



Excel Printing configuration

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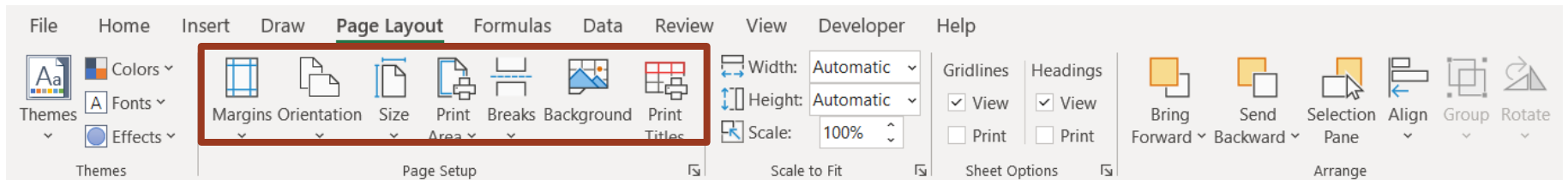
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Page setup

Allows configuring:

- Size
- Orientation
- Margins
- ... and insert:
 - Header
 - Footer
 - Breaks
 - Backgrounds



Margins

Last Custom Setting

Top: 1,91 cm Bottom: 1,91 cm
Left: 0,48 cm Right: 0,74 cm
Header: 0,76 cm Footer: 0,76 cm

Normal

Top: 1,91 cm Bottom: 1,91 cm
Left: 1,78 cm Right: 1,78 cm
Header: 0,76 cm Footer: 0,76 cm

Wide

Top: 2,54 cm Bottom: 2,54 cm
Left: 2,54 cm Right: 2,54 cm
Header: 1,27 cm Footer: 1,27 cm

Narrow

Top: 1,91 cm Bottom: 1,91 cm
Left: 0,64 cm Right: 0,64 cm
Header: 0,76 cm Footer: 0,76 cm

Custom Margins...

