

Page setup refers to the way we position the spreadsheet on the printed page and what additional information we include, if any.

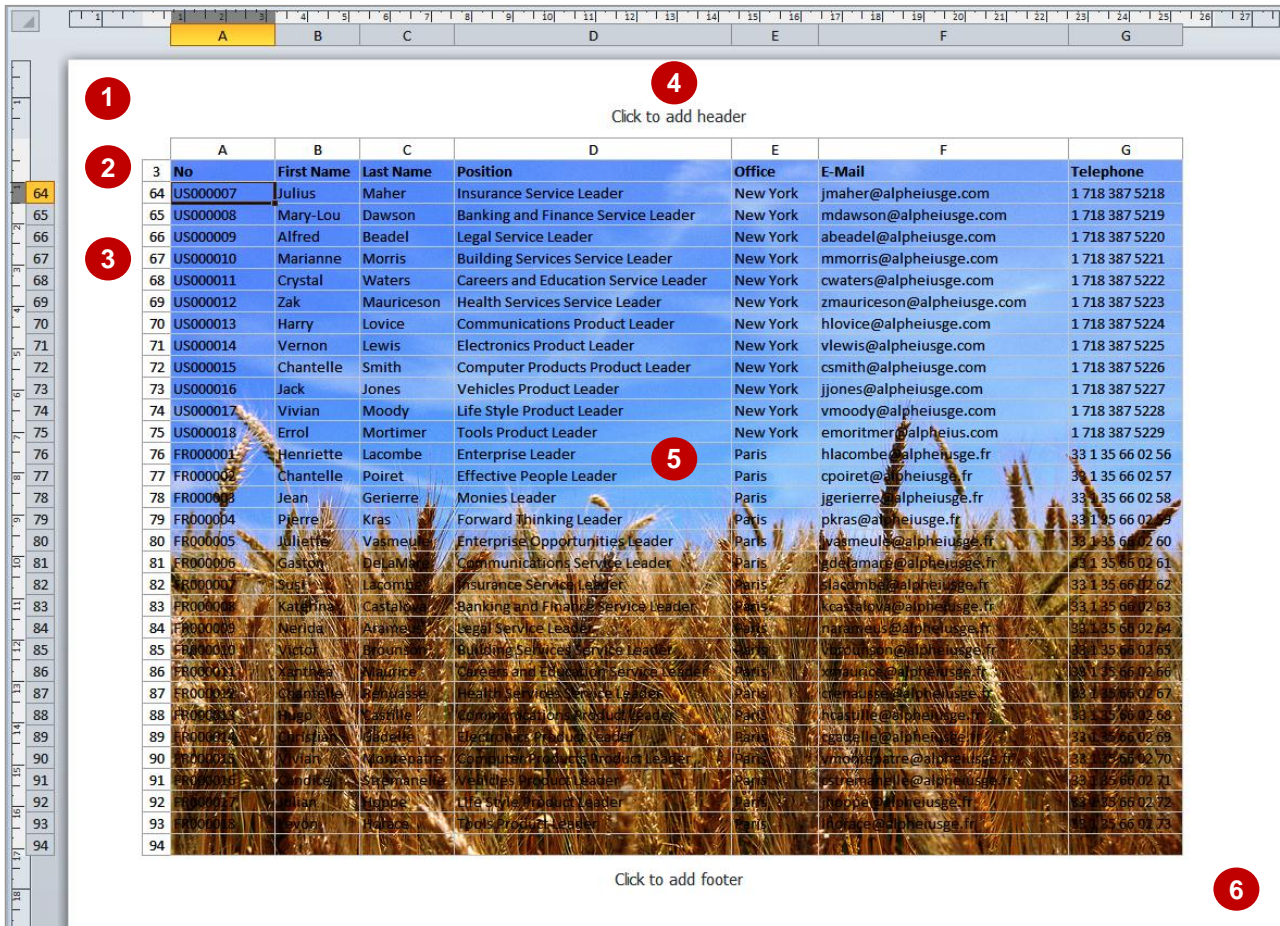
### **In this session you will:**

- ✓ gain an understanding of page layout concepts
- ✓ learn how to use built in margins
- ✓ learn how to set custom margins
- ✓ learn how to change margins by dragging
- ✓ learn how to centre data on a page when printed
- ✓ learn how to change orientation
- ✓ learn how to change the paper size
- ✓ learn how to set the print area
- ✓ learn how to clear the print area
- ✓ learn how to insert page breaks
- ✓ learn how to use page break preview
- ✓ learn how to remove page breaks
- ✓ learn how to set a background for a worksheet
- ✓ learn how to clear the worksheet background
- ✓ learn how to set rows as repeating print titles
- ✓ learn how to clear print titles
- ✓ learn how to print gridlines
- ✓ learn how to print headings
- ✓ learn how to scale to a specific percentage
- ✓ learn how to fit a printed worksheet into a specific number of pages
- ✓ gain an understanding of strategies you can use for printing larger worksheets.

# UNDERSTANDING PAGE LAYOUT

In Microsoft Excel, page layout refers to several groups of commands that control the way a spreadsheet will appear when printed. For example, they can be used to change the

orientation of a spreadsheet so that it prints across a page instead of down the page. Here's an overview of some of the settings that can be modified in a page layout.



## Examples of Settings Controlled by Page Layout

- Margins** Top, bottom, left, right and header and footer margins can be adjusted.
