

**Course  
&  
Test Series**

**Microsoft Excel**

**Module 15 - Setting Margins, Orientation and Size in Page Layout  
in a Worksheet in MS Excel**

In MS Excel, you can adjust the **Margins, Orientation, and Page Size** in the **Page Layout** tab to optimize the printing and presentation of your worksheet. Here's how you can do it:

**1. Setting Margins**

**Margins** in MS Excel refer to the empty spaces between the worksheet content and the edges of the printed page. Adjusting margins helps in improving the readability of the printout and ensuring the content fits well on the page. Margins control the empty space around the content of your worksheet when printed.

**How to Set Margins in MS Excel**

**1. Open Your Excel Worksheet**

- Ensure that the data you want to print is properly formatted.

**2. Go to the Page Layout Tab**

- Click on the **Page Layout** tab in the Excel ribbon.

• Locate the **Page Setup** group.

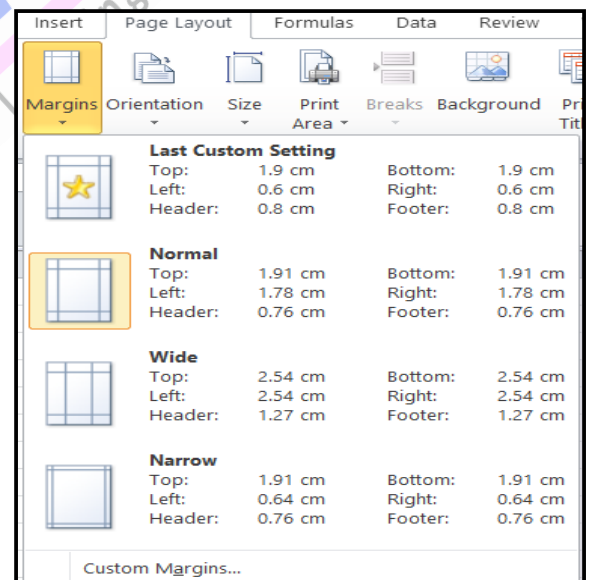
**3. Click on Margins:** Click the **Margins** button to see predefined options:







- **Normal** - Standard margin setting (Top & Bottom: 0.75 inches, Left & Right: 0.7 inches).
- **Wide** - Increases the margins for more white space (Top & Bottom: 1 inch, Left & Right: 1 inch).
- **Narrow** - Reduces margins to fit more data on the page (Top & Bottom: 0.5 inches, Left & Right: 0.25 inches).

**4. Customizing Margins:** If you need specific margin settings:

- Click **Custom Margins...**
- A **Page Setup** dialog box appears.
- Set values for:

1. **Top margin**
2. **Bottom margin**
3. **Left margin**
4. **Right margin**



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- **Header and Footer margins** (distance from the edge of the page to the header/footer content).
- Click **OK** to apply the changes.

### Key Uses of Margins in Excel

1. **Properly Align Data** - Prevents text or numbers from being cut off when printing.
2. **Enhance Readability** - Adding margins provides a clean, professional look.
3. **Optimize Space** - Narrow margins help fit more columns and rows on a page.
4. **Prepare for Binding** - Wide margins allow space for stapling or binding.

### 2. Changing Page Orientation

Page orientation determines whether the worksheet prints in **Portrait (vertical)** or **Landscape (horizontal)** mode.

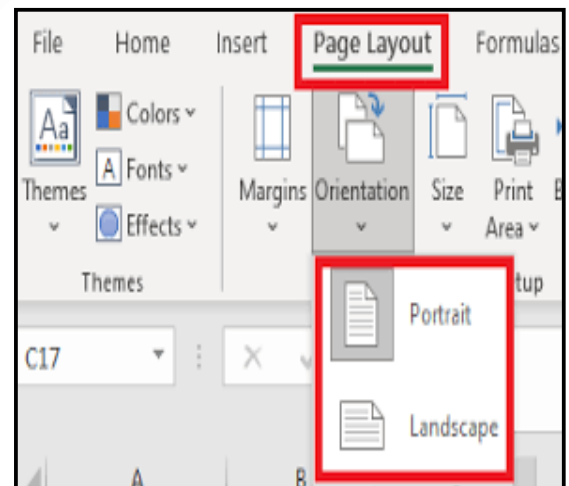
- Go to the **Page Layout** tab.
- Click on **Orientation** in the **Page Setup** group.

