

**1.Click “Make a copy” to view the excel sheet.**



The screenshot shows a Google Sheet titled "Copy of legacy '23". The interface includes a menu bar (File, Edit, View, Insert, Format, Data, Tools, Extensions, Help) and a toolbar with various editing and formatting tools. The sheet contains a form for "LEGACY'23 Event Registration".

The form structure is as follows:

- Row 1:** Title "LEGACY'23 Event Registration" (colspan=6).
- Row 2:** Section header "Individual Registration" (colspan=6).
- Row 3:** Table header with 6 columns: "Serial.NO", "Student Name", "Year and Department", "College Name", "Email-id", and "Mobile Number".
- Rows 4-26:** Data entry rows for the registration form.

The sheet has 26 rows and 7 columns. The bottom status bar indicates "Sheet1".

3. Select the events which are going to participate by the student.

(Students who are participating in group events will receive mail to form team)

Copy of legacy '23 ☆ Saved to Drive  
File Edit View Insert Format Data Tools Extensions Help

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|----|---------------|-------------------------|------------|--------------------|----------------|--------------|------------------|----------|---|
| 1  |               |                         |            |                    |                |              |                  |          |   |
| 2  |               |                         |            |                    |                |              |                  |          |   |
| 3  |               |                         |            |                    |                |              |                  |          |   |
| 4  | Accommodation | SYMPHONIQUE (Orchestra) | விவாத மேடை | DIVIDE AND CONQUER | MONSTERS' MUSS | MARTIAL ARTS | KALAKKAL KALATTA | SHERLOCK |   |
| 5  |               |                         |            |                    |                |              |                  |          |   |
| 6  |               |                         |            |                    |                |              |                  |          |   |
| 7  |               |                         |            |                    |                |              |                  |          |   |
| 8  |               |                         |            |                    |                |              |                  |          |   |
| 9  |               |                         |            |                    |                |              |                  |          |   |
| 10 |               |                         |            |                    |                |              |                  |          |   |
| 11 |               |                         |            |                    |                |              |                  |          |   |
| 12 |               |                         |            |                    |                |              |                  |          |   |
| 13 |               |                         |            |                    |                |              |                  |          |   |
| 14 |               |                         |            |                    |                |              |                  |          |   |
| 15 |               |                         |            |                    |                |              |                  |          |   |
| 16 |               |                         |            |                    |                |              |                  |          |   |
| 17 |               |                         |            |                    |                |              |                  |          |   |
| 18 |               |                         |            |                    |                |              |                  |          |   |
| 19 |               |                         |            |                    |                |              |                  |          |   |
| 20 |               |                         |            |                    |                |              |                  |          |   |
| 21 |               |                         |            |                    |                |              |                  |          |   |
| 22 |               |                         |            |                    |                |              |                  |          |   |
| 23 |               |                         |            |                    |                |              |                  |          |   |
| 24 |               |                         |            |                    |                |              |                  |          |   |

Sheet1

4. Print (ctrl+p) the Excel in A4 sheet.

(Set Scale as Normal (100%) to get a clear view)

Print settings

CANCEL NEXT

Print

Current sheet

Paper size

A4 (8.27" x 11.69")

Page orientation

☒ Landscape ☐ Portrait

Scale

Normal (100%)

Margins

Normal

SET CUSTOM PAGE BREAKS

Formatting

Headers & footers

LEGACY'23 Event Registration

| Individual Registration |              |                     |              |
|-------------------------|--------------|---------------------|--------------|
| Serial_NO               | Student Name | Year and Department | College Name |
| 1                       |              |                     |              |
| 2                       |              |                     |              |
| 3                       |              |                     |              |
| 4                       |              |                     |              |
| 5                       |              |                     |              |
| 6                       |              |                     |              |
| 7                       |              |                     |              |
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| 22                      |              |                     |              |
| 23                      |              |                     |              |

