🧾 Module 5 – Printing (Summary)

This module taught how to prepare <u>Excel spreadsheets for printing</u> and sharing professionally. You learned to use Print Preview and adjust margins, orientation, scaling, and page breaks to fit data neatly on a page.

You also practiced adding headers and footers, setting print titles to repeat key rows, and exploring save options like exporting to PDF for easy sharing.

Key Takeaways

- Optimize layout using margins, orientation, and scale.

- Use Print Preview to check before printing.

- Add headers, footers, and print titles for clarity.

- Save or export your workbook in print-ready formats (like PDF).

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