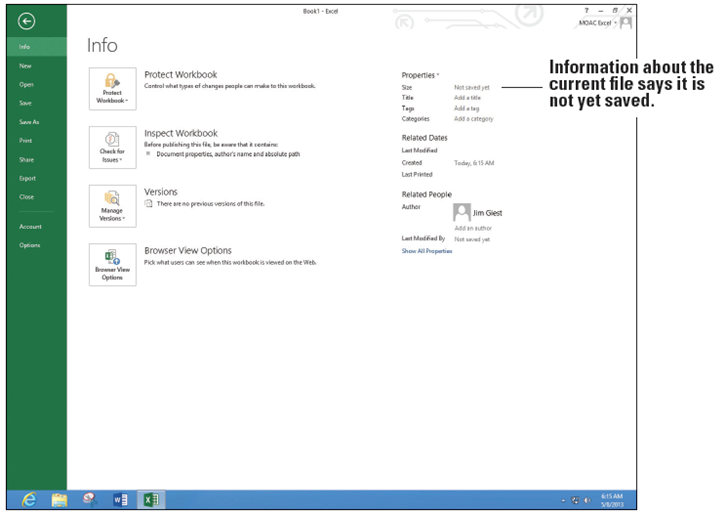
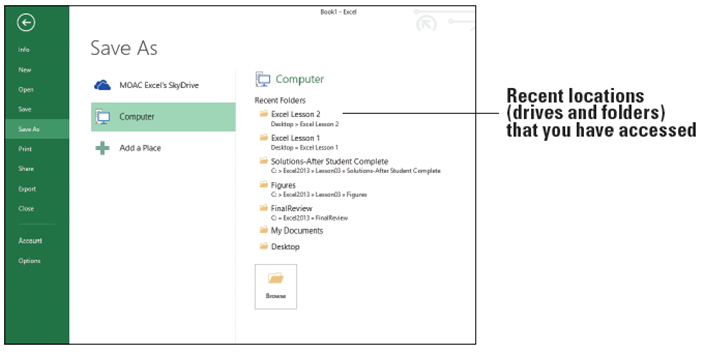
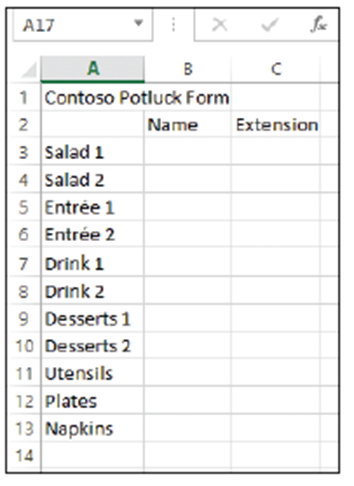
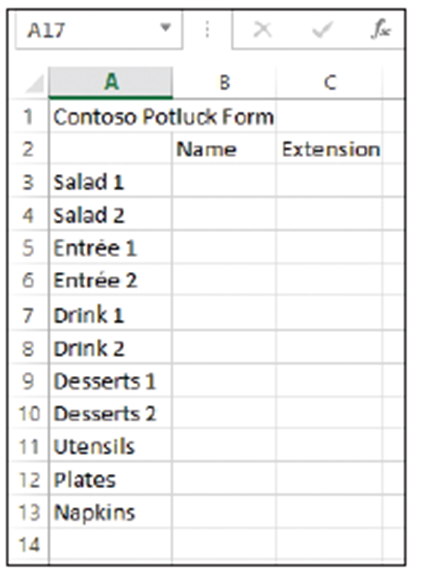
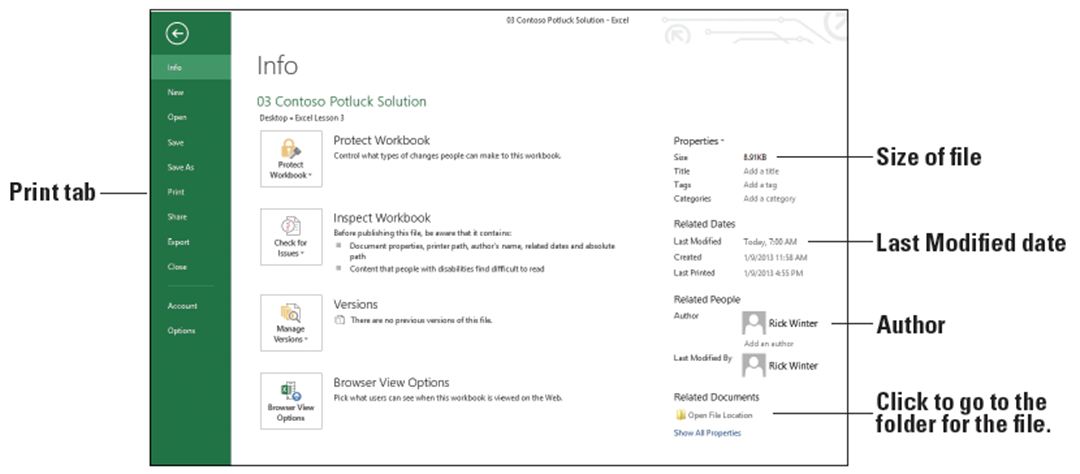
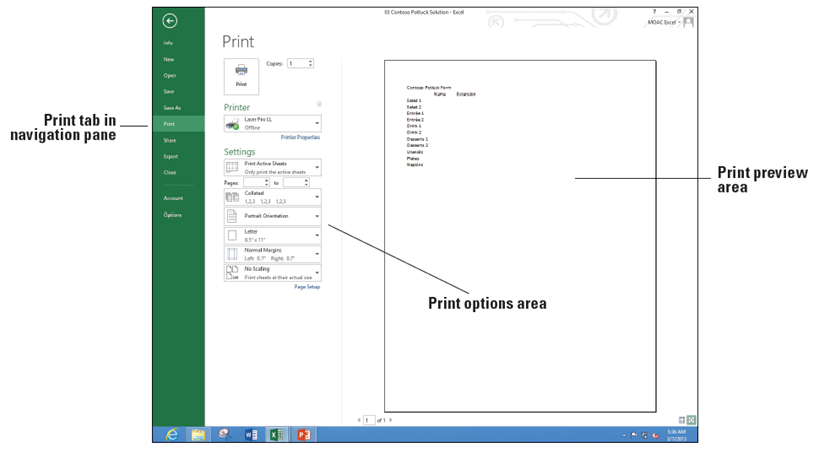
Step by Step 1: Access Backstage View

