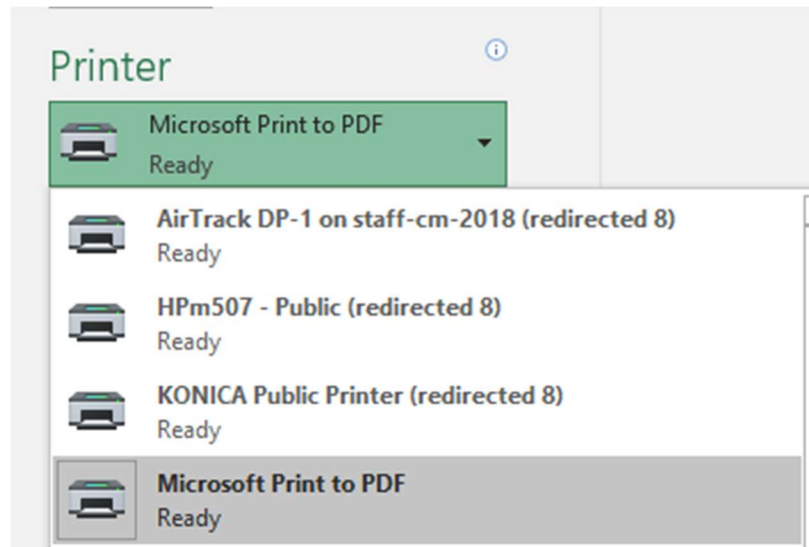
To print in Excel, go to File – Print.



Printing Options

If you would like to share your workbook or spreadsheet with a person but do not want them to edit it, you can “print” it as a PDF. This saves it as a file you can share with others but it cannot be edited.

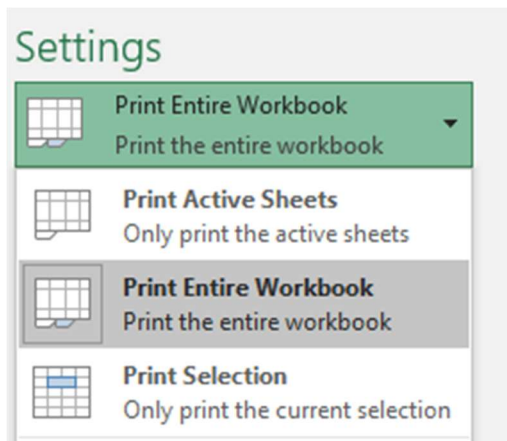
You will find this option under **Printer – Microsoft Print to PDF**



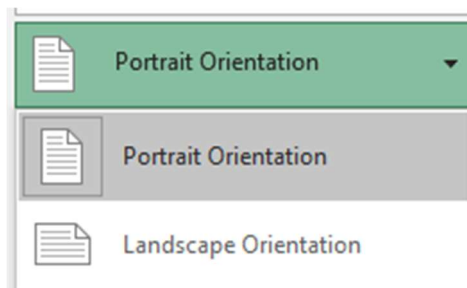
Settings

There are several options under Settings.

First, you have the option to print: the entire workbook, only the current spreadsheet, or a range of selected cells.



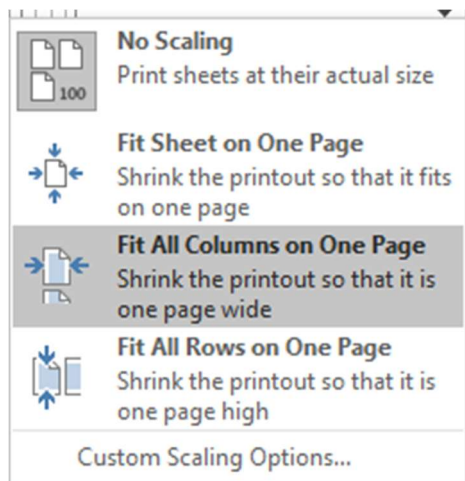
Next is Orientation. You can choose to print in Portrait or Landscape.



Next you can choose the size of your paper and the margins.



Lastly, you can choose how the spreadsheets are scaled.



Activity

	A	B	C	D	E	F	G	H
1	2025 Profits							
2		January	February	March	April	May	June	
3	Income	\$4,250.00	\$4,300.00	\$4,150.00	\$3,750.00	\$2,500.00	\$5,000.00	
4	Expenses	\$1,250.00	\$1,250.00	\$1,325.00	\$1,400.00	\$1,375.00	\$2,100.00	
5	Total	\$3,000.00	\$3,050.00	\$2,825.00	\$2,350.00	\$1,125.00	\$2,900.00	
6								
7								

1. Create a new sheet and name it Profits.
2. Enter the heading “2025 Profits” in Row 1. Merge and Center it.
3. Enter the headings for Row 2 and Column A
4. Enter the amounts in Row 3 and Row 4.
5. Use Autosum to find the totals in row 5.
6. Add a border to the spreadsheet.

7. Print your Workbook as a PDF. Use the following settings.
 - a. Print the Entire Workbook
 - b. Orientation = Landscape
 - c. Fit all columns on one page.
8. "Print" your PDF and save it to the USB drive or a folder of your choice.

Thank You!

