



Lab Manual

Modifying Page Setup and Printing a Worksheet in Microsoft Excel

Modifying Page Setup and Printing a Worksheet in Microsoft Excel

Objective:

To learn how to modify the page setup and print a worksheet in Microsoft Excel.

Requirements:

- A computer with Microsoft Excel installed.
- A sample Excel worksheet to practice on.

Duration: 1 hr

Problem Statement:

Proper page setup and printing options are essential for presenting Excel data professionally. This lab manual provides step-by-step instructions for modifying page setup and printing a worksheet in Excel.

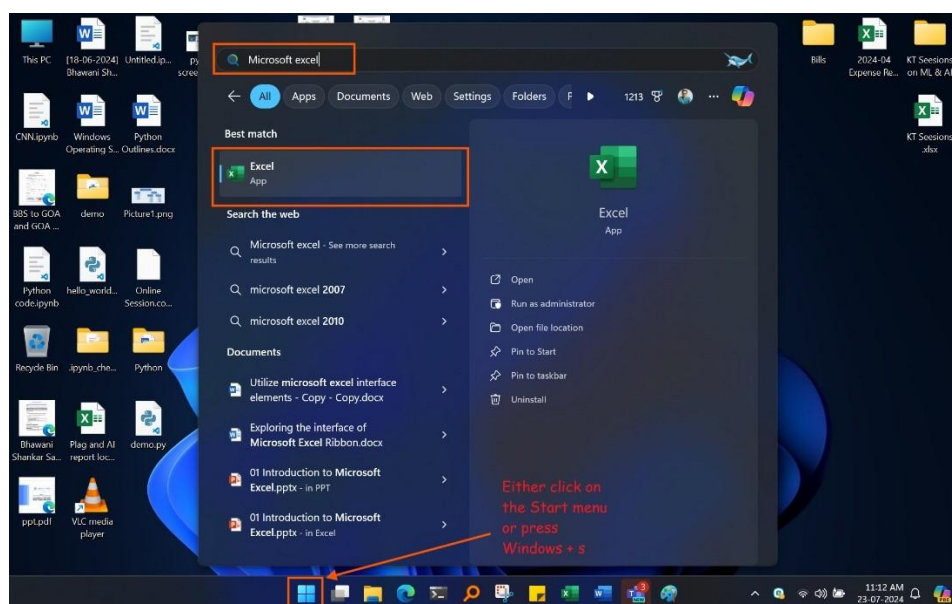
Steps:

Part 1: Modifying Page Setup

Step 1: Open Microsoft Excel and Create or Open a Worksheet

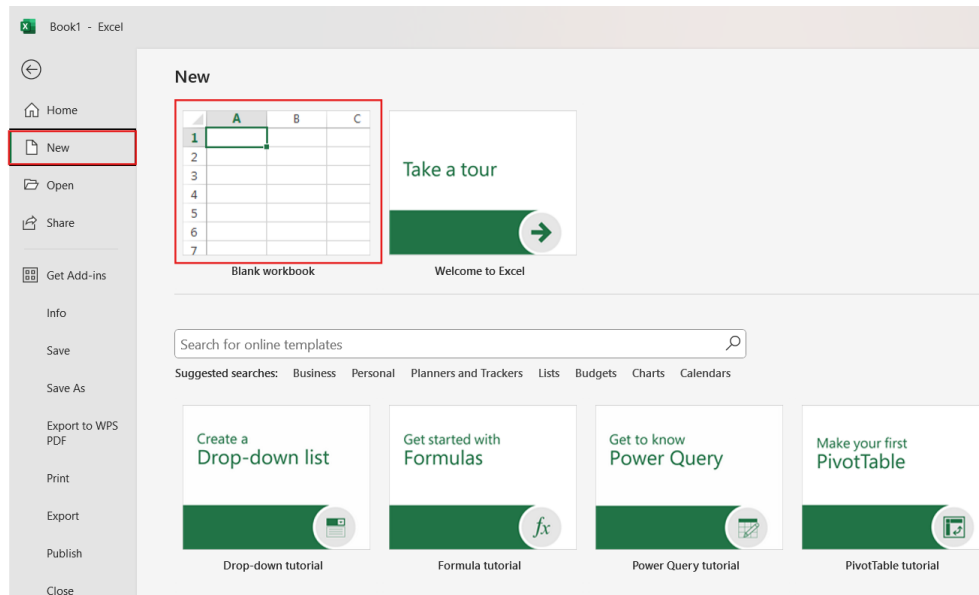
1. Open Microsoft Excel

- Press Windows + S, type "Microsoft Excel," and press Enter to open the application.



