

Microsoft Excel

Module 50 - Using Page Setup and Printing in MS Excel

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In Excel, "Page Setup" refers to the configuration of print settings before printing a worksheet, including options like margins, orientation, and paper size. "Printing" in Excel involves the process of transferring a worksheet or a portion of it to a printer for a physical copy

Page Setup in Excel refers to the process of preparing your worksheet so it looks the way you want **before printing**. It includes settings that control **how your spreadsheet appears on paper**, such as:

- Page orientation (Portrait or Landscape)
- Paper size (e.g., A4, Letter)
- Margins (space around the edges)
- Scaling (to fit all data on one page)
- Print area (selecting specific cells to print)
- Headers and Footers (e.g., page numbers, date, file name)
- Repeating rows/columns on every printed page

Where You Can Find Page Setup in Excel?

You can find the **Page Setup** options under the **Page Layout** tab or via **File > Print > Page Setup** (in the print preview window).

1. Page Layout Tab Options

 Orientation

- Portrait - Taller than wide (good for lists).
- Landscape - Wider than tall (better for wide tables).

 Size

- Set your paper size (e.g., A4, Letter).

 Print Area

- Highlight the cells you want to print.
- Go to **Page Layout > Print Area > Set Print Area**.

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 **Margins**

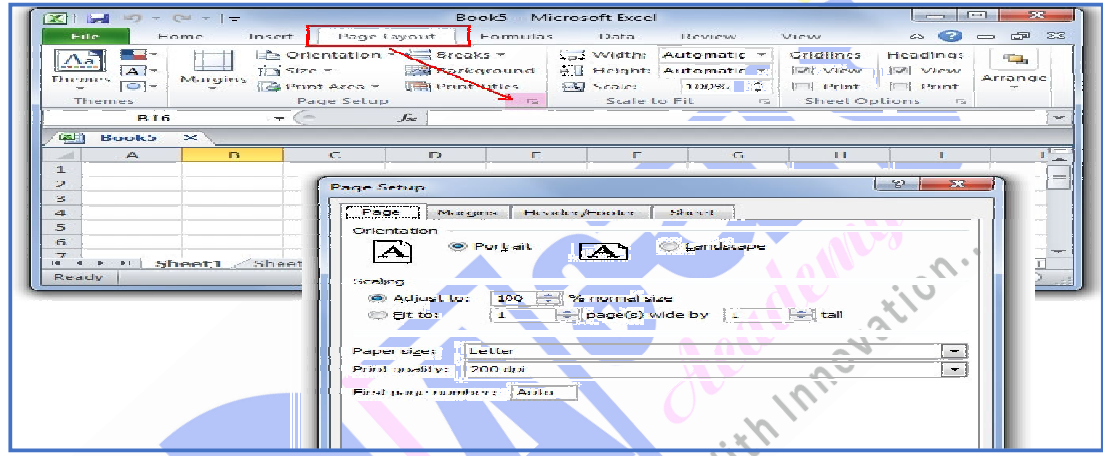
- Choose between **Normal**, **Wide**, or **Narrow**, or set **Custom Margins**.

 **Scale to Fit**

- **Width** and **Height** options let you fit the sheet to one page wide or tall.
- Use this to avoid content spilling across extra pages unnecessarily.

 **Background**

- You can add a background image (not printable though).



Advanced Page Setup (Dialog Box)

Go to Page Layout > Page Setup (small launcher icon in corner)

Tabs:

- 1. Page**
 - Set orientation, scaling, and paper size.
- 2. Margins**
 - Customize margins and choose to center on page horizontally/vertically.
- 3. Header/Footer**
 - Add things like file name, page number, date, etc.
- 4. Sheet**
 - Choose to print gridlines, row/column headings.
 - Set print area and rows/columns to repeat for each printed page.

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Printing in MS Excel

Printing in Excel means sending your spreadsheet to a printer to get a physical (hard copy) or PDF version of your work.

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When printing, you can choose:

- What part of the sheet to print (entire sheet, selected area, or entire workbook)
- How many copies you want
- Whether to print on one page or across multiple
- Page numbers, headers, gridlines, etc.

