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Paul McFedries



Excel[®] 2013



Paul McFedries



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Paul McFedries is a full-time technical writer. He has been authoring computer books since 1991 and has more than 80 books to his credit. Paul's books have sold more than four million copies worldwide. These books include the Wiley titles *Teach Yourself VISUALLY Windows 8*, *Windows 8 Visual Quick Tips*, *The Facebook Guide for People Over 50*, *iPhone 5 Portable Genius*, and *iPad and iPad mini Portable Genius*. Paul is also the proprietor of Word Spy (www.wordspy.com), a website that tracks new words and phrases as they enter the language. Paul invites you to drop by his personal website at www.mcfedries.com or follow him on Twitter @paulmcf and @wordspy.

Author's Acknowledgments

It goes without saying that writers focus on text, and I certainly enjoyed focusing on the text that you will read in this book. However, this book is more than just the usual collection of words and phrases designed to educate and stimulate the mind. A quick thumb through the pages will show you that this book is also chock-full of treats for the eye, including copious screenshots, beautiful colors, and sharp fonts. Those sure make for a beautiful book, and that beauty comes from a lot of hard work by Wiley's immensely talented group of designers and layout artists. They are all listed in the Credits section on the previous page and I thank them for creating another gem. Of course, what you read in this book must also be accurate, logically presented, and free of errors. Ensuring all of this was an excellent group of editors with whom I got to work directly, including project editor Lynn Northrup, copy editor Marylouise Wiack, and technical editor Namir Shammas. Thanks to all of you for your exceptional competence and hard work. Thanks, as well, to Wiley executive editor Jody Lefevere for asking me to write this book.

How to Use This Book

Who This Book Is For

This book is for the reader who has never used this particular technology or software application. It is also for readers who want to expand their knowledge.

The Conventions in This Book

1 Steps

This book uses a step-by-step format to guide you easily through each task. **Numbered steps** are actions you must do; **bulleted steps** clarify a point, step, or optional feature; and **indented steps** give you the result.

2 Notes

Notes give additional information — special conditions that may occur during an operation, a situation that you want to avoid, or a cross-reference to a related area of the book.

3 Icons and Buttons

Icons and buttons show you exactly what you need to click to perform a step.

4 Tips

Tips offer additional information, including warnings and shortcuts.

5 Bold

Bold type shows command names or options that you must click or text or numbers you must type.

6 Italics

Italic type introduces and defines a new term.

Adjust the Workbook Margins

CHAPTER
10
Printing Workbooks

6 You can get more space on the printed page to display your worksheet data by using smaller page margins. The margins are the blank areas that surround the printed data. For example, if you find that Excel is printing extra pages because your data is a bit too wide or a bit too long to fit on a single page, you can reduce either the left and right margins or the top and bottom margins.

If you or another person will be writing notes on the printouts, consider using wider margins to allow more room for the notes.

Adjust the Workbook Margins

Using the Ribbon

1 Open the workbook you want to print.

2 Click the **Page Layout** tab.

3 Click **Margins** (□).

4 If you see a margin setting you want to use, click the setting and skip the rest of these steps.

5 Click **Custom Margins**.

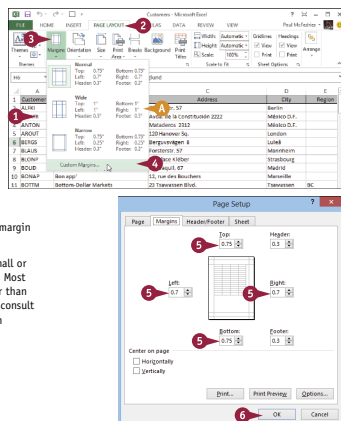
The Page Setup dialog box appears with the Margins tab selected.

6 Use the spin boxes to specify the margin sizes in inches.

7 **Note:** Do not make the margins too small or your document may not print properly. Most printers cannot handle margins smaller than about 0.25 inch, although you should consult your printer manual to confirm this. In particular, see if your printer offers a “borderless” printing option.

8 Click **OK**.

Excel adjusts the margin sizes.



