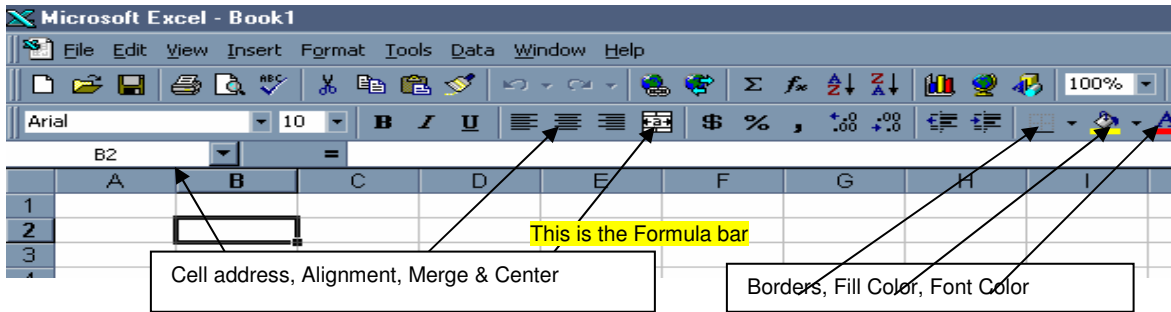


# Anticipation Guides with Excel Spreadsheets



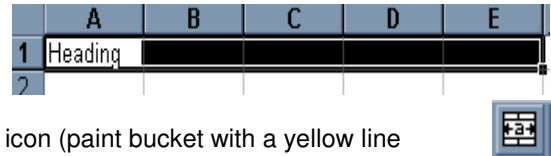
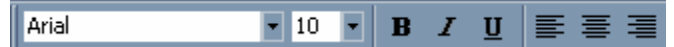
## Definitions:

- \* Cell: One rectangular part of a spreadsheet
- \* Cell Address: The location of the cell using the grid system
- \* Value: Numerical character in cell
- \* Label: Text character in a cell

## Entering Information:

### Text:

- You may key in information as you would a word processor. The words will be left justified unless you change the justification. You can also change the font style and size with either the toolbar buttons or through "Format / Font".
- If there is nothing in the cell to the right, the words will overflow into the right. If there is information to the right, the text will be truncated.
- To center a word over several cells (such as for a heading), type the word(s) in the left most cell. Highlight all the cells across which the heading is to be centered. Click the merge and center icon on the toolbar.
- You can change the white fill of a cell by clicking on the "Fill Color" icon (paint bucket with a yellow line under it) on the toolbar and clicking on another color. This is a great way to make certain cells stand out.
- You can change the font color by simply clicking on the Font color icon ("A" with a red line under it) in the toolbar and clicking on another color.
- Wrapping and Centering text: (The same method applies for values/numbers) Highlight the cell(s) and click on "Format / Cells". Click on the "Alignment" tab. Click on the arrow under "Vertical" and click on "Center". To make the text wrap (all fit in cell using multiple lines), click in the box to check it next to "Wrap text". (You will also notice you can make the text at an angle using the "Orientation" section the right.) Click OK when done.



### Creating Borders:

- Highlight the section of cells for which you'd like to create a border.
- Click on the border icon if it is already the style you like. If not, click on the down arrow to display the other border options.
- Choose the options you like by clicking on it. This will be the default option if needed later.

### Entering Values (Numbers):

- You can enter numbers as you do text by simply keying them in. The numbers are automatically right justified. You can change their font style and justification as you would with word processing.
- To format them to appear as a monetary value, simply highlight any cells and click on the \$ in the toolbar. The dollar sign and decimal point will automatically be entered.
- If numbers are too large for a cell, "#####" will appear. You can either change the font to a smaller size or make the cell larger.
- If numbers / words follow a pattern (i.e. sequential numbers or dates), you can save time by highlighting two of them and then dragging the right bottom corner along the desired area for this pattern to continue.

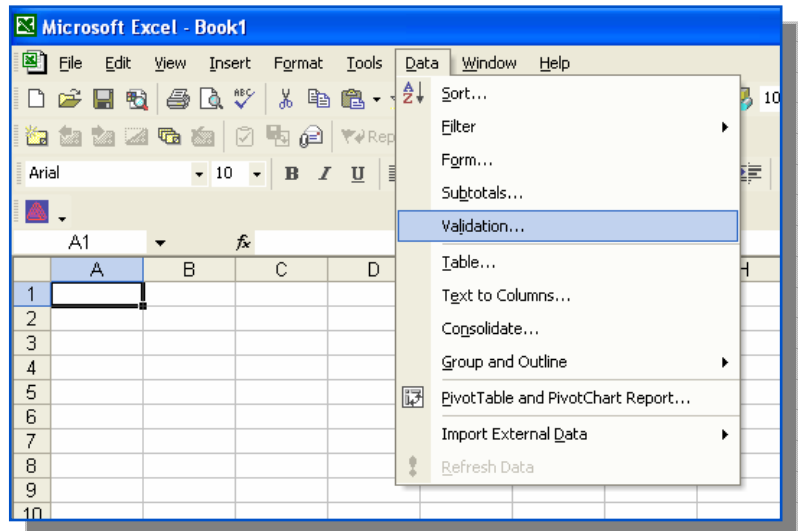
### Changing the Cells Height or Width:

