



1.3.1 Modify Page Setup

Now that you've completed this lecture, you should be able to modify the page setup for your worksheets.

Try the techniques on your own using the following steps

1. Open the workbook named 131 provided as a resource with this TIY. Customise the page as follows:
 - a. Top, Left, Right and Bottom as 1 cm. (.39 inches)
 - b. Header and Footer as 0.5 cm. (.2 inches)
 - c. Centre on the page vertically.
 - d. Adjust to 50% of the normal size.
 - e. Change the size to Letter.
2. Remove the gridlines from the Marketing Plan Budget worksheet.