

Custom Lists

You can create custom lists that can be used over and over. For example, if you always use a list of states in alphabetical order you can set the list once and be able to reuse time and again. Here's how:

1. Open Class#5.xls worksheet – Custom Lists
2. Click Tools → Options → Custom Lists
3. Click on the box next to the "Import list from cells", highlight the list of states, and press <enter>.
4. Press Import button to complete the import.
5. Click on Sheet2, starting from position A1, type in Alabama and drag it down to copy – what happened?_____

Repeating Titles & Simple Formulas

As a print option, you may print **column and row titles**. Titles may be useful when you are printing a range that extends over several pages and you need titles visible to clarify the data. The titles columns or rows you select will repeat only on the pages that follow the page containing the title data. Here's how:

- Using the Class#5.xls worksheet – open Repeating Titles.
 - Calculate *Total Income*, *Total Expenses*, *Net Income* and *Totals* using **SUM()** function. (Hint: use Drag to copy your formula)
 - Calculate Averages using **AVERAGE()** function.
 - Set Column A as a repeating print tile. Here's How:
 - Click File → Page Setup → Sheet tab
 - Click Columns to Repeat at Left and select columns in the worksheet.
- Note:*
- *Columns must be adjacent.*
 - *To remove print titles, delete the reference.*
 - *To setup up rows, click rows to repeat at top.*
- Print out a copy and see your results

Freeze Titles

Freezing the titles comes very useful when you have a very big worksheet and need to scroll a lot. Here's how to implement.

1. Click on the B Column
2. Click Window → Free Panes
3. Scroll to the right and notice what happens.

Copy & Paste Special

There are a number of operations you can perform on copy and paste.

1. *Transformation* – changes direction of the data from columns to rows and vice versa.
2. *Values* – Changes formulas into a regular data.
 - Highlight the A1-P20 area on the Repeating Titles tab and then click Edit → Copy
 - Go to Copy & Paste Special Tab and Position the cursor into A3 cell
 - Click Edit → Paste Special
 - Click *Values*
 - Click *Transpose* and press OK button.

Protect a sheet & Lock Cells

These two topics go together – you can prevent users from performing changes to the worksheet you've created. You can also prevent only particular cells from being changed – to do that, you would use lock cells and unlock cells in the worksheet.

By default, all fields in the worksheet are locked. We need to unlock all fields first.

Highlight all fields in the worksheet (Ctrl+A)

Click Format → Cells → Protection (Ctrl+1)

Click on the Locked check box to unlock it.

Highlight the C8 : N9 area

Click Format → Cells → Protection (Ctrl+1)

Click on the Locked check box to lock it.

Now, let's apply Protection:

Click Tools → Protection → Protect Sheet

Provide an easy to remember and hard to guess password and press OK.

Reenter the password and press OK.

Try to change data in the area that you've protected...