2. Create a New Workbook or Open an Existing One

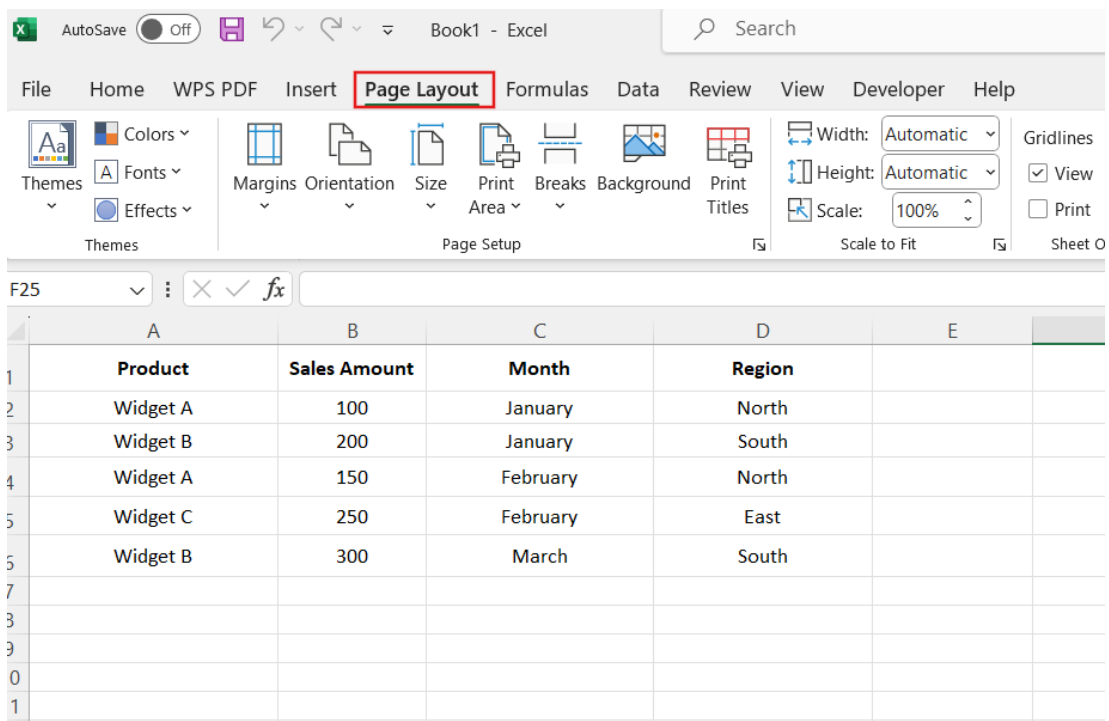
- Click on File, then select New to create a Blank workbook or Open to open an existing worksheet.



Step 2: Access Page Setup Options

1. Go to the Page Layout Tab

- Click on the Page Layout tab in the ribbon.



2. Open Page Setup Dialog Box

- Click on the small arrow in the bottom right corner of the Page Setup group to open the Page Setup dialog box.

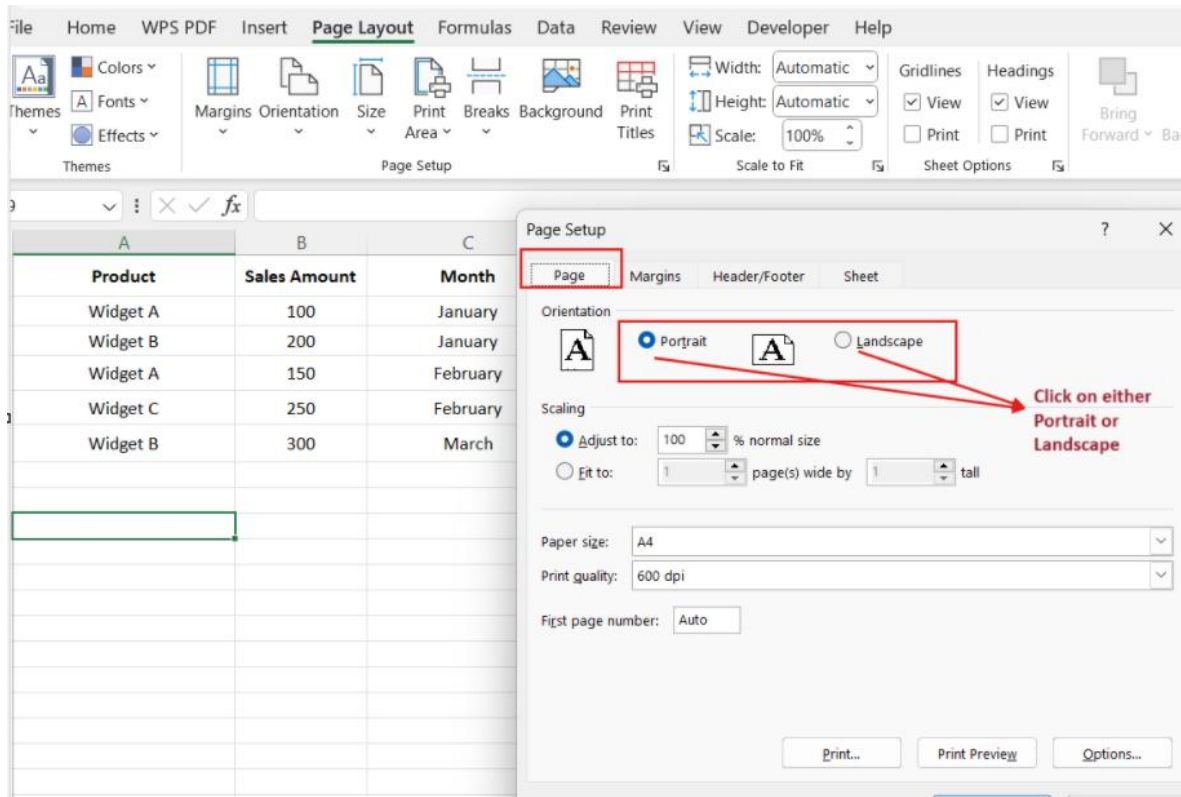
The screenshot shows the Microsoft Excel interface with the 'Page Layout' tab selected in the ribbon. The 'Page Setup' group is highlighted, and a red arrow points to the small arrow icon in the bottom right corner of the 'Page Setup' group. The 'Page Setup' dialog box is open, showing the 'Page' tab with options for Orientation (Portrait/Landscape), Scaling (Adjust to/Eit to), Paper size (A4), Print quality (600 dpi), and First page number (Auto).

