



Lab Manual

Modifying Page Setup and Printing a Worksheet in Microsoft Excel

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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.

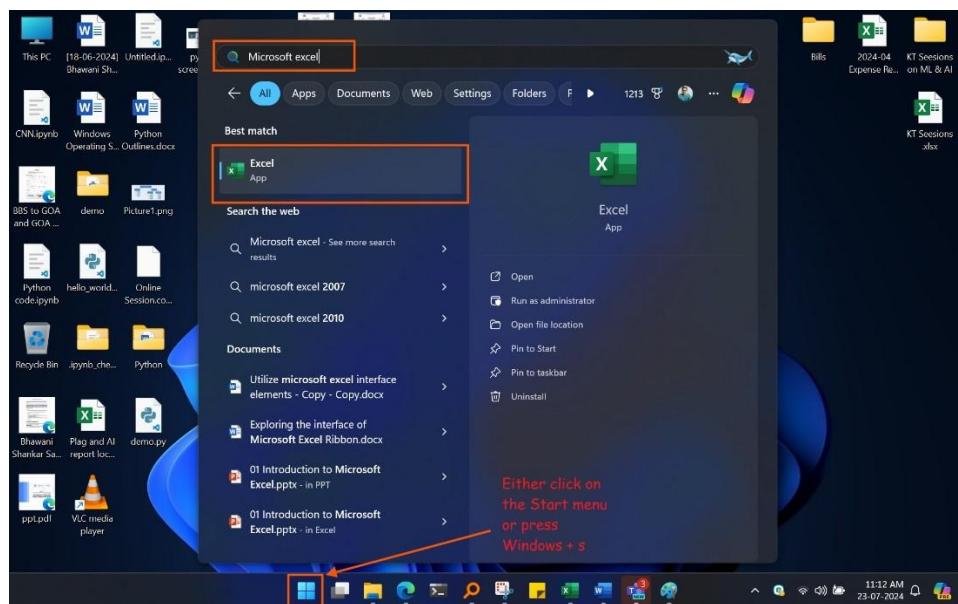
Steps:

Part 1: Modifying Page Setup

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

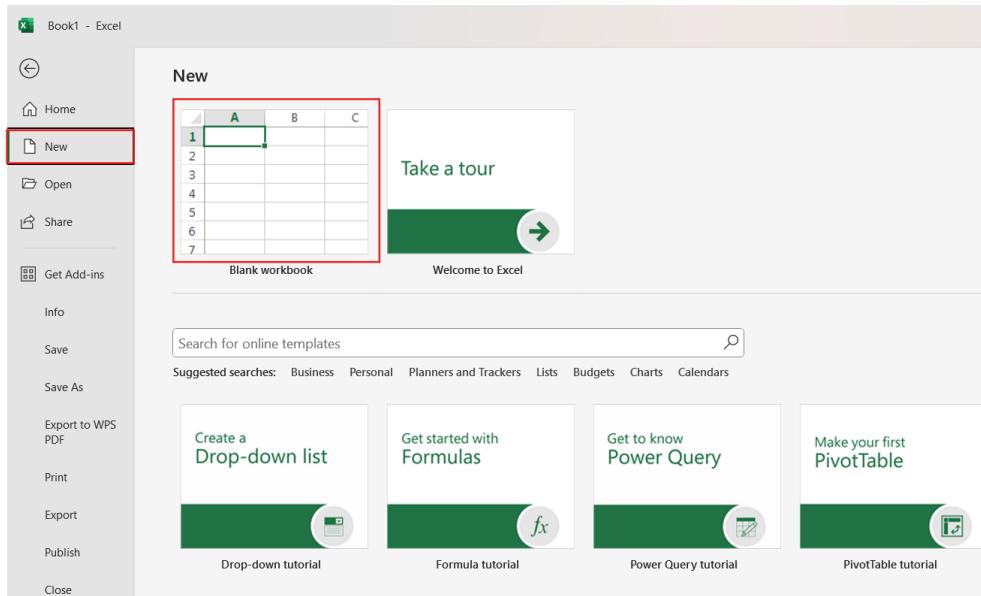
1. Open Microsoft Excel

- 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

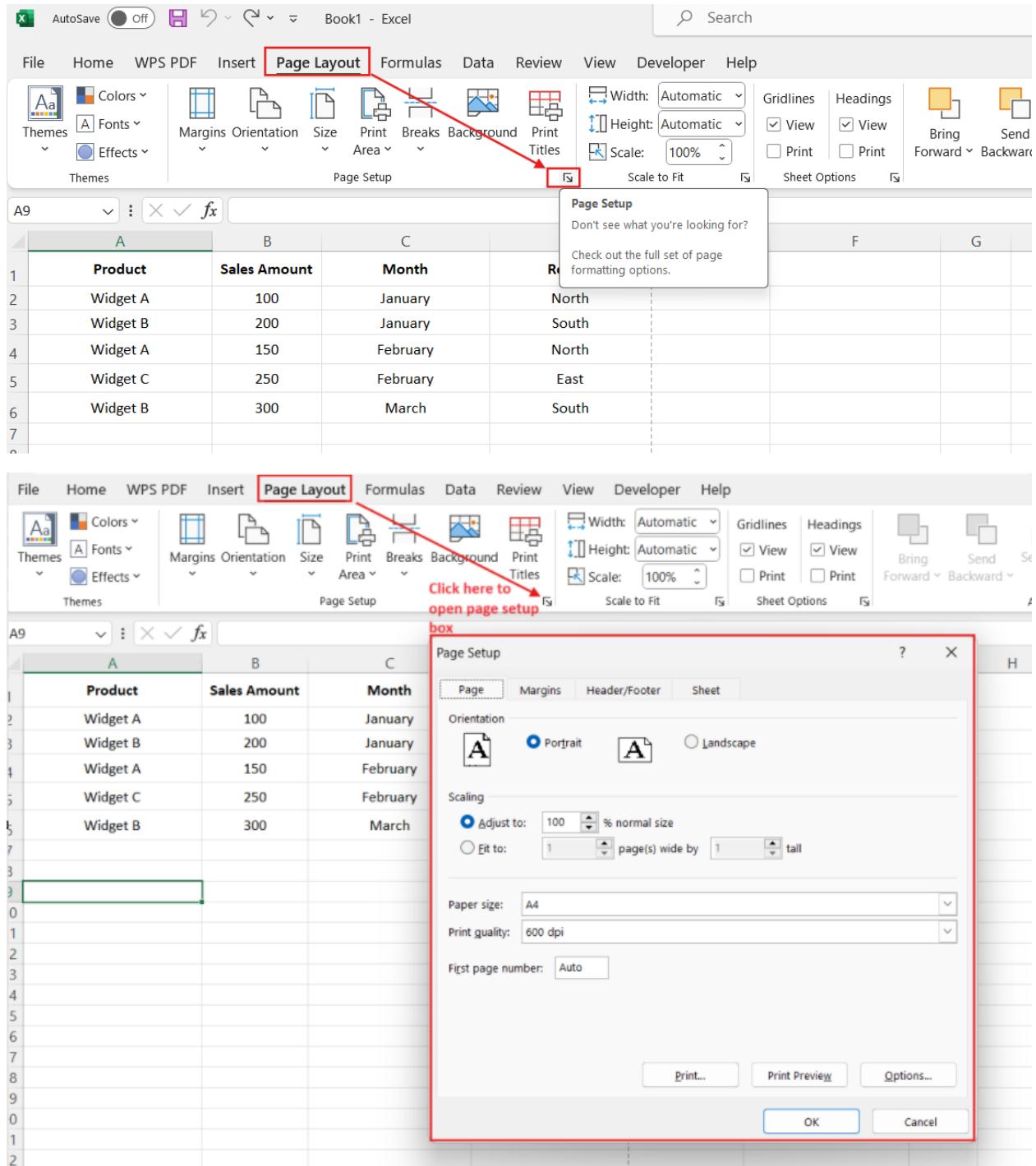
1. Go to the Page Layout Tab

- Click on the Page Layout tab in the ribbon.

The screenshot shows the Microsoft Excel ribbon with the 'Page Layout' tab selected, highlighted with a red box. The ribbon tabs include File, Home, WPS PDF, Insert, Page Layout, Formulas, Data, Review, View, Developer, and Help. Below the ribbon, there are several groups of tools: Themes (with sub-options Colors, Fonts, Effects), Margins (with Orientation dropdown), Size (with Print, Breaks, Background, Area, and Print Titles buttons), and a Scale group with Width, Height, and Scale (100%) dropdowns. To the right of these tools, there are buttons for Gridlines, View (checkbox checked), and Print (checkbox unchecked). The main workspace shows a table with columns A through E and rows 1 through 11. The table has headers: Product, Sales Amount, Month, and Region. The data entries are: Row 2: Widget A, 100, January, North; Row 3: Widget B, 200, January, South; Row 4: Widget A, 150, February, North; Row 5: Widget C, 250, February, East; Row 6: Widget B, 300, March, South. Row 7 is empty, and rows 8 through 11 have no visible data.