Using the Ruler

1 Open the workbook you want to print.

2 Click **Page Layout** (□).

3 Move the **h** over the right edge of the ruler's left margin area (h changes to **h**).

4 Click and drag the edge of the margin to set the left margin width.

5 Click and drag the left edge of the right margin area to set the margin width.

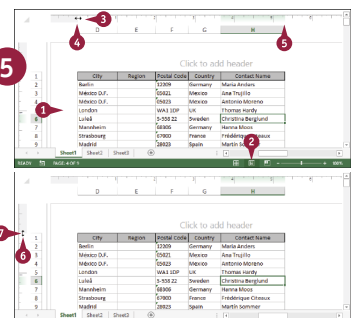
6 Move the **h** over the bottom edge of the ruler's top margin area (h changes to **h**).

7 Click and drag the edge of the margin to set the top margin width.

8 Click and drag the top edge of the bottom margin area (not shown) to set the bottom margin width.

Note: You need to scroll down to the bottom of the page to see the bottom margin.

Excel adjusts the margin sizes.



TIPS

I increased my margin sizes to get more room around the text. Is there a way to center the text on the page?

Yes. This is a good idea if you want to ensure that you have the same amount of whitespace above and below the text, and to the left and right of the text. Follow Steps 1 to 4 in the “Using the Ribbon” subsection to open the Page Setup dialog box with the Margins tab selected. Click **Horizontally** (□) changes to (□), click **Vertically** (□) changes to (□), and then click **OK**.

What are the header and footer margins?

The header margin is the space between the workbook header and the top of the page, and the footer margin is the space between the workbook footer and the bottom of the page. (See Chapter 9 to learn how to add a header and footer to your workbook.) In the Margins tab of the Page Setup dialog box, use the **Header** and **Footer** spin boxes to set these margins.

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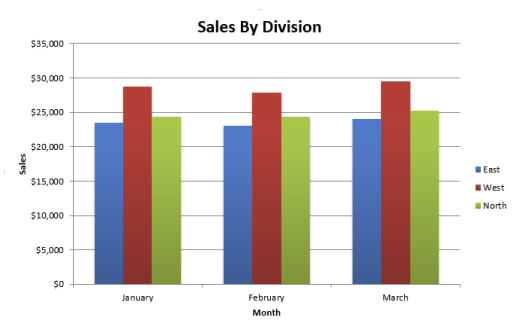
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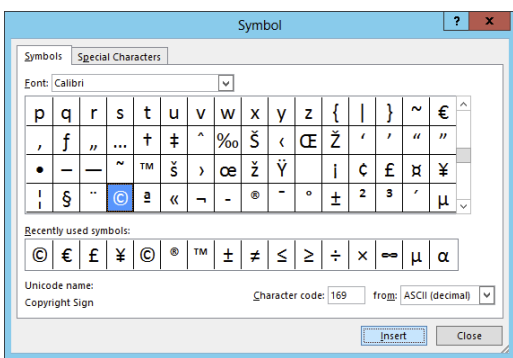
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	A	B	C	D	E
1	Full Name	First Name	Position	Phone	
2	Maria Anders	Maria	Sales Representative	3175559876	
3	Ana Trujillo	Ana	Owner	3175558394	
4	Antonio Moreno	Antonio	Owner	3175559384	
5	Thomas Hardy	Thomas	Sales Representative	3175553826	
6	Christina Berglund	Christina	Order Administrator	3175552288	
7	Hanna Moos	Hanna	Sales Representative	3175552098	
8	Frédérique Citeaux	Frédérique	Marketing Manager	3175552765	
9	Martin Sommer	Martin	Owner	3175551111	
10	Laurence Leblan	Laurence	Owner	3175553373	
11	Elizabeth Lincoln	Elizabeth	Accounting Manager	3175552345	
12	Victoria Ashworth	Victoria	Sales Representative	3175550864	
13	Patricio Simpson	Patricio	Sales Agent	3175552468	
14	Francisco Chang	Francisco	Marketing Manager	3175551331	
15					