| Product | Sales Amount | Month | Region |
|----------|--------------|----------|--------|
| Widget A | 100 | January | North |
| Widget B | 200 | January | South |
| Widget A | 150 | February | North |
| Widget C | 250 | February | East |
| Widget B | 300 | March | South |

Step 3: Set Page Orientation, Size, and Margins

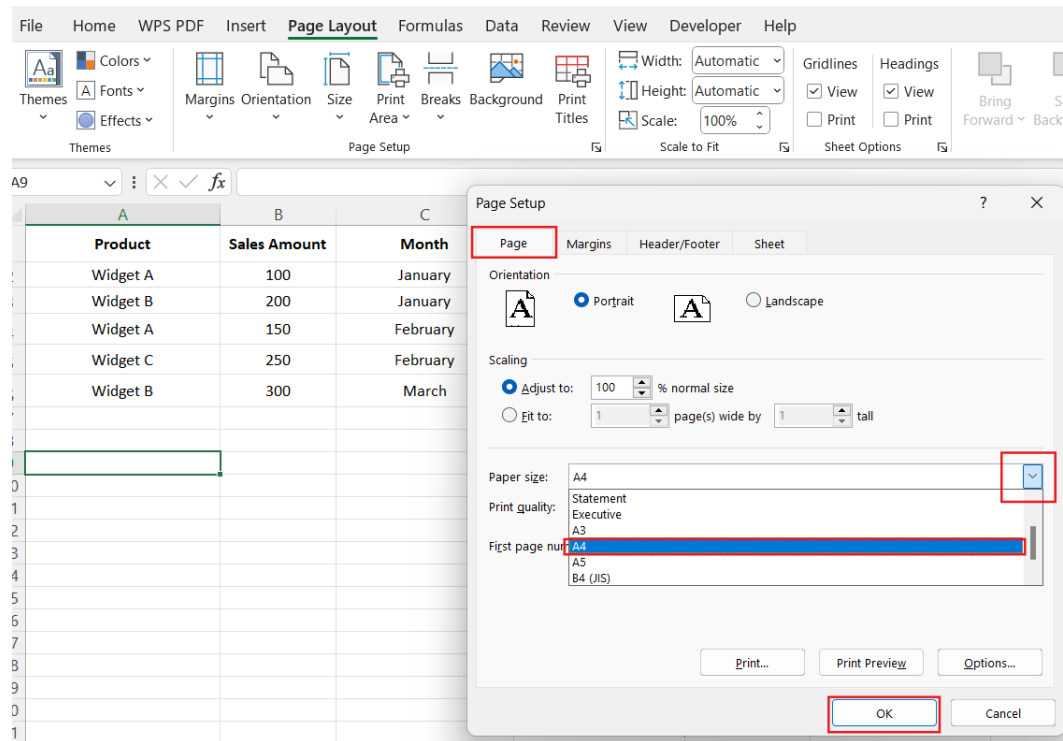
1. Set Page Orientation

- In the Page tab of the Page Setup dialog box, select either Portrait or Landscape orientation.



