

## ≡ Hide menu

## Welcome to the Course

Entry-level: Get started with Excel

Entry-level: Get started with data

Entry-level: Modifying a worksheet

Entry-level: Printing workbook content



**Video:** Define the basic page layout for a workbook  
5 min



**Reading:** Exercise: Previewing a workbook before printing  
10 min



**Video:** Refine the page layout and apply print options  
5 min



**Reading:** Exercise: Refining the page layout and applying print options  
10 min



**Practice Assignment:** Knowledge check:

Work Smarter with Microsoft Excel > Module 1 > Exercise: Refining the page layout and applying print options

< Previous Next >

# Exercise: Refining the page layout and applying print options

**Note:** You can pass this course and all graded assessments without access to the downloadable version of Excel.

## How to complete this exercise

To complete this exercise, you will need access to Microsoft 365 Excel.

**Note:** Keep in mind that if you are using free Office for the web or another version of the Microsoft 365 Excel application some features covered in this exercise may not be available.

## Free Office for the web

If you do not have access to Microsoft 365 Excel, you can use Free Office for the web. This version of Office allows you to view and edit files in apps like Word, Excel, and PowerPoint. This free service is available to anyone with a Microsoft account.

## Access Microsoft Account

[Log in to your Microsoft account.](#) Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

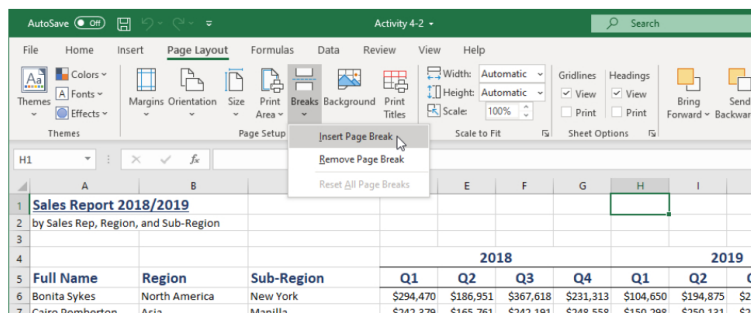
## Let's get started!

You need to print a worksheet that shows sales information, but you would like to print it on four pages. Additionally, a page break must appear between the years and the regions. All pages also need title information for each row and column.

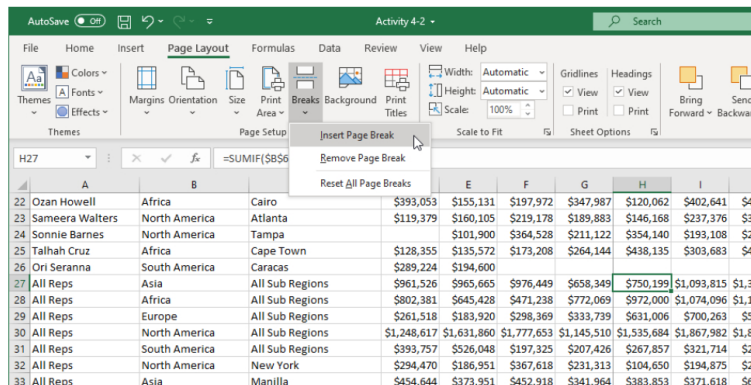
1. Click on the link below to open the Microsoft Excel exercise document you can use to complete this exercise.

[Exercise: Refining the Page Layout and Applying Print Options](#)

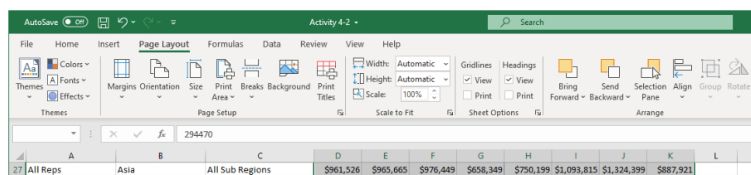
2. Insert a manual page break by first selecting cell H1 and then clicking **Page Layout** → **Breaks** → **Insert Page Break**:



3. Insert another manual page break by selecting cell H27 and then clicking **Page Layout** → **Breaks** → **Insert Page Break**:

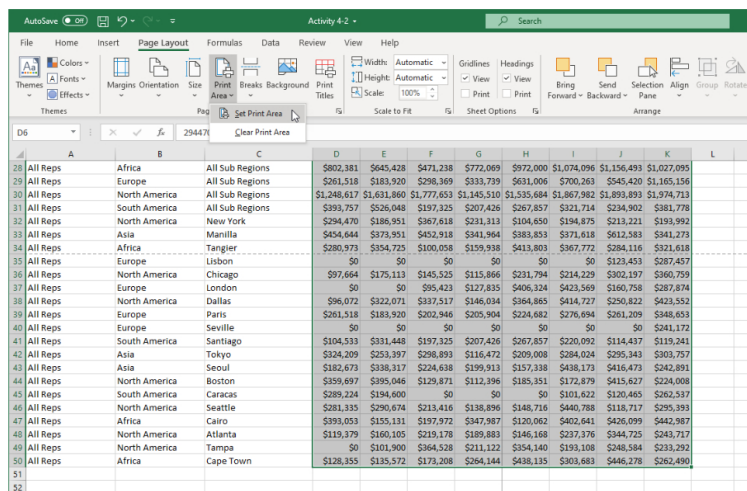


4. Next, use your cursor to select the **D6:K50** range:

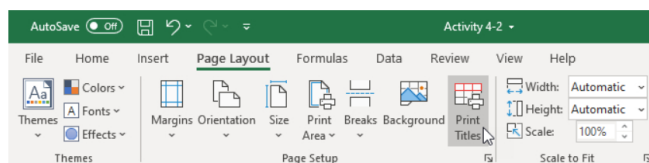


28	All Reps	Africa	All Sub Regions	\$802,381	\$645,428	\$471,238	\$772,069	\$972,000	\$1,074,096	\$1,156,493	\$1,027,095
29	All Reps	Europe	All Sub Regions	\$261,518	\$183,920	\$298,369	\$333,739	\$631,006	\$700,263	\$545,420	\$1,165,156
30	All Reps	North America	All Sub Regions	\$1,248,617	\$1,631,860	\$1,777,653	\$1,345,510	\$1,535,684	\$1,867,982	\$1,893,893	\$1,574,713
31	All Reps	South America	All Sub Regions	\$293,757	\$526,048	\$197,325	\$207,426	\$267,857	\$321,714	\$234,902	\$381,778
32	All Reps	North America	New York	\$294,470	\$186,951	\$367,618	\$231,313	\$104,650	\$194,875	\$213,221	\$193,992
33	All Reps	Asia	Manilla	\$454,644	\$373,951	\$452,918	\$341,964	\$383,853	\$371,618	\$612,583	\$341,273
34	All Reps	Africa	Tangier	\$280,973	\$354,725	\$100,058	\$159,938	\$413,803	\$367,772	\$284,116	\$321,618
35	All Reps	Europe	Lisbon	\$0	\$0	\$0	\$0	\$0	\$0	\$123,453	\$287,457
36	All Reps	North America	Chicago	\$97,664	\$175,113	\$145,525	\$115,866	\$231,794	\$214,229	\$302,197	\$160,759
37	All Reps	Europe	London	\$0	\$0	\$95,423	\$127,835	\$406,324	\$423,569	\$160,758	\$287,874
38	All Reps	North America	Dallas	\$96,072	\$322,071	\$337,517	\$146,034	\$364,865	\$414,727	\$250,822	\$423,552
39	All Reps	Europe	Paris	\$261,518	\$183,920	\$202,946	\$205,904	\$224,682	\$276,694	\$261,209	\$348,653
40	All Reps	Europe	Seville	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$241,172
41	All Reps	South America	Santiago	\$104,533	\$331,448	\$197,325	\$207,426	\$267,857	\$320,092	\$114,437	\$119,341
42	All Reps	Asia	Tokyo	\$124,209	\$253,397	\$298,893	\$116,472	\$209,008	\$284,024	\$295,343	\$303,757
43	All Reps	Asia	Seoul	\$182,673	\$338,317	\$224,638	\$199,913	\$157,338	\$438,173	\$416,473	\$242,891
44	All Reps	North America	Boston	\$359,697	\$395,046	\$129,871	\$112,396	\$185,351	\$172,879	\$415,627	\$224,008
45	All Reps	South America	Caracas	\$289,224	\$194,600	\$0	\$0	\$0	\$101,622	\$120,465	\$262,537
46	All Reps	North America	Seattle	\$281,335	\$290,674	\$213,416	\$138,896	\$148,716	\$440,788	\$118,717	\$295,393
47	All Reps	Africa	Cairo	\$393,053	\$155,131	\$197,972	\$347,987	\$120,062	\$402,641	\$426,099	\$442,987
48	All Reps	North America	Atlanta	\$119,379	\$160,105	\$219,178	\$189,883	\$146,168	\$237,376	\$344,725	\$243,717
49	All Reps	North America	Tampa	\$0	\$101,900	\$364,528	\$211,122	\$354,140	\$193,108	\$248,584	\$233,292
50	All Reps	Africa	Cape Town	\$128,355	\$135,572	\$173,208	\$264,144	\$438,135	\$303,683	\$446,278	\$262,490

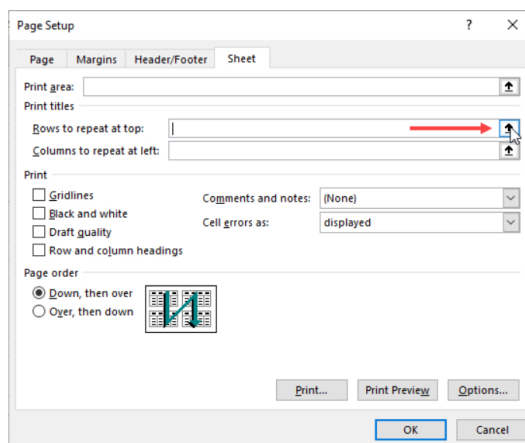
5. Click **Page Layout** → **Print Area** → **Set Print Area**:



