LEARNING ACTIVITY SHEET
SPECIAL PROGRAM IN ICT 7
OFFICE PRODUCTIVITY 7
Third Quarter, Week 10

Name of Learner: _____   Date:_____

Grade Level /Section: _____

SETUP, PREVIEWAND PRINT WORKSHEET

BACKGROUND INFORMATION FOR LEARNERS

When doing some work like databased task using Excel software, we often need to have a hard copy eof it to either distribute or file it for record. In such cases, we need to set up the excel worksheets to make sure that we will print it properly the way we want it to be printed. Having knowledge to setup the page, familiarizing the use of print preview and printing worksheet is something we all need to learn in this lesson.

Page Setup
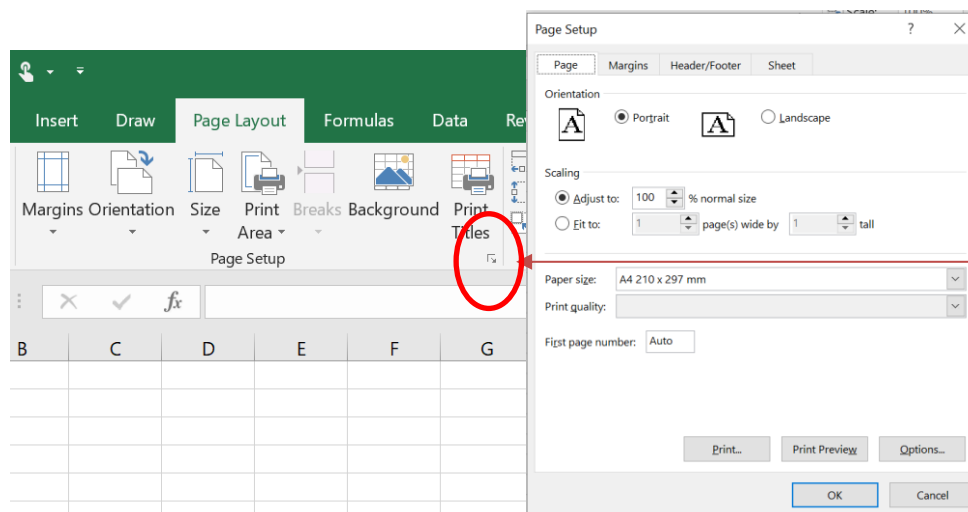
1. To locate the page setup, click the Page layout on the menu bar then click this arrow at the corner
2. Page setup window will appear. As you can see, it has for tab namely: Page, Margins, Header/Footer and Sheet.

Parts of Page Tab

Orientation – you can change the orientation of the sheet either Landscape or Portrait.

Scaling- you can adjust the scale of the content you want to print. You can adjust manually by typing the percentage of the normal size or choose fit to your prefer page size. Be careful in adjusting the scale because the output might be too small or cut to fit two pages.

Paper size- you may choose the size of paper where you want to print the worksheet

Print quality- the quality of printed output you prefer. It may be draft, standard, or high quality.

First Page Number- set up what page should print first.

Margin Tab

- Setting margins from top, left, right, bottom, header and footer of the page.
- You can also adjust either the worksheet will center horizontally or vertically.

Header/Footer Tab

You may choose or customize the header and footer of your worksheet. It will show on every page of the printed worksheet.

Sheet Tab

Print Area- select the specific area you want to print

Print Title- Aside from the header, you can set if you want the title of the worksheet will be printed in all pages of worksheet.

Print- check or uncheck if you want to show the gridlines, make the printed output black and white, printed output in draft quality or show row and columns headings.

Print order- setup the order of pages.

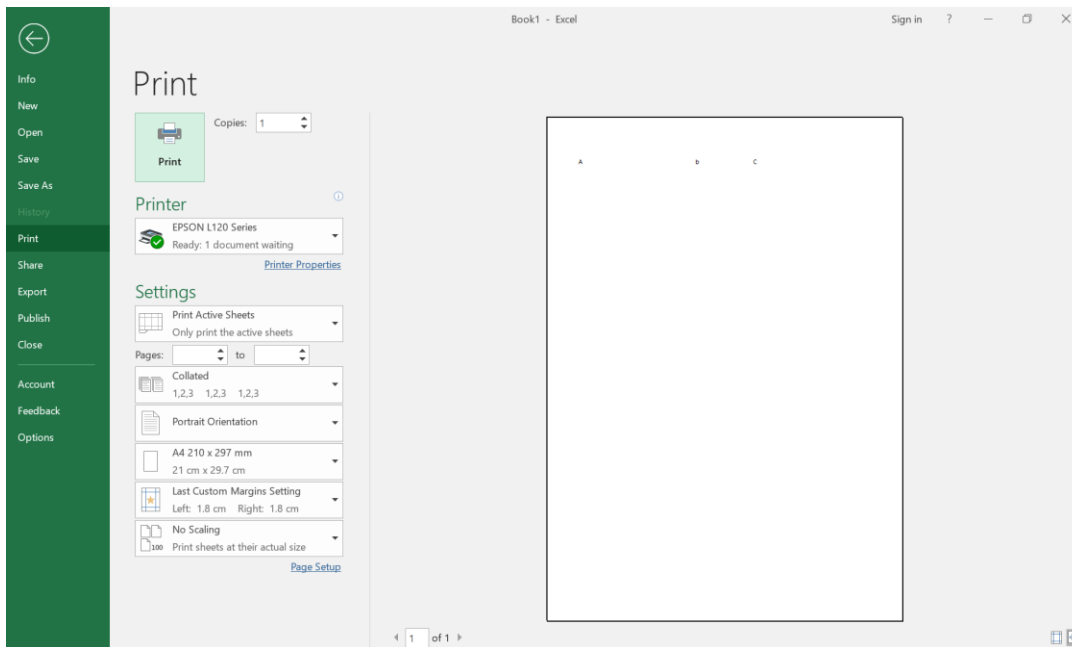## At the bottom of Page Setup Window:

Print- will automatically go to print window

Print preview- depending on MS Excel version, it will show the actual print output of the worksheet.

Options- will show the printer set up.

Print Preview

You can locate the Print Preview by clicking File at the menu bar then click Print.

Parts of Print Preview

Print Button- by clicking this button, it will proceed to printing the worksheet.

Copies- number of copies to be printed

Printer button- choose the available printer where you will print the worksheet. Under the Printer
    options, you may click the link to Printer Properties if you want to change the paper or printer quality.

Settings:

- Print Active Sheets- only print the whole sheet you currently working.

- Print Entire Workbook- print all sheets on the workbook

- Print Selection- print only the selected or highlighted part of the sheet

LEARNING COMPETENCY

Setup page, preview and print a workbook in Microsoft Office Excel.

ACTIVITY 1

Directions: Identify what is being described by the following statements. Write the appropriate answers in a one whole sheet of paper.

1. It will select the specific area you want to print.

2. Depending on MS Excel version, it will show the actual print output of the worksheet.

3. It adjusts the scale of the content you want to print.

4. It only prints the whole sheet you currently working.

5. It prints copies of multiple sheets separately and not in order

6. By clicking this button, it will proceed to printing the worksheet.

7. Aside from the header, you can set if you want the title of the worksheet will be printed in all pages of worksheet.

8. It set up what page should print first.

9. It will print copies of multiple sheets in order.

10. Choose or customize the header and footer of your worksheet.

REFLECTION: Write your answer in a one whole sheet of paper

Can you tell the importance of having knowledge in setting up worksheet and printing?

REFERENCES FOR LEARNERS

https://www.addintools.com/documents/excel/where-page-set-up.html

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