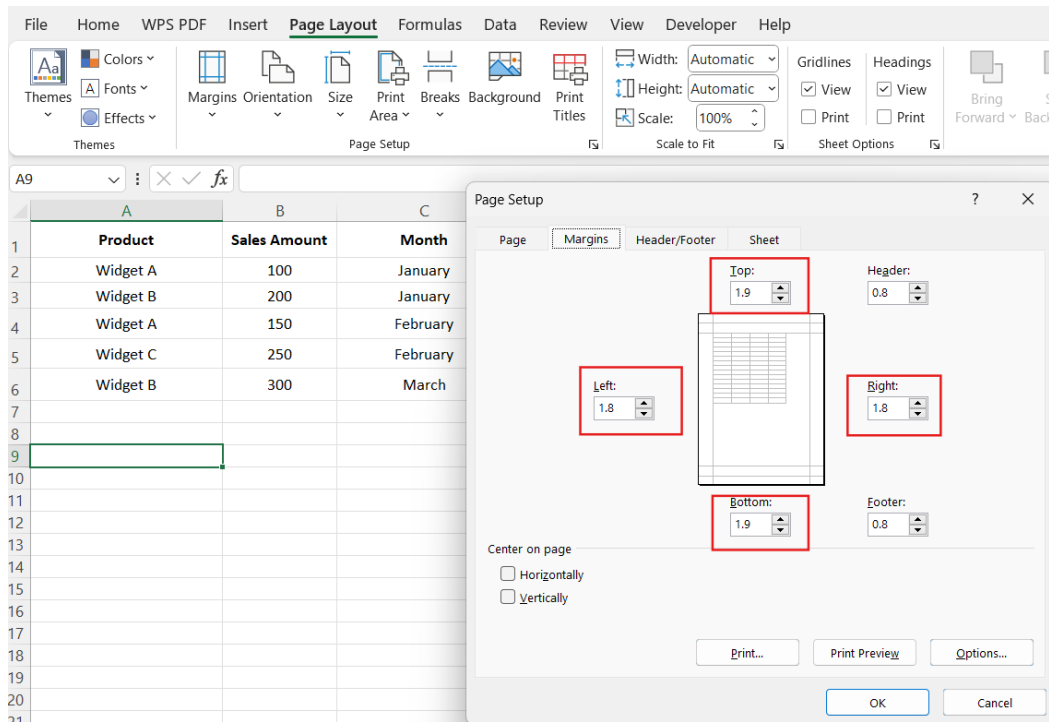
2. Set Page Size

- In the Page tab, choose the appropriate paper size (e.g., Letter, A4) from the Paper size drop-down menu.



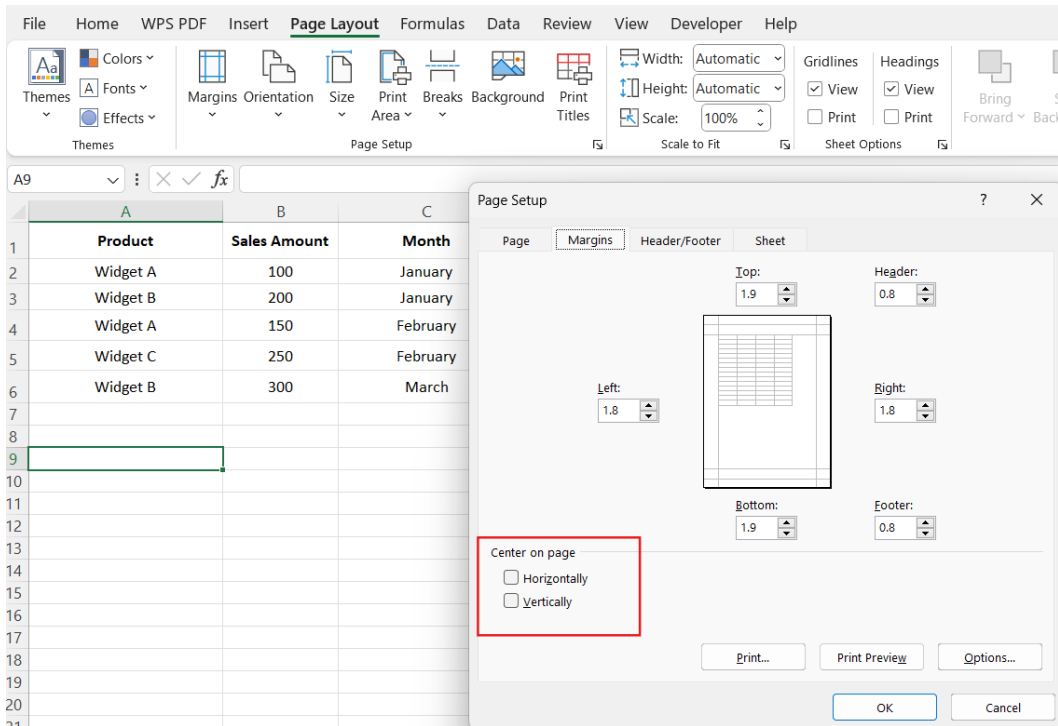
3. Set Margins

- Go to the Margins tab, set the top, bottom, left, and right margins as needed.