2. Open Page Setup Dialog Box

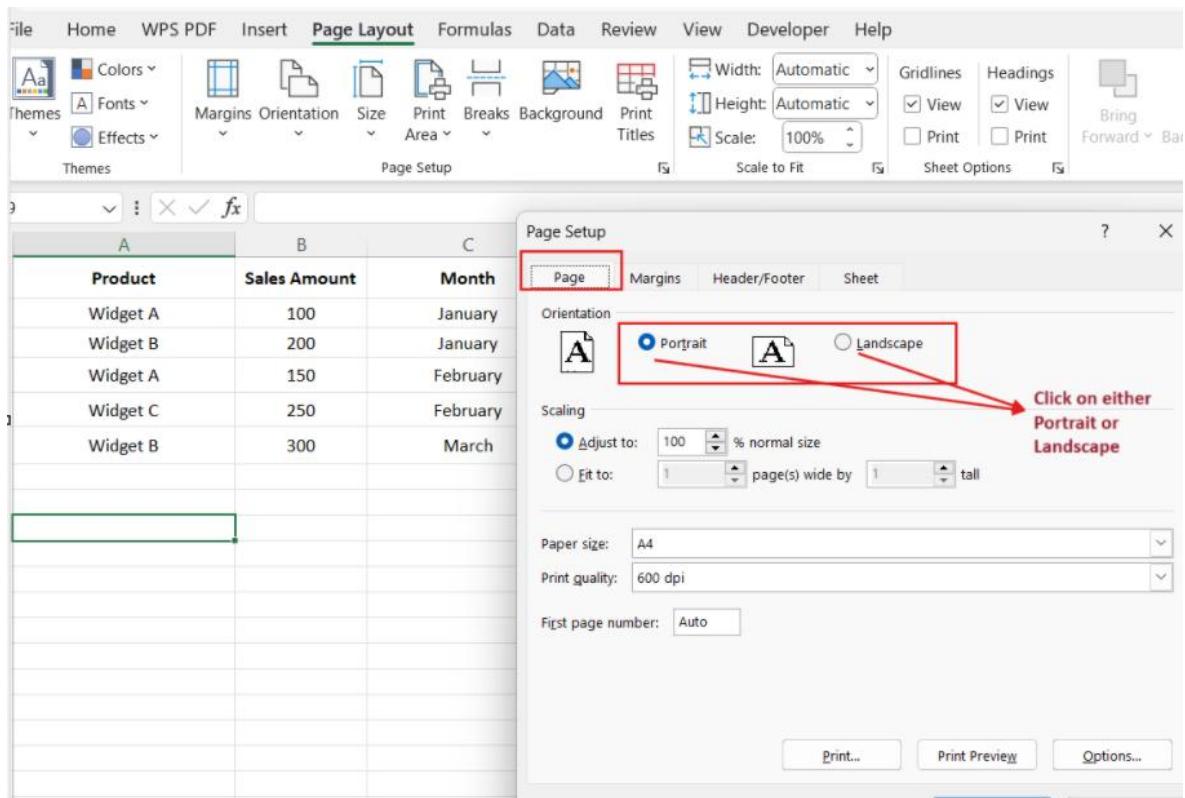
- Click on the small arrow in the bottom right corner of the Page Setup group to open the Page Setup dialog box.



