



✓ **Congratulations! You passed!**

TO PASS 80% or higher

Keep Learning

GRADE  
100%

## Print Titles

TOTAL POINTS 3

1. Sean wants to print the headings for all columns at the top of each page. How can he do that?

1 / 1 point

	A	B	C	F	G
1	Shipping Data				
2					
3	Order No	Order Date	Customer Name	State	Customer Type
4	5071-1	5/05/2013	Christopher Schild	NSW	Corporate
5	5071-2	5/05/2013	Christopher Schild	NSW	Corporate
6	5145-1	29/06/2013	Cyma Kinney	NSW	Small Business
7	5145-2	29/06/2013	Cyma Kinney	NSW	Small Business
8	5160-1	5/07/2013	Berenike Kampe	VIC	Corporate
9	5160-2	5/07/2013	Berenike Kampe	VIC	Corporate
10	5168-1	15/07/2013	Christy Brittain	NSW	Consumer
11	5168-2	15/07/2013	Christy Brittain	NSW	Consumer
12	5195-1	31/07/2013	Alex Grayson	NSW	Consumer

- ☒ He needs to go to the PAGE LAYOUT tab, select the icon below, then define the ranges for "Rows and Columns to repeat at the top" in the Print Setup dialogue box.



- ☐ He needs to select all of column A and all of row 3. Then he needs to navigate to the PAGE LAYOUT tab and click on:



- ☐ He needs to click into cell B4 and then navigate to Freeze Panes and select 'Freeze Panes'.

- ☐ He needs to go to the PAGE LAYOUT tab, select the icon below, then tick "Print row and column headings" in the Print Setup dialogue box.



✓ **Correct**

Yes, outstanding work. This was a tricky question but you have worked hard to understand how Print Titles works!

2. What is the difference between Print Titles and Freeze Panes?

1 / 1 point

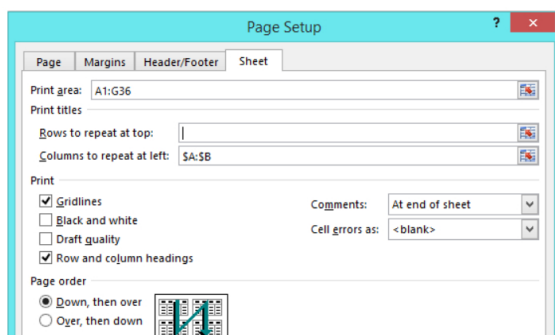
- ☐ Print Titles allow you greater flexibility than Freeze Panes regarding which rows/columns to fix.
- ☐ Freeze Panes should be used with very large data sets, whereas Print Titles work best with small sets of data.
- ☒ Freeze Panes has no effect on the printed page.

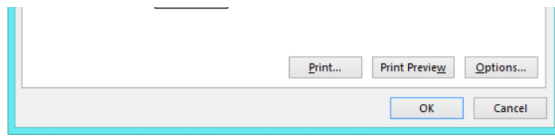
✓ **Correct**

Yes, you got this one right. Freeze panes are an excellent and easy tool to use to fix certain rows on screen. If you want to influence how your data displays on the printed page, you must use Print Titles.

3. Take a careful look at the screenshot below. What can we expect from our printout? (One or more answers are possible - partial credit will be awarded)

1 / 1 point





Why don't you try this out with this week's worksheet if you are not 100% sure?

W05-V04 - Print Title.xlsx

- ☐ The column headings in row 3 will be printed on each page.
- ☒ Even though the data set hasn't been formatted with internal borders, all gridlines will be printed anyway.

✓ **Correct**

Yes, great detective work. The option **Print Gridlines** will make sure that we see the gridlines on the printout.

- ☐ The entire sheet will be printed with row and column headings.
- ☒ Every single page of the printout will repeat the columns **Order Number** and **Order Date** on the far left.

✓ **Correct**

Yes, spot on. The columns **A** and **B** were entered as absolute references in the dialogue box for **Columns to repeat at left**.