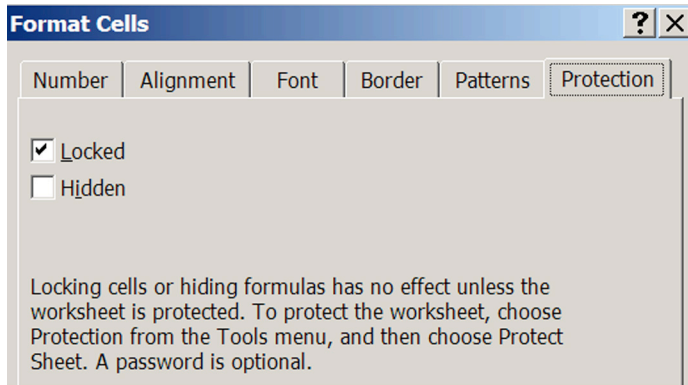


## Final Formatting for Interactive Spreadsheets Created in Excel (Windows Operating System)

### *Locking/Unlocking cells and protecting worksheets*

By default, all cells in the spreadsheet are locked when a worksheet/workbook is protected. To prevent students from making changes to your interactive spreadsheet, the worksheet needs to be protected. Before protecting the worksheet, however, the cells where students are expected to put their answers must be unlocked.

To do this, select the cells you want to unlock, choose Format > Cells > Protection > **deselect Locked**.



**Do not** protect the worksheet until all formatting has been completed.

### *Hiding columns you don't want students to see*

Hide the expected answer column by choosing Format > Column > Hide.  
Any other columns you need to hide can be hidden in the same manner.

### *Surrounding your spreadsheet with white space*

Insert a column before column A by highlighting column A (put mouse on A and click), choose Insert > Column.

Insert several rows above row 1 by highlighting row 1 (put mouse on 1 and click), choose Insert > Row.

### *Writing directions for students*

Merge several horizontal cells together by highlighting the cells and then choose Format > Cells > Alignment: place a check mark in Wrap Text and Merge Cells.

Type directions into the merged cells.

Insert rows above and below the directions to create a pleasing appearance for the worksheet.

Identify the cell where a student should enter his or her name.

### *Making the spreadsheet easier for students to read*

Students may have difficulty tracking across the rows.

Change the color of each row by selecting the cells in a row (not the whole row), then choose Format > Cells > Patterns. Choose a pastel color to shade the cells.

Color every other row or make each row a different color.

### *To add footer information*

Footer information is only seen when in print preview mode or when worksheet is printed.

Choose File > Page Setup > Header/Footer > Custom Footer.

Type: Created by (your name) in the left section.

Type grade spreadsheet was created for in center section.

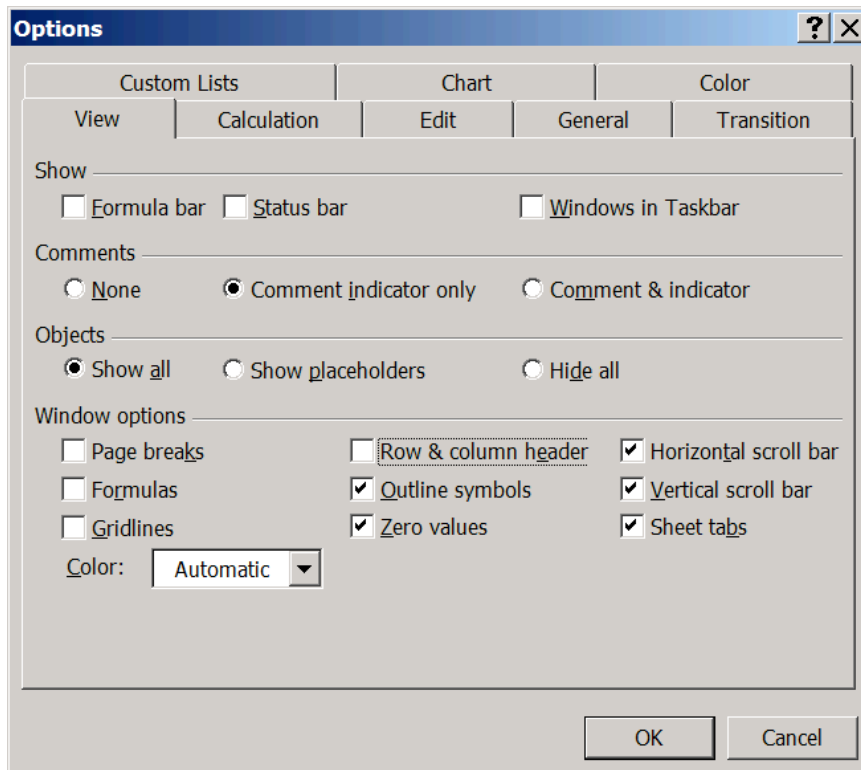
Paste spi in right section.

### *Last minute formatting*

To make the spreadsheet look like a 'plain piece of paper'.

Choose Tools > Options > View.

Deselect Formula Bar, Status Bar, Windows in Taskbar, Page breaks, Gridlines, Row & column headers.



### *Deselecting Toolbars*

Additional 'cleaning up' can be accomplished by choosing View > Toolbars > Deselect all selected toolbars (toolbars are deselected one at a time).

### *Selecting Cell*

Leave the mouse in a cell where you want the student to enter information.

### *Protect Worksheet*

Protect worksheet to prevent any changes. Choose Tools > Protection > Protect sheet.

No changes can be made once the sheet is protected (default selections work fine for our purpose).

To make changes choose: Tools > Protection > Unprotect sheet.

Do not use a password. If you forget your password, there is no backdoor to unprotect the sheet.