- Repeated Titles** You can nominate specific rows or columns to be repeated on each page. In this case, row 3 is repeated.
- Headings** You can request that row numbers and column letters are printed with the worksheet.
- Headers & Footers** You can add headers and/or footers to each page.
- Background** You can select an image file to appear behind the data in the worksheet. This is for display purposes only and can't be printed.
- Orientation & Paper Size** You can specify how big the paper you'll be using is and how the data is printed on the page – whether it is printed in portrait or landscape (like this example).

# USING BUILT-IN MARGINS

All spreadsheets come with the default settings of 1.78cm for left and right margins and 1.91cm for top and bottom margins. These settings are known as **Normal** and, while they are probably

fine for most spreadsheets, there will be some situations where you want more or less space in the margins. To make it easy for you, Excel also comes with pre-set margins of **Narrow** and **Wide**.

## Try This Yourself:

**Open File** Before starting this exercise you **MUST** open the file *E826 Page Setup\_1.xlsx*...

**1** Click on the **View** tab on the **Ribbon**, and click on **Page Layout** in the **Workbook Views** group

*This shows you the size of the margins...*

**2** Click on the **Page Layout** tab, then click on **Margins** in the **Page Setup** group

*The built-in settings are listed here along with the most recent custom setting if one has been created previously...*

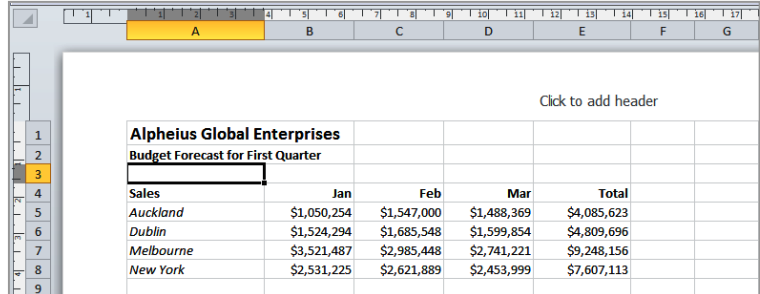
**3** Select **Wide**

*This increases the size of the margins, providing more white space around the data...*