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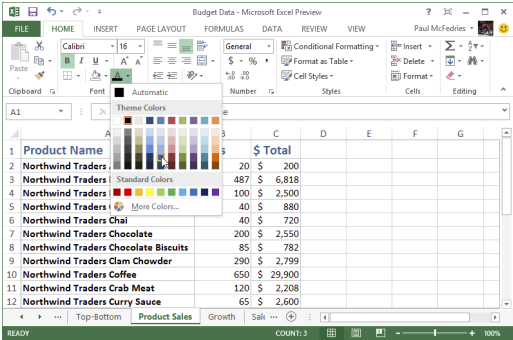
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Name Manager				
New...	Edit...	Delete	Filter	
Name	Value	Refers To	Scope	Comment
Down_Payment		=Mortgage Paydo...	Workbo...	
ExtraPayment		=Mortgage Paydo...	Workbo...	
House_Price		=Mortgage Paydo...	Workbo...	
OriginalRate	{...}	=C12/Working!Exc...	Workbo...	
OriginalTerm	{...}	=C12/Working!Exc...	Workbo...	
PaymentWithEx...	#REF!	=Mortgage Paydo...	Workbo...	
Principal		=Mortgage Paydo...	Workbo...	
Rate	#REF!	=Mortgage Paydo...	Workbo...	
RegularPayment	#REF!	=Mortgage Paydo...	Workbo...	
RevisedTerm	#REF!	=Mortgage Paydo...	Workbo...	
Scenario1	{Interest Rate (Ann...	=Loan Payment An...	Workbo...	
Scenario2	{Interest Rate (Ann...	=Loan Payment An...	Workbo...	

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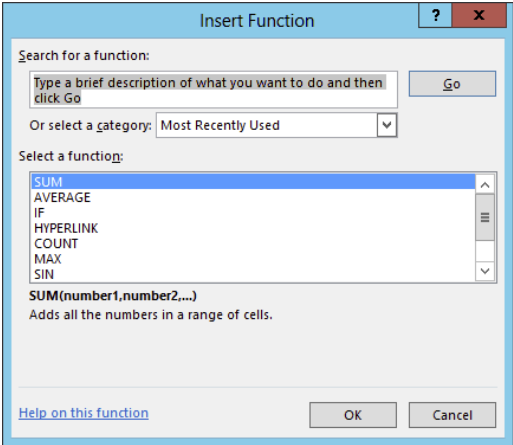
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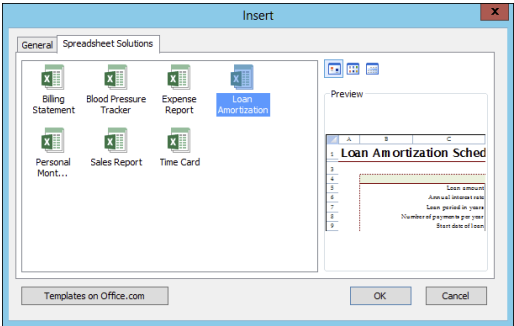
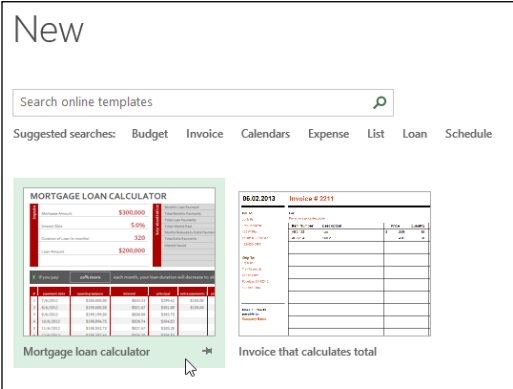


