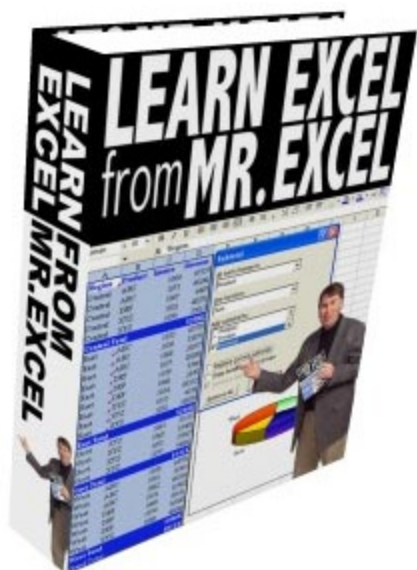




Free Preview – Week #4

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This Week: 4 tips on headers and windows.

Next Week: more great tips.

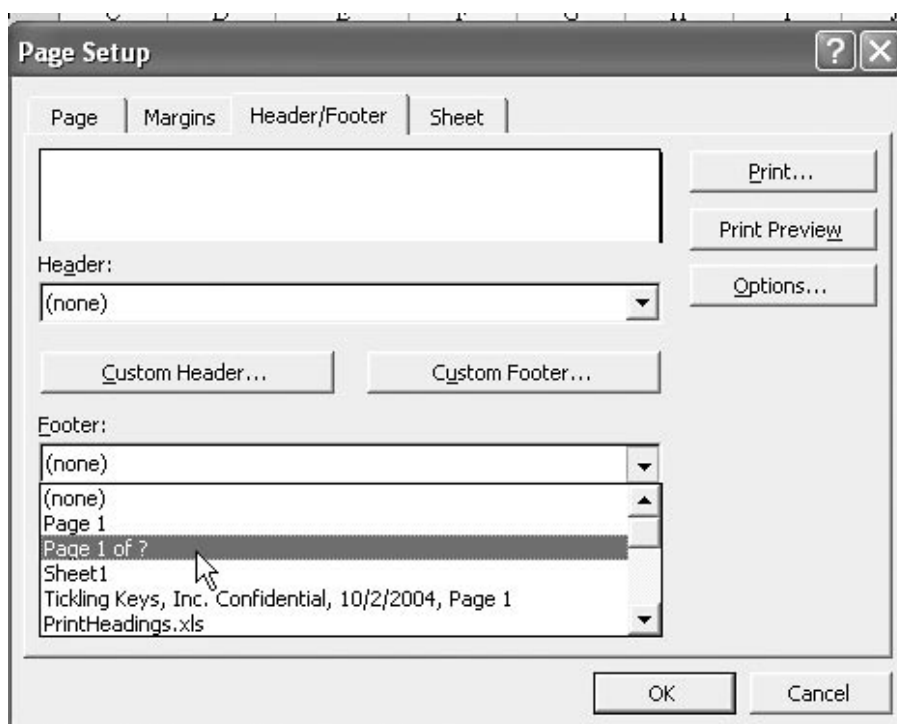
## HOW TO PRINT PAGE NUMBERS AT THE BOTTOM OF EACH PAGE

**Problem:** You are printing a lengthy report. You want the pages to be numbered.

**Strategy:** The header and footer options are controlled on the third tab of the Page Setup dialog box. There are a variety of formats that can be specified on this tab.

**Part  
I**

Select Page Setup from the File menu. The dialog box offers four tabs. Select the third tab called "Header/Footer." There are a number of standard options in the footer dropdown. One of these options is called Page 1 of ?. This option will print a footer like "Page 1 of 2" in the bottom center of each page.



**Alternate Solution:** It is possible to design a custom footer by selecting the Custom Footer... button. In a custom footer, you can build a footer for the left, center, and right sides of the page.

Select the Custom Footer... button.

Tab to the right section: text box.

Type the word Page followed by a space.

Click the Page # icon (Figure 2).

Type a space followed by the word of followed by a space.

Click the Total Pages icon (Figure 3).



**Result:** The custom footer text appears on the right side of the page.



**Gotcha:** Sometimes the footer text will crash into the data from the report. If you have adjusted the lower margin to 0.5" you should adjust the footer margin to 0.25" to prevent this condition.

|                     |           |
|---------------------|-----------|
| Dan                 | 1/19/2006 |
| Mary                | 1/19/2006 |
| Highly Confidential |           |

**Summary:** You can customize the header and footer to contain a page number, total number of printed pages, the file name or any custom text that you like. There are a left, center, and right header.

**Commands Discussed:** File > Page Setup

Cross Reference: To have certain cells appear at the top left of each page, use the Rows to Repeat at Top setting. See page \_\_\_\_

# HOW TO MAKE A WIDE REPORT FIT TO ONE PAGE WIDE BY MANY PAGES TALL

**Problem:** After creating a wide report, it is printing four pages wide. You want to make it fit one page wide.

**Strategy:** Ultimately, you will set the Page Setup to print to 1 page wide by <blank> pages tall. Before you can do that, you should follow these steps.

