

## Excel Examples: Printing configuration

Consider the sheet [03\_CPI.xls | Exmp01]

1. Preview it to see if the printing content is the desired
2. Add to the sheet a header and a footer with the following characteristics:
  - Header with the text “Expenses” (center) with font Arial, bold, size 16
  - Footer with the current date (left) and the page number (right)
3. Change the margins according to the following:
  - Left and Right: 1.0 cm
  - Top and bottom: 2.0 cm
  - Header: 1.5 cm
4. Define the table area as the print area
5. Remove the print area defined previously
6. Preview and print as pdf only the chart
7. Change the page orientation to horizontal and adjust the scale of the content to 85% so that it fits in one page
8. Create a PDF file with the page content and name it “test.pdf”