Step 3: Set Page Orientation, Size, and Margins

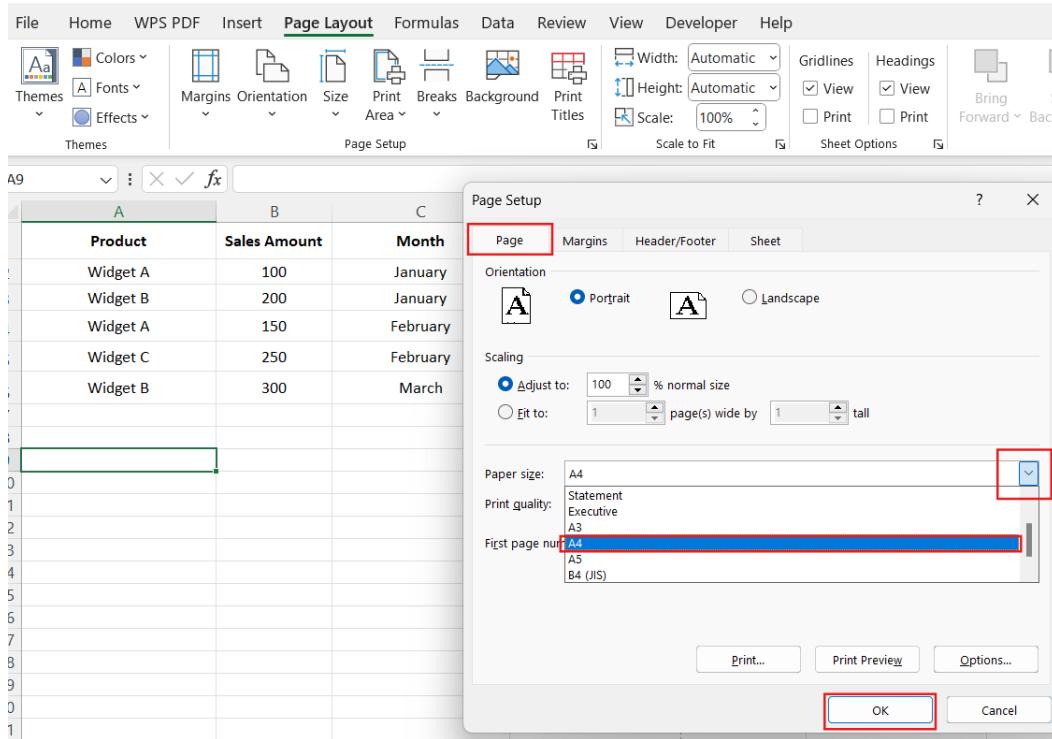
1. Set Page Orientation

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



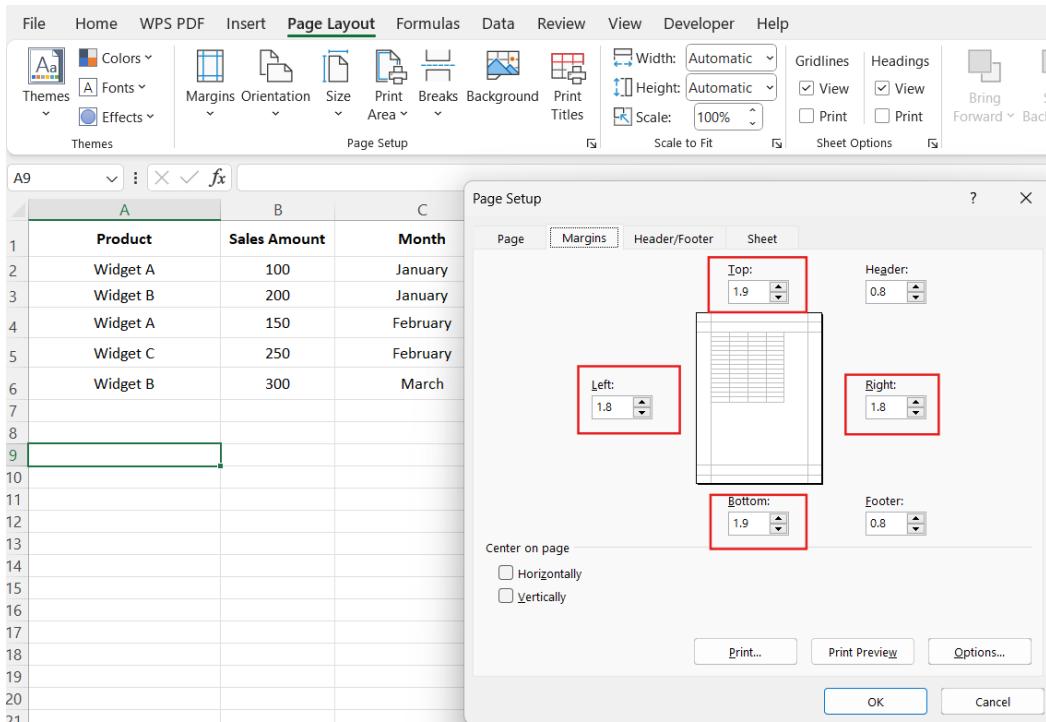
2. Set Page Size

- 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.

