CHAPTER 4

PAGE SETUP AND PRINTING

✓ Page Setup

✓ Print Preview

✓ Print

Microsoft Office
Excel 2003

PAGE SETUP AND PRINTING

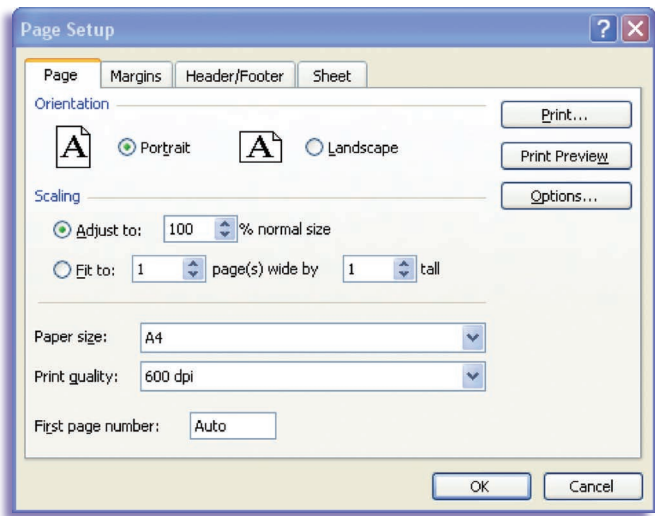## 4.1 PAGE SETUP

You can use the **Page Setup** dialog box to customize the document to your preferences for printing. From the **File** menu, choose **Page Setup** to display the dialog box.

4.1.1 Page Tab

FIGURE 4.1 Page Tab on Page Setup

Orientation specifies the page orientation for the printed page using Landscape and Portrait radio buttons to choose what you want.

Scaling reduces or enlarges the worksheet, or fits the worksheet to a specific number of pages when you print. For example, if you want to arrange just the width of the document and leave the height as it is: In the first box beside Fit to, enter 1 (or your page width), in the second box beside Fit to, delete any value so that the number of height pages tall is unspecified.

Paper size: You can choose letter, A4, or other size options to indicate the size of your document. Ex. A4 is 210x297mm in size, Letter is 216x279mm in size.

Print Quality: You can choose the resolution to specify print quality for the active worksheet. Resolution is the number of dots per inch (dpi) that appear on the printed page. Higher resolution produces better printing quality.

First page number: Enter **Auto** to start numbering pages from 1 (if it is the first page of the print job) or write the starting page number for your workbook.

4.1.2 Margins Tab

Margins are the printing boundaries of the paper. **Left Margin** means the limit at the left of the page where your text starts. From this tab of the **Page Setup** you can enter margin settings and see result in the print preview box. Adjust measurements in the Top, Bottom, Left, and Right boxes to specify the distance between your data and the edge of the printed page.

Center on page: Centers the data on the page   vertically, horizontally, or both.
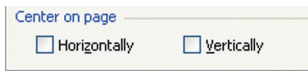

FIGURE 4.2 Center on Page

Margin of the Header and footer

Changes the distance from the top edge to the header, when you enter a new margin size in the Header box.

Or to change the distance from the bottom edge to the footer, enter a new margin size in the Footer box.

These settings should be less than your top and bottom margin settings and greater than or equal to the minimum printer margins.

FIGURE 4.3 Margins Tab on Page Setup

4.1.3 Header/Footer Tab

You can enter a preset Header and/or Footer using the drop down menus.

You can change the Header/Footer using the **Custom Header** and **Custom Footer** buttons.