Page Setup

Page Margins Header/Footer Sheet

Top: 1,9 Header: 0,8

Left: 1,8 Right: 1,8

Bottom: 1,9 Footer: 0,8

Center on page

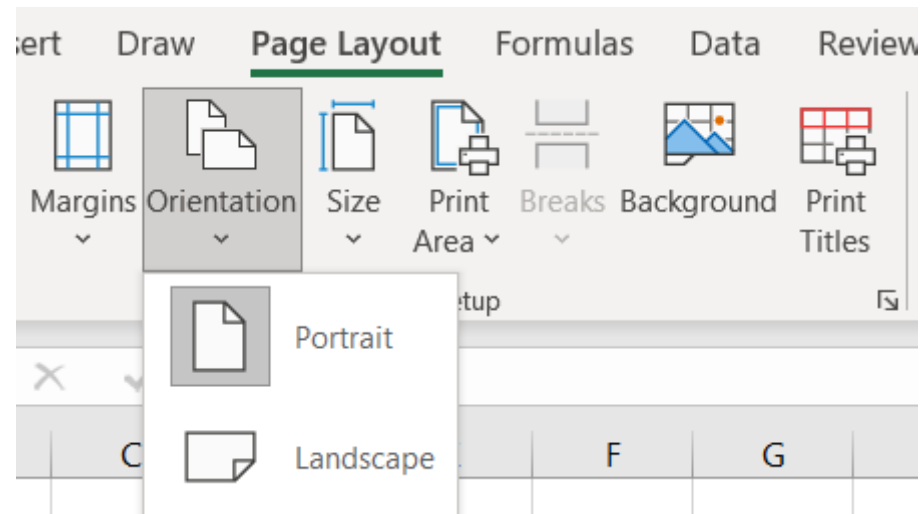
☐ Horizontally

☐ Vertically

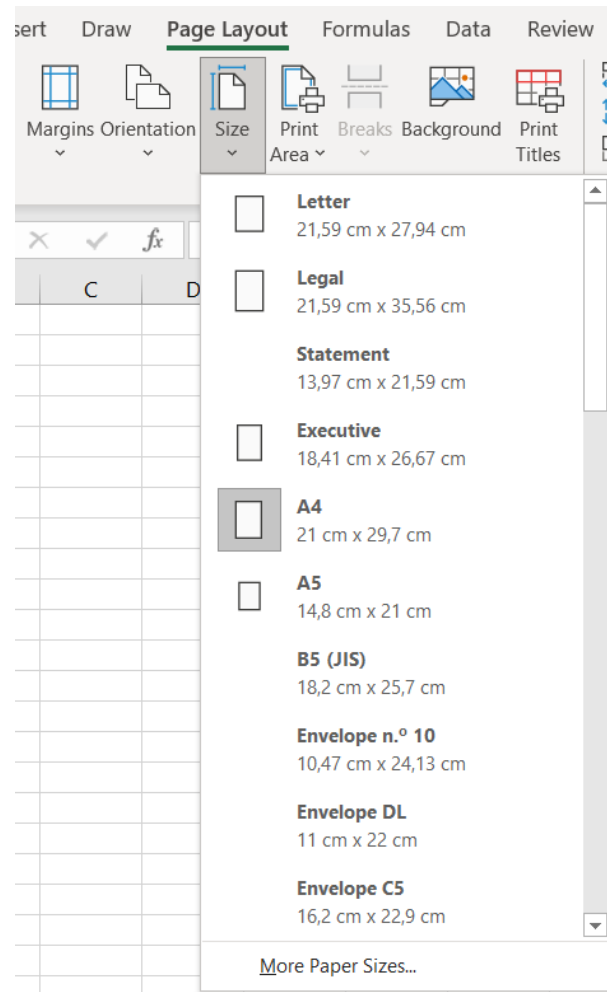
Print... Print Preview Options...

