Excel
Printing configuration

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DEPARTAMENTO **CIÊNCIA E TECNOLOGIA**
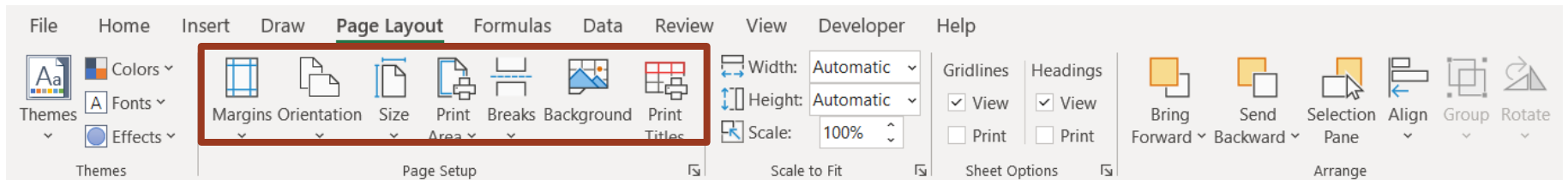
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CONTENT

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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
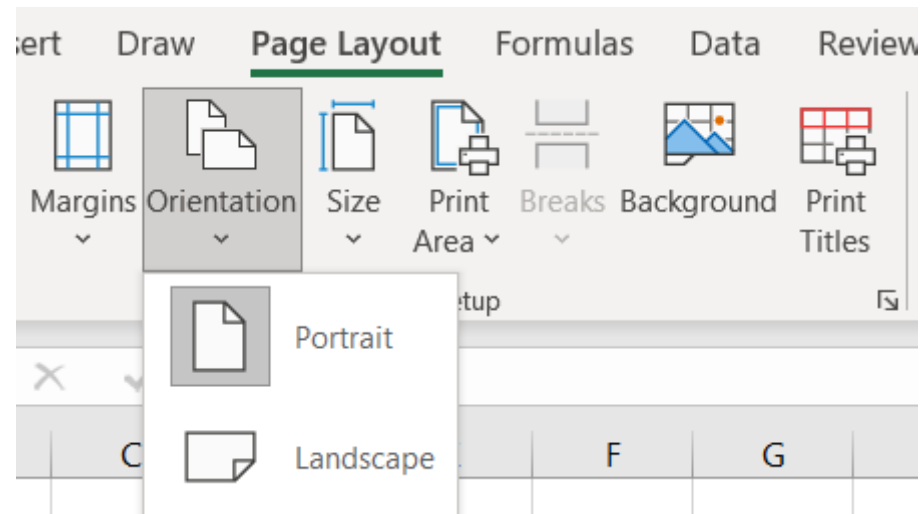Bottom: 1,9   Footer: 0,8
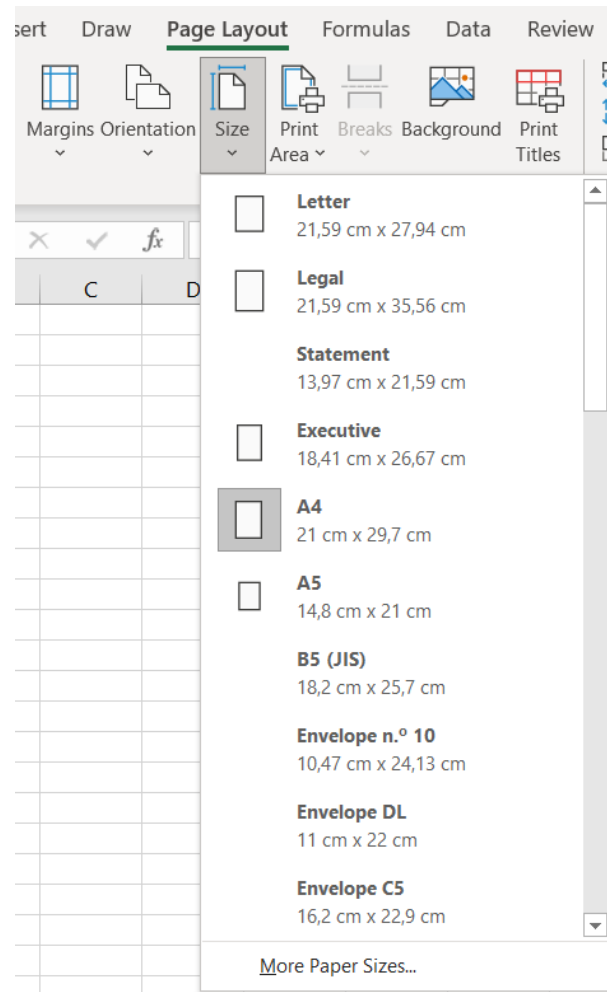
Center on page
☐ Horizontally
☐ Vertically