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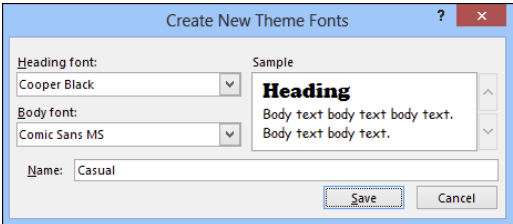
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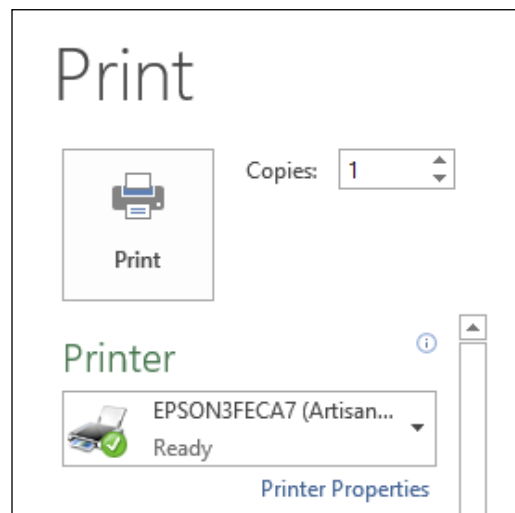
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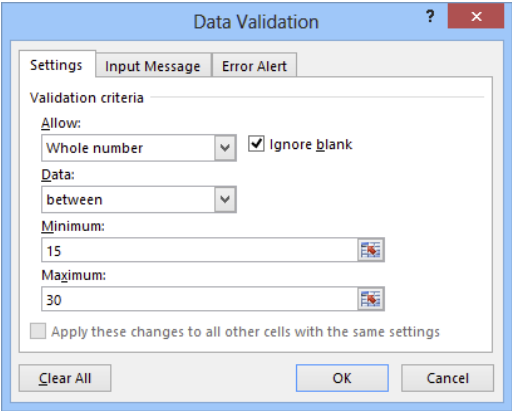
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Parts Database							
Division	Description	Number	Quantity	Cost	Total Cost	Retail	Gross Margin
4	Gangley Pliers	D-178	57	\$10.47	\$596.79	\$17.95	71%
3	HCAB Washer	A-201	856	\$0.12	\$102.72	\$0.25	108%
3	Finley Sprocket	C-098	357	\$1.57	\$560.49	\$2.95	88%
2	6" Sonotube	B-111	86	\$15.24	\$1,310.64	\$19.95	31%
4	Langstrom 7" Wrench	D-017	75	\$18.69	\$1,401.75	\$27.95	50%
3	Thompson Socket	C-321	298	\$3.11	\$926.78	\$5.95	91%
1	S-Joint	A-182	155	\$6.85	\$1,061.75	\$9.95	45%
2	LAMF Valve	B-047	482	\$4.01	\$1,932.82	\$6.95	73%

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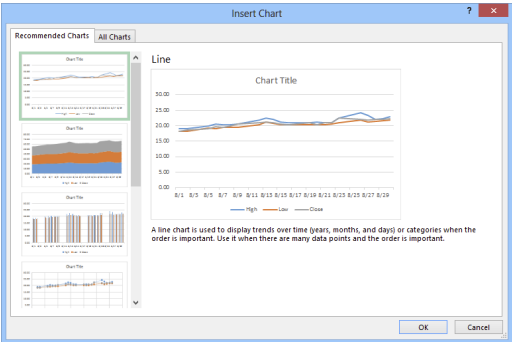
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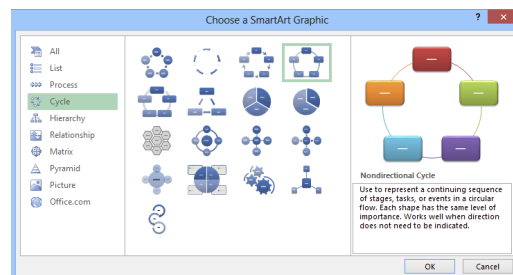
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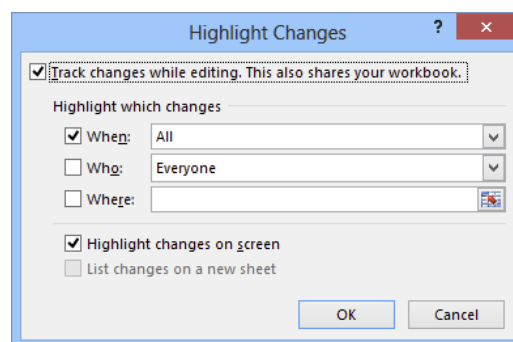
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