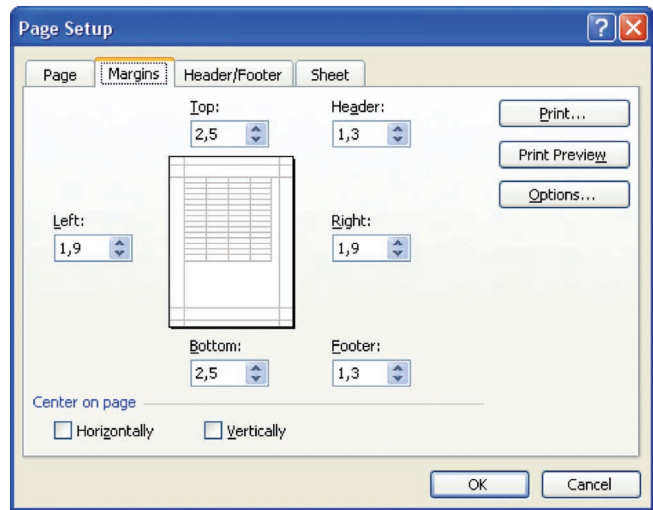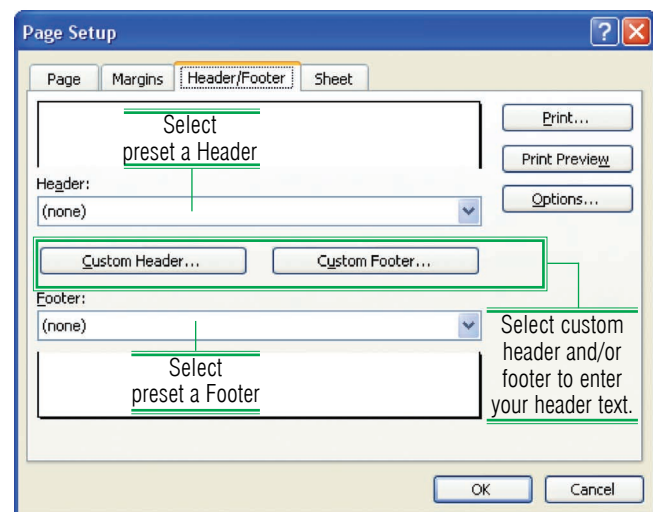|	
Font Button: Changes font name, size, and style of the selected text in the section box.	
Page Number Button: Inserts an automatic page number in the header and/or footer when you print the worksheet or the chart.	
Total Page Number Button: Inserts the total number of pages in the worksheet.	
Date Button: Inserts the current date on your computer.	
Time Button: Inserts the current time on your computer.	
Path & File Name Button: Inserts the path and file name of the active workbook..	
File Name Button: Inserts the name of the active workbook.	
Sheet Name Button: Inserts the name of the active worksheet.	
Insert Picture Button: Allows you to insert a picture in the header/footer.	
Format Picture Button: Allows you to adjust the image.	

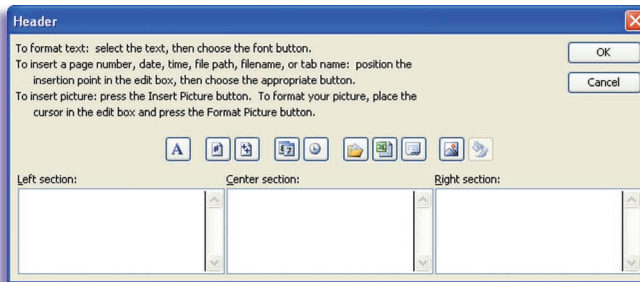FIGURE 4.4 Header/Footer Tab on Page Setup
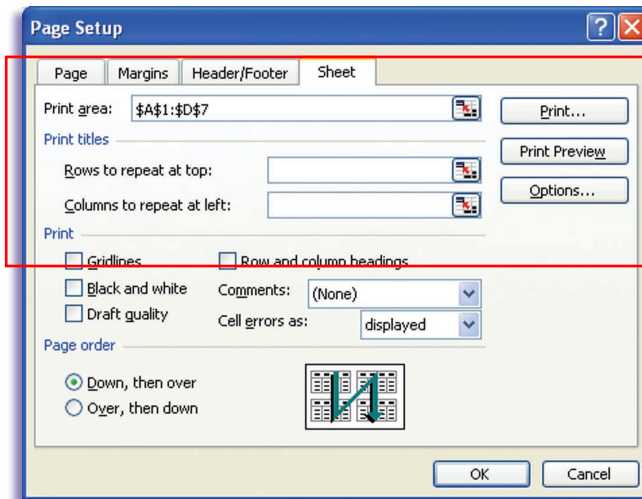
FIGURE 4.5 **Custom Header**
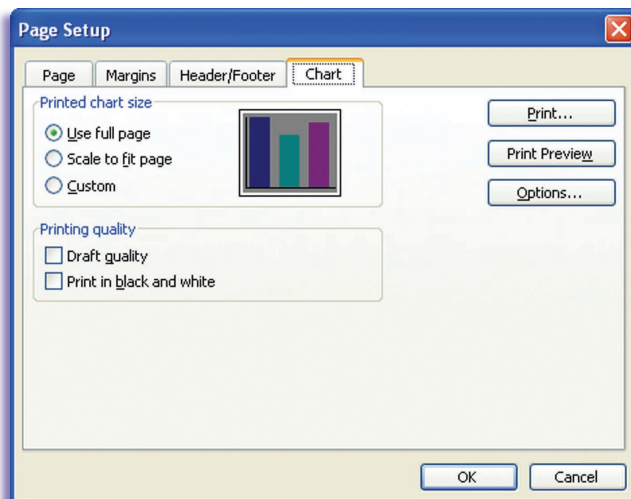

