

ENHANCING DATA

Spell check and check for consistency in how you've used the names of teachers or classes.

Enhance your data by setting off cells, columns, or rows with additional colors, fill patterns, or borders. Enhance; don't clash.

Hide any columns or rows that you don't want to include in the report. For example, you may want to only include the program activity description in columns B–E and the monthly or weekly totals, and not daily numbers.

Highlight the information you want to print and then set the print area.

Explore the many options in the Page Set up pane to create a professional appearance.

Figure 2