

Lesson 3.4

Unit 3: Page Layout Options

Top Online Shopping Sites

Controlling What Excel Prints

New Skills

- Printing Gridlines
- Printing Row & Column Headings

Lesson Overview

With the holidays just around the corner, your attention is turning to shopping. You decide to research the top online shopping sites so that you can save yourself the time and aggravation of driving to the crowded shopping malls only to find your wanted items no longer in stock. Shopping online allows you to find everything you want in a short amount of time, have it shipped to you for free in some cases, and even gift wrapped if you prefer.

In this lesson, you will create a new worksheet containing the information about the top online shopping sites. You will then learn to print gridlines and column headings to make your worksheet easier to read.

Tools & Terms You'll Use

Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.

Gridlines

- View
- Print

Gridlines:

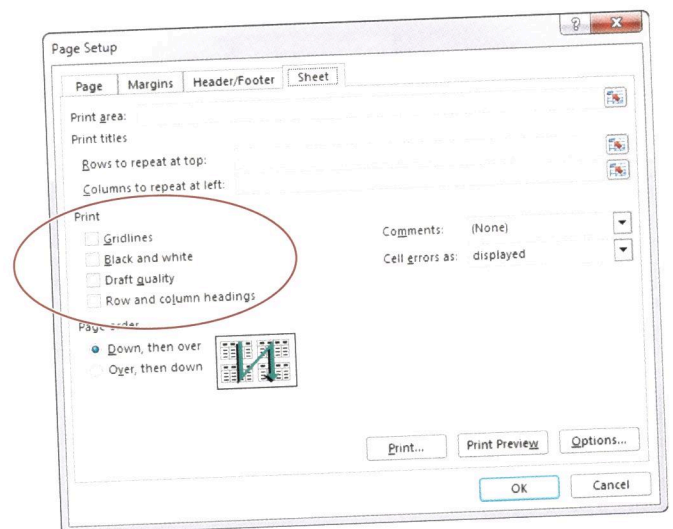
This option allows you to view and print the lines between rows and columns to make the sheet easier to read.

Headings

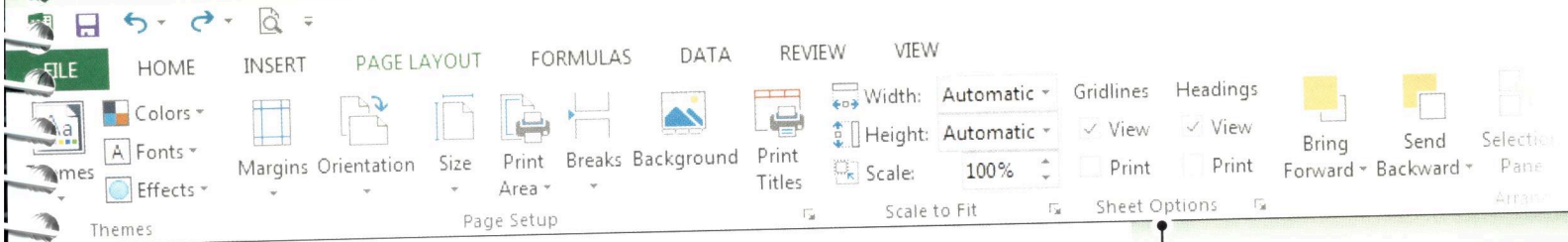
- View
- Print

Headings:

This option allows you to view and print the row and column headings.



Alternatively, you can use the Page Setup Dialog Box Launcher to change the headings and gridlines.



Instructions

1. Using Microsoft Excel 2013, create a new Blank workbook.
2. Save the file as *3.4 Top Online Shopping Sites* in your **My Excel Projects** folder.
3. Key the data as shown in *3.4 Source Doc. A*.
 ☞ *Note: Unless otherwise noted, resize the column widths to fit cell contents.*
4. Make the following formatting changes:

- a. Insert a blank row before row 2
- b. Change the font of cells A1 through D13 to Arial
- c. Change the font size of A1 to 18
- d. Change the font size of row 3 to 14
- e. Center align and italicize cells A4 through A13
- f. Change the font color of row 1 to green
- g. Change the height of rows 3 through 13 to 36
- h. Select cells A1 through D2 and merge and center

5. From the **PAGE LAYOUT** tab, **Sheet Options** group, do the following:

- a. Select **Print Gridlines**
 - View
 - Print
- b. Select **Print Headings**
 - View
 - Print

☞ *Note: Alternatively, you can use the Page Setup Dialog Box Launcher to make these changes.*

☞ *Note: These options are also accessible in the Backstage View when you select "Print."*

6. Proofread your work for accuracy and format, then resave the file.
7. Select all cells containing data and Print Preview your worksheet.
8. Your worksheet should look similar to *3.4 Source Doc. B*.
9. Print a copy if required.



3.4 Source Doc. A

	A	B	C	D
1	Top Online Shopping Sites			
2	Number	Name	Website	Specialty
3	1	ASOS	ASOS.com	Style and Beauty
4	2	Nasty Gal	NastyGal.com	New and Vintage
5	3	Mr. Porter	MrPorter.com	Men's
6	4	Zappos	Zappos.com	Footwear
7	5	Singer22	Singer22.com	Celebrity Clothing
8	6	Otteny	Otteny.com	Women's Luxury
9	7	Rent The Runway	RenttheRunway.com	Borrow High End Brands
10	8	ModCloth	ModCloth.com	Independent Designers
11	9	Fitiquette	Fitiquette.com	Virtual Fitting Room
12	10	Shoptiques	Shoptiques.com	Shop Over 200 Boutiques

3.4 Source Doc. B

	A	B	C	D
1	Top Online Shopping Sites			
2				
3	Number	Name	Website	Specialty
4	1	ASOS	ASOS.com	Style and Beauty
5	2	Nasty Gal	NastyGal.com	New and Vintage
6	3	Mr. Porter	MrPorter.com	Men's
7	4	Zappos	Zappos.com	Footwear
8	5	Singer22	Singer22.com	Celebrity Clothing
9	6	Otteny	Otteny.com	Women's Luxury
10	7	Rent The Runway	RenttheRunway.com	Borrow High End Brands
11	8	ModCloth	ModCloth.com	Independent Designers
12	9	Fitiquette	Fitiquette.com	Virtual Fitting Room
13	10	Shoptiques	Shoptiques.com	Shop Over 200 Boutiques