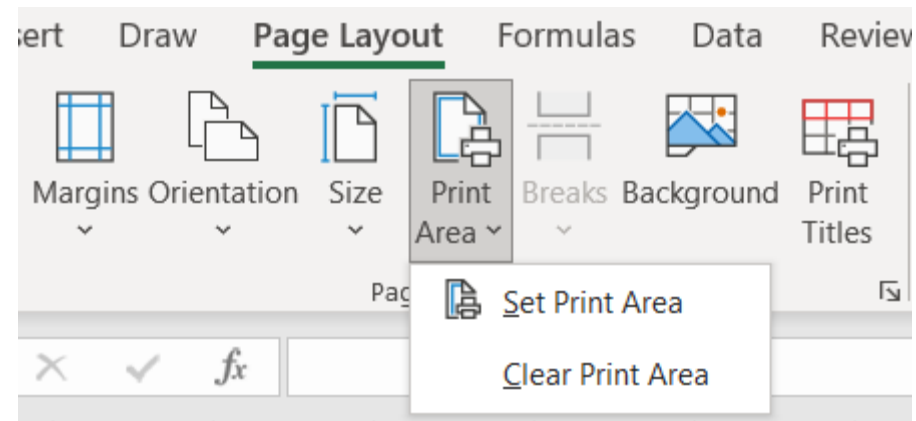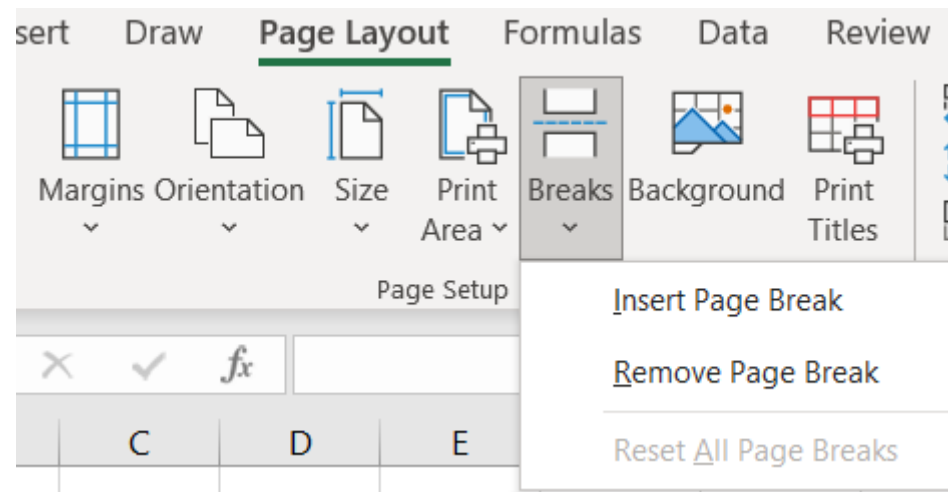Print...   Print Preview   Options...