* **GET READY. LAUNCH** Excel and **OPEN** a blank workbook.
  1. Click the **FILE** tab to display Backstage view with the Open tab selected.
  2. In the upper left corner   
     of Backstage view, click   
     the **Return to   
     document** button.
  3. In cell A1, type **abc**   
     and press **Enter**.
  4. Click the **FILE** tab.   
     Backstage view, like   
     the ribbon, is context-  
     sensitive and changes to the Info tab (above).
  5. Click the **Save** tab. Notice that there are additional tabs depending on your setup. In this case, SkyDrive, Computer, and Add a Place appear.
  6. Click the **Save As** tab. Notice that this looks identical to the Save tab. This is how it looks the first time you save the file.
  7. Click **Computer** and notice that the Recent Folders section where you last saved your previous workbooks appears (below). 
  8. Click **Browse**, in the File name box, type **Temp**, and then click **Save**.
  9. Click **FILE**. Notice the Info tab appears.
  10. Click **Save**. Notice that you do not   
      see the options shown at right (and   
      Step 5 previously), but that you return   
      directly to the workbook.
  11. Click **FILE** and click **Close**. This action   
      closes the workbook, but not Excel.
  12. Click **FILE** and the **Open** tab appears.   
      In the list of Recent Workbooks, select **Temp** and your workbook returns.
* **PAUSE. EXIT** Excel.

Step by Step 2: Print and Preview a Document

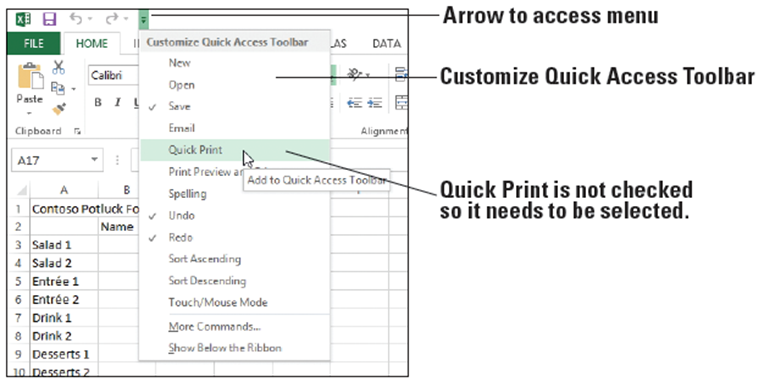
* **GET READY. LAUNCH** Microsoft Excel 2013.
  1. Create a new workbook, enter the   
     worksheet data shown at right, and   
     save it as ***03 Contoso Potluck Solution***.
  2. **EXIT** Excel.
  3. **LAUNCH** Excel again and notice   
     that *03 Contoso Potluck Solution*   
     appears in your Recent list. Click   
     the file to bring it back up.
  4. Click the **FILE** tab to automatically display the Info tab. As shown below, the Properties area shows the size of the file, when it was last modified, and who the author is.



* 1. Click the **Print** tab. Note that this displays the Print options in Backstage view. Take a moment to preview the workbook in the Print Preview section in the right pane and read through the Print options listed in   
     the center section of   
     the page (right).
  2. To print your work-  
     sheet, at the top of   
     the Print screen,   
     click the **Print**   
     button.
* **PAUSE. LEAVE** the   
  workbook open for the   
  next exercise.

Step by Step 3: Use Quick Print to Print a Worksheet

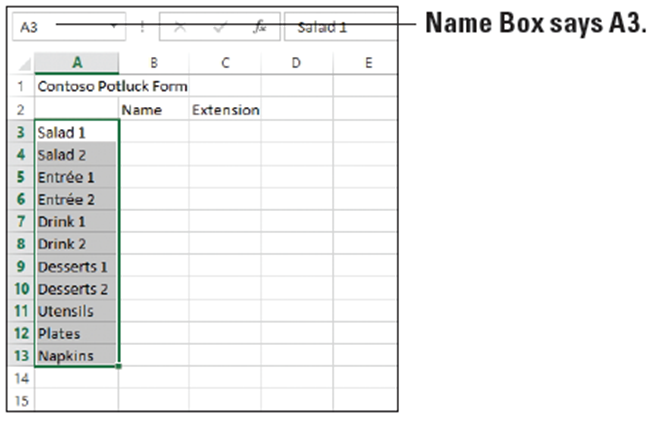
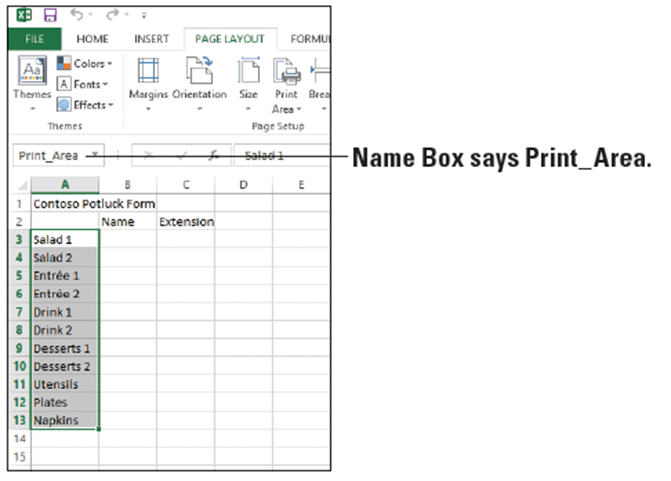
* **GET READY. USE** the open workbook from the previous exercise or open ***03 Contoso Potluck Solution***.
  1. On the Quick Access Toolbar, if you do not see the Quick Print button, click the **Customize Quick Access Toolbar** arrow at the end of the toolbar, and select **Quick Print** (below).



