

# TODAY'S OBJECTIVES



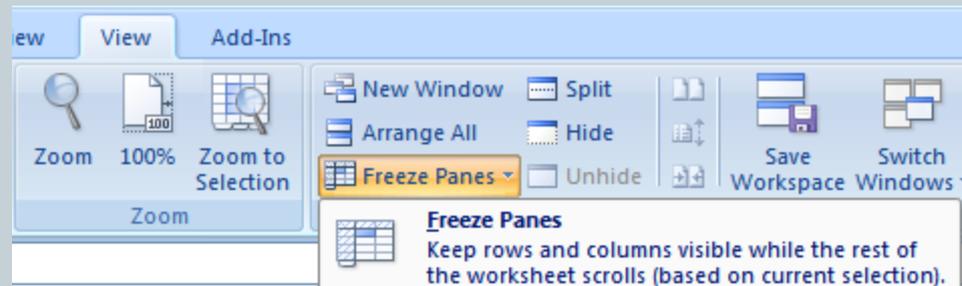
EXCEL 2007

# View Tab



- On the View Tab you can:

- Freeze Panes: Freezing Panes allows you to scroll down a spreadsheet while keeping the row titles and/or column titles visible. Click Freeze Panes in the Window group on the View Tab. To unfreeze panes, click unfreeze panes in the Window Group on the View Tab

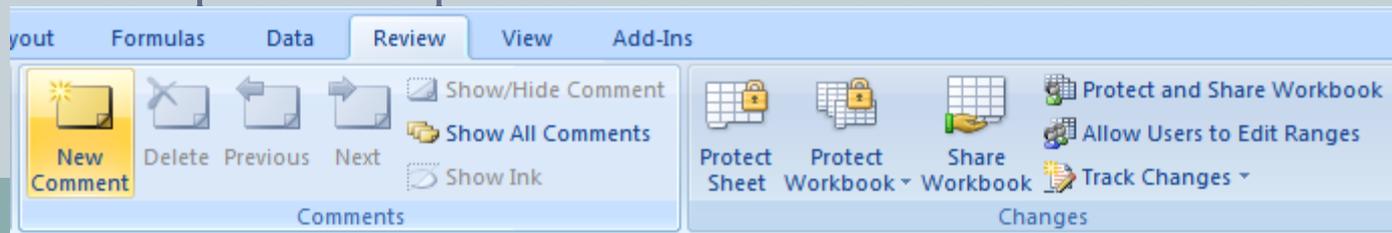


- Split Panes: Split panes allows you to duplicate the worksheet so that it is visible with two scroll bars in one window. This is helpful in very long spreadsheets in that it enables you to look at different portions of a worksheet at the same time. Click Split Panes in the Window group on the View tab. Toggle off split panes to remove the split.

# Review Tab



- On the Review Tab you can:
  - Add cell comments: Cell comments allow you to add text that is not visible upon printing or viewing a worksheet. You add cell comments by clicking New Comment in the Comment group on the Review Tab. Once you insert a comment you can view the comment by hovering over the cell with the red triangle in the upper right corner.
    - ✦ Edit cell comments: You can edit and delete cell comments by clicking either edit or delete in the comments group. You can also all the comments in a worksheet by clicking the show cell comments command.
  - Protect Worksheets: You can protect a worksheet from unwanted changes by clicking Protect sheet in the changes group on the Review tab. You can password protect to unlock the worksheet if desired.



# Page Layout Tab



- You can do the following on the Page Layout Tab:
  - Change the page orientation from the default “Portrait” to Landscape orientation. Click Orientation in the Page Setup group on the Page Layout Tab. Choose the orientation that you want.
  - Set Print Area: Highlight the range of cells you would like to print, then click Print Area in the Page Setup Group on the Page Layout Tab, then click Set Print Area.
  - Print one page: You can choose to have a worksheet that may expand over more than one page print only on one page by clicking the page setup dialog box launcher and choosing fit to in the scaling section of the page setup dialog box.

