

Excel Skills for Business:
Essentials
Macquarie University

Overview

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Grades

Notes

Discussion Forums

Week 5

Excel Skills for Business: Essentials

Week 5

Discuss this week's modules here.
517 threads · Last post 4 days ago

Go to forum

Printing



Sometimes you need to print your spreadsheets and this module will help you with that. Learn how you can optimise your spreadsheet for printing by managing margins, orientation, headers & footers, and more.

Learning Objectives

- Identify the key printing tools and options in Excel
- Optimise a spreadsheet for printing
- Create a spreadsheet for printing with repeating elements

Less

Scenario: Printing Spreadsheets

Video: Week 5 Introduction 2 min

Resume

Video: Week 5 Discussion 3 min

Practice Videos and Challenges

Reading: Print to PDF - Setup Tips 25 min

Reading: Download the Week 5 workbooks 5 min

Video: Practice Video: Print Preview 4 min

Practice Quiz: Print Preview 3 questions

Video: Practice Video: Orientation, Margins and Scale 4 min

Practice Quiz: Orientation, Margins and Scale 4 questions

Video: Practice Video: Page Breaks 5 min

Practice Quiz: Page Breaks 3 questions

Video: Practice Video: Print Titles 4 min

Practice Quiz: Print Titles 3 questions


Video: Practice Video: Headers and Footers 4 min

Practice Quiz: Headers and Footers 3 questions

Video: Week 5 Wrap-up 1 min

Reading: Week 5: Practice Challenge 20 min

Toolbox

 **Reading:** Week 5: Keyboard Shortcuts, Terminology, and Ninja Tips 25 min

 **Video:** Save Options 5 min

Assessment

 **Quiz:** Printing: Test your skills 10 questions Due Jun 7, 1:59 AM CDT

Optional Materials

 **Reading:** Week 5: Excellent Tips and Resources 15 min