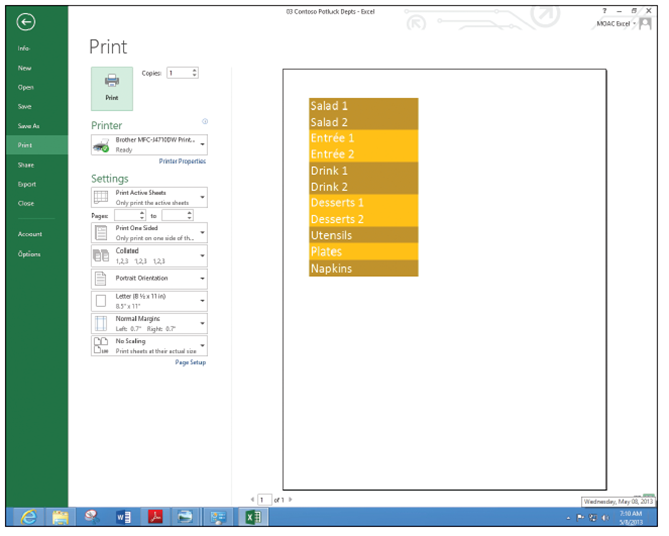
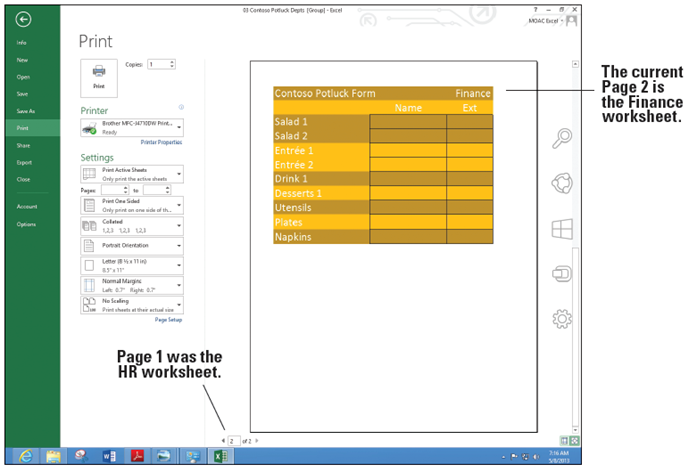
1. On the Quick Access Toolbar, click **Quick Print** (below).
2. Retrieve the printed copy of the worksheet from your printer.
3. Click the **FILE** tab, and then click **Print**. The preview pane should match what was printed.
4. Click the **Return to document arrow**.
5. Notice that a dotted vertical line appears in the middle of the screen. The line shows the right edge of the printed page. The line displays the first time you print or preview a page.

* **PAUSE. LEAVE** the workbook open for the next exercise.

Step by Step 4: Set the Print Area

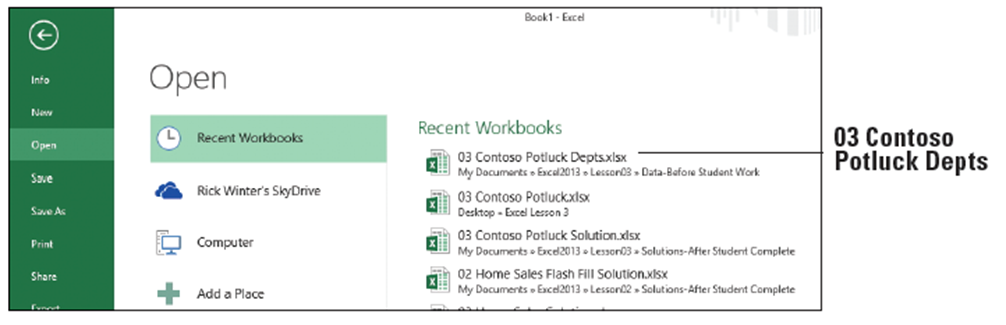
* **GET READY. USE *03 Contoso Potluck Solution*** that is already open or create the workbook shown on slide 11.
  1. Click the **PAGE LAYOUT** tab.
  2. In the Page Setup group,   
     point to the **Print Area**   
     button. Note the ScreenTip   
     that displays and defines the   
     task to be completed.
  3. On the worksheet, click cell   
     **A3**, hold the mouse button,   
     and drag to cell **A13**. Your cell range should be highlighted in gray (above).
  4. With these cells highlighted, click the **Print Area** drop-down arrow and click **Set Print Area** from the menu that appears. You have now set the print area. While the area is still selected, note that the Name Box now says “Print\_Area” (right).
  5. Click the **FILE** tab to   
     access Backstage view.
  6. Click **Print** and notice in the Print Preview pane that you can see only the list of items to bring and not the text in rows 1 and 2 and columns B and C.
  7. Click the **Return to document** button. You will not print at this time.
* **PAUSE. SAVE** the workbook with the current name   
  ***03 Constoso Potluck Solution*** and **CLOSE** Excel.