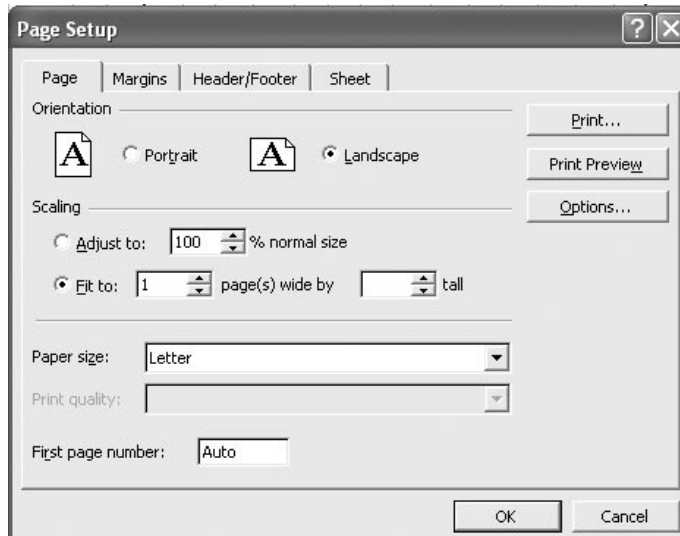
**Part  
I**

|    | A                                          | B         | C              | D         | E               | F       | G   | H   | I   | J   | K   | L   | M   | N   | O   | P   | Q   | R   | S   | T   | U   | V   | W    | X          | Y |
|----|--------------------------------------------|-----------|----------------|-----------|-----------------|---------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|------------|---|
| 1  | OurCo LLC                                  |           |                |           |                 |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |      |            |   |
| 2  | Sales Report by Month, Customer and Region |           |                |           |                 |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |      |            |   |
| 3  | 12 Months Ending 12/31/2006                |           |                |           |                 |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |      |            |   |
| 4  |                                            |           |                |           |                 |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |      |            |   |
| 5  | County                                     | Region    | District       | Sales Rep | Customer        | Product | Jan | Feb | Mar | Q1  | Apr | May | Jun | Q2  | Jul | Aug | Sep | Q3  | Oct | Nov | Dec | Q4  | 2006 | Prior Year |   |
| 6  | USA                                        | West      | No. California | Joe       | RST Company     | GHI     | 37  | 44  | 26  | 107 | 81  | 29  | 19  | 135 | 2   | 57  | 79  | 138 | 81  | 92  | 71  | 244 | 624  | 591        |   |
| 7  | Australia                                  | Australia | Australia      | Mary      | EPG Pty Ltd     | GHI     | 40  | 36  | 72  | 204 | 33  | 28  | 10  | 71  | 70  | 68  | 61  | 219 | 68  | 6   | 37  | 111 | 605  | 561        |   |
| 8  | USA                                        | Central   | Chicago        | Dan       | TUV Company     | DEF     | 86  | 59  | 74  | 215 | 83  | 87  | 63  | 203 | 16  | 43  | 34  | 39  | 89  | 6   | 97  | 152 | 733  | 701        |   |
| 9  | Germany                                    | Germany   | Germany        | Dan       | CDE GmbH        | XYZ     | 73  | 20  | 5   | 98  | 58  | 36  | 70  | 224 | 20  | 64  | 25  | 109 | 48  | 57  | 98  | 203 | 634  | 604        |   |
| 10 | USA                                        | Central   | Minneapolis    | Bob       | BCD Corporation | ABC     | 65  | 81  | 33  | 233 | 50  | 36  | 51  | 197 | 14  | 73  | 30  | 153 | 42  | 68  | 66  | 176 | 735  | 771        |   |
| 11 | Australia                                  | Australia | Australia      | Dan       | CDE Pty Ltd     | ABC     | 55  | 28  | 23  | 104 | 1   | 0   | 68  | 69  | 14  | 95  | 25  | 134 | 42  | 55  | 43  | 140 | 447  | 431        |   |
| 12 | USA                                        | East      | MidAtlantic    | Mary      | NOP, LLC        | ABC     | 86  | 87  | 33  | 206 | 74  | 22  | 82  | 178 | 79  | 28  | 34  | 141 | 55  | 42  | 5   | 102 | 627  | 588        |   |
| 13 | USA                                        | Central   | Cleveland      | Bob       | RST, Inc.       | GHI     | 38  | 10  | 80  | 198 | 33  | 55  | 61  | 143 | 69  | 81  | 83  | 233 | 46  | 36  | 78  | 160 | 740  | 727        |   |
| 14 | USA                                        | Central   | Cleveland      | Joe       | LHM, Inc.       | DEF     | 61  | 39  | 67  | 227 | 47  | 32  | 60  | 139 | 38  | 8   | 52  | 159 | 35  | 17  | 91  | 263 | 181  | 728        |   |