FIGURE 4.6 **Sheet Tab on Page Setup**

FIGURE 4.8 **Chart Tab on Page Setup**

Custom Header / Custom Footer

You can have only one custom header and one custom-footer on each worksheet. If you create a new custom header or footer, it replaces any other in the worksheet.

4.1.4 Sheet Tab

Print Area: You can specify a range to be printed, if you do not print all data.

Print Titles: When you have a large list that doesn't fit into one page, you can print the same columns or rows as titles on every page.

Print: You can select and decide what to print from your document: Gridlines, Comments, Cell errors, etc.

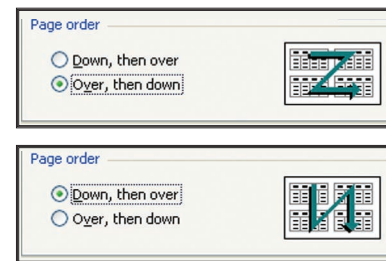**Print Order:** Choose order of the pages in printing.

FIGURE 4.7 **Page Order**

4.1.5 Chart Tab

If the current worksheet contains an Excel sheet, the last tab of the **Page Setup** window shows sheet properties. If it is an Excel **Chart** object then the **Page Setup** window shows the **Chart** properties tab.

Printed chart size:

- If you select **Use full page** it will expand the chart to fit the full width and height of the page margins.
- If you select **Scale to fit page** it will scale the chart to the nearest page margin before printing.
- If you select **Custom** you can adjust the chart size.

Printing Quality:

You may select the **Printing Quality** you want. (Black and white or color)

4.2 PRINT PREVIEW

PRINT PREVIEW TOOLBAR

After you prepare your document, you may check and see the preview of the document. Use the Print preview button on the Standard Toolbar to look over the page or to make your final adjustments before printing.

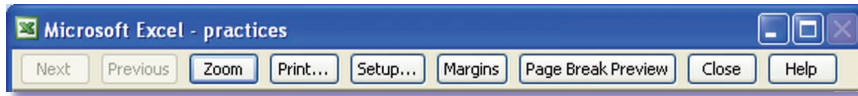This will open a new window with buttons that are necessary for previewing.

FIGURE 4.9 Print Preview window

Next and Previous buttons: If you have multiple pages to be printed the **Next** and **Previous** buttons help you to move through the pages and see them.

Zoom button switches between a full-page view and a magnified view. The Zoom feature doesn't affect print size. Depending on your resolution settings, you may not see certain graphics properly, such as thin borders, in full-page view.

Setup… button will let you see and modify the **Page Setup** settings

Margins button allows you to see the page margins and fix them using your mouse.

Page break preview button shows the page breaks in an Excel sheet so you can modify them using your mouse. You can drag the page border to the new location you want. After you make changes to page breaks, Excel will automatically adjust the print scaling to fit into your preferences.

Close button closes the print preview window and goes back to the Excel worksheet.

4.3 PRINT

After you finish processing your document, you generally may want to print the document. To open Print window click **Print** from the **File** menu, or press **<Ctrl+P>** from the keyboard,

Hint: If you use the Print button from the standard toolbar, it will not open the print window but send the entire worksheet directly to the printer.

