

Quiz 1.5.1: Print Preview

30/10/2025

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

1 / 1 point

- ☐ 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.
- ☐ Use the keyboard shortcut: CTRL+SHIFT+P
- ☐ Click on the Page Layout tab in the ribbon and locate the Print Preview icon

✔ 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:)

Print

Copies: 1

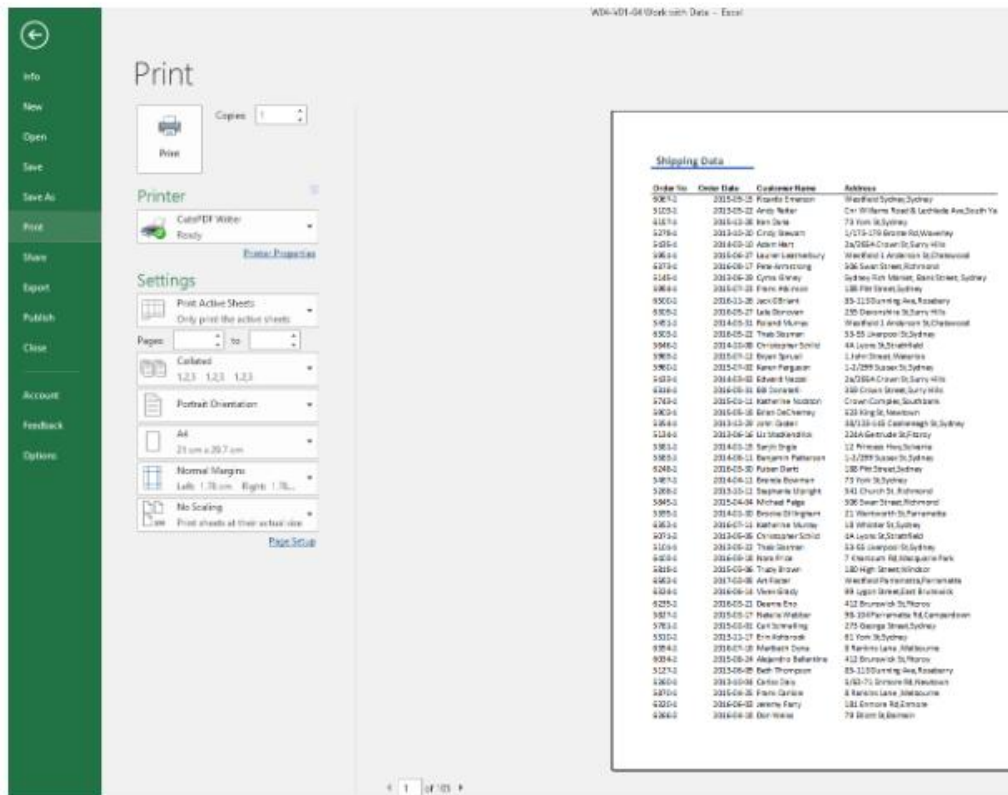
Printer: CutePDF Writer

Settings:

- Print Active Sheets
- Print Range: All
- Pages: 1 to 20
- Content: All
- Margins: Normal
- Scaling: No Scaling

Shipping Data

Order No.	Order Date	Customer Name	Address
1001	2015-01-20	Ronald Emerson	Woodford Sydney, Sydney
1002	2015-02-22	Andy Parker	Cor Williams Road & Lathbridge Ave, South Yk
1003	2015-03-20	Ken Dene	72 York St, Sydney
1004	2015-04-20	Clara Newman	1/179-179 Brome Rd, Waverley
1005	2015-05-20	Adam Watt	24/28A Crown St, Surry Hills
1006	2015-06-27	Lauren Lambert	Woodford L, Anderson St, Chesham
1007	2015-07-17	Rea Armstrong	588 Swan Street, Waverley
1008	2015-08-24	Lynia Kiley	Sydney Frst, Blackett, Macleay St, Sydney
1009	2015-09-22	Frank Adams	180 Pitt Street, Sydney
1010	2015-10-26	Jack O'Brien	85-113 Clunburg Ave, Rosebery
1011	2015-11-27	Luke Donovan	255 Denison St, Surry Hills
1012	2015-12-31	Richard Murray	Woodford L, Anderson St, Chesham
1013	2016-01-22	Thane Brown	58-60 Liverpool St, Sydney
1014	2016-02-05	Christopher Schell	44 Lyons St, Dringfield
1015	2016-03-12	Ryan Spivack	1 John Street, Waverley
1016	2016-04-02	Karen Ferguson	1/12000 Surry St, Sydney
1017	2016-05-02	Robert Russell	24/28A Crown St, Surry Hills
1018	2016-06-21	Bill Donnell	250 Crown Street, Surry Hills
1019	2016-07-11	Katharine Nelson	Crown Complex, Surry Hills
1020	2016-08-08	Alan St. Jones	628 King St, Waverley
1021	2016-09-20	John Gault	26/120-120 Castlemaine St, Sydney
1022	2016-10-26	Lo Macdonald	126A Gerrard St, Sydney
1023	2016-11-25	Sally Eagle	12 Princess Hwy, Sydney
1024	2016-12-11	Bergerin Patterson	1-2/288 Surry St, Sydney
1025	2016-01-01	Ruben Clark	180 Pitt Street, Sydney
1026	2016-02-01	Rebecca Stewart	72 York St, Sydney
1027	2016-03-11	Stephanie Upjohn	541 Church St, Waverley
1028	2016-04-08	Michael Page	898 Swan Street, Waverley
1029	2016-05-20	Bruce Dringham	11 Waverley St, Waverley
1030	2016-06-11	Katharine Murray	18 Waverley St, Sydney
1031	2016-07-05	Christopher Schell	44 Lyons St, Dringfield
1032	2016-08-27	Thane Brown	58-60 Liverpool St, Sydney
1033	2016-09-28	Rita Price	7 Clarendon Rd, Waverley
1034	2016-10-05	Trudy Brown	180 High Street, Waverley
1035	2016-11-05	Art Foster	Woodford Parramatta, Parramatta
1036	2016-12-16	Steve Gault	88 Upper Street, East Brunswick
1037	2017-01-21	Deanna Kuo	412 Waverley St, Sydney
1038	2017-02-17	Paula Walker	28-301 Parramatta Rd, Campbelltown
1039	2017-03-01	Carl Schelling	170 George Street, Sydney
1040	2017-03-17	Wendy Cook	81 York St, Sydney
1041	2017-04-29	Maribeth Dore	8 Parkville Lane, Waverley
1042	2017-05-24	Allegretto Salentine	412 Brunswick St, Sydney
1043	2017-06-28	Ruth Thompson	85-113 Clunburg Ave, Rosebery
1044	2017-07-04	Carlton Daly	8/85-71 Brome Rd, Waverley
1045	2017-08-24	Frank Carline	8 Parkville Lane, Waverley
1046	2017-09-02	Jeremy Tenny	180 George St, Sydney
1047	2017-10-18	Don Walter	78 Black St, Waverley



- ☐ 1
- ☒ 105
- ☐ 151

☒ **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 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.

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

- ☒ He can narrow the print margins

☒ **Correct**

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