- Changing the Width: The easiest way to make a cell wider or narrower is to move the arrow in between the lettered cell headings along the top of the spreadsheet until a double arrow with a line in the middle appears. Click and drag to the right or left to make the cell either wider or narrower. Release the mouse and the cell will remain at the new width.
- Changing the Height: The easiest way to make a cell taller or shorter is to move the arrow in between the numbered cell headings along the side of the spreadsheet until a double arrow with a line in the middle appears. Click and drag up or down to make the cell either shorter or taller. Release the mouse and the cell will remain at the new height.
- To change multiple row or columns at the same time, highlight all those that are to be changed. Click on "Format" and then "Row / Height" or "Column / Width" as needed. Key in an appropriate number (the number in the box is the current setting). Click OK and all should be uniformly changed.

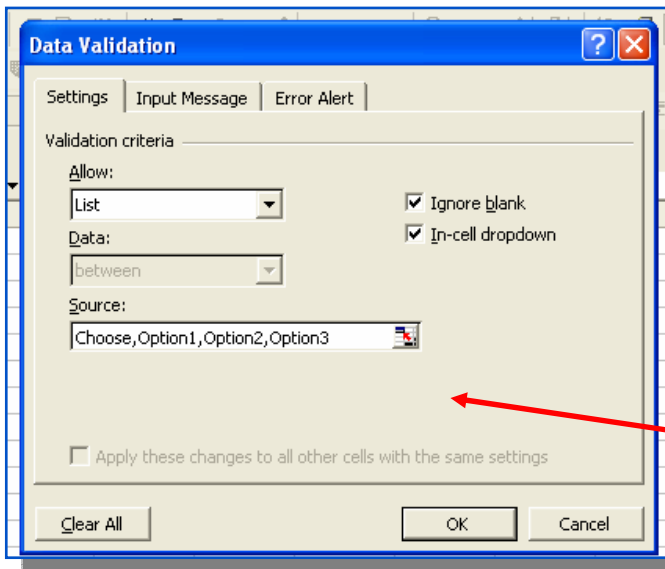
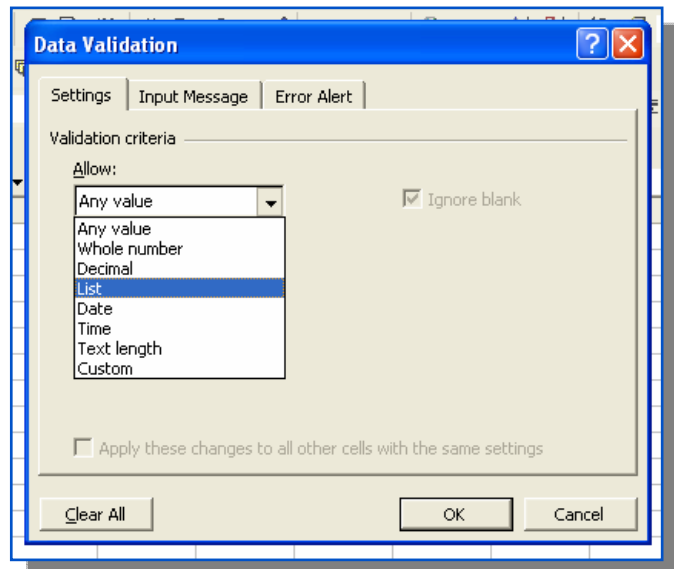
# Creating Dropdown Lists in Excel

Dropdown lists are great to use for making anticipation guides.

1. Open Excel and click in the cell in which you wish to create a list.
2. Click on *Data* and then *Validation*.



3. In the *Data Validation* window click on the drop down menu under *Allow:* and choose *List*.



4. In the *Source* section, key in the choices you want to appear in the list separated by a comma. (Or you can click on the source icon if you have that list populated in the spreadsheet.)

5. Click *OK*. Now when you click in that cell, a dropdown arrow will appear. Click on that to make your selection.

