



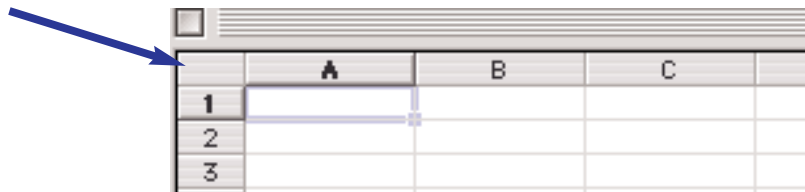
USING EXCEL TO MAKE LITERACY GRIDS

Opening Excel

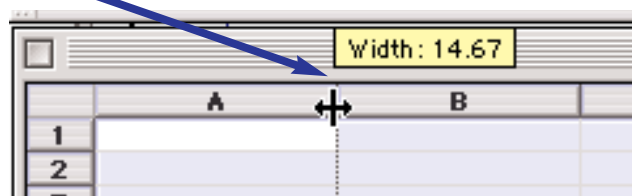
- Go to Start Programs Microsoft Excel (might be in Microsoft Office folder)
- A new spreadsheet appears

Changing the size of the cells

- Click in the grey empty cell in the top left corner to select all cells



- Click in the line between Columns A and B



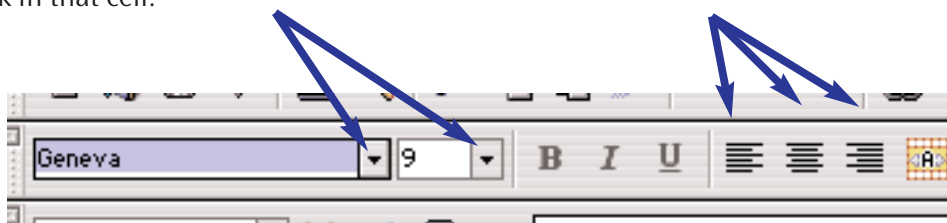
- Click, hold down and drag to widen the column

nb if all the columns are selected (which you did by clicking the select all cell) then all columns will become the same width. If no columns are selected the only one to change will be the one to drag

- Click and drag in between row 1 and 2 to change the height of the cells

Changing the Look of the Text

- Make sure to select all by clicking the blank cell in the top corner
- Select font and size on the formatting bar. ALL cells will be affected. If you want only one cell to change, just click in that cell.





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MAKING A GRID

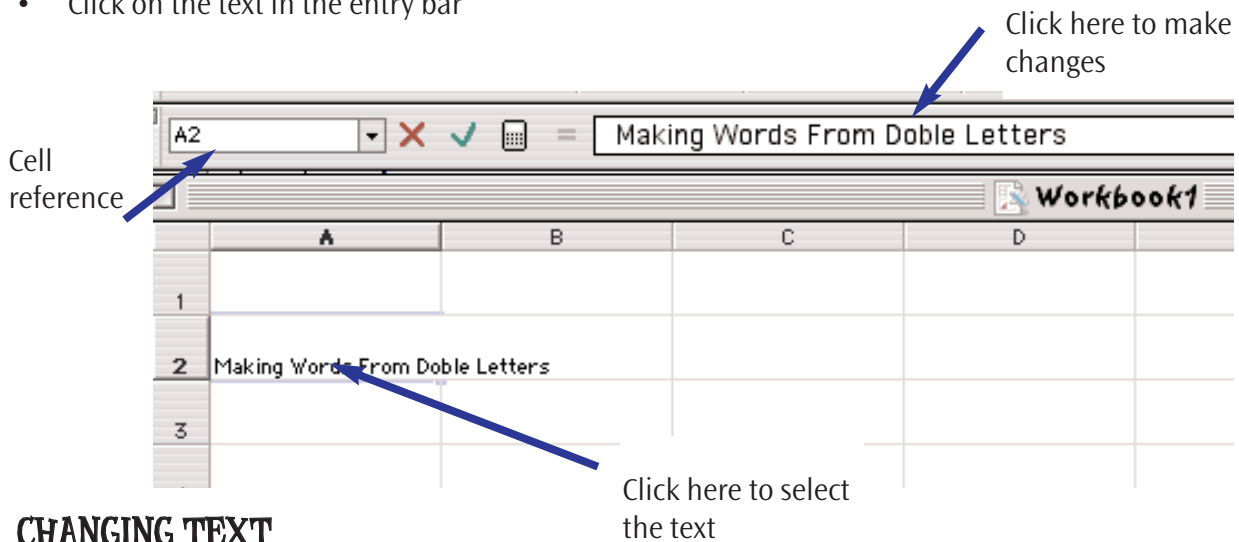
To enter a title

- Click in the cell where you want the title to begin
- Type the text
- Press return or enter to confirm the text

Editing text in a cell

nb all text is recognised as being within the first cell you typed in, even if the text spills over into other cells

- Click in the cell where the text begins
- Click on the text in the entry bar



CHANGING TEXT

- Click in a cell to change text belonging to that cell
- Go to format bar and select font, size, colour and alignment (left/centre/right)