OK Cancel

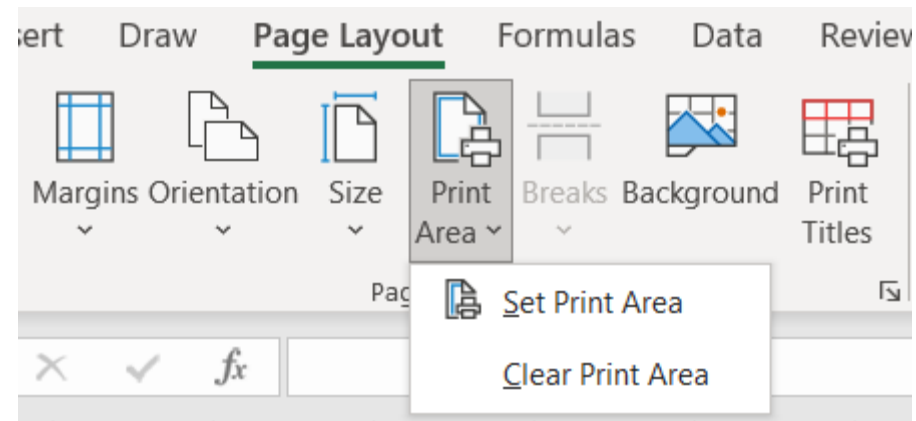
Orientation



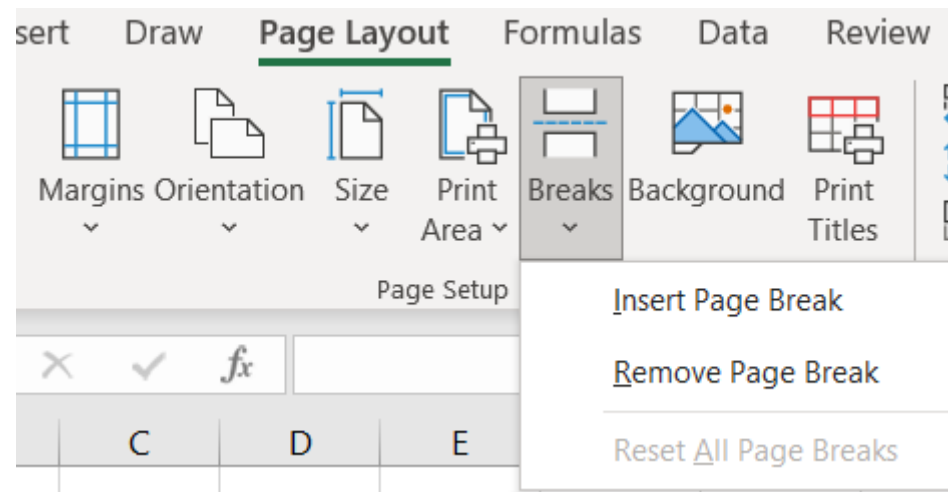
Size



Print area



Breaks



Print titles

Page Setup

Page Margins Header/Footer Sheet

Print area:

Print titles

Rows to repeat at top:

Columns to repeat at left:

Print

☐ Gridlines

☐ Black and white

☐ Draft quality

☐ Row and column headings


Comments and notes: (None)

Cell errors as: displayed

Page order

☒ Down, then over

☐ Over, then down



Print... Print Preview Options...

OK Cancel

Header and footer

Page Setup

Page Margins Header/Footer Sheet

Header:

(none)

Custom Header... Custom Footer...

Footer:

(none)