Microsoft added a new feature: Document Image Writer. With the help of this feature you can save your page as a picture and process it later. It provides black and white 300dpi tiff format or MDI format for color outputs.
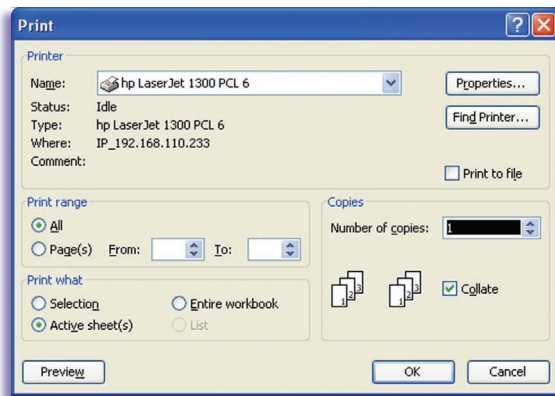
FIGURE 4.10 Print window

If you want to print from a local or a network printer, first of all, you must have a printer installed. You can see how to install a printer from the Windows XP book of this series. After you install your printer and plug all the cables in properly, select a printer from the **Printer Name** combo box at the top of the Print window. When printing, it is strongly recommended to follow this order;

- Firstly, give a final check and save your document
- Adjust page setup properties
- Adjust printer properties
- Send to a printer

Because all printers have different properties, the Properties page will be different for each printer. In general they have a page for Layout (page orientation, page order, paper size, etc.) and another for Print quality.

<Ctrl+P>
*Opens **Print** dialog box*

4.3.1 Print Range

If you select **All**, you will print all pages in the active sheet. If you select the **Page(s)** option button, you can define the range of pages to be printed.

In the **Print What** section, using radio buttons, you can select active sheet(s), an entire workbook or only the selected region to print. You may also print multiple worksheets by selecting with <Ctrl+Left click> combination.

If you select active sheet(s) from the **Print What** section, Excel will include all of the selected worksheets for printing. You can define the number of copies for each page using the **Copies** option button. Using the Collate check box you can adjust the print order of the pages.
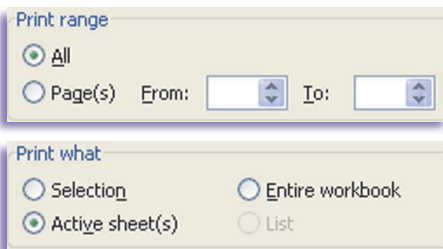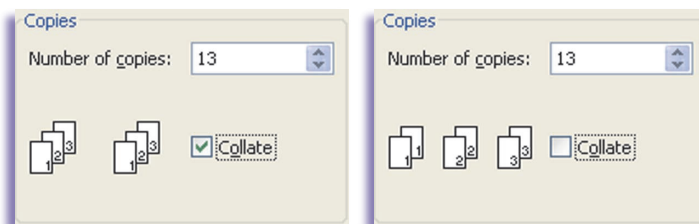

FIGURE 4.11 Print Range

FIGURE 4.12 Collating print out

CHAPTER 4
in BRIEF

This chapter explains how to print in Microsoft Excel. It provides a wide range of printing preferences. You are already aware of margins, which define the empty space on each side of the paper. You arrange margins from **Page Setup**. It contains not only page margins but also many other useful options.

You modify page options by **Page Setup** on the **File** menu. On the **Page** tab, you can define the orientation of the page as portrait ① or landscape ②. Also on the same tab, you will find a quite useful tool: **Scale**. For example, let us suppose you have prepared a document, which overflows a page a little bit. You can fit it in the page, using **Scale** in the **Page** tab. According to your printer's quality, you can rearrange the resolution. (Greater **dpi** means better quality, but also means more cartridge usage)

You can modify the **Header and Footer** from the second tab called **Margins**. You may need to print not the entire worksheet but some range instead. In such case, you will define the range of cells from the **Sheet** tab.

There is another useful option on the **Sheet** tab. Let us suppose you have a list with titles on columns, however, your list extends to several pages. You want your titles to go at the top of each page. This time, you will define the **Row to Repeat at the top** of each page, without having to copy on the top of each page. (It is meaningful where you cannot always decide where a page finishes or starts) If you create a chart as a sheet, you will see the **Chart** tab in place of the **Sheet** tab. With this, you will be able to scale your chart on the page, or change the print quality as draft or black&white.

Have you done everything all right? After changing the properties related to page, you can see whether you did right or not without having to print the page. From the **File** menu, you can access **Print Preview** or just click the 🔍 icon on the standard toolbar. You can check the page(s) out and make the final adjustments before printing.

