

Data Communication

In this section, you will learn how to view the spreadsheet in print preview, modify margins, change the page orientation, use the scale to fit feature, use the print titles command, and insert breaks.

To view the spreadsheet in print preview:

- Left-click the Microsoft Office button.
- Select Print Preview. The spreadsheet will appear in print preview view.
- Now only the selected cells will print. You can confirm this by viewing the sheet and select Clear Print Area.

To insert a break:

- Select a cell below where you want the break to appear.
- Select the Breaks Command.
- Select Insert Breaks.

Click print preview to confirm that the break appears in the correct place in your spreadsheet.

To use the Print Titles Command:

This is an important command to be familiar with if you intend to print your worksheet. It allows you to select specific rows and/or columns that are repeated on each printed sheet.

A function is a predefined formula that performs calculations using specific values in a particular order. While you may think of formulas as being short mathematical equations, like $2+2$ or $F^2(C^2)$, they can actually be very lengthy and involve complex mathematical calculations.

In this section, you will learn how to use basic functions such as sum and Average, use functions with more than one argument, and access others Excel 2007 functions.

The parts of a function:

Each function has a specific order, called syntax, which must be strictly followed for the function to work correctly.

Syntax order:

- 1 All functions begin with the = sign.
- 2 After the = sign, define the function name (e.g. Sum).
- 3 Then there will be an argument. An argument is the cell range or cell references that are ~~enclosed~~ enclosed by parentheses. If there is more than one argument, separate each by a comma.