| 15 | USA                                        | East      | New England    | Joe       | JKL, Inc.       | XYZ     | 38  | 36  | 34  | 226 | 83  | 80  | 8   | 171 | 40  | 54  | 35  | 129 | 25  | 17  | 58  | 100 | 626  | 568        |   |
| 16 | USA                                        | Central   | Chicago        | Dan       | HU Company      | GHI     | 83  | 86  | 34  | 203 | 50  | 34  | 45  | 129 | 95  | 54  | 4   | 153 | 38  | 0   | 4   | 102 | 587  | 565        |   |
| 17 | USA                                        | East      | Southwest      | Bob       | DEF & Sons      | DEF     | 68  | 12  | 61  | 141 | 70  | 84  | 34  | 248 | 34  | 64  | 36  | 254 | 5   | 55  | 61  | 121 | 764  | 713        |   |
| 18 | USA                                        | Central   | Cleveland      | Bob       | LHM, Inc.       | ABC     | 18  | 90  | 52  | 160 | 59  | 92  | 21  | 172 | 30  | 88  | 7   | 103 | 94  | 16  | 3   | 113 | 630  | 578        |   |
| 19 | Australia                                  | Australia | Australia      | Joe       | EPG Pty Ltd     | XYZ     | 40  | 45  | 10  | 35  | 85  | 28  | 34  | 147 | 77  | 30  | 60  | 227 | 74  | 18  | 72  | 164 | 633  | 634        |   |
| 20 | USA                                        | West      | So. California | Joe       | EPG, Inc.       | XYZ     | 33  | 94  | 85  | 272 | 35  | 17  | 73  | 125 | 18  | 30  | 0   | 108 | 86  | 3   | 42  | 137 | 642  | 588        |   |
| 21 | USA                                        | East      | New England    | Dan       | KLM Company     | XYZ     | 23  | 1   | 78  | 108 | 58  | 17  | 95  | 170 | 35  | 32  | 16  | 259 | 51  | 13  | 56  | 120 | 661  | 625        |   |
| 22 | USA                                        | West      | No. California | Mary      | GHI Company     | GHI     | 42  | 93  | 70  | 205 | 84  | 39  | 12  | 135 | 38  | 40  | 39  | 177 | 12  | 38  | 27  | 137 | 654  | 654        |   |
| 23 | USA                                        | East      | MidAtlantic    | Joe       | NOP, LLC        | GHI     | 26  | 51  | 56  | 133 | 69  | 33  | 24  | 186 | 79  | 17  | 0   | 36  | 42  | 75  | 61  | 188 | 533  | 565        |   |
| 24 | Germany                                    | Germany   | Germany        | Dan       | ABC GmbH        | GHI     | 85  | 31  | 61  | 177 | 57  | 40  | 77  | 114 | 28  | 32  | 87  | 147 | 83  | 8   | 24  | 119 | 532  | 555        |   |
| 25 | USA                                        | Central   | Chicago        | Dan       | LJL Company     | GHI     | 30  | 60  | 6   | 96  | 62  | 25  | 50  | 137 | 94  | 47  | 84  | 176 | 71  | 38  | 36  | 145 | 728  | 705        |   |
| 26 | USA                                        | Central   | Chicago        | Bob       | LJL Company     | GHI     | 34  | 43  | 88  | 165 | 25  | 34  | 63  | 187 | 79  | 55  | 36  | 230 | 66  | 55  | 30  | 211 | 738  | 782        |   |
| 27 | USA                                        | Central   | Minneapolis    | Dan       | BCD Corporation | DEF     | 53  | 79  | 55  | 181 | 76  | 78  | 40  | 134 | 71  | 36  | 1   | 108 | 36  | 14  | 43  | 158 | 641  | 638        |   |
| 28 | USA                                        | Central   | Cleveland      | Joe       | LHM, Inc.       | GHI     | 85  | 4   | 51  | 141 | 15  | 91  | 31  | 137 | 81  | 4   | 83  | 168 | 33  | 80  | 61  | 174 | 620  | 604        |   |
| 29 | USA                                        | Central   | Minneapolis    | Joe       | KLM Corporation | GHI     | 45  | 57  | 52  | 154 | 72  | 53  | 33  | 224 | 30  | 13  | 35  | 198 | 90  | 38  | 32  | 220 | 796  | 722        |   |