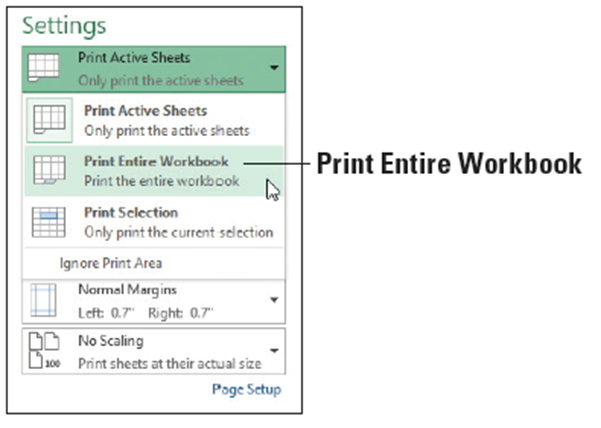
Step by Step 5: Print Selected Worksheets

* **GET READY. LAUNCH** Excel 2013, and then perform these steps:
  1. **OPEN *03 Contoso Potluck Depts.*** This is a modified version of the potluck workbook you created previously. In this case, there are three different worksheets for three different departments.
  2. Click each of the three worksheet tabs: **HR**, **Operations**, and **Finance**. Notice that the title in C1 shows the department name and there are a different number of items to bring to each potluck depending on the size of the department. Click the **HR** tab.
  3. Press **Ctrl + P** to display   
     the Print options in the   
     Backstage view. In the   
     Print Preview pane, the   
     entire worksheet does   
     not display (right). This is   
     because of the selected   
     print area.
  4. Press **Esc** or click the   
     **Return to document**button.
  5. Click the **PAGE LAYOUT** tab, click **Print Area**, and then **Clear Print Area**.
  6. Click the **FILE** tab and click **Print**. Notice that the entire worksheet for HR appears. Also notice that the page number shows 1 out of 1 indicating that only one of the worksheets will print, and it will all fit on one page.
  7. In the Settings section of the center pane in Print options, click the **Print Active Sheets** drop-down arrow. In the drop-down menu that appears, as shown in Figure 3-12, you can select several printing options for your workbook or worksheet.
  8. Click the **Return to document** button.
  9. While the HR worksheet is active, hold down **Ctrl** and click on the **Finance** tab. Now both the HR and Finance worksheets are selected.
  10. Click the **FILE** tab and click **Print**. Now in the Print Preview area, the bottom of the screen shows 1 of 2 with the HR worksheet preview. Click the right arrow to go to the second page and notice that the Finance worksheet previews (above).
  11. Click the **Return to document** button to return to the workbook without printing.
* **PAUSE. CLOSE t**he workbook without saving. **LEAVE** Excel open for the next exercise.

Step by Step 6: Print Selected Workbooks

* **GET READY.** With Excel open from the previous exercise, perform the following steps.
  1. Click the **FILE** tab and click **Open** if it is not selected. Because you just used the ***03 Contoso Potluck Depts*** workbook, it should be at the top of the list of the Recent Workbooks (below).
  2. Click ***03 Contoso Potluck Depts*** to open it.
  3. Click the **FILE** tab and click **Print**.

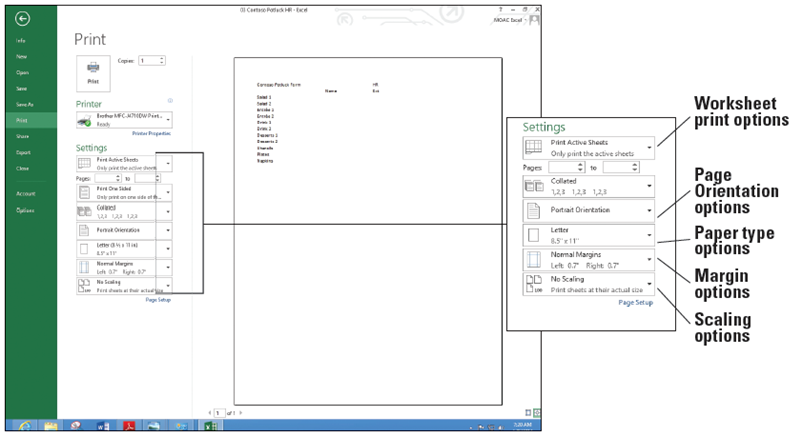


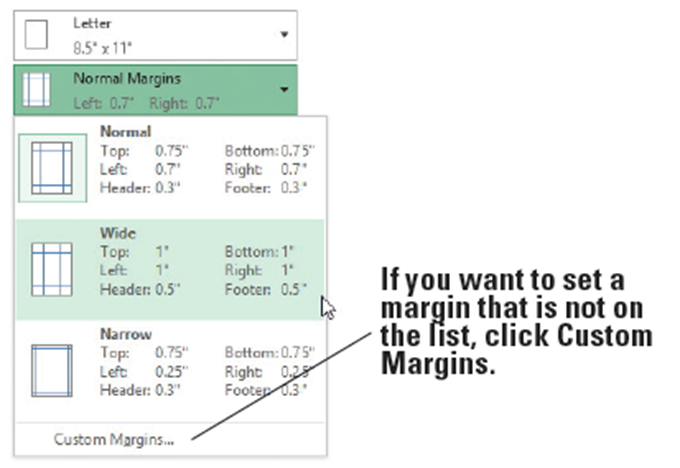
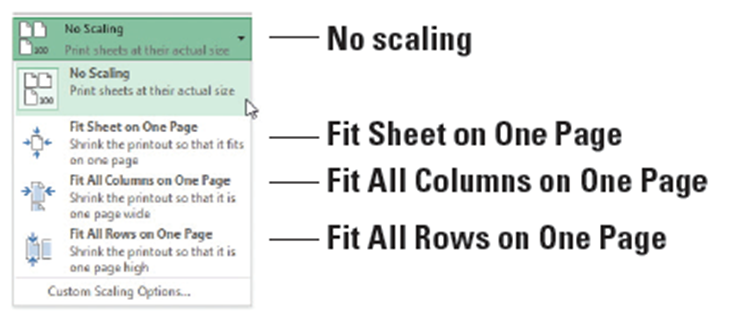
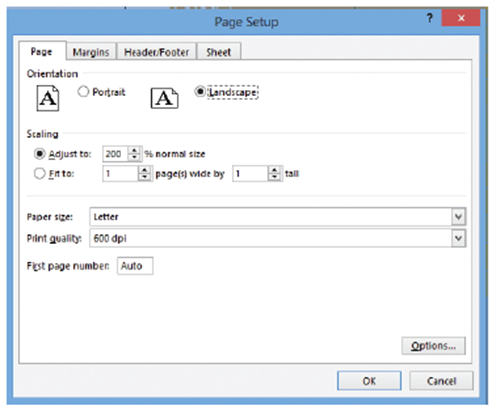
1. Notice that the complete worksheet for HR does not display. This is because you did not save the workbook after you cleared the print area. Clear the print area as you did in Step 5 of the previous section and return to the Print tab of Backstage view.
2. In the Print window’s Settings   
   options, click the **Print Active   
   Sheets** drop-down arrow and   
   click **Print Entire Workbook**   
   (right). You will not print at this   
   time.

