

✔ Congratulations! You passed!

Grade received **100%** To pass 80% or higher

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1. You are working on one of your worksheets. Which of the following options will open up the Print Preview area?

1 / 1 point

- ☐ Use the keyboard shortcut: CTRL+SHIFT+P
- ☐ Click on the Page Layout tab in the ribbon and locate the Print Preview icon
- ☐ Locate the Print Preview icon in the Status Bar at the bottom of the screen
- ☒ Click on the FILE tab in the ribbon to access the 'Backstage'. Here you click on Print.

✔ Correct

Yes, great work. I can see you are enjoying yourself. Ready for the next challenge?

2. Take a look at the screenshot. How many pages will get printed, if you press PRINT next?

1 / 1 point

(Download the screenshot file [here](#) to take a closer look:)

[illegible][illegible]

- ☐ 151
- ☐ 1
- ☒ 105

✓ **Correct**

Yes, that's exactly right. You can see that Excel is previewing 1 of 105 pages and that the settings are set to print all active sheets.

3. Sean's worksheet is very wide as it has 20 columns, and he would like to reduce the number of pages over which the printout will span. Which of the following options are likely to help Sean achieve this? (One or more answers are possible - partial credit will be awarded)

1 / 1 point

- ☒ He can narrow the print margins

✓ **Correct**

Yes, that is it. Narrowing the margins can reduce the page count quite significantly.

- ☐ He should use the option: Fit all columns on one page.

- ☒ He can change the page layout from Portrait to Landscape Orientation.

✓ **Correct**

Yes, this is often a good option to reduce the page count. Worksheets with multiple and wide columns tend to benefit from being in Landscape orientation.

- ☐ He can widen the print margins.