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

Keep Learning

GRADE
100%

Orientation, Margins and Scale

TOTAL POINTS 4

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1. Which of the following icons will take you to the Page Layout View?

1 / 1 point

◉ Should you press on this icon?

○ Is this the right one?

○ Do you need to press on this?

○ Is this the correct icon?

✓ **Correct**
Yes, you got this one right. There are four different views to choose from in the Workbook views section on the VIEW tab. This is the correct one that will take you to Page Layout.

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2. Which view option is Sean using in the screenshot below?

1 / 1 point

○ The Page Break View

○ The Normal View

◉ The Page Layout View

✓ **Correct**
Yes - that was too easy. Now that you are warmed up - head straight to the next question.

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3. What is the purpose of the Page Layout view?

1 / 1 point

◉ It shows us how the data will look on a printed page.

○ It is a 'view only' option to check the page layout. No further change can happen here.

○ It is an alternative way to navigate to the Page Layout tools.

It is an alternative way to navigate to the Page Layout tools.

✓ **Correct**
Yes, that's exactly right. The Normal View really can't help us with that. We activate the Page Layout view in order to make adjustments to what our page will look like on a page.

4. How can you center the print selection horizontally on your page for printing?

1 / 1 point

○ Use the keyboard shortcut CTRL+A and click on

○ Go to the VIEW tab on the ribbon, the click on

◉ Go to the PAGE LAYOUT tab, click on the icon below and then center your data on the page through the option Custom Margins.

✓ **Correct**
Fantastic detective work. This feature is quite well-hidden but super-useful.