4. Center the Worksheet

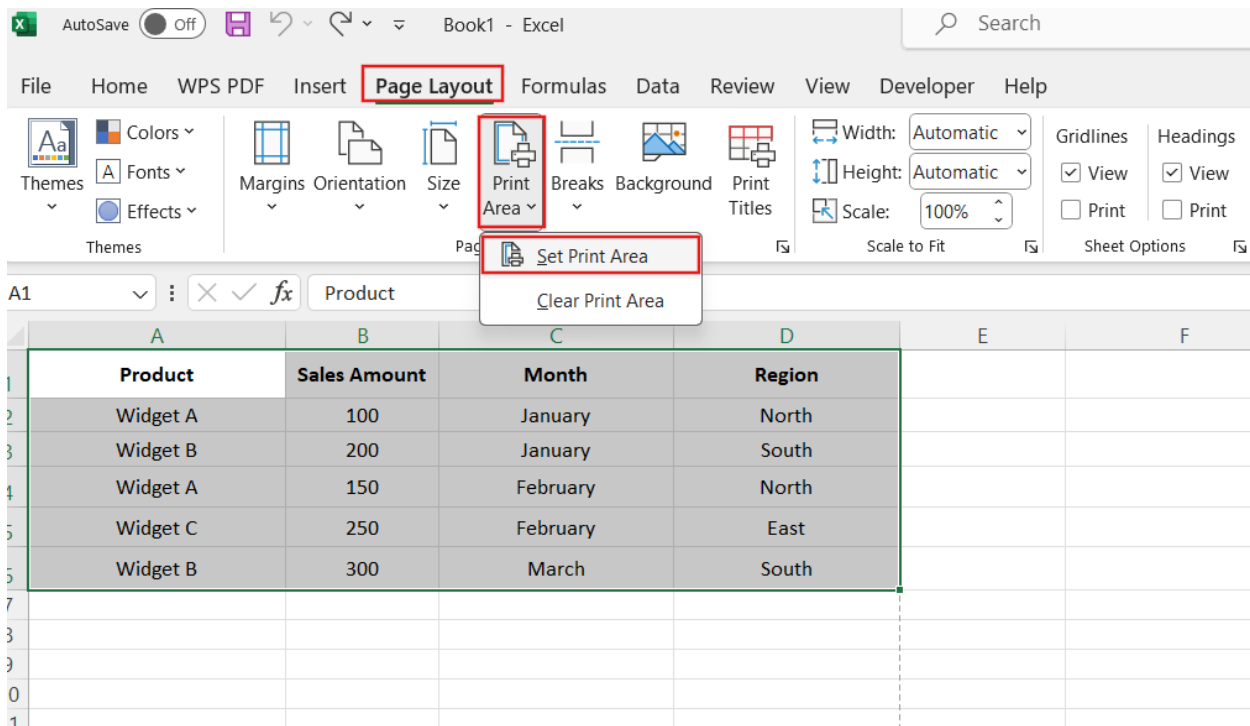
- In the Margins tab, check the boxes to center the worksheet horizontally and/or vertically on the page.



