

Unit 1 ▶ [Executive...]

1. In the **Source Data** worksheet, set the print settings to repeat row 1 at the top.

Unit 2 ▶ [Executive...]

1. Inspect the current workbook for hidden **properties** such as **Author**. Remove any of these properties that are found and return to the **document**.
2. Change the options on this worksheet so that **Gridlines** are visible.

Unit 3 ▶ [Executive...]

1. In the **Excel Options** change the **Formulas** to not **Enable background error checking**.

Unit 4 ▶ [Executive...]

1. In **Excel Options**, change the **Save AutoRecover information** to every **5 minutes**.
2. Freeze the Top Row of the **Loan Amortization Schedule** worksheet.

Unit 5 ▶ [Executive...]

1. Set a **Print Area** for cells **A1:J13**.

Unit 6 ▶ [Executive...]

1. In the **Budget Plan Chart** worksheet, Change the Workbook View to **Page Break Preview**.

Unit 7 ▶ [Executive...]

1. In the **Marketing Budget Plan** worksheet, create a custom view named **Layout 125** that displays in Page Layout and has a custom zoom of 125%.

Unit 8 ▶ [Executive...]

1. Ensure that row and column headings and gridlines display when printing the worksheet.
2. Set the labels in the fourth row to repeat on each page.

Unit 9 ▶ [Executive...]

1. Set the print area to include only cells in the **Verigon Pharmaceuticals Quarterly Earnings** table.
2. Change the page orientation to landscape.