# Technology Tip
Using a Computer, Printer, and Microsoft Excel
to Create Signs, Posters, and Banners

The primary use of Microsoft Excel is to create spreadsheets. Surprisingly, it can also be used to enlarge text and graphics to produce signs, posters, and banners. To use Excel for this purpose, follow the steps below:
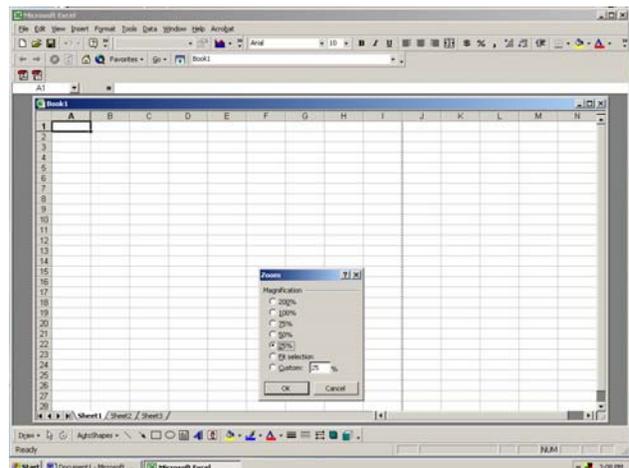

Open Excel. The grid for an Excel worksheet will appear.
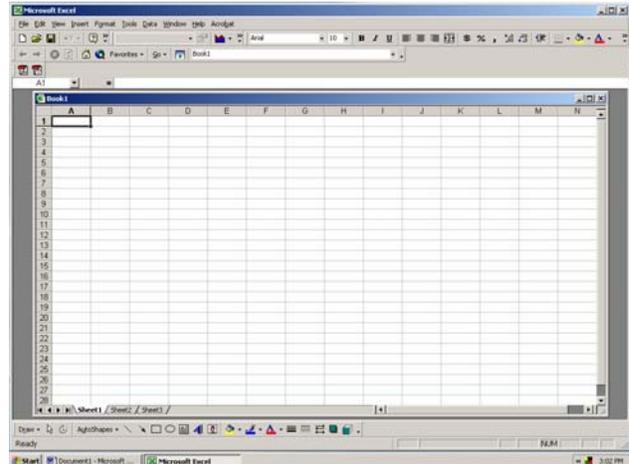
Next, go to the top menu bar, select File and click on Print. A dialog box will appear indicating that "Microsoft Excel did not find anything to print." Click OK.
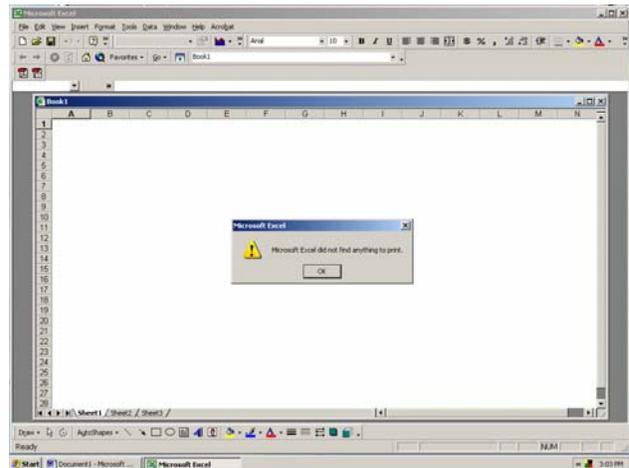
On the top menu bar, go to View and click on Zoom. Click on the circle next to 25%. Click OK.

The size of the spreadsheet cells will increase. Each cell now represents one standard size sheet of copy paper.
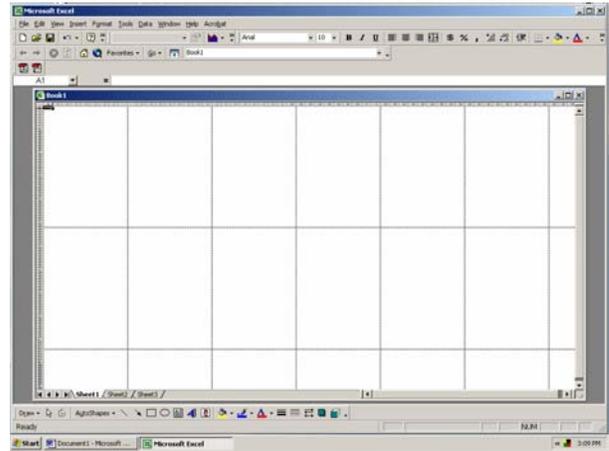
Now, you are ready to insert Microsoft clip art, word art, or text boxes into the spreadsheet fields.

You can also copy and paste graphics or text. Use the resize buttons in the corners of clip art or text boxes to enlarge boxes to the size you desire.

Remember, each rectangle will equal one sheet of copy paper when you print your sign, poster, or banner. This example will print out as a 3-sheet by 2-sheet poster, but you can make it any size to fit your needs.
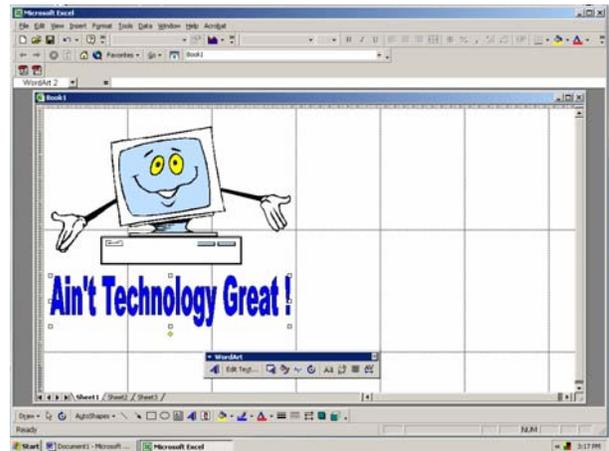
Now select File and click on Print. This poster will print in 6 parts. The parts will overlap slightly, so you will need to trim one side of the overlap and fit the poster pieces together like a puzzle. You can tape or glue the pieces together to complete the poster.

If you laminate your poster, the seam lines almost disappear completely, leaving you with a professional looking sign, poster, or banner that can be used and reused for years to come.

* Saving these directions to your hard drive or printing out a hard copy will provide you with a "cheat sheet" to guide you through the steps.