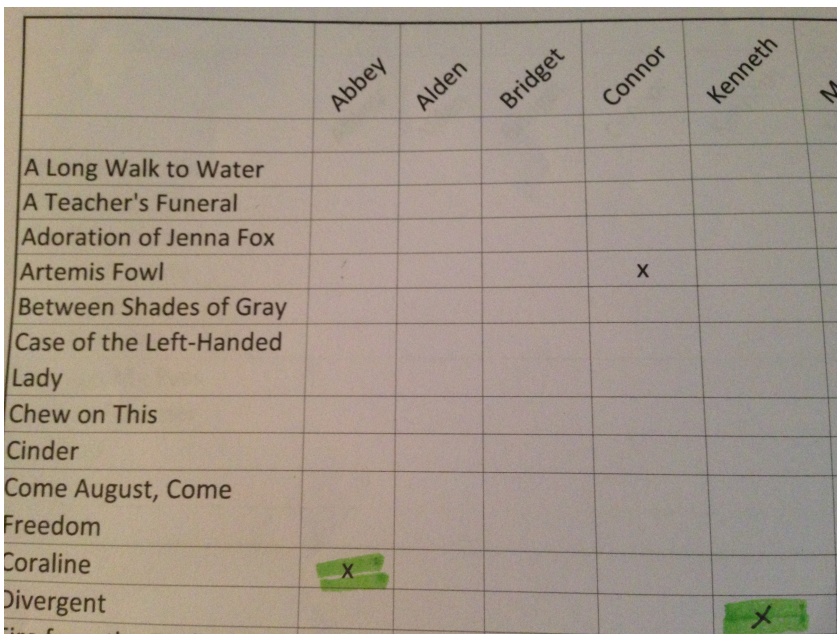


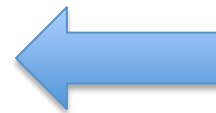
Tip Sheet: Space saving with spreadsheets

Excel is a great tool for generating quick spreadsheets. However, sometimes you can spend lots of time trying to make all the information fit onto one page. I want to teach you a quick way to save space, so you only have to print one sheet with all your information. Book titles and names can take up lots of space, so here is one way to remedy that.

1. While on your Excel spreadsheet, highlight the row you want to decrease in size.
2. Click on **format**, and then click on **cells**.
3. This will bring you to a format cells box, next click on the **alignment** tab.
4. On the right, you will then play with the orientation box. You can select the degree at which you want your words or phrases to angle, and then press okay.
5. Instantly your words or phrases will move in their cells.



	Abbey	Alden	Bridget	Connor	Kenneth	Ma
A Long Walk to Water						
A Teacher's Funeral						
Adoration of Jenna Fox						
Artemis Fowl				x		
Between Shades of Gray						
Case of the Left-Handed Lady						
Chew on This						
Cinder						
Come August, Come Freedom						
Coraline	x					
Divergent					x	
Fire from the Sky						



Reading Olympics team member's names were angled at a higher degree so they would all fit on one page.