1. Eliminate extra columns from the print range. This worksheet has some lookup tables beyond column X that you do not want to print. Highlight columns A through X and select File – Print Area – Set Print Area.
2. Make the columns narrower. Select the data in A6:X130. From the menu, select Format – Column – AutoFit Selection.
3. Look for headings that can be on two lines. Sales Rep in cell D5 is an example. Prior Year in X5 had been previously split to two lines. (See Cross-Reference.)
4. Change the orientation to Landscape. From File – Page Setup, go to the Page tab and select Landscape in the orientation section.
5. Adjust the margins. On the Margins tab of the File – Page Setup dialog, set the left and right margins at 0.25". Adjust the top and bottom to 0.5" and the footer margin to 0.25"

Finally, go to File – Page Setup. On the Page tab, choose the radio button for Fit To. Leave the first spin button as 1 page wide. Using your

mouse, highlight the 1 in the spin button for pages wide. Once the 1 is highlighted, hit the delete key in order to leave this entry completely blank.



**Result:** The report will fit on 1 page wide and 3 pages tall.

| OurCo LLC<br>Sales Report by Month, Customer and Region<br>12 Months Ending 12/31/2006 |           |                |           |                 |         |     |     |     |     |     |     |     |     |     |     |     |     |    |      |      |     | Prior |     |
|----------------------------------------------------------------------------------------|-----------|----------------|-----------|-----------------|---------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----|------|------|-----|-------|-----|
| Country                                                                                | Region    | District       | Sales Rep | Customer        | Product | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Q4 | 2006 | Year |     |       |     |
| USA                                                                                    | West      | So. California | Joe       | RST Company     | GHI     | 37  | 44  | 24  | 107 | 57  | 29  | 19  | 135 | 2   | 57  | 79  | 138 | 31 | 92   | 71   | 244 | 424   | 591 |
| Australia                                                                              | Australia | Australia      | May       | ERG Pty Ltd     | GHI     | 40  | 50  | 72  | 294 | 33  | 28  | 10  | 71  | 70  | 48  | 81  | 219 | 48 | 4    | 37   | 111 | 485   | 541 |
| USA                                                                                    | Central   | Chicago        | Dan       | TUV Company     | DEF     | 84  | 55  | 74  | 215 | 83  | 87  | 43  | 233 | 14  | 43  | 34  | 93  | 89 | 4    | 97   | 199 | 733   | 701 |
| Germany                                                                                | Germany   | Germany        | Dan       | CDE GMAH        | XYZ     | 73  | 30  | 5   | 98  | 58  | 94  | 70  | 224 | 20  | 44  | 25  | 109 | 48 | 57   | 98   | 203 | 434   | 404 |
| USA                                                                                    | Central   | Minneapolis    | Bob       | BCD Corporation | ABC     | 45  | 81  | 58  | 239 | 50  | 94  | 71  | 197 | 14  | 29  | 90  | 183 | 42 | 48   | 44   | 174 | 795   | 771 |
| Australia                                                                              | Australia | Australia      | Dan       | CDE Pty Ltd     | ABC     | 55  | 24  | 23  | 106 | 1   | 0   | 48  | 49  | 14  | 95  | 25  | 134 | 42 | 55   | 43   | 140 | 447   | 431 |
| USA                                                                                    | East      | Mid-Atlantic   | May       | NOR LLC         | ABC     | 84  | 87  | 33  | 204 | 74  | 22  | 83  | 178 | 79  | 28  | 34  | 141 | 55 | 42   | 5    | 102 | 427   | 588 |
| USA                                                                                    | Central   | Cleveland      | Bob       | RST Inc.        | GHI     | 98  | 10  | 30  | 198 | 33  | 55  | 41  | 149 | 49  | 81  | 83  | 233 | 44 | 34   | 78   | 140 | 740   | 727 |
| USA                                                                                    | Central   | Cleveland      | Joe       | LMN Inc.        | DEF     | 41  | 89  | 47  | 227 | 47  | 32  | 40  | 139 | 98  | 8   | 52  | 158 | 95 | 77   | 81   | 243 | 787   |     |
| USA                                                                                    | East      | Ne. England    | Joe       | JKL Inc.        | XYZ     | 34  | 58  | 94  | 224 | 83  | 80  | 8   | 171 | 40  | 54  | 35  | 129 | 25 | 17   | 38   | 100 | 424   |     |
| USA                                                                                    | Central   | Chicago        | Dan       | ERG Company     | GHI     | 83  | 86  | 34  | 203 | 50  | 34  | 45  | 129 | 85  | 54  | 4   | 153 | 98 | 0    | 4    | 102 | 587   | 545 |
| USA                                                                                    | East      | Se. West       | Bob       | DEF & Son       | DEF     | 48  | 12  | 0   | 141 | 70  | 88  | 94  | 248 | 94  | 4   | 94  | 254 | 5  | 55   | 0    | 121 | 744   |     |
| USA                                                                                    | Central   | Cleveland      | Bob       | LMN Inc.        | ABC     | 18  | 50  | 52  | 140 | 59  | 90  | 21  | 172 | 90  | 88  | 7   | 183 | 94 | 14   | 3    | 113 | 430   |     |
| Australia                                                                              | Australia | Australia      | Joe       | ERG Pty Ltd     | XYZ     | 40  | 45  | 10  | 95  | 85  | 28  | 34  | 147 | 77  | 50  | 40  | 227 | 74 | 18   | 72   | 144 |       |     |
| USA                                                                                    | West      | So. California | Joe       | ERG Inc.        | XYZ     | 93  | 58  | 82  | 272 | 35  | 17  | 73  | 125 | 18  | 50  | 0   | 108 | 84 | 9    | 42   | 137 |       |     |
| USA                                                                                    | East      | Ne. England    | Dan       | JKL Company     | XYZ     | 23  | 7   | 78  | 188 | 58  | 17  | 95  | 170 | 95  | 88  | 74  | 243 | 51 | 13   | 54   | 120 |       |     |
| USA                                                                                    | West      | So. California | May       | GHI Company     | GHI     | 42  | 58  | 70  | 207 | 84  | 39  | 12  | 155 | 38  | 40  | 99  | 177 | 12 | 98   | 27   |     |       |     |
| USA                                                                                    | East      | Mid-Atlantic   | Joe       | NOR LLC         | GHI     | 24  | 31  | 54  | 133 | 49  | 58  | 24  | 184 | 79  | 17  | 0   | 94  | 42 | 75   | 0    |     |       |     |
| Germany                                                                                | Germany   | Germany        | Dan       | ABC GMAH        | GHI     | 85  | 31  | 4   | 177 | 57  | 40  | 17  | 114 | 28  | 32  | 87  | 147 | 83 | 8    | 24   |     |       |     |
| USA                                                                                    | Central   | Chicago        | Dan       | ERG Company     | GHI     | 30  | 40  | 4   | 94  | 42  | 25  | 50  | 137 | 45  | 47  | 84  | 174 | 71 | 39   | 34   |     |       |     |
| USA                                                                                    | Central   | Chicago        | Bob       | JKL Company     | GHI     | 34  | 43  | 88  | 145 | 25  | 94  | 48  | 187 | 79  | 55  | 94  | 330 | 44 | 55   | 90   |     |       |     |