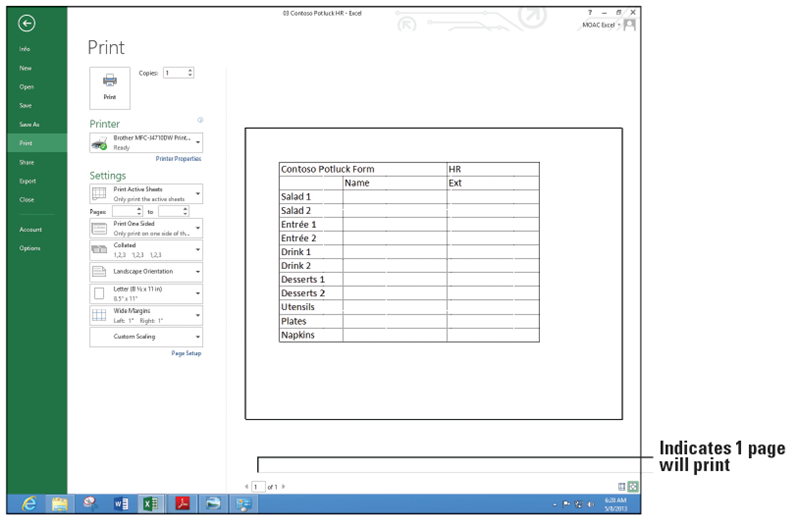
* **PAUSE. EXIT** Excel and do not   
  **SAVE** the workbook.

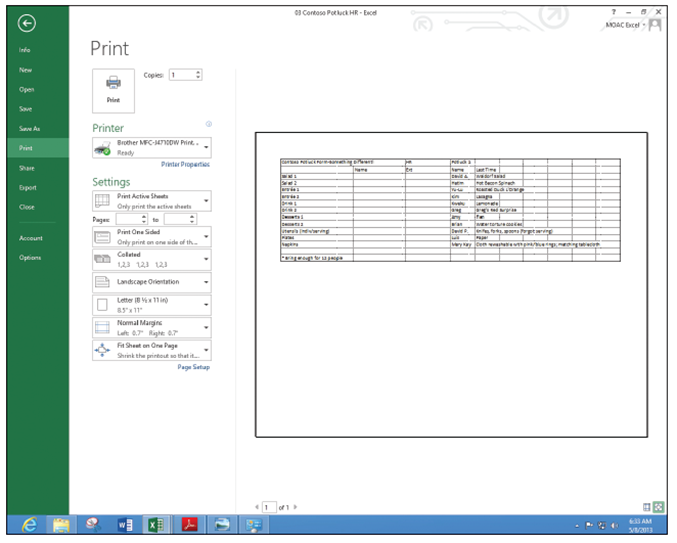
Step by Step 7: Apply Print Options

* **GET READY. LAUNCH** Excel, **OPEN *03 Contoso Potluck HR***, and make sure the **HR-P1** worksheet is selected.
  1. Click the **FILE** tab and select **Print** (below). Notice that the worksheet is small and it might be nice to have lines for people to write in on a printed page.

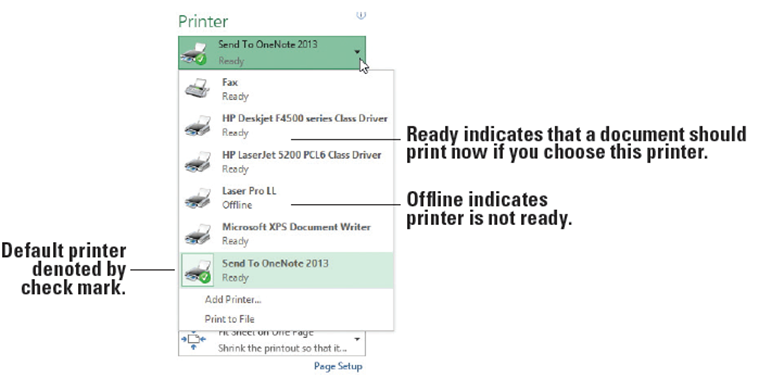


* 1. In the Settings section of the Print window, click the **Margins** drop-down and click **Wide** (below). The new margins will allow the worksheet to be hole-punched and put in a binder.
  2. Click the **Scaling** drop-down and see the choices below (right).   
     The scaling options   
     ensure that all columns,   
     rows, or the entire   
     worksheet fit on one page.
* Current choice is No scaling, so the document prints the same size as the screen.
* If you want to fit everything that is on the worksheet on one page, select Fit Sheet on One Page.
* If there are just a couple of columns extra, click Fit All Columns on One Page. If there are just a couple of rows extra, click Fit All Rows on One Page.
  1. In this case, you make the text larger without changing the font. Click **Custom Scaling Options**. The Page Setup dialog box opens.
  2. Make sure that the **Page** tab is selected and select **Landscape** so the page prints horizontally.
  3. In the Scaling area, type **175**   
     for the % normal size (right).
  4. Click the **Sheet** tab and in the   
     Print section, select the **Gridlines** box.
  5. Click **OK** to return to Backstage view. Notice that the bottom of the screen still says, "1 of 1," meaning that only one page will print and notice that Print Preview shows larger text with boxes around each cell (below).