A screenshot of Microsoft Excel showing the Page Layout tab selected. The ribbon has tabs: File, Home, WPS PDF, Insert, Page Layout (selected), Formulas, Data, Review, View, Developer, Help. The 'Page Layout' tab has several icons: Themes, Colors, Fonts, Effects, Margins, Orientation, Size, Print Area (highlighted with a red box), Breaks, Background, Print Titles, Width: Automatic, Height: Automatic, Scale: 100%, Gridlines, Headings, View, Print, Sheet Options. The main area shows a table with columns A, B, C, and D. Rows 1 through 6 contain data: Product (Widget A, Widget B, Widget A, Widget C, Widget B), Sales Amount (100, 200, 150, 250, 300), Month (January, January, February, February, March). Row 9 is selected. The 'Page Setup' dialog box is open, showing the 'Margins' tab with Top: 1.9, Bottom: 1.9, Left: 1.8, Right: 1.8. The 'Center on page' section contains 'Horizontally' and 'Vertically' checkboxes, both of which are unchecked. Buttons at the bottom include Print..., Print Preview, Options..., OK, and Cancel.

Step 4: Set Print Area and Scale

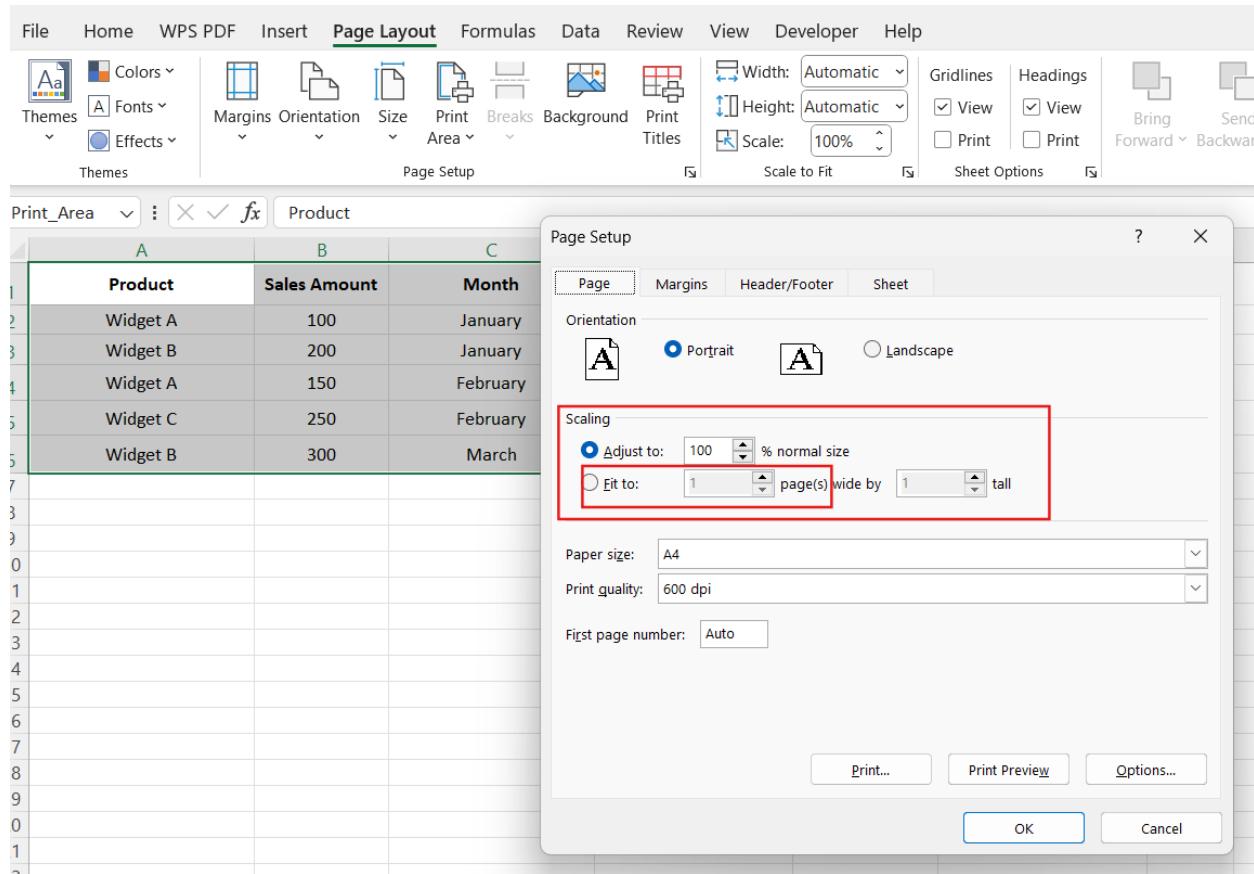
1. Set Print Area

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

A screenshot of Microsoft Excel showing the 'Page Layout' tab selected. The ribbon has tabs: File, Home, WPS PDF, Insert, Page Layout (selected), Formulas, Data, Review, View, Developer, Help. The 'Page Layout' tab has icons: Themes, Colors, Fonts, Effects, Margins, Orientation, Size, Print Area (highlighted with a red box), Breaks, Background, Print Titles, Width: Automatic, Height: Automatic, Scale: 100%, Gridlines, Headings, View, Print, Sheet Options. A context menu is open over the table, with 'Set Print Area' highlighted with a red box. The table has columns A, B, C, D, E, F. Rows 1 through 5 contain data: Product (Widget A, Widget B, Widget A, Widget C, Widget B), Sales Amount (100, 200, 150, 250, 300), Month (January, January, February, February, March), Region (North, South, North, East, South). Rows 1 through 5 are highlighted with a green border.

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.

Book1 - Excel

Good afternoon

New

- Blank workbook
- Welcome to Excel
- Create a Drop-down list
- Get started with Formulas

Info

Save

Save As

Export to WPS PDF

Print

Export

Publish

Close

Recent

Pinned

Shared with Me

Name

Microdegree - Content Planner
Swati Yadav's OneDrive - Edunet Foundation » Documents » MSITI » Microdegree

Detailed Outline-AI Micro (1)
OneDrive - Edunet Foundation » Microsoft Teams Chat Files

Plag and AI report
OneDrive - Edunet Foundation » Microdegree » Draft Folder » Introduction to Operating System and Software Installation process

