

## Spreadsheet Instruction

1. Log in.
2. Double click on Microsoft Works or Microsoft Excel
3. Click on create new spreadsheet

### To Format Spreadsheet

4. To widen columns:
    - Place cursor in cell A1, click on Format in the Tool bar, select column width, set to 4.
    - Set all columns as follows, (make sure before you click on Format, that you are in the column that you want to widen)
  5. To establish row heights:
    - Highlight column/row: A1-H30
    - Click on Format, select row height, and set at 15
  6. Font type and size
    - Arial – size 10
  7. Go to file and click Page Setup
    - Change all margins to 0.5
    - Go to Source, Size and Orientation, change from Portrait to Landscape
    - Header/Footer- footer your first and last name
    - Go to Other options, Click on print guidelines
- FOR EXCEL**
- Go to page set up, choose landscape
  - Margins, set all to 0.5
  - Header/Footer- footer your first and last name
  - Sheet- Print guidelines
8. To center align
    - Highlight B1-E36
    - Go to Format, select Alignment, click Center
  9. Fill in spreadsheet with all information
  10. When finished go to File and click on save as
    - First three letter of you last name and S1, ex QUIS1
    - Change drive to a:/
    - Click OK
  11. Go to file, click on Print Preview. Make sure all information is on one page. Obtain permission from the instructor to print.