OK   Cancel

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Orientation

Size

Print area

Breaks

Print titles

Header and footer

Customise header

Customise footer
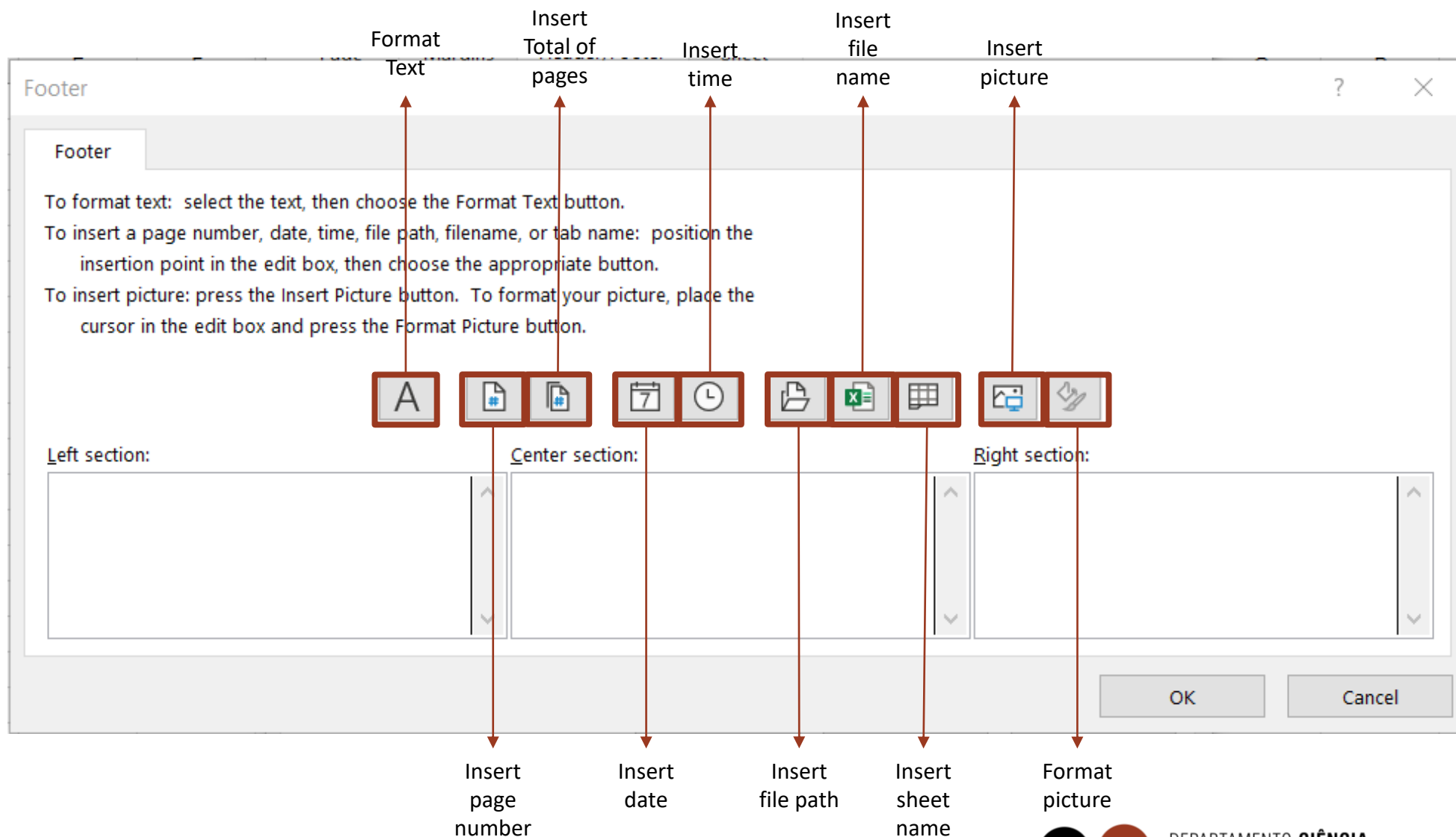
Format Text

Insert Total of pages

Insert time

Insert file name

Insert picture

Footer

Footer

To format text: select the text, then choose the Format Text button.

To insert a page number, date, time, file path, filename, or tab name: position the insertion point in the edit box, then choose the appropriate button.

To insert picture: press the Insert Picture button. To format your picture, place the cursor in the edit box and press the Format Picture button.

Left section:

Center section:

Right section:

OK   Cancel

Insert page number

Insert date

Insert file path

Insert sheet name

Format picture

DEPARTAMENTO **CIÊNCIA E TECNOLOGIA**

Print

Print

Copies: 1

Print

→ Number of copies to print

Printer

HPFB4F53 (HP ENVY 5000 se...
Ready: 1 document waiting

Printer Properties

→ Printer to use and its properties. Allows printing to pdf

Settings

Print Active Sheets
Only print the active sheets

→ Choose sheets to print. Options: active sheet, entire workbook, selection

Pages: ___ to ___

→ Pages to print

Print One Sided
Only print on one side of the...

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

→ Sheet order

Portrait Orientation

→ Orientation **[slide 5]**

A4
21 cm x 29,7 cm

→ Paper size **[slide 6]**

Normal Margins
Top: 1,91 cm Bottom: 1,91 c...

→ Margins **[slide 4]**

No Scaling
Print sheets at their actual size

→ Page scale. Options: no scaling, fit sheet on one page, fit all columns on one page, fit all rows on one page

Page Setup

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Do conhecimento à prática.