Search

Book1 - Excel

Print

Copies: 1

Print

Printer

Microsoft Print to PDF Ready

Printer Properties

Settings

Print Active Sheets
Only print the active sheets

Pages: to

Collated
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

Page Setup

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

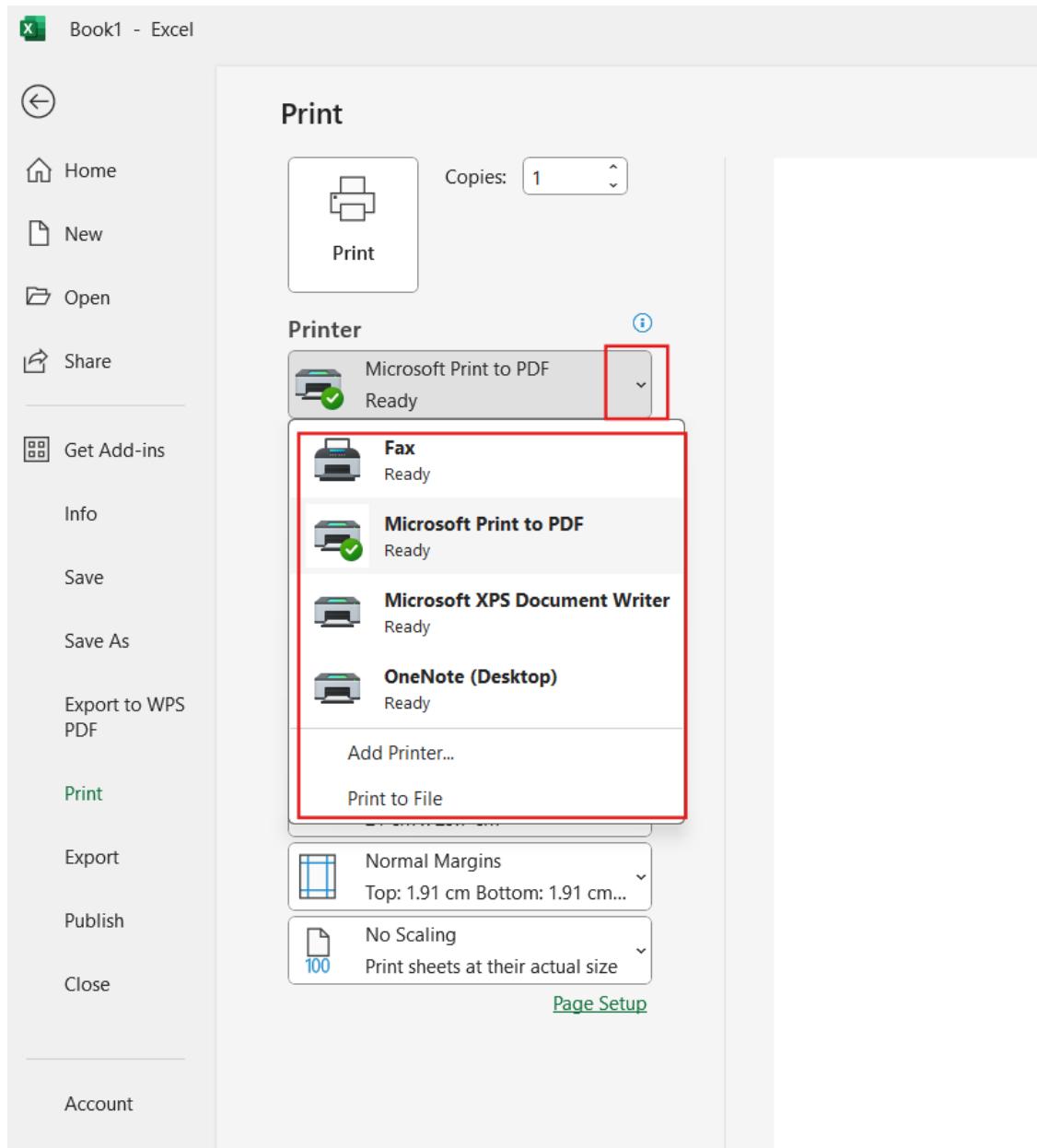
2. Check the Print Layout

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

Step 2: Print the Worksheet