| USA                                                                                    | Central   | Minneapolis    | Dan       | BCD Corporation | DEF     | 53  | 78  | 55  | 188 | 74  | 78  | 40  | 194 | 71  | 34  | 1   | 108 | 94 | 14   | 48   |     |       |     |
| USA                                                                                    | Central   | Cleveland      | Joe       | LMN Inc.        | GHI     | 85  | 5   | 51  | 141 | 15  | 94  | 31  | 137 | 81  | 4   | 83  | 148 | 33 | 80   | 0    |     |       |     |
| USA                                                                                    | Central   | Minneapolis    | Joe       | JKL Corporation | GHI     | 45  | 57  | 52  | 154 | 72  | 53  | 99  | 224 | 90  | 13  | 95  | 186 | 90 | 98   | 32   |     |       |     |
| USA                                                                                    | West      | So. California | Bob       | RST Company     | GHI     | 97  | 13  | 75  | 188 | 77  | 97  | 14  | 190 | 4   | 44  | 50  | 100 | 81 | 42   | 51   |     |       |     |
| USA                                                                                    | East      | Ne. England    | Dan       | CRJ Inc.        | XYZ     | 84  | 7   | 38  | 129 | 90  | 94  | 88  | 274 | 37  | 80  | 0   | 117 | 50 | 54   | 78   |     |       |     |
| USA                                                                                    | East      | Ne. England    | May       | JKL Company     | GHI     | 77  | 47  | 95  | 219 | 8   | 44  | 83  | 155 | 81  | 14  | 5   | 100 | 81 | 43   | 38   |     |       |     |
| USA                                                                                    | East      | Se. West       | Bob       | DEF & Son       | DEF     | 12  | 74  | 53  | 139 | 97  | 80  | 24  | 201 | 81  | 75  | 48  | 234 | 35 | 81   | 51   |     |       |     |
| Germany                                                                                | Germany   | Germany        | Dan       | GHI GMAH        | ABC     | 5   | 57  | 47  | 129 | 48  | 35  | 84  | 147 | 78  | 89  | 43  | 210 | 17 | 22   | 48   |     |       |     |
| USA                                                                                    | Central   | Cleveland      | Bob       | TUV Inc.        | ABC     | 99  | 5   | 24  | 128 | 35  | 48  | 8   | 111 | 94  | 53  | 13  | 140 | 78 | 30   | 7    |     |       |     |
| USA                                                                                    | Central   | Cleveland      | Bob       | JKL Inc.        | XYZ     | 19  | 74  | 55  | 150 | 13  | 34  | 27  | 74  | 45  | 88  | 41  | 219 | 93 | 81   | 74   |     |       |     |
| USA                                                                                    | Central   | Cleveland      | Dan       | WXY Inc.        | XYZ     | 44  | 39  | 44  | 138 | 81  | 45  | 22  | 148 | 59  | 48  | 73  | 200 | 81 | 22   | 72   |     |       |     |
| USA                                                                                    | Central   | Minneapolis    | Dan       | BCD Corporation | ABC     | 29  | 44  | 33  | 108 | 74  | 41  | 74  | 193 | 40  | 5   | 43  | 88  | 42 | 34   | 90   |     |       |     |
| Germany                                                                                | Germany   | Germany        | Bob       | LMN GMAH        | ABC     | 72  | 72  | 49  | 213 | 50  | 88  | 34  | 149 | 75  | 0   | 77  | 152 | 21 | 24   | 48   |     |       |     |
| Germany                                                                                | Germany   | Germany        | Joe       | GHI GMAH        | GHI     | 89  | 49  | 15  | 153 | 43  | 43  | 97  | 183 | 14  | 22  | 3   | 39  | 45 | 80   | 53   |     |       |     |
| France                                                                                 | France    | France         | Dan       | XYZ S.A.        | DEF     | 81  | 29  | 40  | 210 | 74  | 14  | 79  | 147 | 84  | 94  | 0   | 182 | 79 | 80   | 33   |     |       |     |
| Australia                                                                              | Australia | Australia      | Joe       | TUV Pty Ltd     | ABC     | 84  | 31  | 49  | 185 | 77  | 80  | 77  | 237 | 45  | 4   | 43  | 92  | 49 | 53   | 48   |     |       |     |
| England                                                                                | England   | England        | Joe       | UVW Ltd         | GHI     | 43  | 70  | 85  | 198 | 49  | 38  | 42  | 189 | 19  | 74  | 40  | 130 | 19 | 91   | 78   |     |       |     |
| Australia                                                                              | Australia | Australia      | Dan       | ERG Pty Ltd     | GHI     | 25  | 85  | 40  | 140 | 81  | 34  | 30  | 147 | 34  | 0   | 71  | 107 | 25 | 4    | 38   |     |       |     |
| France                                                                                 | France    | France         | Bob       | QRS S.A.        | GHI     | 39  | 84  | 3   | 128 | 77  | 35  | 23  | 135 | 58  | 30  | 28  | 114 | 53 | 58   | 47   |     |       |     |
| Australia                                                                              | Australia | Australia      | Bob       | VWX Pty Ltd     | ABC     | 89  | 20  | 49  | 178 | 14  | 88  | 41  | 158 | 75  | 34  | 41  | 172 | 0  | 10   | 11   |     |       |     |
| USA                                                                                    | East      | Ne. England    | Bob       | ABC Company     | DEF     | 35  | 89  | 8   | 132 | 39  | 8   | 54  | 183 | 5   | 78  | 9   | 87  | 84 | 49   | 72   |     |       |     |
| USA                                                                                    | West      | So. California | May       | XYZ Company     | DEF     | 91  | 54  | 44  | 158 | 93  | 21  | 98  | 212 | 58  | 12  | 18  | 88  | 54 | 95   | 2    |     |       |     |
| France                                                                                 | France    | France         | Dan       | XYZ S.A.        | GHI     | 34  | 88  | 4   | 195 | 47  | 79  | 55  | 201 | 7   | 5   | 32  | 44  | 85 | 54   | 90   |     |       |     |
| Australia                                                                              | Australia | Australia      | May       | CDE Pty Ltd     | GHI     | 31  | 31  | 94  | 138 | 2   | 14  | 38  | 54  | 45  | 20  | 7   | 72  | 45 | 32   | 92   |     |       |     |
| Germany                                                                                | Germany   | Germany        | Bob       | NOP GMAH        | GHI     | 41  | 44  | 5   | 110 | 30  | 11  | 42  | 183 | 34  | 72  | 44  | 150 | 94 | 94   | 48   |     |       |     |
| USA                                                                                    | Central   | Chicago        | Joe       | JKL Company     | DEF     | 37  | 3   | 4   | 101 | 97  | 0   | 71  | 148 | 2   | 25  | 88  | 115 | 14 | 42   | 24   |     |       |     |
| Germany                                                                                | Germany   | Germany        | Dan       | LMN GMAH        | XYZ     | 44  | 57  | 11  | 124 | 14  | 21  | 74  | 133 | 79  | 37  | 27  | 143 | 84 | 78   | 52   |     |       |     |
| USA                                                                                    | East      | Ne. England    | Bob       | CRJ Inc.        | XYZ     | 99  | 49  | 74  | 244 | 41  | 73  | 10  | 122 | 74  | 18  | 28  | 120 | 9  | 77   | 25   |     |       |     |
| USA                                                                                    | Central   | Minneapolis    | May       | MNO Corporation | ABC     | 47  | 31  | 58  | 154 | 9   | 53  | 94  | 158 | 14  | 45  | 49  | 130 | 77 | 2    | 14   |     |       |     |