**4** Click on **Margins** and select **Narrow**

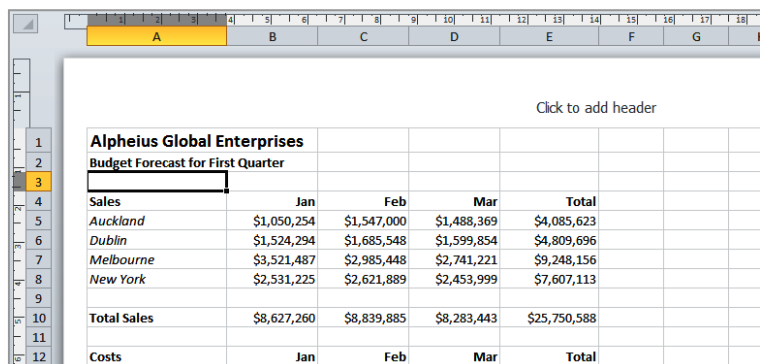
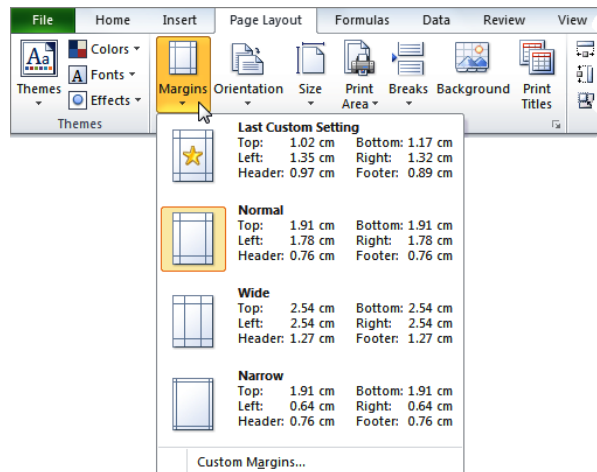
*This setting reduces the margins to a minimum so you can fit more on a page...*

**5** Click on **Margins** and select **Normal** to restore the original margins



**1**

**2**



**4**

## For Your Reference...

To use built-in margins:

1. Click on the **Page Layout** tab
2. Click on **Margins** and select **Normal**, **Wide** or **Narrow**

## Handy to Know...

- The **Narrow** margin option reduces the width of the left and right margins but sets the top and bottom margins to the same width as **Normal** to allow for headers and footers.

# SETTING CUSTOM MARGINS

You can change the left, right, top and bottom margins to any size you like, which is especially helpful if you need to match corporate specifications or just want a bit more room on the

left to allow for holes to be punched in the printed page. You can change just one or two margin settings or modify all of them. The choice of **custom margin settings** is yours.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *E826 Page Setup\_2.xlsx...*

1 On the **Page Layout** tab of the **Ribbon**, click on **Margins** and select **Custom Margins** to display the **Page Setup** dialog box

2 On the **Margins** tab of the dialog box, click once on the up spinner arrows for **Top** and **Bottom** until they read **2.4**  
As you click, the corresponding rule in the preview will be highlighted...