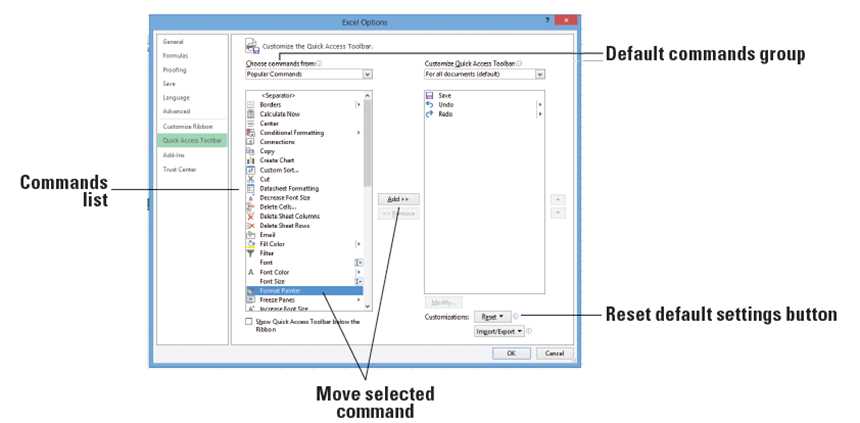
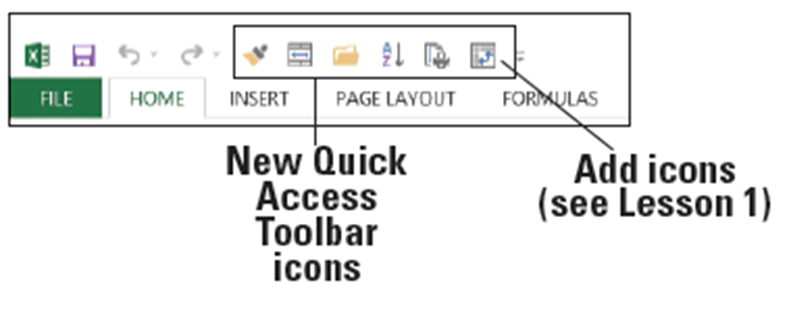


* 1. Without printing the document, click the **Return to document** button and then click the **HR-P2** worksheet.
  2. Press **Ctrl + P** to go to the Print tab of the Backstage view and notice that the bottom of the screen indicates that the document will print on two pages.
  3. Change the Settings to print Landscape, to Fit Sheet on One Page, and add gridlines based on the previous steps in this section. Print Preview should look like the figure at right.
* **SAVE** the workbook as ***03 Contoso Potluck HR Print Ready Solution.***
* **PAUSE. LEAVE** the workbook open for the next exercise.

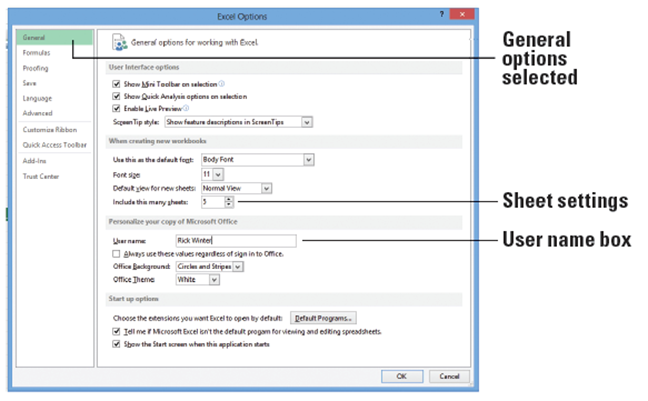
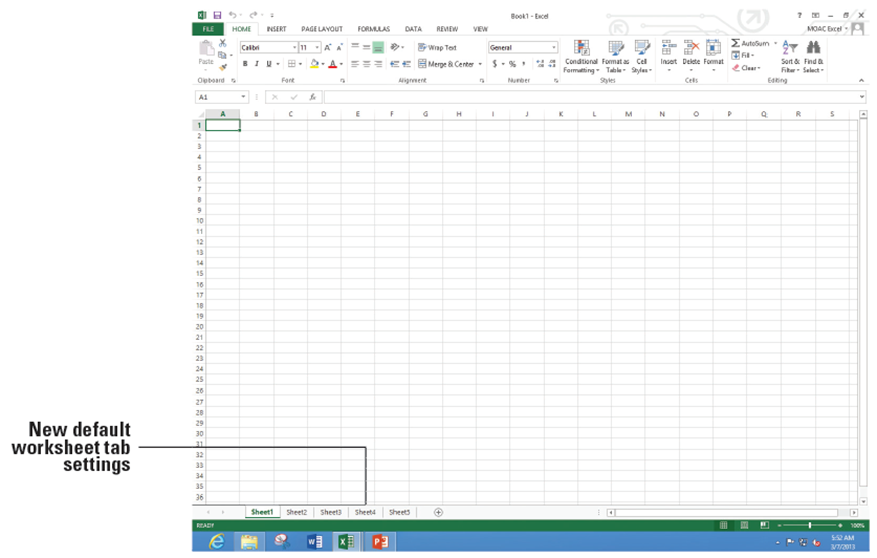
Step by Step 8: Change a Printer

* ****GET READY.** Continue with the previous workbook or if necessary, open ***03 Contoso Potluck HR Print Ready Solution.***
  1. Press **Ctrl + P** to   
     display the Print tab   
     of the Backstage view.
  2. Your current default   
     printer is displayed   
     in the Printer options   
     section of the Print   
     tab. Click the **Printer**   
     drop-down arrow to produce a menu of installed printers, similar to the one shown above. Your printers will be either Ready or Offline.
  3. Click on a printer (other than your default printer) in the printer list. This printer should now be visible as your active printer. Should you attempt to print at this time with an inactive printer, you will get an error.
  4. Once again, click the drop-down arrow for the printer, and select your default printer (the one with the checkmark).
* **PAUSE. CLOSE** your workbook and don't save if prompted.

