

# MS Excel

## Working with Large Worksheets

**Duration:** ½ day

### Description

When you are working with large worksheets, it is sometimes difficult to view and manage the data without continually scrolling. This course introduces some techniques for viewing large worksheets easily: freezing rows and columns; splitting the screen and viewing multiple sheets from the same workbook.

It also covers techniques to view summaries of data, analyse formulas and prepare large worksheets for printing.

### Prerequisites

Before attending this course, you should be competent in all skills covered in the following courses:

- Office Basic Skills
- Creating Basic Workbooks
- Formatting a Worksheet

### Competencies

Upon completing this course, you will be able to:

- Use Zoom to Selection
- Use the Freeze Panes options.
- Use a split screen.
- View multiple sheets for the same workbook.
- Compare workbooks
- Use the Formula Auditing tools
- Group and outline data
- Print large worksheets.

### Outline

#### Viewing Large Worksheets

- Use the zoom feature
- Apply Freeze Panes to a worksheet
- Use split screens
- View multiple workbooks
- View all sheets of a workbook

#### Manipulating Large Worksheets

- Use View Side by Side
- Group and outline data
- Use custom views

#### Analysing the Worksheet

- Use the Formula Auditing buttons
- Evaluate formulas
- Use the Watch window and camera

#### Printing Large Worksheets

- Use Page Layout view
- Add headers and footers
- Work with Page Break Preview
- Set print areas and print titles
- Set Page Layout options
- Use Print Preview
- Set print options