Lecture 5: MS Excel 2013 – Page Setup
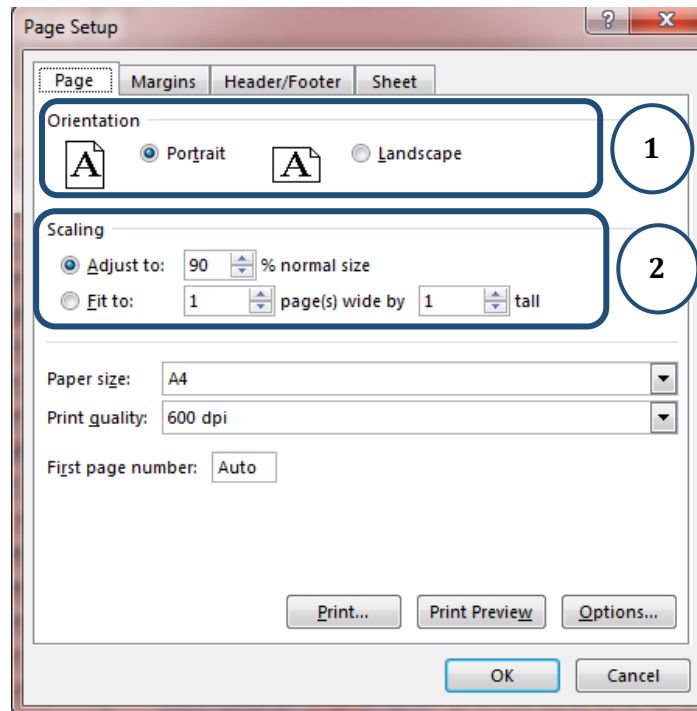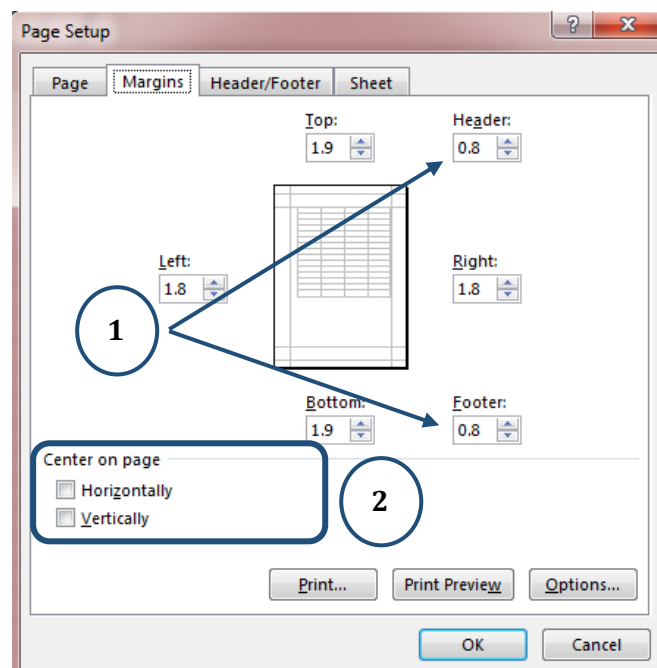
⊞   **Page Setup:**

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)*.

