MET 107
Worksheet Layout Requirements

The figure below is a representation of the basic layout for spreadsheets created for MET 107. Generally, the text is 10pt Arial font.

Note that the figure below is a result of a screen capture of a Print Preview created after running the Special Functions Macro and selecting the Grid and Header Button located in the Custom Toolbars group under the Add-Ins tab.

You will:
1) Set the Margins in the Page Setup group under the Page Layout tab to those shown on the right:

2) Set up a header with Your Name, MET 107.section number, Homework number and current Date defined on the right.

3) Have TITLE:, DESCRIPTION:, INPUT: and CALCULATIONS: in appropriate cells.

With the View tab selected, and Page Layout picked in the Workbook Views area, your screen should appear as shown below:

To set the font for the entire worksheet, select here. Right click and select Format Cells, under the Font tab set the font.
If you should change the Workbook Views option to Normal (which you should 95% of the time you are working in Excel), then the screen will appear as follows (note the difference):

![Worksheet Layout Requirements](image)

Notes:

If you are setting the column width in Normal mode, you set the width using characters.

![Column Width](image)

If you are setting the column width in Page Layout mode, you set the width using inches.

![Column Width](image)