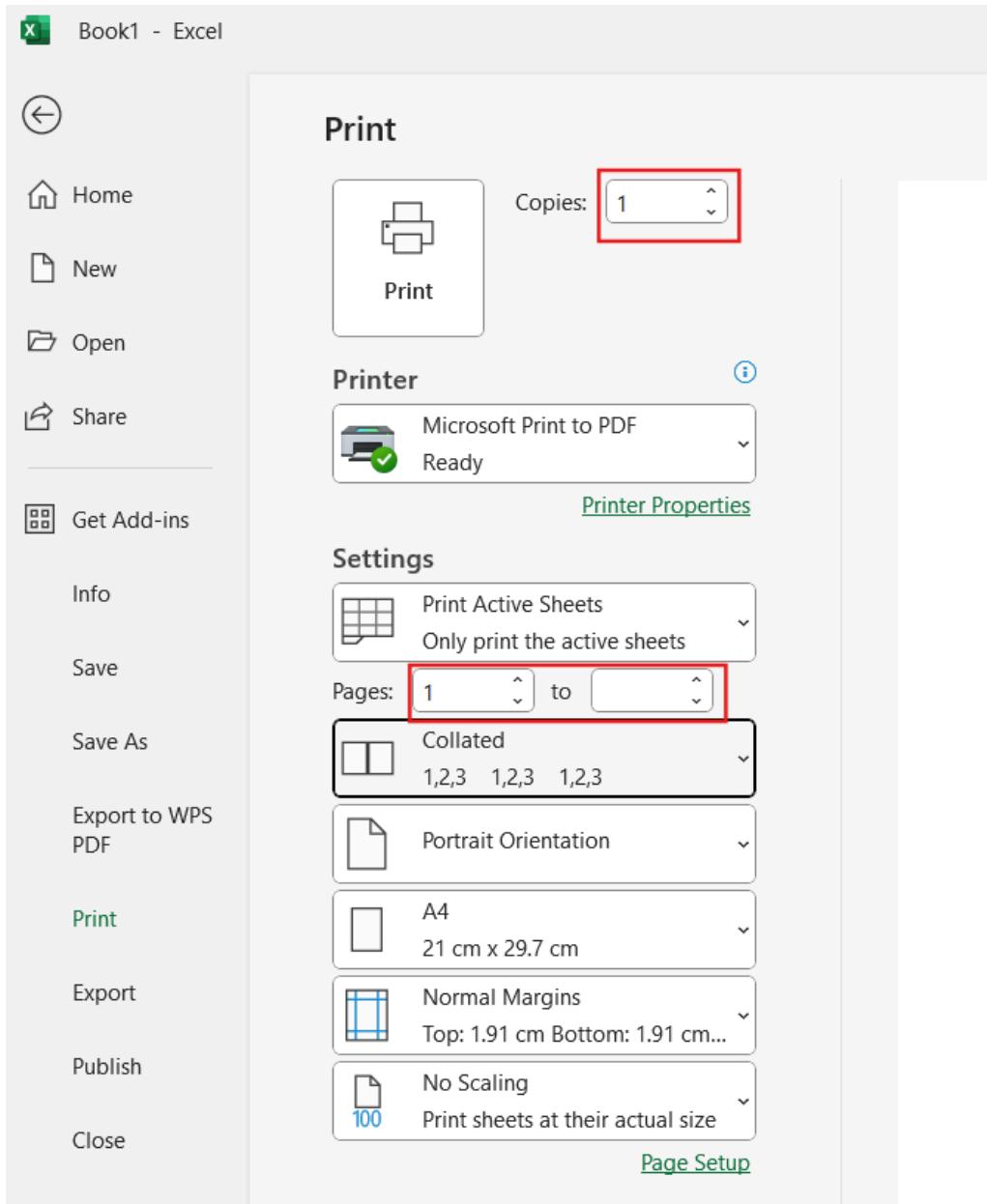
1. Select Printer

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



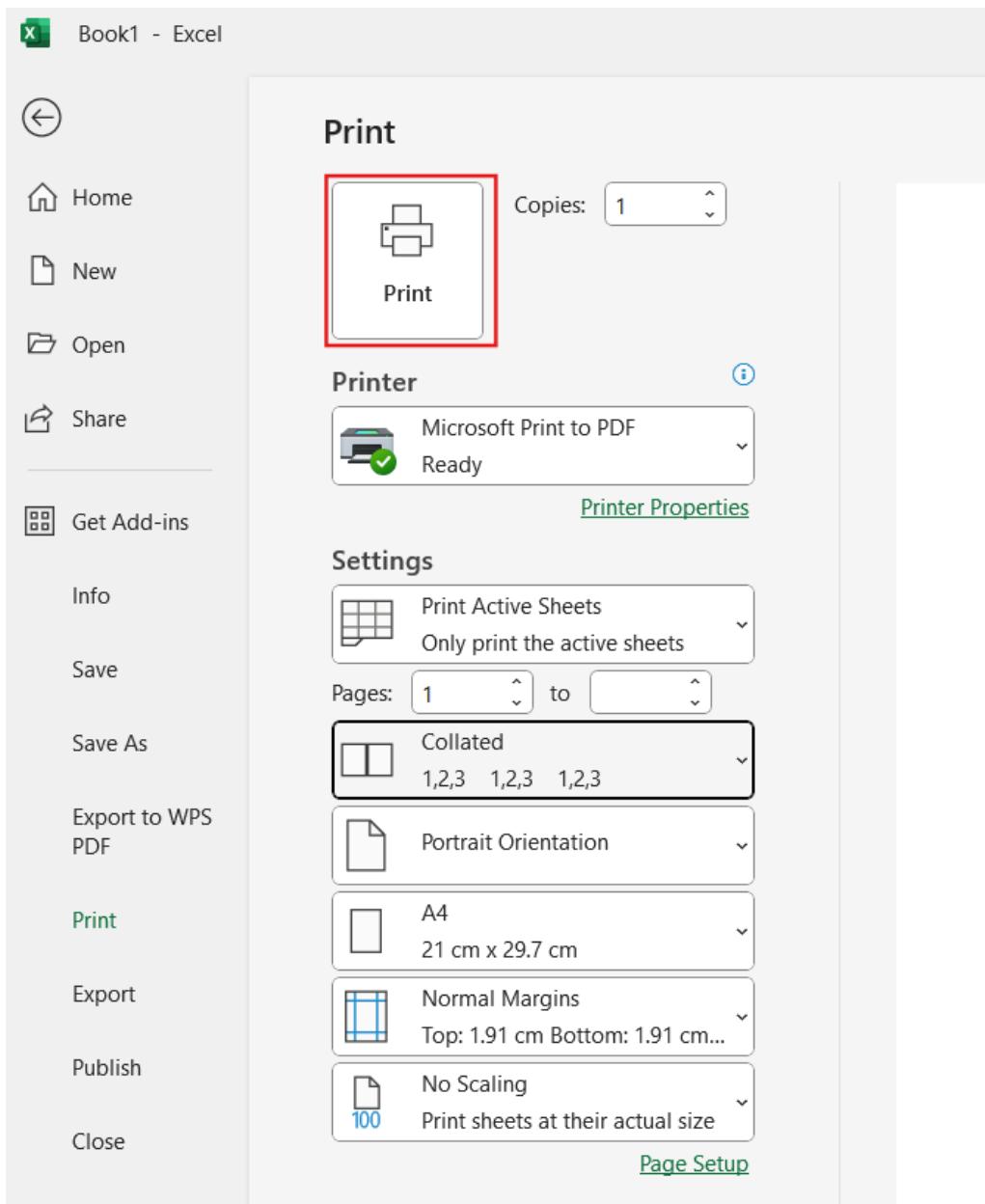
2. Set Print Settings

- 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.