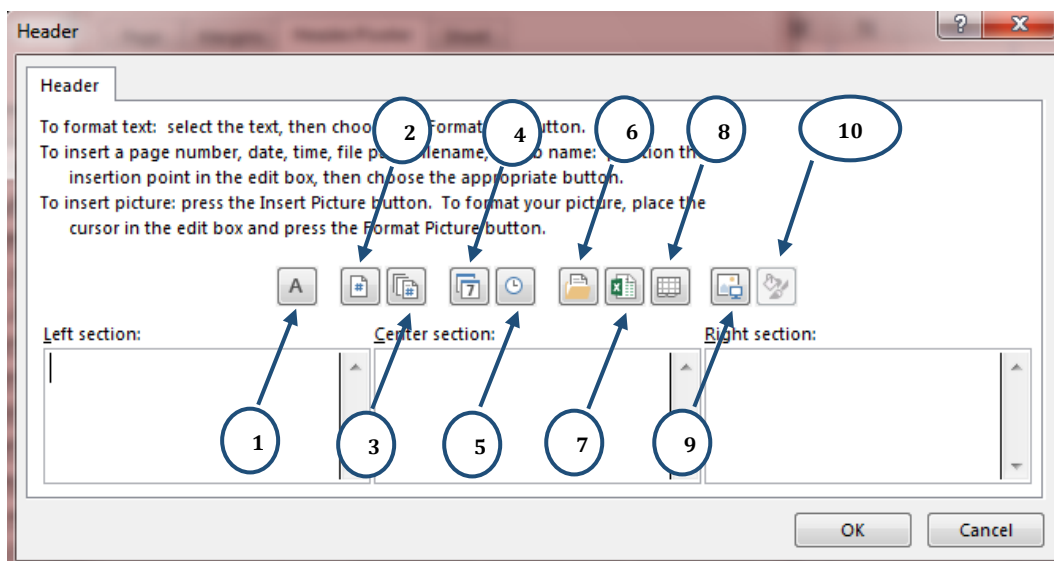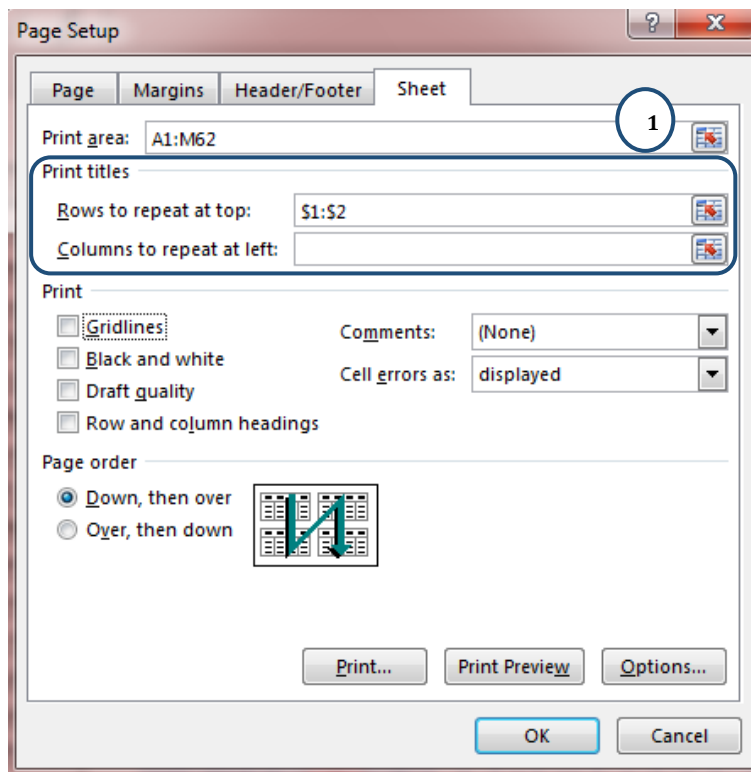**Header/Footer:**
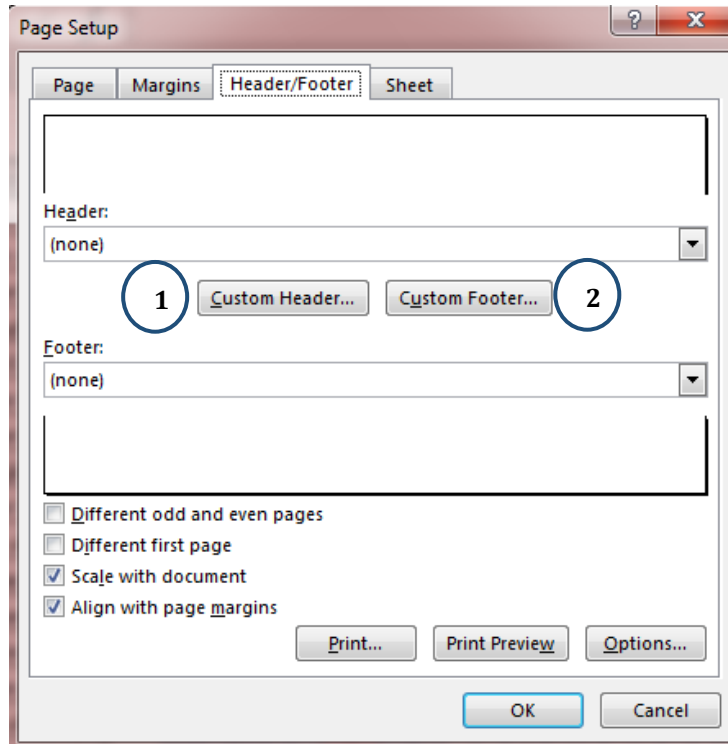
Custom Header:

- ☐ 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.

☐ Format Text *(1).*
☐ 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:

☐ ***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.

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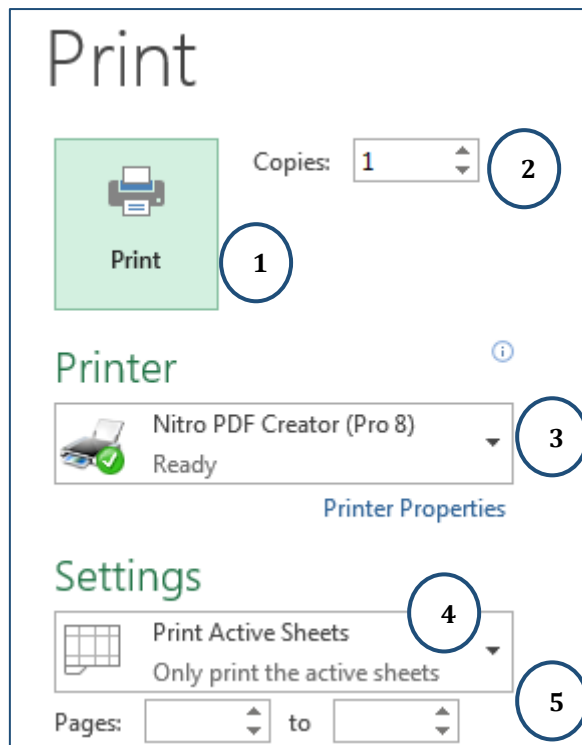
- ☐ *The Print Icon:* click this to send your spreadsheet to the printer *(1).*
- ☐ *Number of Copies:* change how many printed copies you want *(2).*
- ☐ *Select the printer:* to send the job to – in my case I have my laser

  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).*