Step 4: Set Print Area and Scale

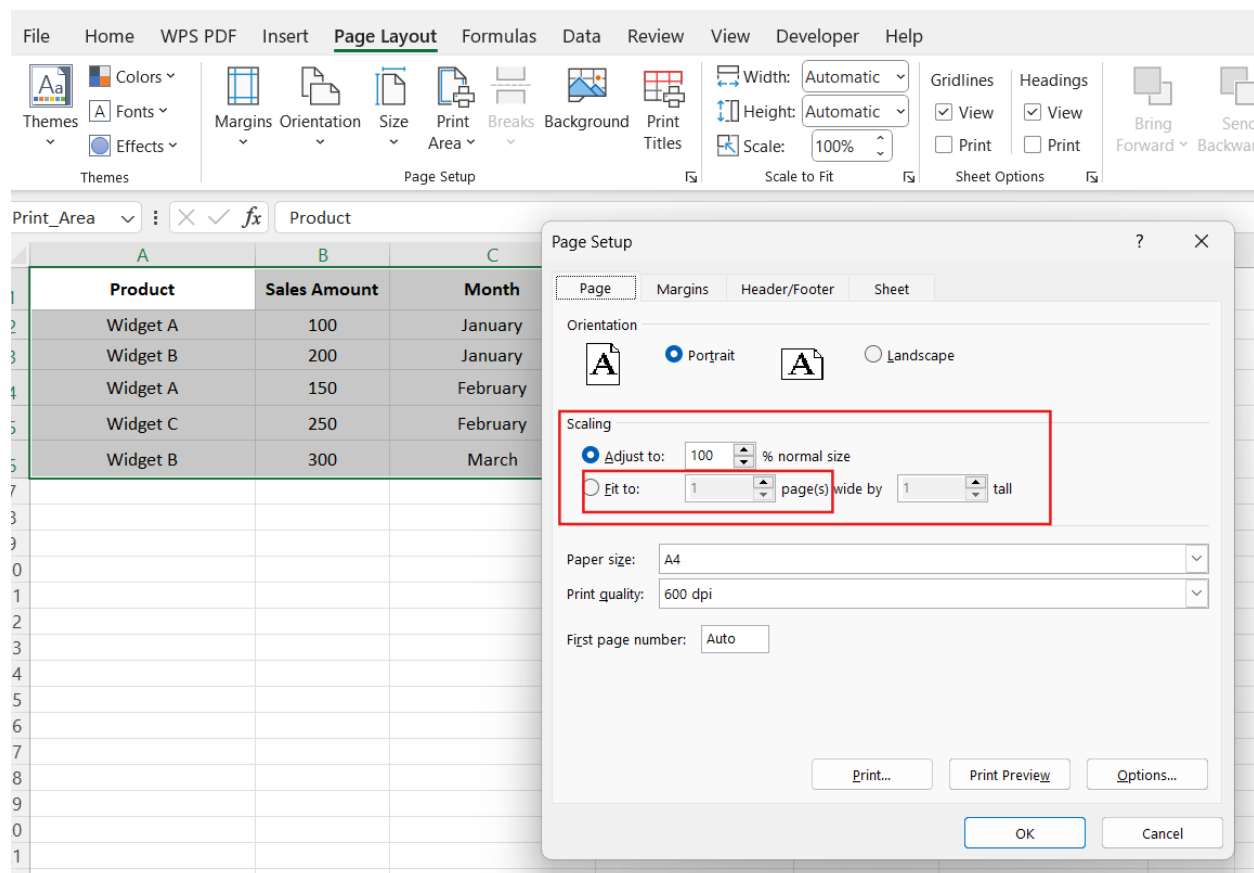
1. Set Print Area

- Highlight the range of cells you want to print.
- Go to the Page Layout tab, click Print Area, and select Set Print Area.



2. Scale to Fit

- In the Page tab of the Page Setup dialog box, use the Adjust to and Fit to options to scale the worksheet to fit on a specific number of pages.



Part 2: Printing a Worksheet

Step 1: Print Preview

1. Open Print Preview

- Click on File in the ribbon, then select Print to open the Print Preview.

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Print

Copies: 1

Printer: Microsoft Print to PDF Ready

Settings

Print Active Sheets
Only print the active sheets

Pages: 1 to 1

Collated
1,2,3 1,2,3 1,2,3

Portrait Orientation

A4
21 cm x 29.7 cm

Normal Margins
Top: 1.91 cm Bottom: 1.91 cm...

No Scaling
Print sheets at their actual size

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| Widget B | 200 | January | South |
| Widget A | 150 | February | North |
| Widget C | 250 | February | East |
| Widget B | 300 | March | South |