**Summary:** The secret to having the report constrained to one page wide and any number of pages tall is to use the Page Setup dialog and leave the entry for pages tall completely blank.

**Commands Discussed:** File - Page Setup – Page; File – Print Area – Set Print Area; Format – Column – AutoFit

**Cross Reference:** How to Fit a Multi-Line Heading into One Cell

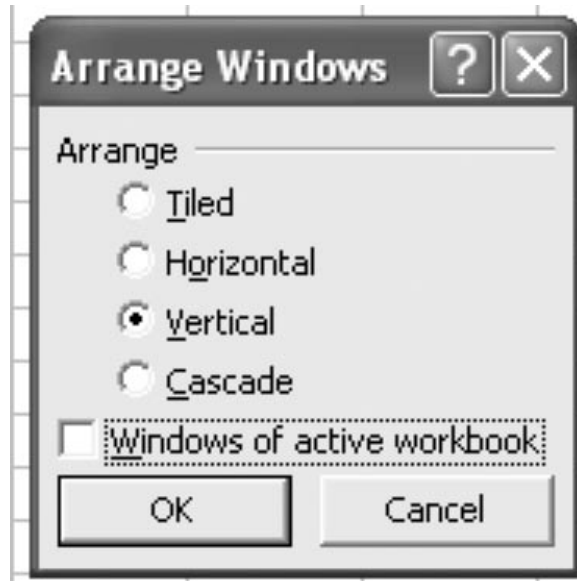
Part  
I

## ARRANGE WINDOWS TO SEE TWO OR MORE OPEN WORKBOOKS

**Problem:** You have two workbooks open. One workbook contains a listing of airport codes and their respective city. In the other workbook, you are building a list of recommended packing items for students going on 7-city tours. Currently, you are shifting back and forth between the workbooks using Alt+Tab every time that you forget an airport code. It would be cool if you could see the airline codes at the same time you were working on the other workbook.

|    | A           | B                                       |
|----|-------------|-----------------------------------------|
| 1  | <b>Code</b> | <b>City</b>                             |
| 2  | ABE         | Allentown, PA                           |
| 3  | ABI         | Abilene, TX                             |
| 4  | ABK         | Kabri Dar, Ethiopia                     |
| 5  | ABL         | Ambler, AK                              |
| 6  | ABM         | Bamaga, Australia                       |
| 7  | ABQ         | Albuquerque, NM                         |
| 8  | ABR         | Aberdeen, SD                            |
| 9  | ACE         | Lanzarote, Spain                        |
| 10 | ACV         | Arcata, CA                              |
| 11 | ADB         | Izmir, Turkey                           |
| 12 | ADK         | Adak Island, AK                         |
| 13 | ADZ         | San Andres Island, Colombia             |
| 14 | AEP         | Buenos Aires, Argentina - Jorge Newbery |
| 15 | AET         | Allakaket, AK                           |
| 16 | AEX         | Alexandria, LA                          |

**Strategy:** There are four Arrange options on the Window menu. Select Window – Arrange – Vertical to see both worksheets side by side.



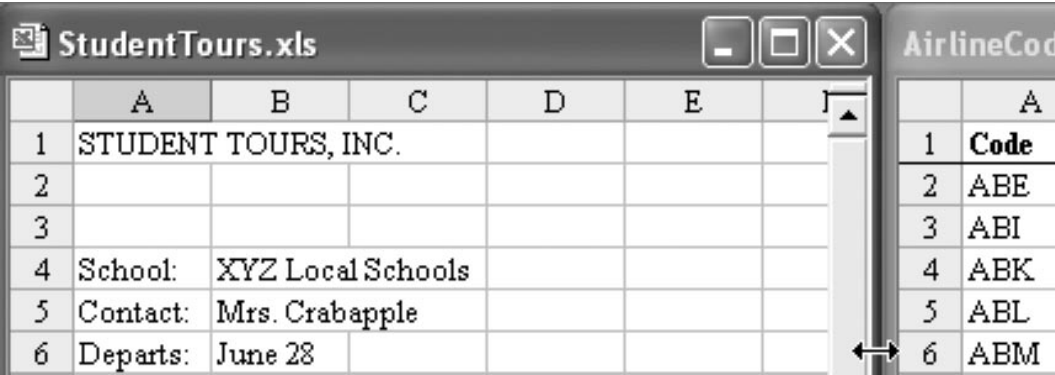
**Result:** You will see both windows, side by side. The window with the darker toolbar is the active window. Any data entry will occur in the activecell of that workbook.

| StudentTours.xls |                     |                   |   |   | AirlineCodes.xls |      |                     |
|------------------|---------------------|-------------------|---|---|------------------|------|---------------------|
|                  | A                   | B                 | C | D |                  | A    | B                   |
| 1                | STUDENT TOURS, INC. |                   |   |   | 1                | Code | City                |
| 2                |                     |                   |   |   | 2                | ABE  | Allentown, PA       |
| 3                |                     |                   |   |   | 3                | ABI  | Abilene, TX         |
| 4                | School:             | XYZ Local Schools |   |   | 4                | ABK  | Kabri Dar, Ethiopia |
| 5                | Contact:            | Mrs. Crabapple    |   |   | 5                | ABL  | Ambler, AK          |
| 6                | Departs:            | June 28           |   |   | 6                | ABM  | Bamaga, Australia   |
| 7                | Tour:               | CAK-ORD-SFO-BNA   |   |   | 7                | ABQ  | Albuquerque, NM     |

You can resize the window widths, although it requires two moves. First, make the right window narrower by dragging the blue edge of the window to the right.

| StudentTours.xls |                     |                   |   |   | AirlineCodes.xls |      |                     |
|------------------|---------------------|-------------------|---|---|------------------|------|---------------------|
|                  | A                   | B                 | C | D |                  | A    | City                |
| 1                | STUDENT TOURS, INC. |                   |   |   | 1                | Code | City                |
| 2                |                     |                   |   |   | 2                | ABE  | Allentown, PA       |
| 3                |                     |                   |   |   | 3                | ABI  | Abilene, TX         |
| 4                | School:             | XYZ Local Schools |   |   | 4                | ABK  | Kabri Dar, Ethiopia |

Next, drag the blue right edge of the left workbook to be wider.

