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## Digital Literacy II: Office Productivity

### *Unit 3 Spreadsheets*

#### *LAB 3 Page Layout and Printing*

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#### Objectives

- Setup a spreadsheet for printing
- Configure print settings to given specifications
- Print entire worksheets or cell ranges

#### Equipment Required

- Notebook computer
- Microsoft Excel 2013

#### Introduction

In many cases, spreadsheets are utilized as hard copy reports, forms, directories, or other types of printed references. Because spreadsheets are designed to be normally viewed on a computer monitor, it's important to control the way your content will appear on a printed page.

In this lab, you will adjust a spreadsheet page layout and print settings to a given specification then verify how the printed pages will look before outputting the spreadsheet to a printer.

In order to perform the lab Procedure, you should know how to:

- Modify a spreadsheet page-layout
- Repeat rows (titles) at the top of each printed page
- Insert and adjust page breaks
- Navigate page-layout view
- Identify elements on the Print screen
- Adjust print settings and navigate the preview
- Print entire workbooks, selected sheets, or a range of cells

#### Procedure

##### PAGE LAYOUT

1. Open the workbook "Excel2013\_Page Layout.docx" (enable editing if necessary)
2. Change the page orientation to landscape
3. Set the page margins as follows: Top and bottom: 1.5", Left and right: 1.75"
4. Use the Print Titles command to make row 1 of the Schedule worksheet appear at the top of every page.
5. Insert a page break between rows 19 and 20 on the Schedule worksheet





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6. Switch to Page Layout view:

- Verify that row 1 is repeated at the top of each page, then switch back to Normal view
- Verify that “Cavaliers” data begins on a new page
- Insert a header and footer

#### PRINTING

Note: Use one of the lab’s desktop computers or add the lab’s printer to your notebook-pc to complete the following steps

7. Review Diagram 1 at the end of this Procedure; fill-in the blanks to match numbers in the diagram with the descriptions below

- \_\_\_\_\_ Select a printer
- \_\_\_\_\_ Choose how many copies of the worksheet to print
- \_\_\_\_\_ Fit all columns, or all rows, or the entire worksheet on one page
- \_\_\_\_\_ Output the document to the printer
- \_\_\_\_\_ Specify which pages to print
- \_\_\_\_\_ Choose the printing sequence for pages when printing multiple copies of one worksheet
- \_\_\_\_\_ Select the paper or printing orientation
- \_\_\_\_\_ Show margins and Zoom to Page
- \_\_\_\_\_ Select the size of paper to be printed
- \_\_\_\_\_ Adjust the outer bounds where print will appear on the paper
- \_\_\_\_\_ Choose whether to print on one side or both sides of the paper
- \_\_\_\_\_ Preview the print output before sending it to the printer
- \_\_\_\_\_ Navigate between pages of the print preview

8. Open the workbook “Excel2013\_Printing.docx” (enable editing if necessary)

9. Print two active worksheets, Player Info and Schedule worksheets

10. Print only cells A12 through E19

11. Use scaling to make the worksheet fit onto a single page

12. Adjust the margins from the Preview pane

End Procedure





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DIAGRAM 1

The screenshot shows the Microsoft Excel Print dialog box for a file named "Bulls Softball Team Roster - Excel". The interface includes a green ribbon on the left with options like Info, New, Open, Save, Save As, Print, Share, Export, Close, Account, and Options. The Print dialog is open, showing the following settings:

- Print**: 1 copy (Callout 1)
- Printer**: Lexmark X422 (MS) (Callout 3)
- Settings**:
  - Print Active Sheets (Callout 4)
  - Pages: [ ] to [ ]
  - Print One Sided (Callout 5)
  - Collated (Callout 6)
  - Portrait Orientation (Callout 7)
  - Letter (Callout 8)
  - Normal Margins (Callout 9)
  - No Scaling (Callout 10)
- Page Setup**: 1 of 6 (Callout 12)
- Print Range**: A table of data is visible in the background (Callout 11).

Callout 13 points to the Print button at the bottom right of the dialog.





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