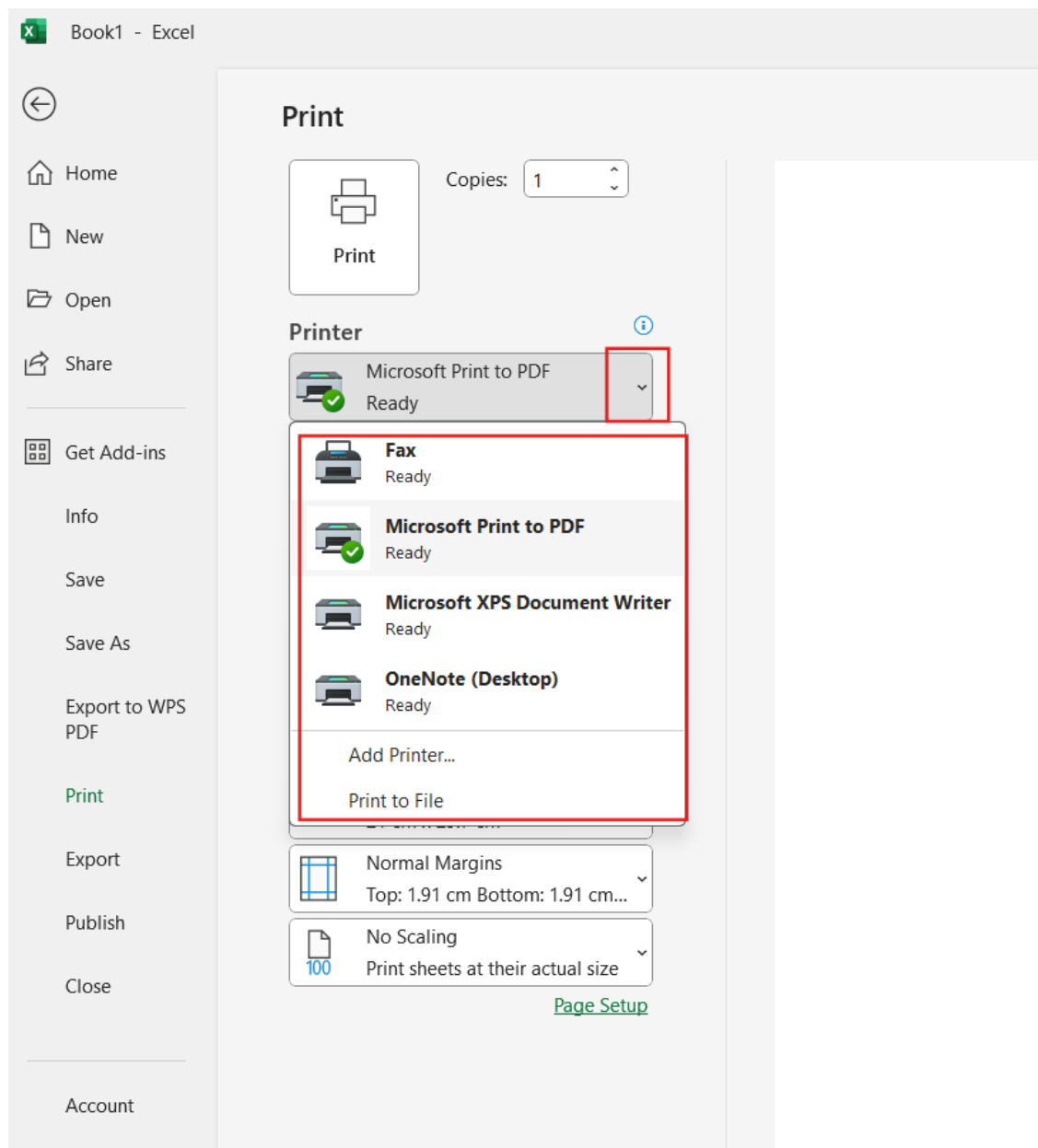
2. Check the Print Layout

- Ensure that the worksheet appears as expected in the print preview. Adjust settings if necessary.

Step 2: Print the Worksheet

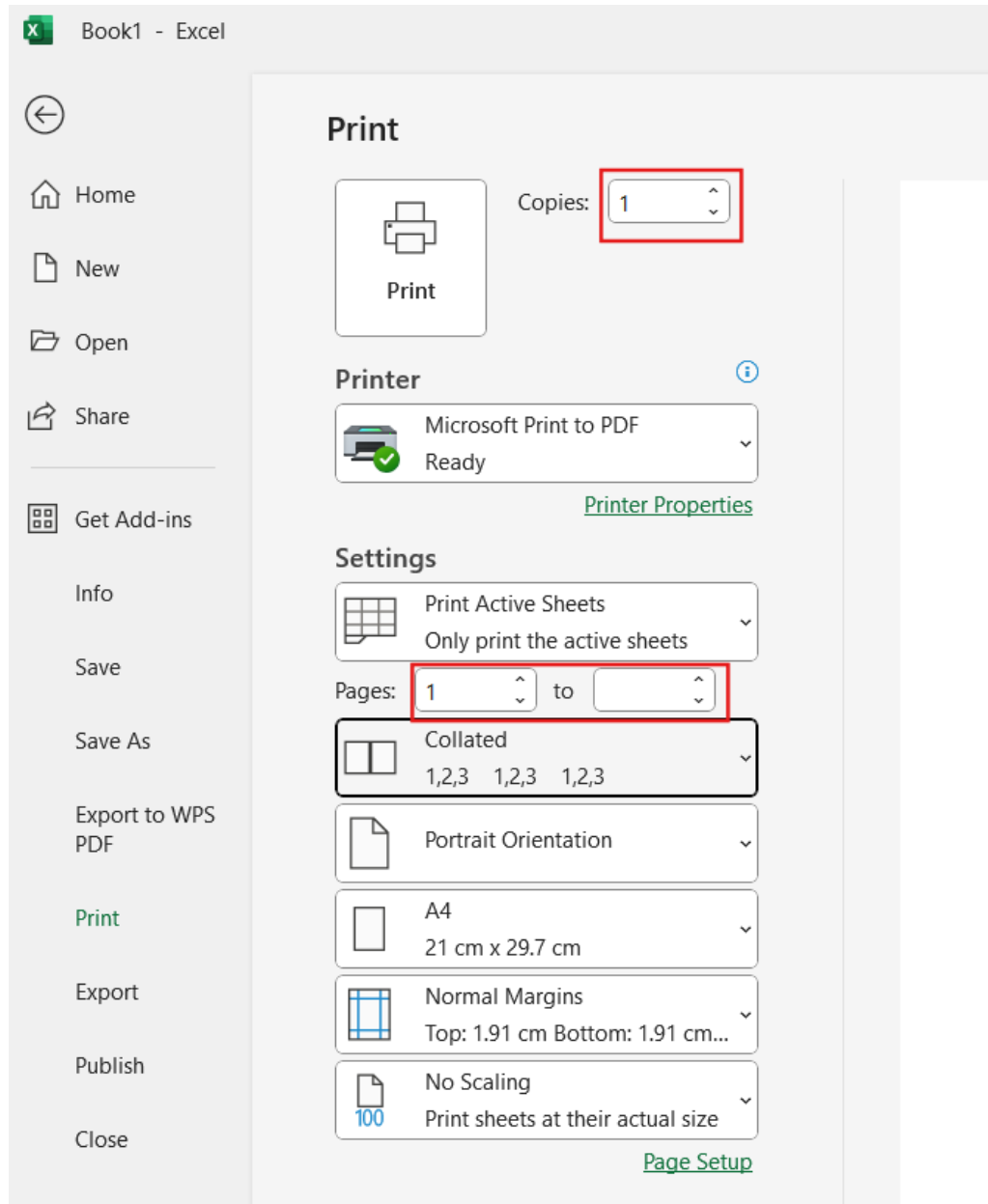
1. Select Printer

- In the Print pane, choose the printer you want to use from the Printer drop-down menu.



