grade 91.66%

Print Preview

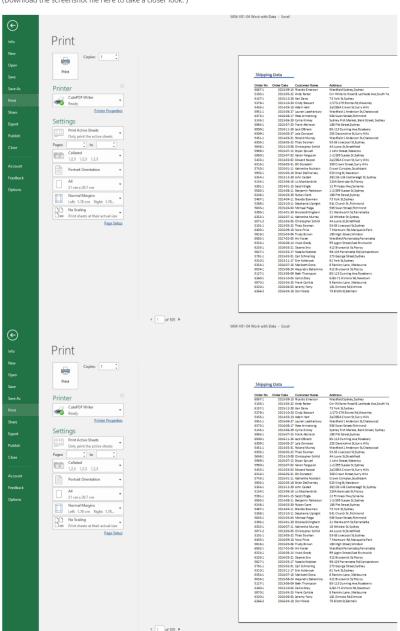
TOTAL POINTS 3

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



	⋓ 105	
	O 151	
	O 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) When the print margins	0.75 / 1 point
	 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.	
	X 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.	