Step by Step 9: Customize the Quick Access Toolbar

* **GET READY. OPEN** a blank workbook in Excel.
  1. Click the **FILE** tab to access Backstage view.
  2. In the navigation pane, click the **Options** tab. The Excel Options dialog box opens.
  3. In the left pane of the dialog box, click **Quick Access Toolbar** to display the Quick Access Toolbar options (below). In the right pane, the list on the left includes the commands that you can add to the toolbar. The list on the right shows the commands that are currently included on the toolbar.
  4. In the list on the left, scroll down and click **Format Painter**, and then click the **Add** button in the center of the two lists to add the Format Painter to the Quick Access Toolbar.
  5. Using the same process, move five more commands you use often to the Quick Access Toolbar. When you are done, click **OK** to apply your changes (the changes don't take effect until you click OK).
  6. Your Quick Access Toolbar should now include additional command buttons, much like the example shown below. Similarly, you can remove any command that you added to the toolbar. At any time, you can reset the toolbar to its default settings.
* **PAUSE. CLOSE** Excel.

Step by Step 10: Customize the Excel Default Settings

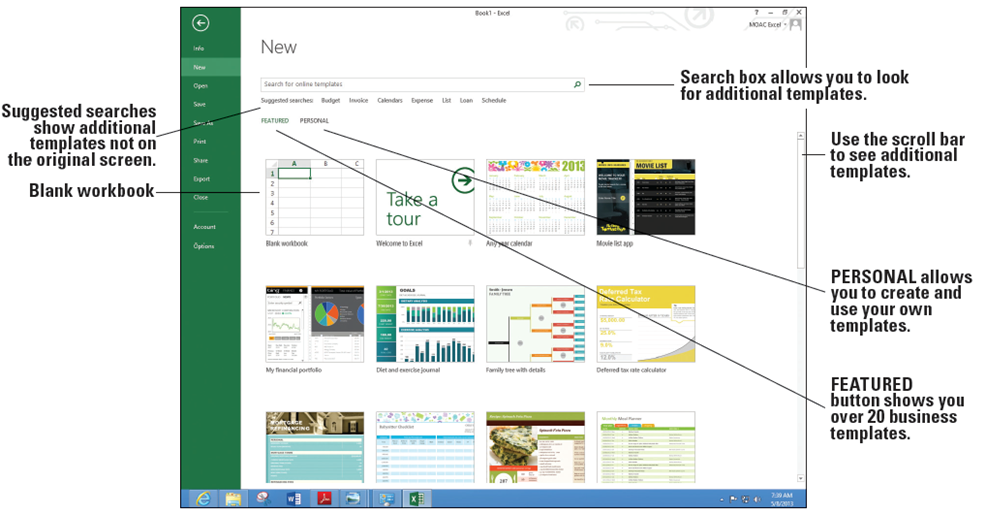
* **GET READY.** Continue with a blank workbook from the previous exercise.
  1. Click on the **FILE** tab to access Backstage view.
  2. In the navigation pane, click **Options**. By default, the Excel Options dialog box opens with the General options displayed.
  3. In the When creating new workbooks section, click in the **Include this many sheets** text box and type **5** to change the number of worksheets that appear by default in new workbooks.
  4. In the Personalize your   
     copy of Microsoft Office   
     section, click the **User   
     name** box and type **[your   
     first and last name]** in the   
     text box (right). Click **OK**.
  5. **EXIT** and **RESTART** Excel and select **Blank workbook**. Note that instead of one worksheet tab, you now have five in your workbook (below).
* **PAUSE. LEAVE** the workbook open for the next exercise.

Step by Step 11: Reset Default Settings, Ribbon, and Quick Access Toolbar

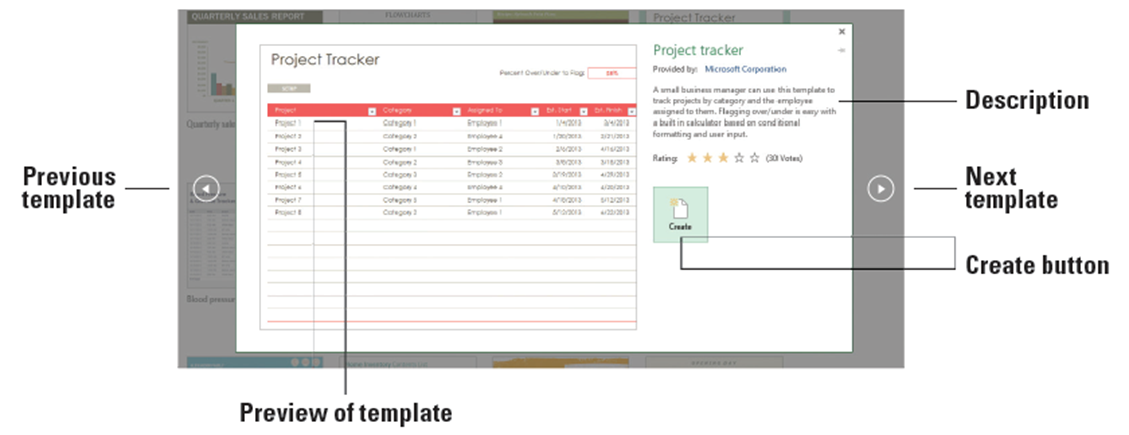
* **GET READY.** Continue with a blank workbook from the previous exercise.
  1. Click the **FILE** tab, and click **Options**.
  2. On the General tab, in the When creating new workbooks section, in the **Include this many sheets** box, type **1**.
  3. Click the **Customize Ribbon** tab.
  4. In the bottom right of the dialog box, click the **Reset** button and then click **Reset all customizations**.
  5. In the Confirmation dialog box, click **Yes** to clear all ribbon and Quick Access Toolbar customizations for this program.
  6. Click **OK** to return to the workbook.
* **PAUSE. LEAVE** the workbook open for the next exercise.

