



# 25-MINUTE TECH SHOT

[Room: L2.72.09NB](#)

## Working with Excel Ribbon (Vonetta)

Date: Fri, Apr 5<sup>th</sup>, 2019  
Time: 1:30PM – 1:55PM

## Managing Worksheets (Richard J.)

Date: Thu, Apr 11<sup>th</sup>, 2019  
Time: 3:35PM – 4:00PM

## Use add-ons and extensions on Internet browsers (Richard J.)

Date: Wed, Apr 17<sup>th</sup>, 2019  
Time: 3:35PM – 4:00PM

## Printing Worksheets (Vonetta)

Date: Thu, Apr 18<sup>th</sup>, 2019  
Time: 1:30PM – 1:55PM



Create new tabs, groups with commands  
Rearrange, Rename New Tabs/Groups  
Quick Access Toolbar  
Add more commands to the Quick Access Toolbar

Copying, renaming, repositioning, hide/unhide, insert, delete, group/ungroup sheets  
Split screen  
Color tabs  
Freeze panes, row, column

Learn how using add-ons and extensions can help enhance your internet experience

Set Print Area  
Print Titles  
Print Active sheet  
Print entire workbook  
Print selection  
Print selective pages  
Print with gridlines/without gridlines  
Embed a chart within worksheet

For more information, and to sign up please contact:  
Suzette Sancho  
[ssanchos@jjay.cuny.edu](mailto:ssanchos@jjay.cuny.edu)