6. Next, with the previously selected cell range still selected, click **Page Layout** → **Print Titles**:



7. The Page Setup dialog box will now be open to the Sheet tab. Click the **cell selector button** on the far right of the **Rows to repeat at top** text box:



8. Your worksheet will now be shown. Click and drag to select **rows 1 through 5**:

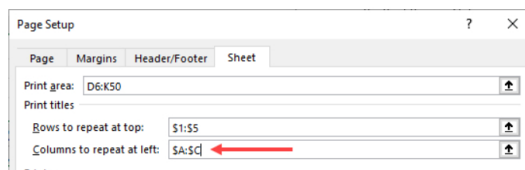
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Sales Report 2018/2019													
2	by Sales Rep, Region, and Sub-Region													
3														
4														
5	Full Name	Region	Sub-Region	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
6	Monita Sykes	North America	New York	\$294,470	\$186,951	\$367,618	\$231,313	\$104,650	\$194,875	\$213,221	\$193,992			
7	Cairo Pemberton	Asia	Manilla	\$242,379	\$165,761	\$242,191	\$248,558	\$150,298	\$250,131	\$262,538	\$195,802			
8	Chante Devlin	Africa	Tangier	\$280,973	\$354,725	\$100,058	\$159,938	\$413,803	\$367,772	\$284,116	\$321,618			
9	Erica Prince	Europe	Lisbon							\$123,453	\$287,457			

10	Florie Greenaway	North America	Chicago		\$97,664	\$175,113	\$145,525	\$115,866	\$231,794	\$214,229	\$302,197	\$360,759
11	Frederic Holman	Europe	London				\$95,423	\$127,835	\$406,324	\$423,569	\$160,758	\$287,874
12	Hafsa Ahmad	North America	Dallas		\$96,072	\$322,071	\$337,517	\$146,034	\$364,065	\$414,727	\$250,822	\$423,552

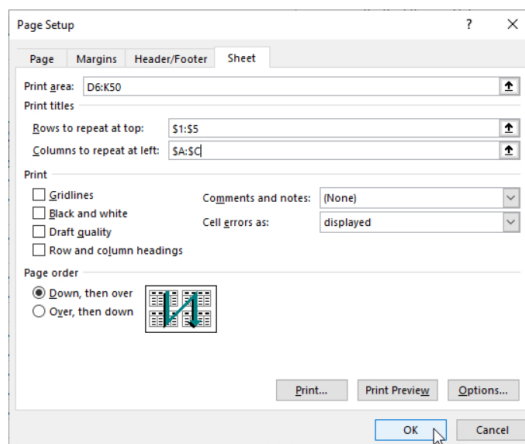
9. In the cell selector dialog box, click the cell selector button to return to the Page Setup dialog box, or press **Enter**:



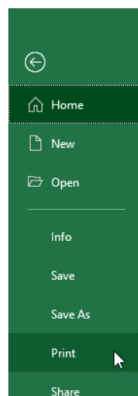
10. Back at the Page Setup dialog box, click inside the **Columns to repeat at left** text box and type “**\$A:\$C**”:



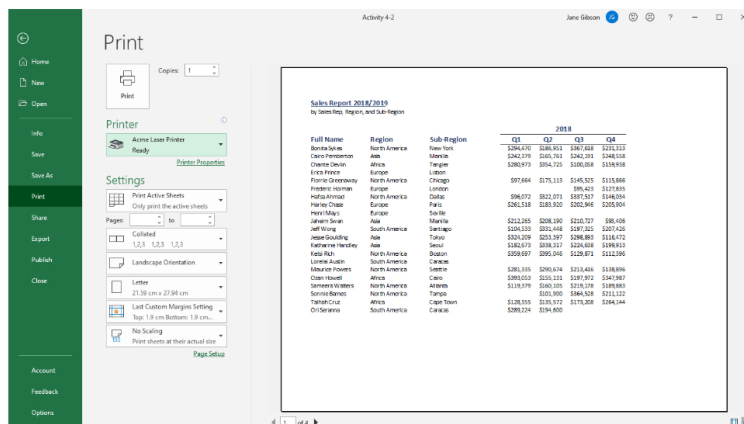
11. Click **OK** to apply the new settings:



12. Click **File** → **Print**:



13. Examine the preview portion of this screen. You will see that the current worksheet has been divided into four pages. Each page has both column and row titles:



14. Save your workbook as Activity 4-2 Complete. Close Microsoft 365 Excel to complete this activity.

15. Now, you can check out an example of a completed document in the link below:


[Completed exercise: Refining the Page Layout and Applying Print Options](#) 

Mark as completed

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