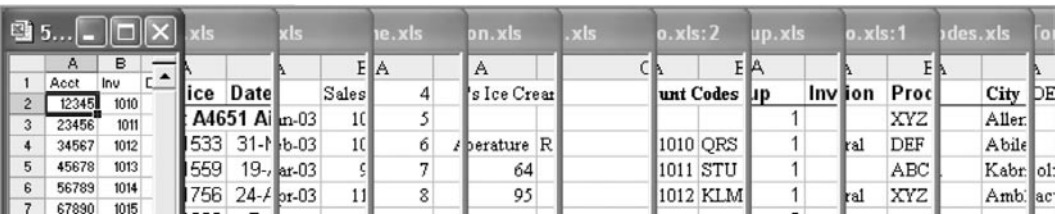


Part  
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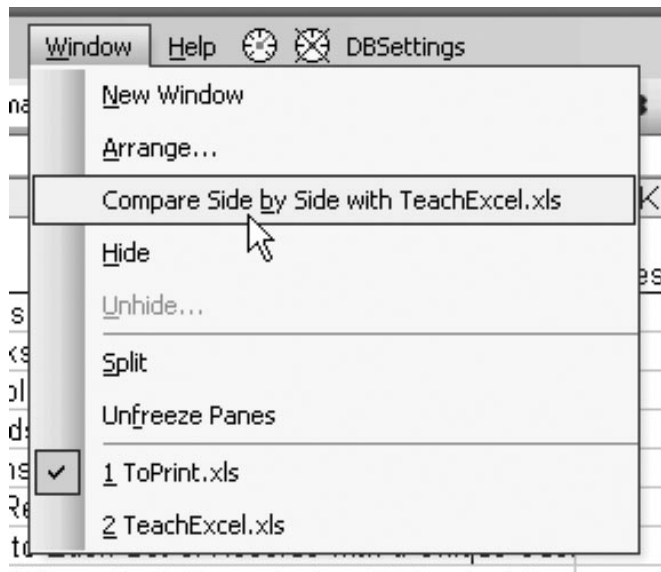
To go back to full screen mode, choose the Maximize icon at the top of each workbook.



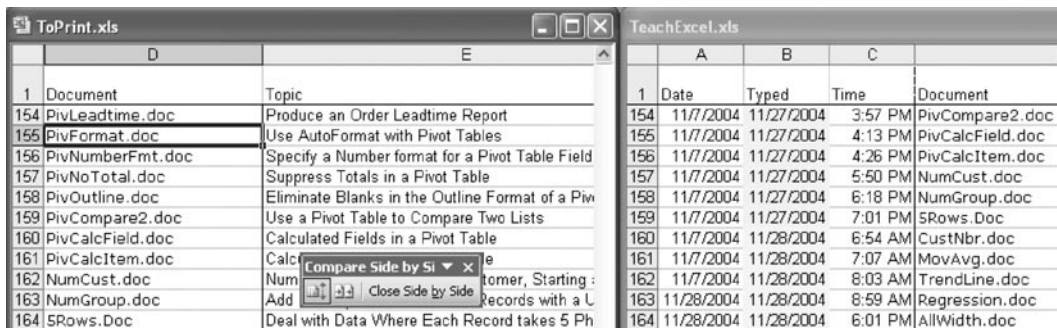
**Gotcha:** If you have additional workbooks open, they will also appear side by side. The side-by-side display works fine for 2 or 3 workbooks, but may not work for 10 open workbooks.



**Additional Information:** In Excel 2003, a new option on the Window menu allows you to Compare Side by Side. If you have only two workbooks open, the menu option will name the other workbook. If you have 3 or more workbooks open, you will have to select which workbook in a new dialog box. If there is only one workbook open, the option will be grayed out.

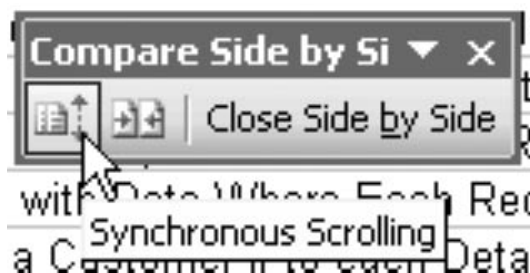


This will arrange two windows vertically and allow the scrolling action in the first workbook to cause the second workbook to scroll in a similar manner.



**Tip:** *If you are comparing two workbooks that are supposed to be similar, it is likely that someone added some rows to one document or the other. The above workbooks are locked so that when you see row 154 in one window, you see row 154 in the other window. In reality, row 159 of the left window matches with row 154 in the right window. Follow these steps:*

In the Compare Side by Side toolbar, turn off synchronous scrolling.



Use the down arrow key until row 159 is at the top of the left window. Choose the Synchronous Scrolling icon again to force the workbooks to scroll together. Now, when you move down 10 rows in either workbook, both workbooks will scroll together.