☐ Different odd and even pages

☐ Different first page

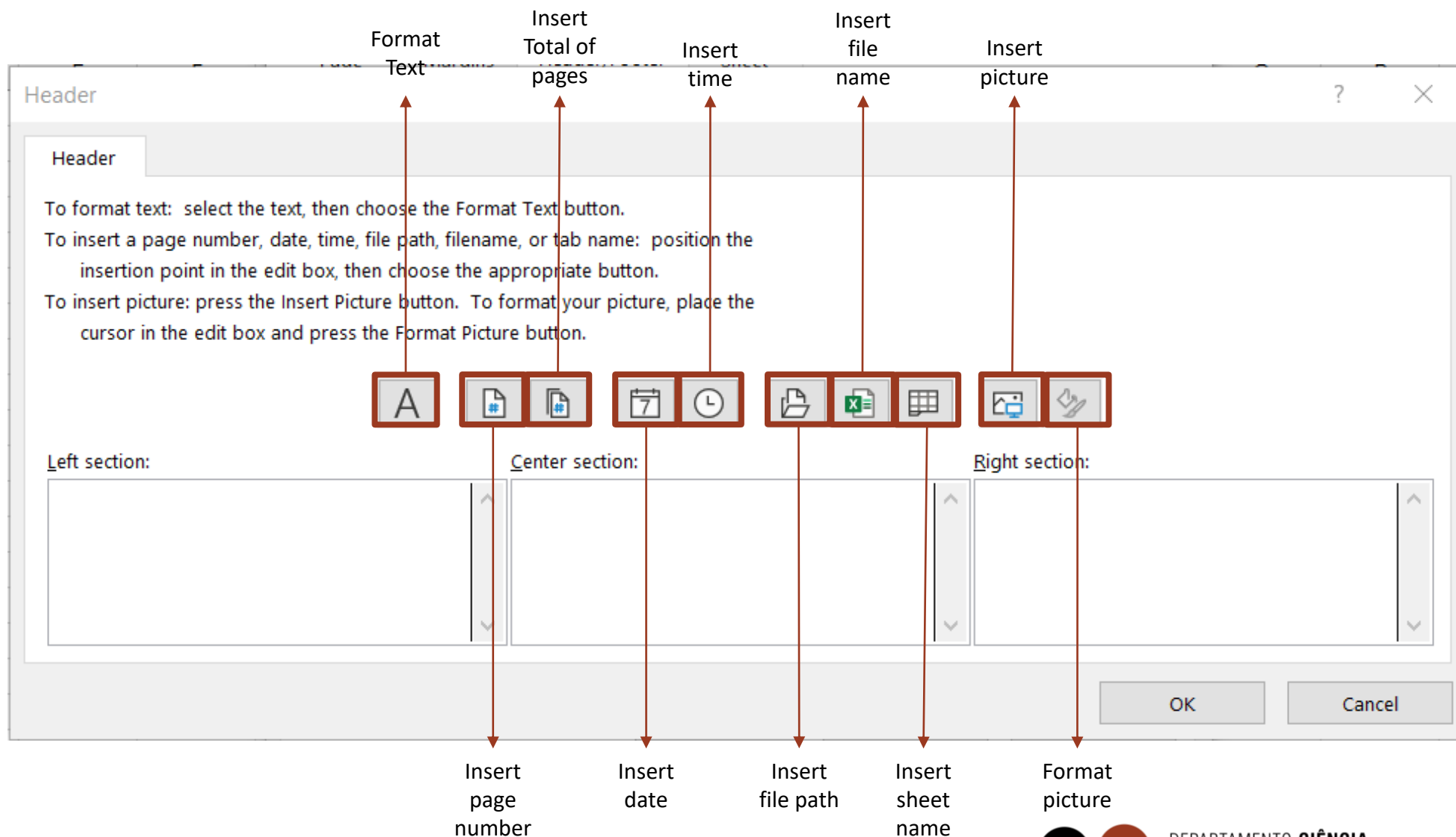
☒ Scale with document

☒ Align with page margins

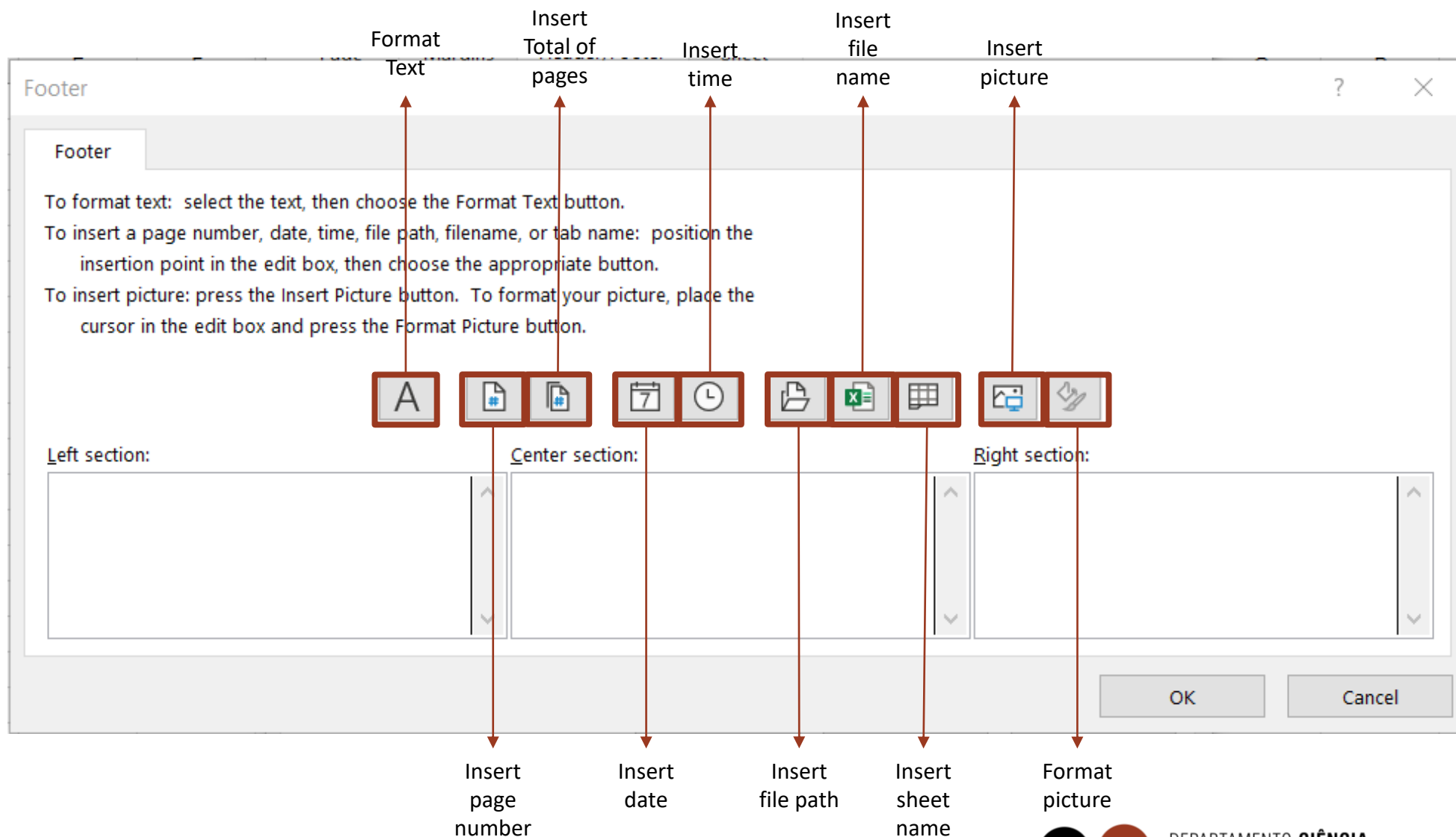
Print... Print Preview Options...