After you make all the adjustments you can print the document. You can print using the **Print** button on the Standard Toolbar but it is better to print from the **File** menu (or <Ctrl+P>) where you can make additional changes.

When you open the Print dialog box from the File menu, you get the opportunity of printing individual pages rather than the entire worksheet. Moreover, you can define the number of copies for the page(s).

When you print multiple copies the **Collate** check box lets you change the print order as 1, 2… 1, 2… or 1, 1, 2, 2…

QUESTIONS

1. Which of the following options is **not** located in the Page Setup dialog box?
   A. Page Orientation
   B. Margins
   C. Header / Footer
   D. Page Break Preview

2. How do you set a Print Area, so that Excel only prints a part of a worksheet?
   A. Select the area you want to print then select File>Print >Selection from the menu.
   B. Select the area you want to print then click the Print Preview button on the Standard toolbar.
   C. Select the area you want to print then click the Print button on the Standard toolbar.
   D. There is not a way of doing this.

3. The page break is not at the place you want when you print a worksheet. How can you fix this?
   A. Click the Page Break button on the Standard toolbar, and then click where you want the page to break.
   B. Click the cell where you want the page to break and select Window>Freeze Panes from the menu.
   C. Click the Print Preview button on the Standard toolbar and click the Fit to Print button on the toolbar.
   D. Select View>Page Break Preview from the menu and drag the page break indicator line to where you want the page to break.

4. How can you view and/or add a page header to a worksheet?
   A. Click the Header button on the Formatting toolbar.
   B. Select File>Page Setup from the menu and click the Header/Footer tab.
   C. Select the area you want to print and click the Print button on the Standard toolbar.
   D. There is no way to do this.

5. .... reduces or enlarges or fits the worksheet to a specific number of pages.
   A. Orientation
   B. Scaling
   C. Paper size
   D. Print quality

6. .... is the number of the dots per inch (dpi) that appears on the printed page.
   A. Scaling
   B. Margins
   C. Resolution
   D. Print quality

7. .... are the printing limits of the paper.
   A. Scalling
   B. Print Quality
   C. Measurement
   D. Margins

8. .... settings should be smaller than the top and bottom margin settings and larger than or equal to the minimum printer margins.
   A. Header and footer margin
   B. Print area
   C. Date button
   D. Chart tab

9. If you select .... you will expand the chart to fit the full width and height of the page margins.
   A. Use full page
   B. Scale to fit page
   C. Draft quality
   D. Printing quality

10. If you have multiple pages to be printed .... help you to move through the pages and see them in the Print Preview window.
    A. Active sheet(s)
    B. Entire workbook
    C. Next and previous buttons
    D. Zoom button

QUESTIONS

WORD SEARCH PUZZLE

Solve the clues and find each word in the puzzle.

WORDS	CLUES
LANDSCAPE	Horizontal page orientation
	Allows you to add the numbers in multiple cells.
	Adaptation of one thing to another
	Set way of calculating or finding something
	Title which appears at the bottom of a page in a document
	Design the appearance of data
	The horizontal and vertical lines on the worksheet are called.
	Text which appears at the top of a document or letter on the Internet and indicates its origin and destination
	Area between the edge of a page and the written or printed text
	Vertical page orientation
	Checking of a program in order to ensure that it works without malfunctions
	Numerical quantity

H	P	W	V	A	H	D	D	P	X	D	F
E	U	L	A	V	I	J	F	O	G	H	O
X	X	L	L	V	Z	O	U	R	R	E	O
K	T	N	I	G	R	A	M	T	I	A	T
A	N	D	D	M	M	D	D	R	D	D	E
F	E	P	A	C	S	D	N	A	L	E	R
E	M	T	T	J	P	N	G	I	I	R	F
Y	M	I	I	D	R	K	E	T	N	C	B
O	O	F	O	R	M	U	L	A	E	Y	N
Y	C	T	N	E	R	I	K	Z	S	G	X

HOMEWORK

1. Make a nice looking table which has the names and surnames of your classmates with their grades in computer lesson. Then show a print out to your teacher.

2. Find and write down the results of a General Assessment Test in your school in an Excel worksheet.

    a. Print the table sorting by class then sort by average in descending order.

    b. Assuming you have multiple pages, on the top of each page you must have the same title.