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Printing in Excel

Step-by-step:

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1. Go to File > Print
2. You'll see a Print Preview on the right.
3. On the left, choose:

- Printer
 - Pages to Print
 - Print Entire Workbook / Active Sheets / Selection
 - Collation and Orientation
 - Margins and Scaling options (like "Fit Sheet on One Page")
4. Click Print

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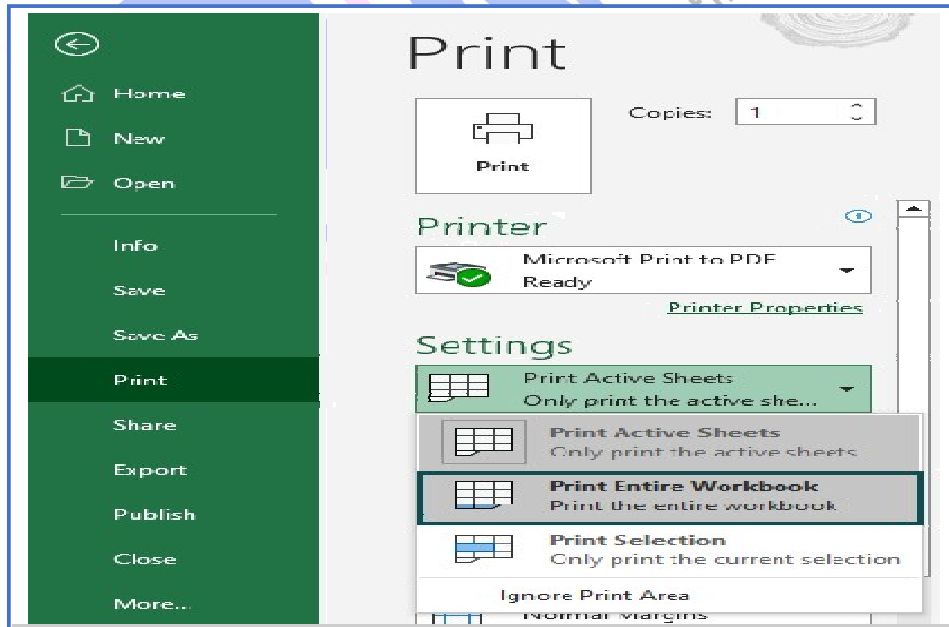
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Tips for Better Printed Sheets

- Use "Fit All Columns on One Page" to avoid cutting off your table.
- Use Print Titles (Page Layout > Print Titles) to repeat header rows on each page.
- Turn on gridlines or headings if needed (in Page Setup > Sheet tab).
- Use Page Break Preview (View tab) to manually adjust page breaks.

When to use Page Setup and Printing?

- **Before Printing:** Adjust layout and margins to ensure the data fits properly on the page and looks presentable.
 - **When Printing Large Worksheets:** Use scaling to fit the worksheet on a smaller number of pages.
 - **When Adding Headers or Footers:** Add information like page numbers, titles, or company logos to your printed sheets.
 - **When Printing Specific Sections:** Set a print area to print only the relevant portion of your worksheet.
 - **When Exporting to PDF:** Use the print function to save your worksheet as a PDF file.

To Customize Page Layout

- Change page orientation (Portrait or Landscape) depending on data width.
- Adjust paper size to match your printing needs.
- Modify margins for a better visual balance or binding space.

To Preview Before Printing

- Use Print Preview to see exactly how your document will look when printed—avoid surprises!

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ASSIGNMENT

	A	B	C	D	E
1	Customer Master List				
2					
3	CustNo	FirstName	LastName	Street	City
4	1	Michael	Francis	1115 S. 11 th Street	Shawnee
5	2	Robert	Lawrence	309 E. Shawn	Okarche
6	3	Judith	Storm	624 E. View	Stillwater
7	4	John	Ottome	502 Ridge, #45	Tulsa
8	5	David	Neale	7021 Sedgwick Dr.	Chicago
9	6	Ruthann	Good	886 Alcon Way	Elgin
10	7	Mikayla	Mansee	9020 E. Liberty Ave.	Denver
11	8	Edward	Billings	678 W. Mountain	Denver
12	9	Elizabeth	Holland	5625 Nelson Blvd.	Albany
13	10	Cris	Hutchins	999 Arbor Way	San Diego

TASKS:

1. Change the Page Orientation from portrait to landscape of the above table .
2. Use the functions of Page Setup and Printing in MS-Excel using the above data.