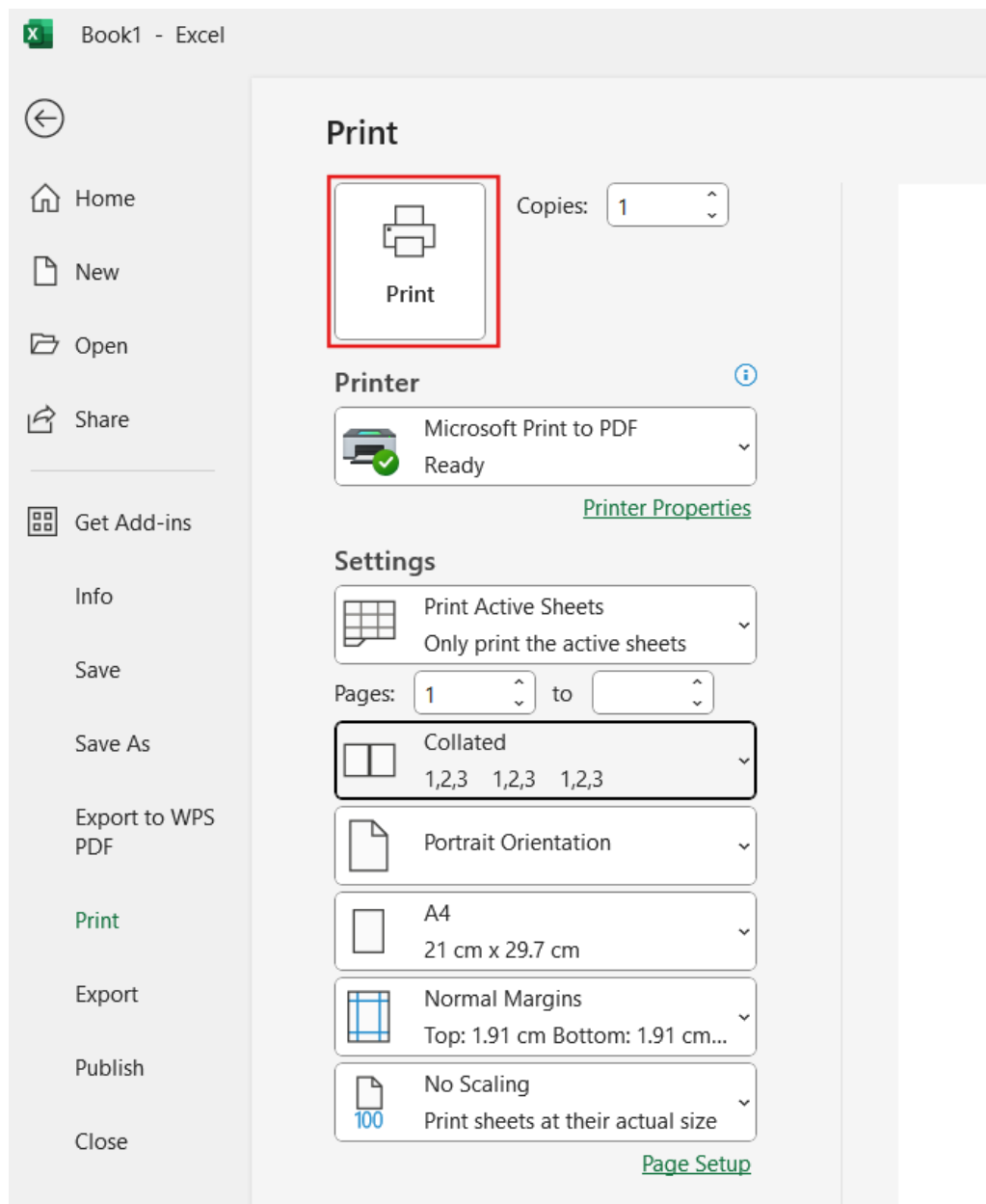
2. Set Print Settings

- Adjust settings such as the number of copies, pages to print (e.g., all, current, specific range), and print on one side or both sides (if your printer supports duplex printing).



3. Print the Worksheet

- Click the Print button to print your worksheet.



Conclusion:

By following these steps, you will learn how to modify the page setup and print a worksheet in Excel. Properly setting up your page and print options ensures that your data is presented professionally and effectively. Practice these steps to enhance your Excel printing skills.