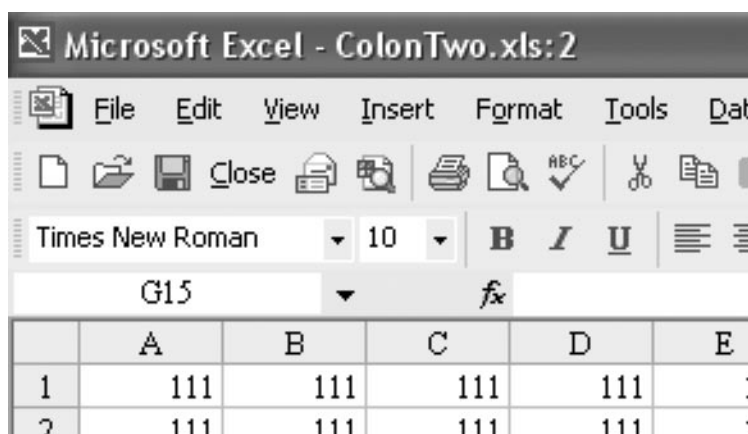
**Summary:** Arranging windows in a vertical fashion allows you to view two different workbooks at the same time.

**Commands Discussed:** Window – Arrange, Window – Compare Side by Side.

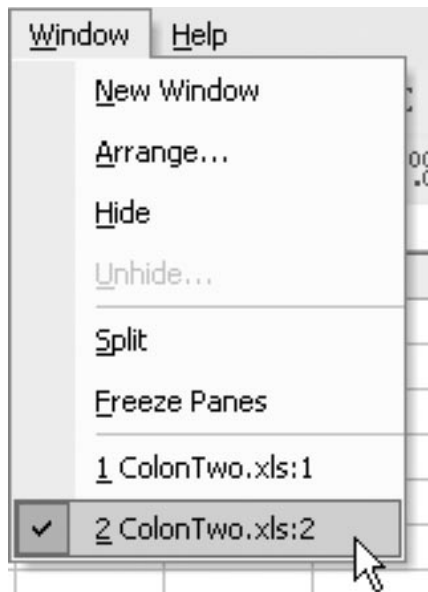
**Part  
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## WHY IS THERE A :2 AFTER MY WORKBOOK NAME IN THE TITLE BAR?

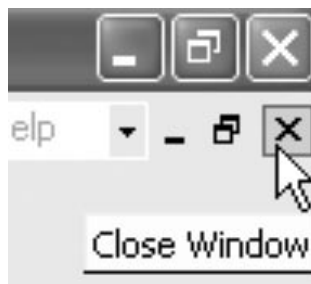
Problem: Without any explanation, a :2 appeared after the spreadsheet name in the title bar of your spreadsheet. What is this and what caused it?



**Strategy:** This is an annoying thing. It gets turned on when you accidentally chose Window – New Window from the menu. This setting applies to the workbook and persists from one usage of Excel to the next, so it is possible that the :2 showed up months ago and has been stuck there ever since. The other symptom is that you appear to have two copies of the same workbook open in the Window command:



**To remove the :2,** switch to the :2 version of the workbook. Use the black X to close that window.



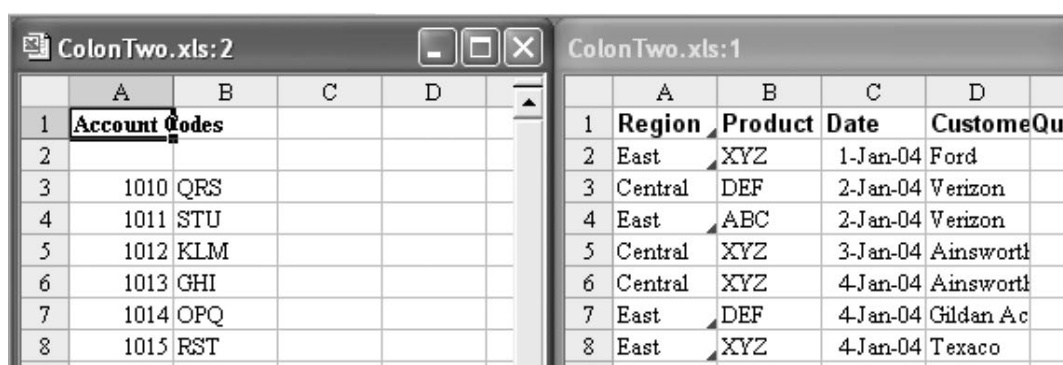
This will close the second window of the workbook and the :2 and :1 will be removed from the title bar.

**Additional Information:** Is there ever a time that I would want to use this feature? Is it useful to have two versions of the workbook? Yes let's

say that you want to see both Sheet1 and Sheet2 of the workbook at the same time. Follow these steps:

From the menu, select Window – New Window. In the :2 version of the workbook, switch to Sheet2. From the menu, select Window – Arrange. In the Arrange dialog, choose Windows of Active Workbook and Vertical. Choose OK.

**Result:** You can see the two different sheets, side by side.



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|   | A             | B   | C | D |
|---|---------------|-----|---|---|
| 1 | Account Codes |     |   |   |
| 2 |               |     |   |   |
| 3 | 1010          | QRS |   |   |
| 4 | 1011          | STU |   |   |
| 5 | 1012          | KLM |   |   |
| 6 | 1013          | GHI |   |   |
| 7 | 1014          | OPQ |   |   |
| 8 | 1015          | RST |   |   |

|   | A       | B       | C        | D           |
|---|---------|---------|----------|-------------|
| 1 | Region  | Product | Date     | CustomizeQu |
| 2 | East    | XYZ     | 1-Jan-04 | Ford        |
| 3 | Central | DEF     | 2-Jan-04 | Verizon     |
| 4 | East    | ABC     | 2-Jan-04 | Verizon     |
| 5 | Central | XYZ     | 3-Jan-04 | Ainsworth   |
| 6 | Central | XYZ     | 4-Jan-04 | Ainsworth   |
| 7 | East    | DEF     | 4-Jan-04 | Gildan Ac   |
| 8 | East    | XYZ     | 4-Jan-04 | Texaco      |

**Summary:** The :2 usually happens when you accidentally choose Window – New Window. It can be removed, and it happens that there are certain instances where this can be useful.

**Commands Discussed:** Window – New Window; Window - Arrange