### Types of Page Orientation in Excel:

1. **Portrait Orientation (Default)**
  - The page is taller than it is wide.
  - Best for tables with more rows than columns.
  - Suitable for standard reports and lists.
2. **Landscape Orientation**
  - The page is wider than it is tall.
  - Best for data-heavy tables with many columns.
  - Useful for dashboards and financial reports.

### Uses of Setting Page Orientation in Excel:

1. **Better Print Layout:** Helps ensure that data fits properly on a printed page.
2. **Optimize Space Usage:** Prevents unnecessary page breaks by adjusting content to fit.
3. **Improve Readability:** Adjusting the orientation makes the document more user-friendly.
4. **Enhance Presentation:** Reports and summaries look more professional when formatted correctly.



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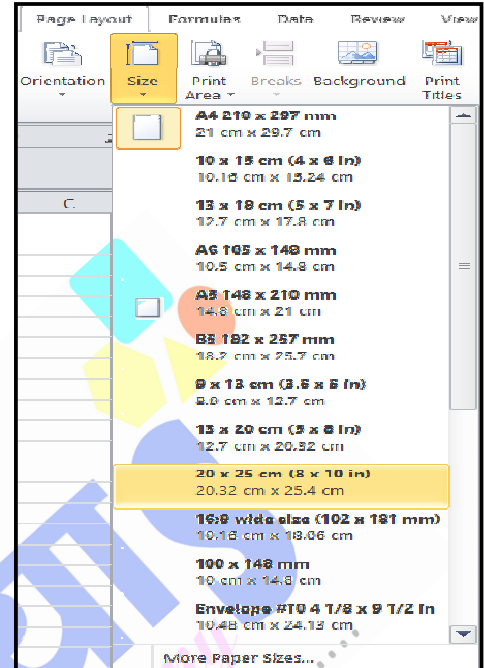
### 3. Setting Paper Size

The paper size determines how much content can fit on a single page.

- Go to the **Page Layout** tab.
- Click on **Size** in the **Page Setup** group.
- Choose from available sizes like:
  - **Letter (8.5" x 11")**
  - **Legal (8.5" x 14")**
  - **A4 (8.27" x 11.69")**
- You can also set a **Custom Page Size** if needed.

### Uses of Setting Paper Size

1. **Proper Printing Format:** Ensures that data fits correctly on the selected paper size without getting cut off.
2. **Avoid Page Break Issues:** Prevents unnecessary page breaks that might occur if the default page size is too small.
3. **Better Presentation:** Reports and documents look more professional when formatted to match standard paper sizes.
4. **Compatibility with Printers:** Ensures the worksheet prints correctly on different paper types (A4, Letter, Legal, etc.).
5. **Customized Report Layouts:** Some reports or charts require larger page sizes (e.g., A3 for detailed financial reports).



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**Setting Margin, Orientation and Size in Page Layout in a Worksheet in MS Excel**

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**Assignment:**

Region	Salesperson	Product	Units Sold	Unit Price (\$)	Total Sales (\$)
North	Alice	Laptop	15	700	10,500
North	Bob	Printer	8	200	1,600
South	Charlie	Monitor	12	300	3,600
South	David	Keyboard	25	50	1,250
East	Emma	Mouse	30	20	600
East	Frank	Scanner	5	400	2,000
West	Grace	Tablet	10	500	5,000
West	Henry	Speaker	20	100	2,000

1. Open the worksheet in Excel.
2. Go to **Page Layout > Margins** and apply.
3. **Change Page Orientation:**
  - Go to **Page Layout > Orientation**.
  - Select **Portrait** mode and check **Print Preview**.
4. **Set Paper Size: A4**
5. Note the effect on **Print Preview**.

