

1. Which of the following icons will take you to the Page Layout View?

1 / 1 point

☐ Do you need to press on this?



☒ Should you press on this icon?



☐ Is this the correct icon?



☐ Is this the right one?



☒ **Correct**

Yes, you got this one right. There are four different views to choose from in the Workbook views section on the VIEW tab. This is the correct one that will take you to Page Layout.

2. Which view option is Sean using in the screenshot below?

1 / 1 point

Sales Summary 2016						
Acct Managers	Qtr1	Qtr2	Qtr3	Qtr4	Total	
Aanya Zhang	\$ 5,187.90	\$ 7,627.17	\$ 28,867.26	\$ 742.53	\$ 42,424.86	
Charlie Bui	\$ 24,271.31	\$ 130.78	\$ 116.61	\$ 355.15	\$ 24,873.85	
Connor Betts	\$ 854.08	\$ 20,123.65	\$ 3,050.18	\$ 4,373.98	\$ 28,401.89	
Leighton Forrest	\$ 815.58	\$ 1,129.69	\$ 327.02	\$ 16,169.12	\$ 18,441.41	
Mihael Khan	\$ 425.78	\$ 981.27	\$ 596.70	\$ 470.74	\$ 2,474.49	
Natasha Song	\$ 5,080.74	\$ 6,259.31	\$ 4,265.86	\$ 4,956.43	\$ 20,562.34	
Nicholas Fernandes	\$ 21,787.86	\$ 1,533.62	\$ 2,191.42	\$ 2,384.04	\$ 27,896.94	
Phoebe Gour	\$ 5,117.84	\$ 12,156.60	\$ 351.06	\$ 15,653.93	\$ 33,279.43	
Preston Senome	\$ 1,326.07	\$ 1,415.98	\$ 2,314.11	\$ 2,817.60	\$ 7,873.76	
Radhya Staples	\$ -	\$ 3.32	\$ 10,373.59	\$ 206.16	\$ 10,583.07	
Samantha Chairs	\$ 2,233.62	\$ 2,005.70	\$ 1,542.68	\$ 4,921.92	\$ 10,703.92	
Stevie Bacata	\$ -	\$ 91.10	\$ -	\$ -	\$ 91.10	
Tina Carlton	\$ 17,247.36	\$ 2,512.24	\$ 7,003.82	\$ 2,952.73	\$ 29,716.15	
Yvette Biti	\$ 2,252.16	\$ 1,476.92	\$ 3,293.39	\$ 7,731.78	\$ 14,754.25	
Total	\$ 86,600.30	\$ 57,447.35	\$ 64,293.70	\$ 63,736.11	\$ 272,077.46	
Commission Rate:	5%					
Last Updated:	3/03/2017					

☒ The Page Layout View

☐ The Page Break View

☐ The Normal View

☒ **Correct**

Yes - that was too easy. Now that you are warmed up - head straight to the next question.

3. What is the purpose of the Page Layout view?

1 / 1 point

- ☐ It is an alternative way to navigate to the Page Layout tools.
- ☐ It is a 'view only' option to check the page layout. No further change can happen here.
- ☒ It shows us how the data will look on a printed page.

✔ **Correct**

Yes, that's exactly right. The Normal View really can't help us with that. We activate the Page Layout view in order to make adjustments to what our page will look like on a page.

4. How can you center the print selection horizontally on your page for printing?

1 / 1 point

- ☒ Go to the PAGE LAYOUT tab, click on the icon below and then center your data on the page through the option Custom Margins.



- ☐ Use the keyboard shortcut CTRL+A and click on



- ☐ Go to the VIEW tab on the ribbon, then click on



✔ **Correct**

Fantastic detective work. This feature is quite well-hidden but super-useful.