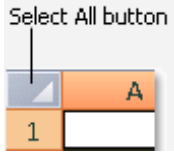



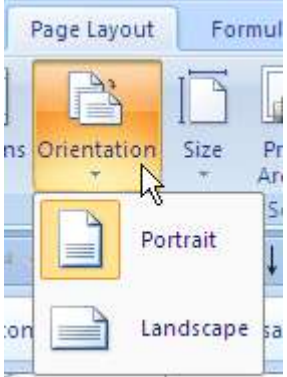
# **WATER SUPPLY DATABASE – ADJUSTING EXCEL SHEETS**

1. How to highlight the cells for printing? ..... 1
2. How to change page orientation?..... 1
3. How to ensure that specific rows (column heads) appear on each page in excel..... 2
4. How to fit all columns on one print page in excel?..... 2

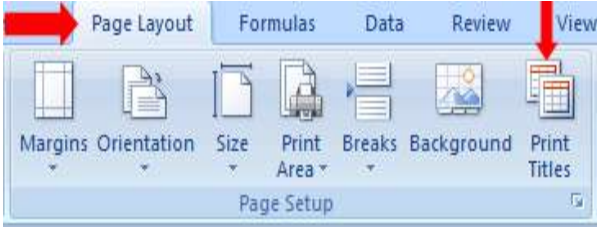
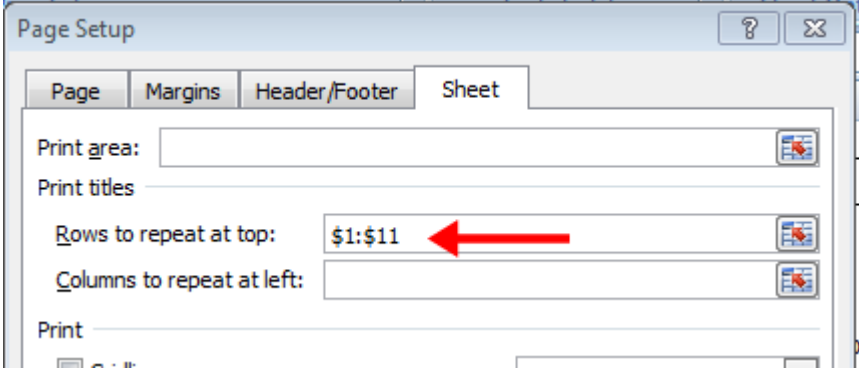
## **1. How to highlight the cells for printing?**

a.	Open Excel sheet you would like to print	
b.	Click the “select all” button to highlight the whole sheet	
c.	Click the “borders” icon for formatting border cells and select the right option under it.	
d.	All cells should now have borders and save the document.	

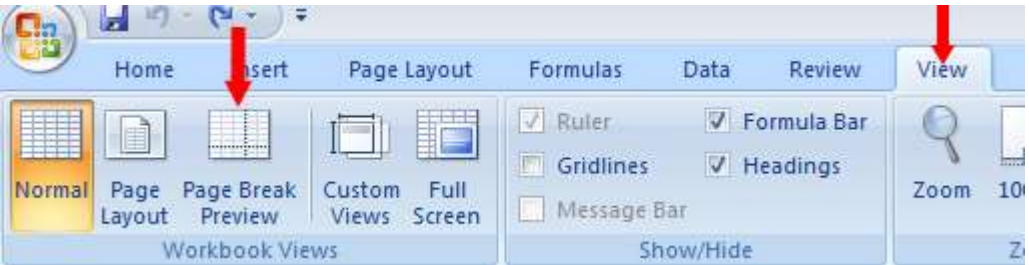
## **2. How to change page orientation?**

i.	Click “Page Layout” and look for “Orientation”. Then select the orientation you would like to work with. After this save the document.	
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### 3. How to ensure that specific rows (column heads) appear on each page in excel

a)	Make sure you have selected/opened the worksheet you would like to print.
b)	<p>Click “Page Layout” and then click “Print Titles”</p> 
c)	<p>A new window called “Page Setup”, will pop-up. In the <b>Rows to repeat at top</b> box, type the reference of the rows that contain the column labels e.g.</p> 
d)	After selecting the column heads you what then click the “OK” button and save the document

### 4. How to fit all columns on one print page in excel?

I.	<p>Click “View” tab, then click “Page Break Preview”</p> 
II.	<p>In this view you will several pronounced “blue dotted” vertical lines as shown here. Drag all these lines to the far right of the data columns</p>

	A	B	C	D	E	F	G	H	I	J	K
1											
2	Total records/sources in sub-county report incl >5 yrs down										
3	Total		21	DB		18					
4	SW		2	PS		1					
5	KSK		0	PSP		0					
6	RHT		0	YTP		0					
7	VT		0	DM		0					
8	TSU: 3	District: AMUDAT			County: POKOT			Sub-county: AMUDAT			
9	Req						Source	Source		2013	
10	No	Sub-			Type		Name	No.			
11		county	Parish	Village		Loc			Func	Bdryr	F
12	00032	AMUDAT	k	DINGINGA	DB	##	MANTANY	DWD 19235	F		

III. Once you are done save the document

NB: These instructions are based on Microsoft Office 2007. If you have a different Microsoft Office or perhaps you are working with Linux or Apple; then these instructions will not be exactly the same. However they might be similar enough to get you started or you could seek assistance from your IT personnel or seek help online through a basic search.