

Some Hints for Using Excel with Our Rubrics

Generally, you will find that the spreadsheets are set up to view and print correctly, but if you have made changes, some of the following might help you to work with your files.

1. **Multiple Worksheets...**Some spreadsheets contain multiple Worksheets – tabs at the bottom indicate the sheets in the workbook.
2. **Column Size...**To change the size of the columns, drag the boundary on the right side of the column heading (e.g. between the “A” and “B” in the grey column heading) until the column is the width you want. AutoSize with a double-click on the boundary line.

When ##### appears in a cell – change cell width. Sometimes Student IDs will appear with Es in them (2E222). This also means that the column width needs to be increased.

3. **Printing...**Use Print Preview and check the number of pages that will print.
4. **Freezing Panes...**This will help you to keep the headings and student names “frozen” while you move across or down the rubric. **If you use the freeze panes feature, be aware of where you are entering data. Use the scroll bars on the right and bottom to move up and back.**
 - a. To freeze the **top horizontal pane (or panes)**, select the row below where you want the split to appear.
 - b. To freeze the **left vertical pane (or panes)**, select the column to the right of where you want the split to appear.
 - c. To freeze **both the upper and left panes**, click the cell below and to the right of where you want the split to appear.
 - d. On the **Window** menu, click **Freeze Panes**.
5. To **Zoom** text (make it larger or smaller), click on View - Zoom and select a different percentage.