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

📄 **Practice Assignment:** Knowledge check:

Exercise: Previewing a workbook before printing

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!
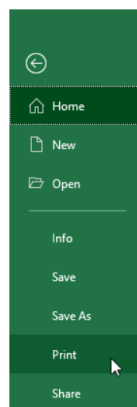
Let's get started!

A large workbook that you have been working with needs to be printed out. Before you do so, you need to ensure that everything will fit on the printed pages.
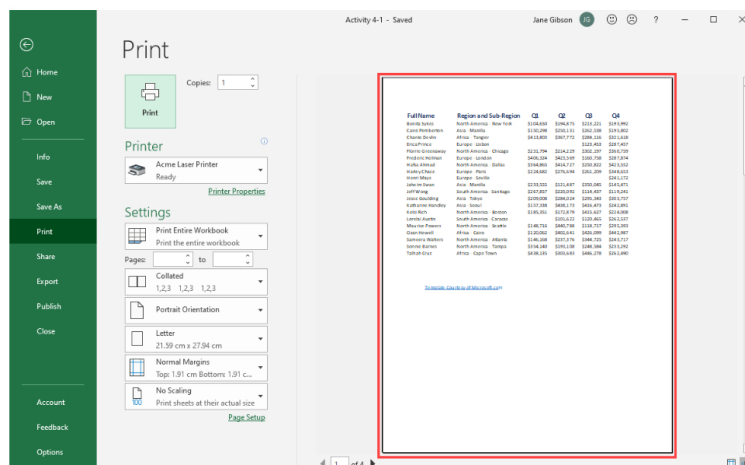
1. Click on the link below to open the Microsoft Excel exercise document you can use to complete this exercise.

Exercise: Previewing a Workbook Before Printing ⬏
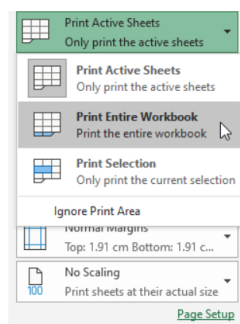
2. Click **File → Print**:

3. With the Print category now open in the Backstage view, you will see a preview of the current worksheet:

4. Right now, only the currently displayed worksheet will be printed. Within the Settings section, click **Print Active Sheets → Print Entire Workbook**:
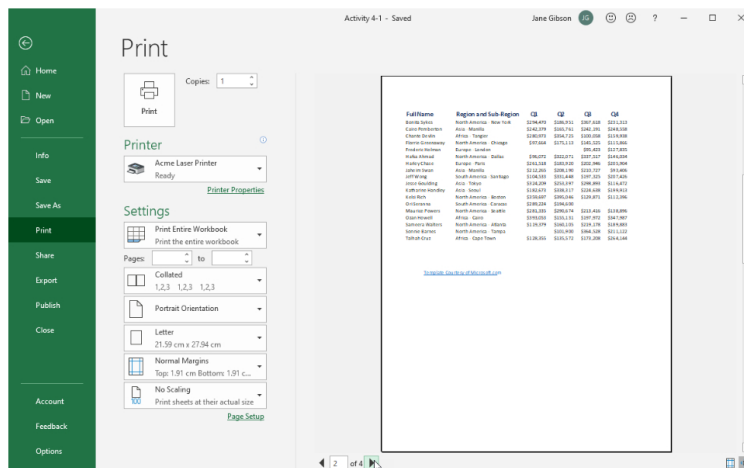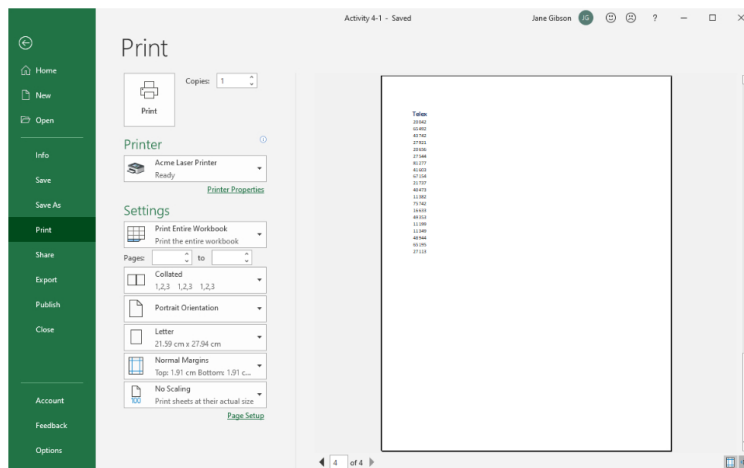
5. In the bottom left-hand corner of the preview area, click the **Next Page** button:

6. **The second worksheet in the workbook is now displayed:**

7. Click the Next Page button until you reach **page 4**. Note that the third sheet does not fit within the defined page boundaries and has flowed to a fourth page:
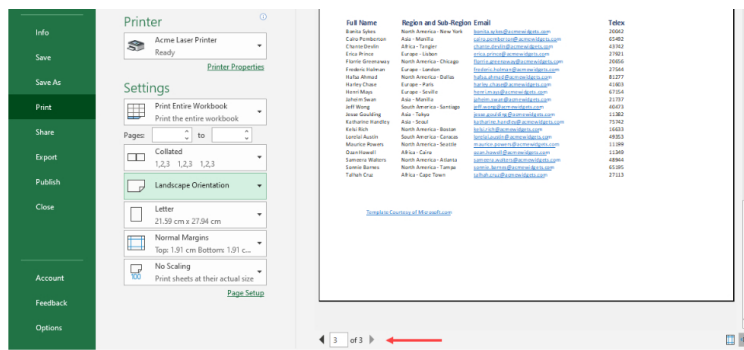

8. Within the Settings section, click **Portrait Orientation → Landscape Orientation:**
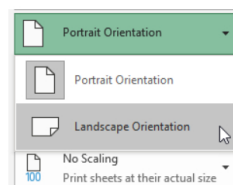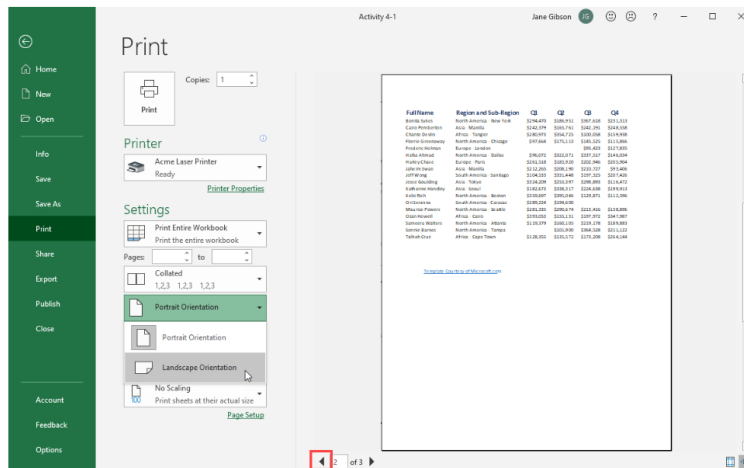

9. The page orientation is now landscape and the print preview is now displaying page 3 of 3:

10. Apply the same settings to pages 1 and 2, by first clicking the **Previous page** button, and again clicking **Portrait Orientation → Landscape Orientation**:

11. Save your workbook as Activity 4-1 Complete. Close Microsoft 365 Excel to complete this activity.

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

Completed exercise: Previewing a Workbook Before Printing

Mark as completed

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