Your grade: 100%

Your latest: **100%** • Your highest: **100%** • To pass you need at least 80%. We keep your highest score.

[Next item →]
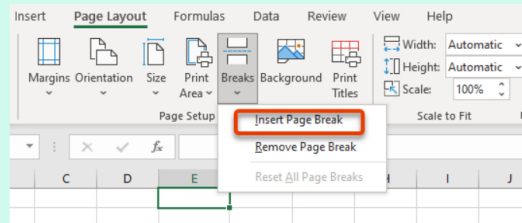
1. Where will you find the command to add a Page Break into your Worksheet?   **1 / 1 point**

   ○ On the right-click Shortcut Menu

   ○ On the Insert Tab

   ⦿ On the Page Layout Tab

   > ✓ **Correct**
   > Correct! The Breaks drop down command on the Page Layout Tab will let you add or remove a Page Break.
   >
   >
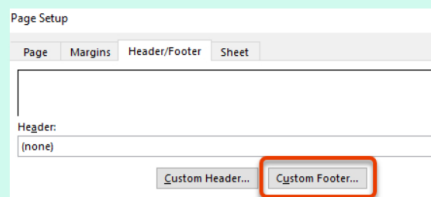
2. You are about to print your Worksheet and would like to have Page Numbers at the bottom of the printed pages. Where would you do this in Excel?   **1 / 1 point**

   ○ From a command on the Layout Tab.

   ○ From a command on the Insert Tab.

   ⦿ In Page Setup on the Print Options in Backstage View

   > ✓ **Correct**
   > Correct! The Page Options screen has a link to the Page Setup dialog. In this dialog there is a Header/Footer tab where you can set up Page Numbering.
   >
   >

3. What do the highlighted buttons on the bottom of the Excel screen allow you to change?   **1 / 1 point**

   ○ The Worksheet Zoom settings

   ○ The Print Area Settings

   ⦿ The Worksheet View

   > ✓ **Correct**
   > Correct! These buttons allow you to switch the Excel work screen between three different views Normal (which is the default), Page Break Preview and Page Layout. Page Break Preview has the clearest view of where Page Breaks occur in the Worksheet. Page Layout View is the one you would use to see how Headers and Footers would appear on the printed page.

4. When you begin to print your Worksheet, you realize that there will be two pages in the printout. Which feature would you use to make sure that the headings in your data repeat on both pages?   **1 / 1 point**
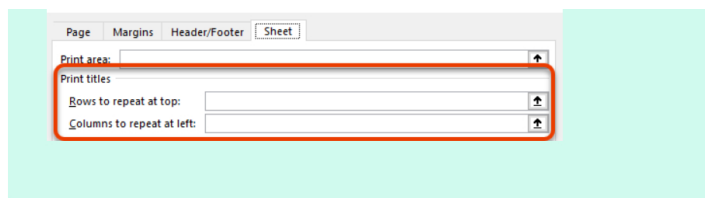
   ○ Header/Footer

   ⦿ Print Titles

   ○ Print Area

   > ✓ **Correct**
   > Correct! This option is in the Sheet tab of the Page Setup dialog. Here you can indicate which row or column titles need to repeat on every printed page.
   >
   > Page Setup   ?   ✕

Page	Margins	Header/Footer	Sheet

Print area: [   ] ↑

Print titles

Rows to repeat at top: [   ] ↑

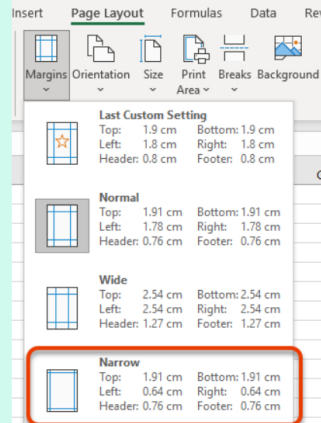Columns to repeat at left: [   ] ↑

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5. When your print your Worksheet you realize that there is one line of print appearing on a second page. How could you ensure that everything printed on a single page? Select all options that apply.
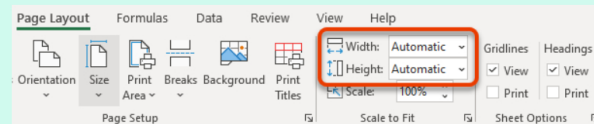
`1 / 1 point`

☑ Decrease the Margins

⊘ **Correct**
Correct! If you set the Margins to a narrower setting, there will be more room on the page for printed content.

☑ On the Page Layout Tab, change the choice in the in the Height box in the Scale to Fit group.

⊘ **Correct**
Correct! By default, the measurement for both the Height and Width is set to automatic. If you click on the drop-down arrow, you can choose to limit the print to a set number of pages.

☐ Add a Manual Page Break into the content on your Worksheet.