



Making MS Excel Interactive

Technology for Classroom Teachers

Marilyn Western

Open an Excel spreadsheet.

<p>Step 1</p>	<p>Select <i>all cells</i> by clicking in the upper left corner box between Column A and Row 1.</p> <p>Make the cells smaller by clicking on the line between any two columns (e.g. between B & C) and dragging to make the cell smaller. Do the same between any two rows (e.g. the line between rows 1 & 2).</p>	
<p>Step 2</p>	<p>Remove the gridlines: Click on the Tools menu. Click on Options. Click on the View tab. Uncheck Gridlines.</p> <p>Add a background picture: Click on the Format menu. Click on Sheet. Click on Background. Select an image and click Insert.</p>	
<p>Step 3</p>	<p>Cover all the extra images: Select all cells (click in the upper left corner box between Column A & Row 1). Make sure you can see the Drawing toolbar at the bottom of your page. If you can't, click on the View menu, Toolbars, and Drawing. Fill with any color you like (use the Paint bucket tool). Highlight the area you want to unfill. Select Paint bucket – no fill.</p>	
<p>Step 4</p>	<p>Add your notes: Click any place on your image. Click on Insert, and Comment. Write your comment and adjust the size of your box. Click off the comment and Save. Add another comment.</p>	

NOTES: To see all Comments, click on the **View** menu and select **Comments**.

Don't print this project – the background image will not appear in a printout.

Permission granted to distribute this document to classroom teachers as long as credit is given to Marilyn Western.