Lecture 5: MS Excel 2013 - Page Setup

Page Setup:

Page Setup	? ×
Page Margins Header/Footer Sheet	
Orientation A © Portrait A © Landscape	
Scaling ● Adjust to: 90 ↓ % normal size ● Fit to: 1 ↓ page(s) wide by 1 ↓ tall	2
Paper size: A4 Print <u>a</u> uality: 600 dpi	•
Fi <u>r</u> st page number: Auto	
Print Print Preview	Options
ОК	Cancel

- 1. Go to *Page Layout* Tab.
- 2. Click the small row 🔄 in the *Page Setup* group.

Page:

- □ *Orientation*: Used to change from *Portrait* to *Landscape* (1).
- □ *Scaling*: you can tell Excel to *Adjust* the data to suitable normal size that you want.

Margins:



- □ *Header, Footer:* Either type or use the up and down arrows to set the Header and Footer sizes *(1)*.
- □ *Center on Page*: To adjust the page alignment *Horizontally* or *Vertically* (2).

Header/Footer:

Page Setup
Page Margins Header/Footer Sheet
He <u>a</u> der:
(none)
1 <u>Custom Header</u> <u>Custom Footer</u> 2
Footer:
(none)
1
<u>Different odd and even pages</u>
Different first page
Scale with document
Align with page <u>m</u> argins
Print Preview Options
OK Cancel

Custom Header:

- □ To edit and add *Header* to the page of Excel (1).
- □ Same thing for the *Footer* (2).

When you click on the *Custom Header*, the following dialog box will appear.

Header	? ×
Header	
To format text: select the text, then choo $\begin{pmatrix} 2 \\ 2 \end{pmatrix}$ format $\begin{pmatrix} 4 \\ 4 \end{pmatrix}$ itton. $\begin{pmatrix} 6 \\ 8 \end{pmatrix}$ $\begin{pmatrix} 10 \\ 10 \end{pmatrix}$	
To insert a page number, date, time, file p lename, o name: finn the insertion point in the edit box, then choose the appropriate button.	
To insert picture: press the Insert Picture button. To format your picture, place the cursor in the edit box and press the format Picture button.	
Left section: Certer section: Right section:	
	*
	-
ОК	Cancel

□ Format Text (1).

Computer Science

- □ Insert Page Number (2).
- □ Insert Number of Pages (3).
- □ Insert Date (4).
- □ Insert Time (5).
- □ Insert File Path (6).
- □ Insert File Name (7).
- □ Insert Sheet Name (8).
- □ Insert Picture (9).
- □ Format Picture (10).

Sheet:

Page Setup		? X
Page Margins Heade	r/Footer Sheet	\frown
Print <u>a</u> rea: A1:M62		
Print titles	\$1.52	
<u>C</u> olumns to repeat at left:	51:52	
Print		
Gridlines Black and white	Co <u>m</u> ments: (None)	
Draft <u>q</u> uality	Cell <u>e</u> rrors as: displayed	
Row and column headin	ngs	
 Down, then over Over, then down 		
	Print Preview	Options
	ОК	Cancel

- □ *Print Area:* Select area that you want to print (1).
- □ *Print Titles:* To repeat Rows, Columns when you print pages (2).
- □ *Print*: Consist of the following:

Gridlines: Activate it to show on the printing page.

Black and White: Show the printing page on black and white.

Draft Quality: Show the printing page as draft.

Row and Column Heading: Show headings on the printing page.

Print Preview:

Pri	nt	
Pri	Copies: 1 2 int 1	
Print	er 😳	
	Nitro PDF Creator (Pro 8) Ready)
	Printer Properties	
Setti	ngs	
	Print Active Sheets Only print the active sheets	
Pages:	to 5)

- □ *The Print Icon:* click this to send your spreadsheet to the printer (1).
- □ *Number of Copies:* change how many printed copies you want (2).
- $\hfill\square$ Select the printer: to send the job to in my case I have my laser

printer selected but it could easily be the color printer too (3).

- □ Select which sheets to print (4).
- □ If you have lots of data that will print on many sheets of paper, you can decide which pages you wish to print *(5)*.