Changing text in more than one cell

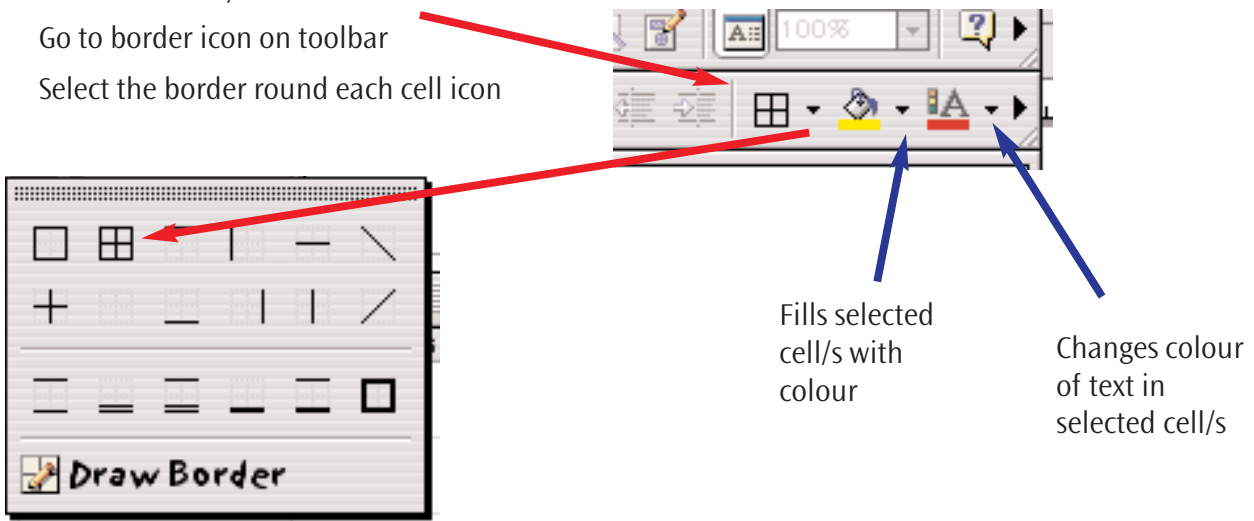
- Click, hold down and drag to select several cells
- Press control + click to select cells not juxtaposing each other
- Click in a column or row title bar to select a whole column or row



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Adding a border around cells

- Select the cells you want to have a border
- Go to border icon on toolbar
- Select the border round each cell icon



PRINTING

Print Preview

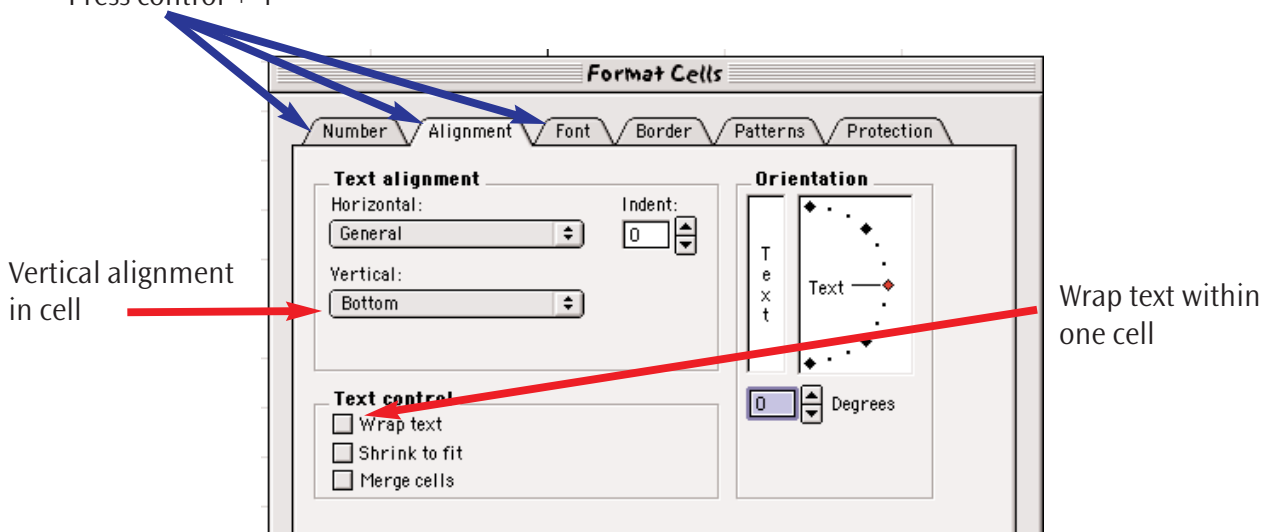
- To check how your sheet will look go to File ⇒ Page Setup ⇒ Print Preview

Layout

- To change the layout from landscape to portrait go to File ⇒ Page Setup
- To print whole grid go to File ⇒ Page Setup ⇒ Sheet

Changing layouts inside a cell

- Click on a cell to select
- Press control + 1





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- Click on the tabs to change properties e.g. set formatting for text (centre vertically) etc



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