



Tuesday's Tip

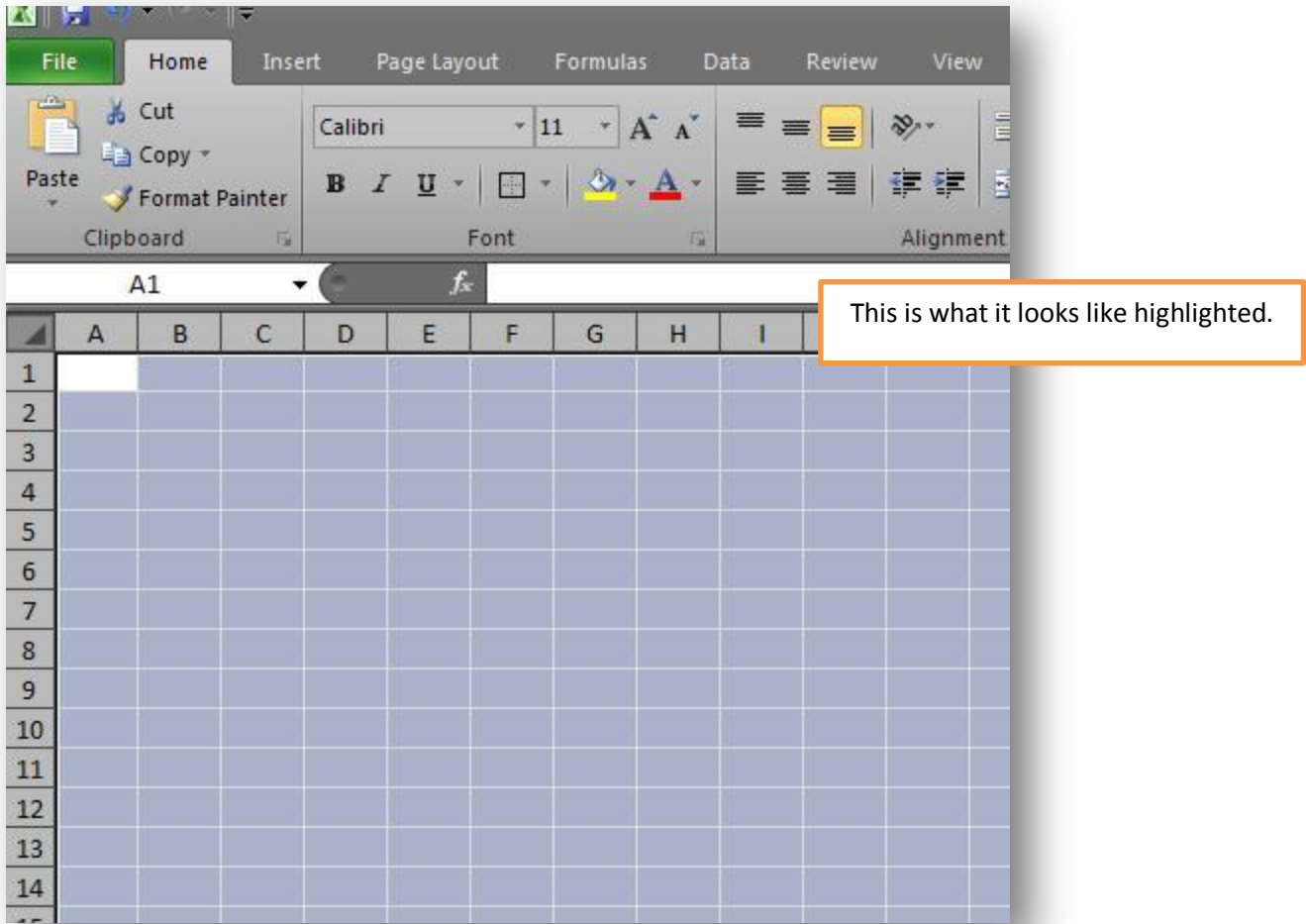
information provided by Adriance Memorial Library to make your life a little bit easier

Making graph paper in Excel

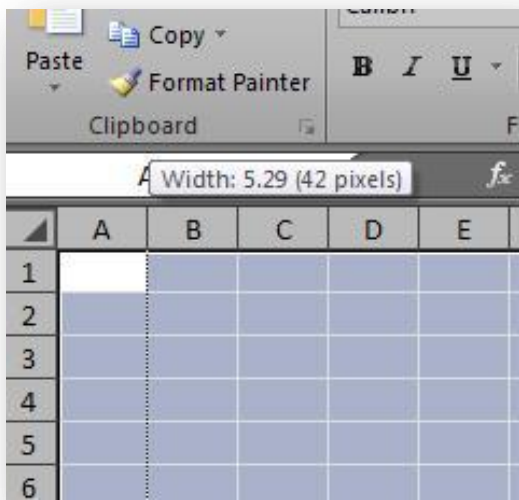
August 28, 2012

Ever have a student in desperate need of some graph paper? The simplest thing would be using Excel, but why is it so difficult to make those boxes square? Well, here's the solution for getting a perfectly printed grid:

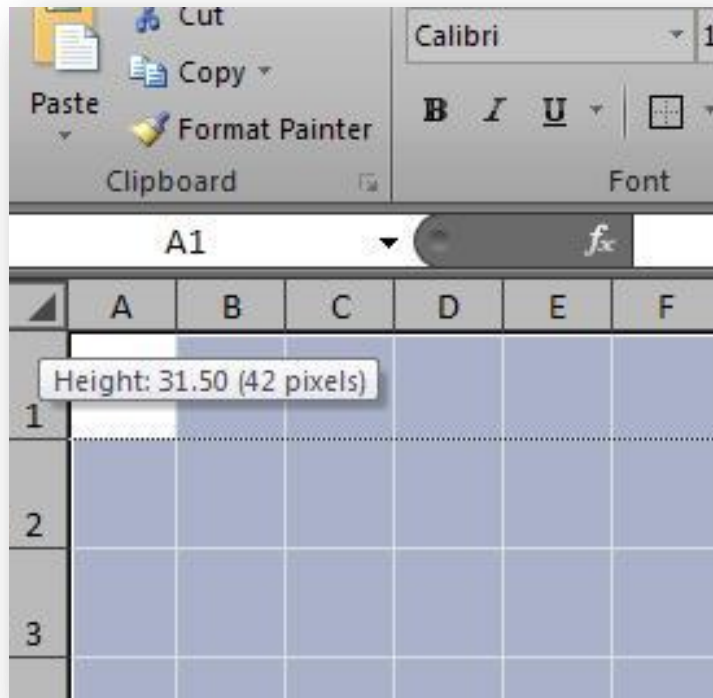
Open Excel, move your cursor to the upper left corner above the 1 and to the left of A. Click. It will highlight the entire page.



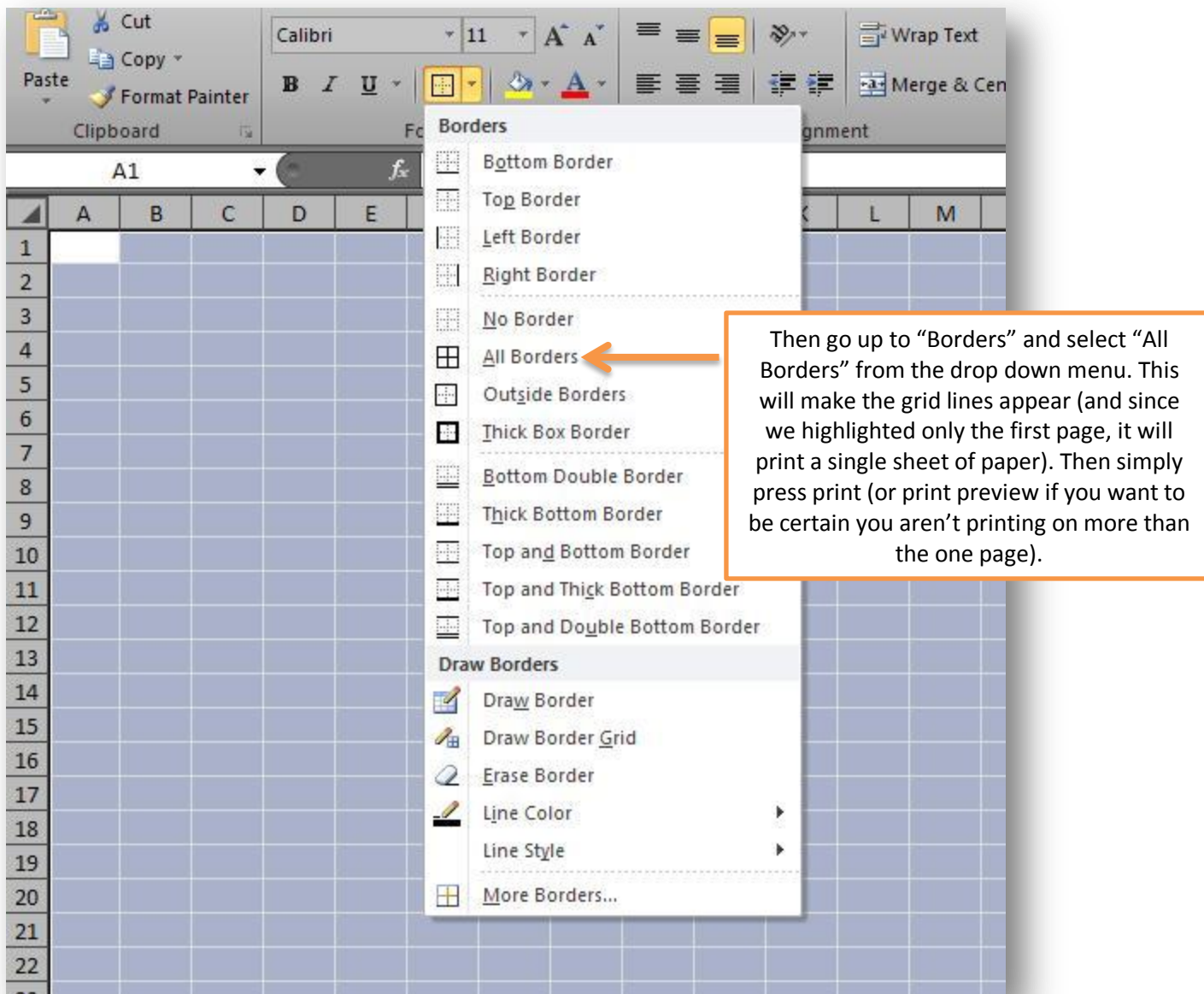
Now, in the top row that begins with the letter A bring your cursor to the line that separates it from the letter B. The cursor should turn into a thick vertical line with arrows pointing left and right. Click and drag your mouse to the right or left. This will change the size on all the columns. Information should appear like the picture below. The trick to making the boxes square is to ignore the width and focus on the pixel number. In the example it is 42:



Now to adjust the height, place the cursor between the numbers 1 and 2. Adjust to match your pixel measurement width:



Now that everything is square go to “View” and select “Page Break Preview.” Then click “Normal” and then just above it the “Home” tab. Dotted lines should now appear on the page delineating the printable sections. Highlight all the cells within the first page break using your mouse.



*Attached to the email is sample graph paper in both Excel and PDF format courtesy of your friends at Adriance.