



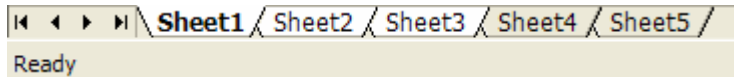
## Formatting Excel Worksheets – Additional Information

When you're formatting your worksheets, you'll want to make your job as easy as possible. If you have several worksheets in the same workbook that need the same formatting and or text, it makes sense to apply all of that formatting only once, rather than having to format one worksheet, then create the same formats on another worksheet, and then another and so on.

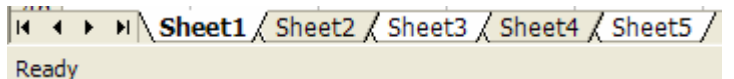
If you want to have more than one worksheet formatted exactly the same, here's how to do it:

1. Before you apply any formatting or type any text, select all of the worksheets you want formatting the same:

- Click the first worksheet tab you want to format, then hold down the SHIFT key and click the last worksheet tab you wish to format the same to select all adjacent worksheets



- Click the first worksheet tab you want to format, then hold down the CTRL key and click any other worksheet tabs you want formatted the same to select non-adjacent worksheets



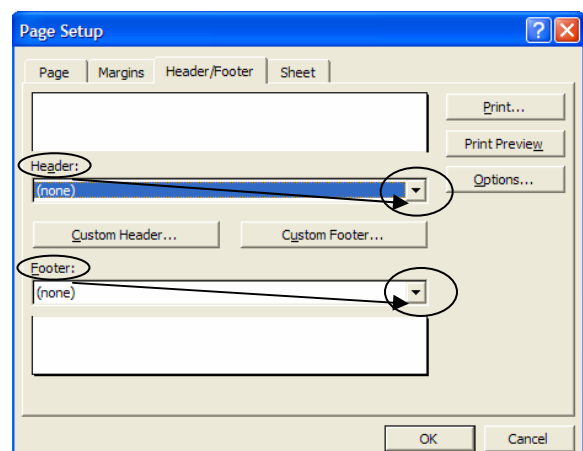
2. Apply any formatting and type any text into the first worksheet – formatting and text will be duplicated on the other selected worksheets

Here's an example of a good time to use this technique – you may want to have the same header and/or footer information at the bottom or top of EACH worksheet in the workbook, not just one:

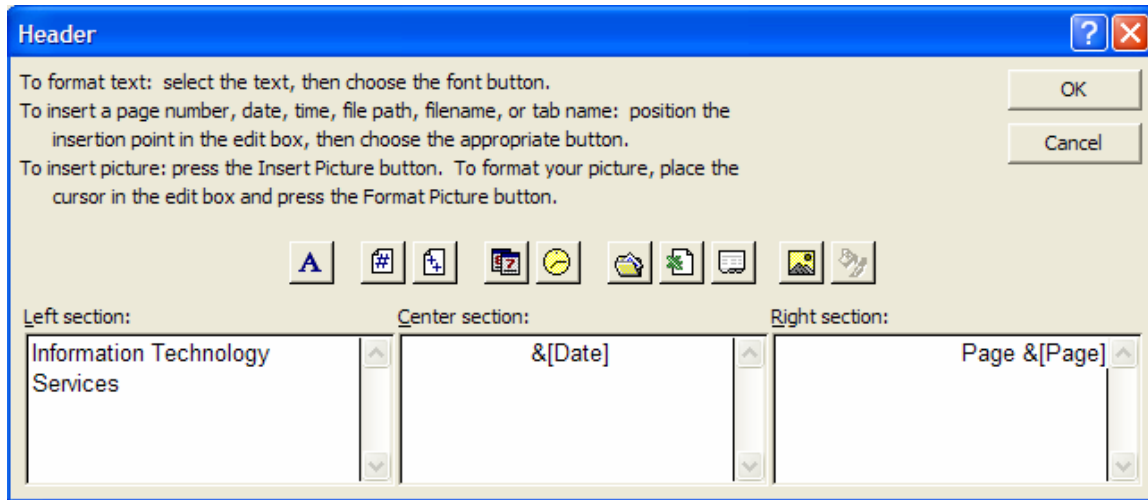
### Headers and Footers

Excel no longer adds headers and/or footers to every worksheet by default as it used to. You can add pre-defined Headers or Footers to your worksheets, or you can create your own Custom Headers or Footers:

1. Click the first worksheet tab you want to format, then press the SHIFT or the



- CTRL key and click on other worksheet tabs to select them
2. On the Menu Bar, select File, Page Setup...
  3. Click the Header/Footer tab at the top of the Page Setup dialog box, if necessary
  4. To use a pre-defined header or footer, select the appropriate entry from the Header: or Footer: drop-down list box
  5. To create a Custom Header or Footer, click Custom Header... or Custom Footer...



6. Click in the Left section: box and type text or click one of the buttons above to place that entry code left-justified at the left edge of the header or footer
7. Press the Tab key to move the cursor to the Center section: - any text or entry codes will be center-justified in the header or footer
8. Press the Tab key to move the cursor to the Right section: - any text or entry codes will be right-justified
9. Click OK to close the Header or Footer dialog box
10. Click OK to close the Page Setup dialog box

Headers and footers will **not** be displayed in your regular worksheet view, but you will be able to view them in Print Preview and they will print with your worksheets.