

17. Click **New sheet** and click **OK** to move the chart to its own sheet in the workbook.

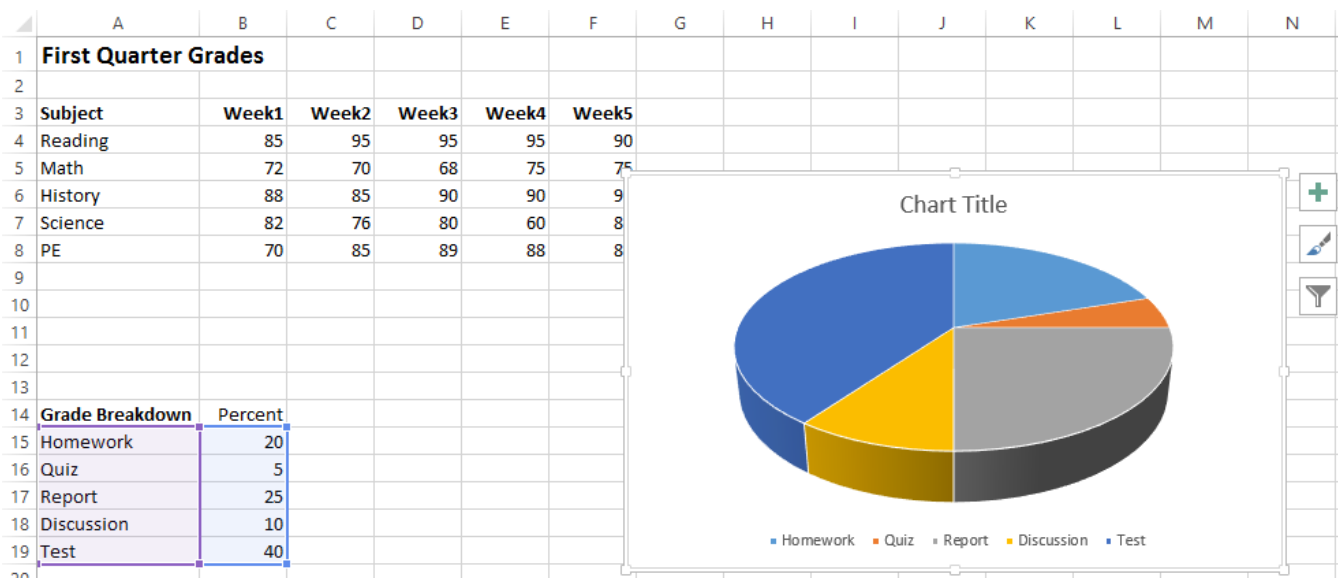
Excel adds a new worksheet called Chart1 to the workbook, and moves the line chart to this sheet.

18. Click **Sheet1** to return to the data.

Now let's create a pie chart. Remember, a pie chart shows the relationships of parts to a whole.

19. Select cells **A15** through **B19**.

20. Click the **Insert** tab, and in the Chart group, click **Insert Pie or Doughnut Chart**. Click the **3-D Pie** chart type.



21. Point the cursor at the top border of the chart object and drag it so that the upper-left corner is in cell **D10**.

22. Drag the lower right corner handle up and to the left to reduce the size of the chart until it covers cells **D10** through **J20**.

23. In the chart, click the **Chart Title** object to select it, then select the text and type: **Grade Breakdown** as the new title.

24. Click in a cell outside the chart to deselect it.

25. Click an empty corner of the chart to select it again.

26. With the chart selected, press **Delete** to remove the chart.

27. In the Quick Access Toolbar, click **Undo** to reverse the deletion.

28. Save the workbook.

Printing the Worksheet

To print a worksheet, click the **File** tab, and click **Print**.

Excel displays the print options and a preview of the worksheet with the existing print options applied.

A chart in the worksheet previews or prints based on where it is positioned in the worksheet. You can move the chart to a new worksheet if it won't fit on the printed page with the data, or you can adjust the scaling to fit the worksheet on one page. If you are using a monochrome printer, the chart will print in varying shades of gray; it will print in color only if you have a color printer.

Once you have previewed the worksheet on the screen and made sure it is ready to print, you can select the **Print** option.

By default, Excel prints only the current (active) worksheet in the workbook. You can also specify to print all worksheets in the workbook, a selected group of worksheets, or only a selected range of cells.

Try It! Exercise

In this exercise you will preview a worksheet and make adjustments to produce the best result when printing. To save paper, you will not actually print the files.

1. With the *Grades – Student* file active on the screen, click **File** and click **Print**. Notice that the page buttons at the bottom of the preview window indicate that the printout will take two pages.
2. Click the **Next Page** button to view what will appear on page 2. Part of the chart extends into page 2.
3. Click the **Previous Page** button to return to page 1.
4. Click the **Portrait Orientation** button in the Settings area, then click **Landscape Orientation**. Now the printout will fit on one page.
5. Click the **Print Active Sheets** button in the Settings area, and then click **Print Entire Workbook**.
Notice that you now are able to view the sheet that contains the line chart.
6. Click the **Back** button to return to the worksheet.
7. Save, then close the workbook.
8. With the *Telescopes Ratings Chart – Student* file active on the screen, click **File** and click **Print**.
9. Click the **Portrait Orientation** button in the Settings area, then click **Landscape Orientation**. Almost all of the chart fits on the page, but the page buttons indicate that the printout will take two pages.

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10. Click the **Next Page** button to view what will appear on page 2. The chart is too tall to fit on one page with the data in landscape orientation.
11. Click the **Previous Page** button to return to page 1.
12. Click the **No Scaling** button in the Settings area, then click **Fit Sheet on One Page**. Excel resizes the data and chart to fit on a single page.
13. Click **Back** to return to the worksheet, then save and close the file.
14. Close the Excel application window.

Lesson Summary

In this lesson you were introduced to the basic skills for working with a spreadsheet application. You learned to enter and format data, navigate and manage worksheets, adjust the worksheet layout, create and modify charts and set printing options. You should now be familiar with:

- ☒ basic spreadsheet terminology
- ☒ navigating a worksheet
- ☒ entering labels and numbers
- ☒ managing workbooks
- ☒ performing basic editing and formatting
- ☒ adjusting worksheet layout
- ☒ working with charts

Review Questions

1. A cell is:
 - a. The field below the ribbon that shows a reference.
 - b. The grey boxes at the top or left of the worksheet identifying the columns or rows.
 - c. The intersection of a column and a row.
 - d. All of the above
 - e. a or c
2. How can you adjust the width of a column?
 - a. On the Home tab, in the Cells group, click Format, click Column Width.
 - b. On the Home tab, in the Cells group, click Format, click Row Height.
 - c. Click and drag the line at the right of the column heading.
 - d. Any of the above
 - e. a or c
3. When you insert a new row, where does it go?
 - a. Above the current row.
 - b. Below the current row.

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