Printing: Test your Skills

1. The attached workbook is needed to answer all the questions associated with this quiz. Open the attached workbook and investigate what this document will look like when printed (do not actually print). How many pages will print?

   1 / 1 point

   📎 **W05-Assessment**
   XLSX File

   ```
   3
   ```

   ⊘ **Correct**
   Great work. Now that you are warmed up, let's get on with the next questions!

2. What Margin setting has been selected?

   1 / 1 point

   ○ Wide
   ○ No Margin
   ◉ Narrow
   ○ Normal

   ⊘ **Correct**
   Yes, excellent work. Did you find where you needed to look for the answer straight away?

3. Which Orientation has been selected?

   1 / 1 point

   ○ Letter
   ○ A4
   ◉ Landscape
   ○ Portrait

   ⊘ **Correct**
   Landscape is the correct page orientation for this worksheet.

4. A Custom Scale has been applied.

   1 / 1 point

   ◉ True
   ○ False

   ⊘ **Correct**
   Great work. Your skills are ever-expanding. Your hard work is paying off.

5. How many page breaks have been added?

   For Mac users, switch to the **Page Layout** view, then back to **Normal** to see the page breaks. Manual page breaks will still be dotted lines.

   You can also use the **Print Preview** to find out the number of pages. The number of added page breaks is 1 fewer than the number of pages.

   1 / 1 point

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   2
   ```

   ✓ **Correct**
   Yes, nice work. There are two page breaks in this worksheet.

6. If we wanted to insert another page break between rows **20** and **21** we would need to click on which cell first? (We only want to add a horizontal page break). For your answer, enter a cell reference e.g. **B5**.

   1 / 1 point

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   A21
   ```

   ✓ **Correct**
   Yes, fantastic work. Whenever you need to add a page break, select the cell just below and to the right of where you want the break to occur.

7. For the printed version of the page, based on the existing setup, which of the following is true? (One or more answers may be correct)

   0.8 / 1 point

   ☑ Total Number of pages has been added to the footer

   ⊗ **This should not be selected**
   No, that's not correct. Take another close look and have another go at answering this question again.

   ☐ Total Number of pages has been added to the header

   ☑ A page number has been added to the footer

   ✓ **Correct**
   Yes, that's the right answer. The page number is sitting right at the centre of the footer.

   ☐ A page number has been added to the header

8. For the printed version of the page, based on the existing setup, the first four rows repeat on every page. To stop this we would:

   1 / 1 point

   ○ Untick Headings (on Page Layout Tab)

   ⦿ Adjust settings in Print Titles

   ○ Adjust settings in Custom Margins

   ○ Remove Page Breaks

   ✓ **Correct**
   Yes, that's exactly right.

9. If we insert a column between **C** and **D** which of the following happens? (One or more answer may be correct)   0.8 / 1 point

- [x] The custom scaling changes

  ✓ **Correct**
  Yes, spot on. Excel behaves really cleverly like that.

- [ ] We now have 6 pages to print

- [ ] We get another page break

- [x] Nothing changes

  ⊗ **This should not be selected**
  This is not the right answer. Make sure you give this a go in Excel. You will find the correct answer this way.

10. Before we can manually change the custom scaling, we must: 1 point

- (•) Reset Page Breaks
- ( ) Remove Print Titles
- ( ) Set Orientation to Landscape
- ( ) Set Page Width to Automatic

  ⊗ **Incorrect**
  No, that's not right. Head over to Excel and try it out. Then you will find the correct answer.

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October 30th, 2025.