OK Cancel

Customise header



Customise footer



Print

The screenshot shows the 'Print' dialog box in Microsoft Excel. The left sidebar contains navigation options: Home, New, Open, Info, Save, Save As, **Print**, Share, Export, Publish, Close, Account, Feedback, and Options. The main area is titled 'Print' and contains the following sections:

- Print**: A button with a printer icon and the text 'Print'.
- Copies**: A text box showing '1' with up and down arrows. An arrow points to it with the text 'Number of copies to print'.
- Printer**: A section showing the selected printer 'HPFB4F53 (HP ENVY 5000 se...)' with a status 'Ready: 1 document waiting' and a link to 'Printer Properties'. An arrow points to it with the text 'Printer to use and its properties. Allows printing to pdf'.
- Settings**: A section with various options:
 - Print Active Sheets**: A dropdown menu with 'Only print the active sheets' selected. An arrow points to it with the text 'Choose sheets to print. Options: active sheet, entire workbook, selection'.
 - Pages**: A text box with 'Pages: 1 to 1' and dropdown arrows. An arrow points to it with the text 'Pages to print'.
 - Print One Sided**: A dropdown menu with 'Only print on one side of the...' selected.
 - Collated**: A dropdown menu with '1,2,3 1,2,3 1,2,3' selected. An arrow points to it with the text 'Sheet order'.
 - Portrait Orientation**: A dropdown menu. An arrow points to it with the text 'Orientation [slide 5]'.
 - A4**: A dropdown menu with '21 cm x 29,7 cm' selected. An arrow points to it with the text 'Paper size [slide 6]'.
 - Normal Margins**: A dropdown menu with 'Top: 1,91 cm Bottom: 1,91 c...' selected. An arrow points to it with the text 'Margins [slide 4]'.
 - No Scaling**: A dropdown menu with 'Print sheets at their actual size' selected. An arrow points to it with the text 'Page scale. Options: no scaling, fit sheet on one page, fit all columns on one page, fit all rows on one page'.

At the bottom of the 'Settings' section is a link to 'Page Setup'.



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Do conhecimento à prática.