

✓ **Congratulations! You passed!**  
TO PASS 80% or higher

Keep Learning

GRADE  
91.66%

## Print Preview

TOTAL POINTS 3

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

1 / 1 point

- ☐ Click on the Page Layout tab in the ribbon and locate the Print Preview icon
- ☒ Click on the FILE tab in the ribbon to access the 'Backstage'. Here you click on Print.
- ☐ Locate the Print Preview icon in the Status Bar at the bottom of the screen
- ☐ Use the keyboard shortcut: CTRL+SHIFT+P

✓ **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: )

←

Info

New

Open

Save

Save As

Print

Share

Export

Publish

Close

Account

Feedback

Options

Print

Copies: 1

Print

Printer: CutePDF Writer

Settings: Print Active Sheets

Pages: 1 to 105

Collated: 1,2,3 1,2,3 1,2,3

Portrait Orientation

All

Normal Margins

No Scaling

WS4-V01-04 Work with Data - Excel

Shipping Data

Order No	Order Date	Customer Name	Address
5307-1	2015-09-13	Rachael Emerson	Westfield Sydney, Sydney
5303-1	2015-05-22	Andy Barker	Cor Williams Road & Lathside Ave, South Y
5275-1	2015-12-20	Ann Shaw	73 York St, Sydney
5279-1	2015-10-20	Orinly Stewart	1/177-179 Borneo Rd, Waverley
5445-1	2015-03-05	Adrian Hart	24/284 Crown St, Surry Hills
5861-1	2015-06-27	Lauren Leathbury	Westfield J Anderson St, Cheshamwood
4273-1	2015-06-17	Helen Armstrong	506 Swan Street, Richmond
5140-1	2015-06-20	Gyma Kinney	Sydney Fish Market, Bank Street, Sydney
5884-1	2015-07-23	Frankie Allison	180 Pitt Street, Sydney
6000-1	2016-11-26	Jack O'Brien	85-113 Dunning Ave, Rosebery
6309-1	2015-05-27	Lara Donovan	230 Devonshire St, Surry Hills
5401-1	2015-03-31	Najmi Murray	Westfield J Anderson St, Cheshamwood
6303-1	2015-05-22	Thao Stinson	53-55 Liverpool St, Sydney
5446-1	2015-08-20	Christopher Schold	44 Lyons St, Cremfield
5969-1	2015-07-12	Dylan Spruell	1 John Street, Waverley
5960-1	2015-01-02	Naren Ferguson	1-2/209 Sussex St, Sydney
5433-1	2015-03-02	Edward Nessel	24/284 Crown St, Surry Hills
5216-1	2015-05-31	Bill Donawell	350 Crown Street, Surry Hills
5763-1	2015-01-11	Katherine Noodden	Crown Complex, Southbank
5934-1	2015-05-18	Brian DeCharney	513 King St, Newtown
5364-1	2015-11-29	Joan Gault	38/130-148 Centenagh St, Sydney
5134-1	2015-06-18	Lu Macdonald	234A Gertrude St, Sydney
5361-1	2015-01-15	Sarah Riggs	11 Primrose Hill, Sydney
5363-1	2015-08-11	Bernjamin Patterson	1-2/209 Sussex St, Sydney
6348-1	2015-03-30	Robert Carr	180 Pitt Street, Sydney
5487-1	2015-01-11	Brenda Bowman	73 York St, Sydney
5365-1	2015-10-11	Stephanie Lippert	545 Church St, Richmond
5845-1	2015-06-08	Michael Page	506 Swan Street, Richmond
5395-1	2015-01-30	Broskie Kingham	21 Wentworth St, Parramatta
6362-1	2015-07-11	Katherine Murray	18 Whitaker St, Sydney
5071-2	2015-05-05	Christopher Schold	44 Lyons St, Cremfield
5301-1	2015-05-22	Thao Stinson	53-55 Liverpool St, Sydney
6403-1	2015-09-18	Nora Price	7 Kentmore Rd, Macquarie Park
5516-1	2015-05-26	Trudy Brown	180 High Street, Waverley
6562-1	2017-02-20	Art Foster	Westfield Parramatta, Parramatta
6354-1	2015-05-15	Vivian Grady	89 Leghorn Street, East Brunswick
6235-1	2015-03-21	Deanna Eric	412 Brunswick St, Waverley
5827-1	2015-03-27	Natalie Webster	95-104 Parramatta Rd, Concordtown
6235-1	2015-03-20	Carl Schmeling	275 George Street, Sydney
5216-1	2015-01-17	Eric Ambrose	61 York St, Sydney
6264-1	2015-07-18	Maribeth Dora	8 Randwick Lane, Maitland
6264-1	2015-05-24	Alajandro Balentine	412 Brunswick St, Waverley
5127-1	2015-06-29	Ben Thompson	85-113 Dunning Ave, Rosebery
6260-1	2015-10-06	Carlin Day	6/68-71 Kentmore Rd, Newtown
6070-1	2015-06-29	Frank Donnan	8 Randwick Lane, Maitland
6204-1	2015-06-08	Jeremy Ferry	181 Kentmore Rd, Kentmore
6264-2	2015-04-18	Don Weiss	79 Elliott St, Epping

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☒ 105

☐ 151

☐ 1

✓ **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)

0.75 / 1 point

☒ He can narrow the print margins

✓ **Correct**

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

☐ He can widen the print margins.

☒ 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 should use the option: Fit all columns on one page.

✗ **This should not be selected**

This is probably not a good idea. When he tries to fit all columns across one page, the font becomes so small that it is no longer readable.