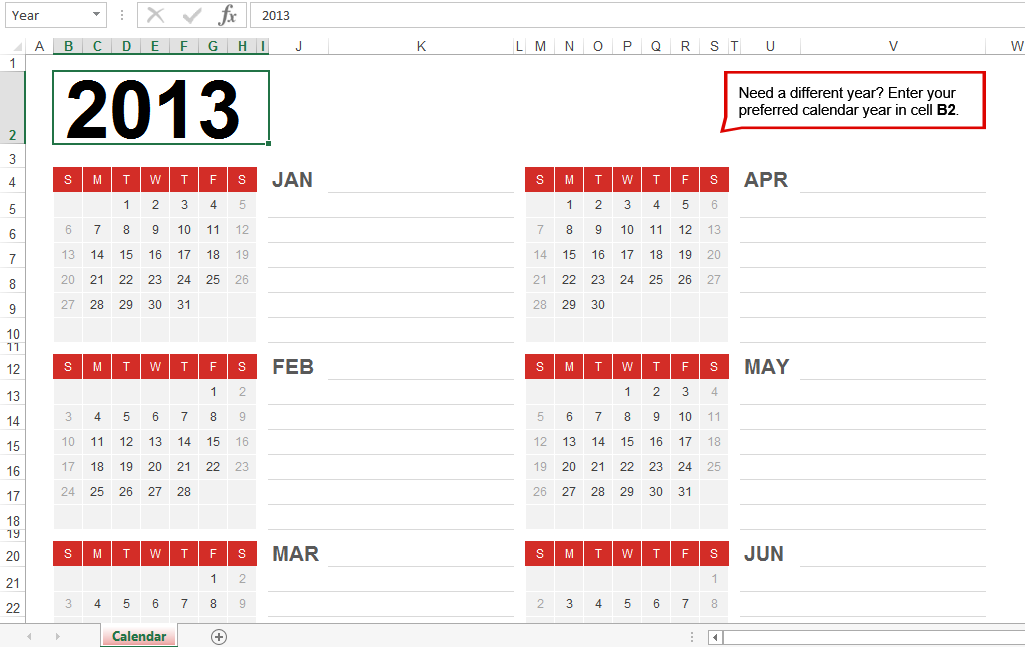
Step by Step 12: Select a Template from the New Tab

* **GET READY.** If necessary, **OPEN** a blank workbook.
  1. Click the **FILE** tab and click **New**. The New window displays as shown below, with a series of featured templates. (If the templates are not shown, click in the search bar and type in the desired template.) You already used the Blank workbook template in this book.



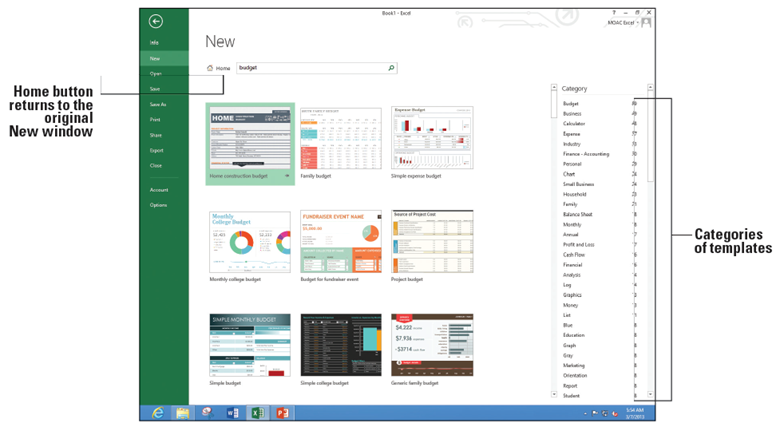
1. Scroll down if necessary, and click on the **Project Tracker** icon. The figure below shows a larger window with a larger picture and description of the template.



1. Click the **Create** button. Excel might take a moment to download the workbook.
2. Notice that there are two worksheets in this workbook: Project Tracker with the sample data you can change and Setup that allows you to input a list of categories and employees. When you are finished looking at this template, click **FILE** and click **Close**. If prompted, do not save changes.
3. Click the **FILE** tab, click **New**, and scroll to the bottom of the templates list.
4. Click the **Any year calendar** template and click the **Create** button.
5. Click cell **that has the year 2013,** and type **[the current year]**.
6. Scroll down to the current month, and make sure the dates coincide with actual days and dates.
7. **SAVE** the workbook as ***03 My Calendar Solution.***
8. Click the **FILE** tab and click **New**. Notice that the Any year calendar template appears as the third item on your list of templates because it was recently used.

* **PAUSE. CLOSE** the workbook and **LEAVE** Excel open for the next exercise.

Step by Step 14: Search for Additional Templates

* **GET READY.** If necessary, **OPEN** a blank workbook.
  1. Click the **FILE** tab and click **New**. Notice the Suggested searches and Search for online templates box.
  2. Click **Budget** on the Suggested searches row. As shown below, the New window changes to show templates specifically related to working with budgets.
  3. Scroll back to the top of the New window and click **Home** to return to the original templates screen.
  4. In the Suggested Searches row, click **Calendars**.
  5. Scroll to the Student assignment planner and read the description. Close the template description window.
  6. In the Search box, type **College** and press **Enter**. Scroll through the list of suggested templates for college students and open the **Weekly college schedule** template.
  7. Type in **[Today's date]** in B1 and play with the workbook. (Go to the formula bar, and type date here.)
  8. **SAVE** the workbook as ***03 My Weekly Schedule Solution.*** Click **Yes** when prompted to save this as a macro-free workbook.
* **PAUSE. EXIT** Excel.