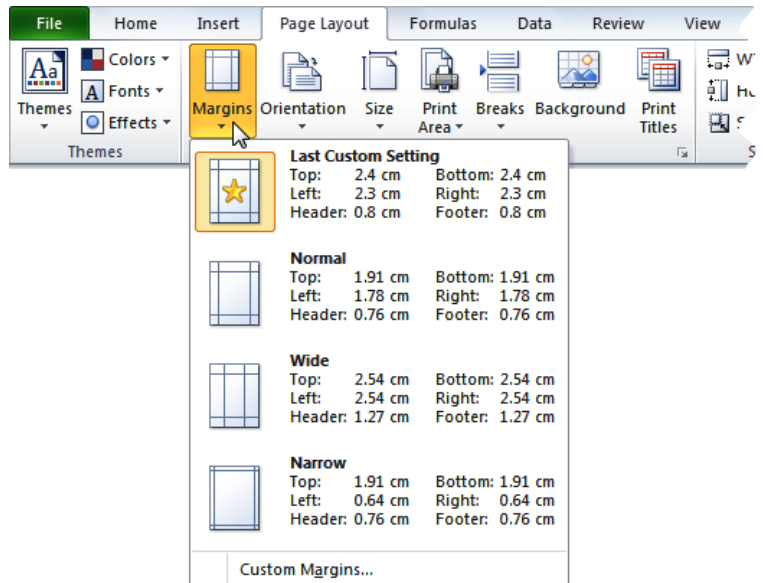
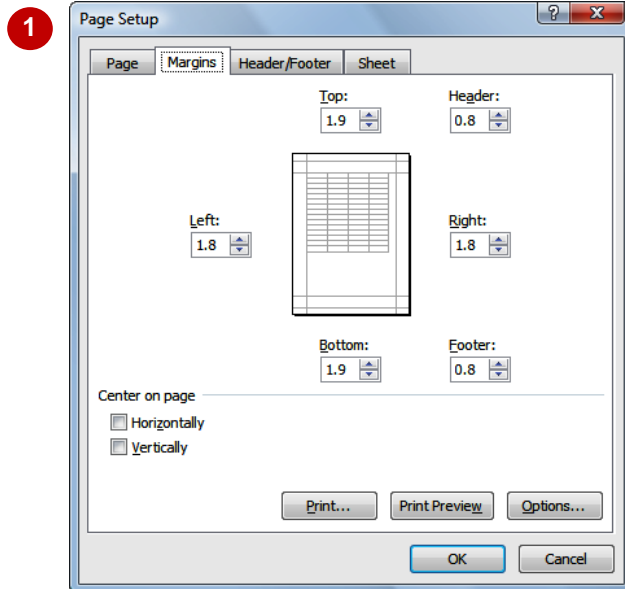
3 Click once on the up spinner arrows for **Left** and **Right** until they read **2.3**

4 Click on **[OK]** to make the margins wider

5 Click on **Margins**

The custom settings you just created will be displayed at the top of the list. These are then available to apply to other spreadsheets so that you can apply consistent margins to your worksheets...

6 Select **Normal**



## For Your Reference...

To **set custom margins**:

1. Click on **Margins** and select **Custom Margins**
2. Change the margins as required
3. Click on **[OK]**

## Handy to Know...

- If you use the spinner arrows in the **Page Setup** dialog box for the margin settings, they are increased or decreased in units of 0.1 cm. Rather than using the spinner arrows, you can select the existing settings and type a measurement with up to two decimal places.

# CHANGING MARGINS BY DRAGGING

Margins can be adjusted by **dragging** them in **Page Layout** view. This saves you having to use the **Page Setup** dialog box. If you aren't sure exactly how big you want the margins but you

just want to fit a bit extra on a page, you can drag the margins out a little and hope the extra data fits. Alternatively, you can drag with lots of care to create a margin of a specific width.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *E826 Page Setup\_3.xlsx*...

- 1 Hover over the left margin in the horizontal ruler to display the tool tip

*This tells you that the margin is currently 1.78 cm...*

- 2 Drag the margin to the right until the setting reads **2.54 centimetres**

*A dotted line will appear down the page showing you exactly where the margin will align...*

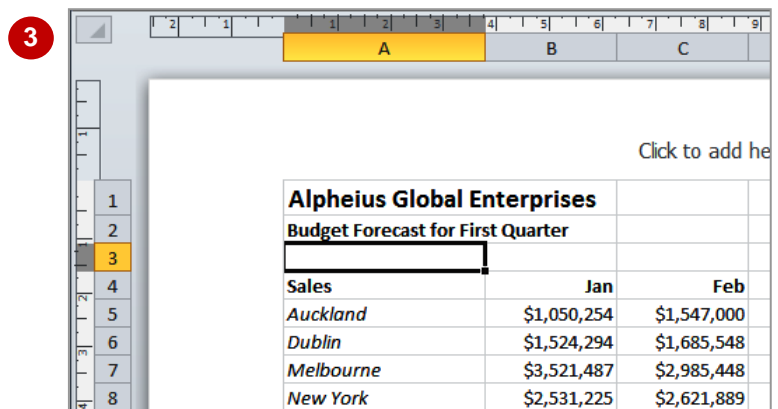
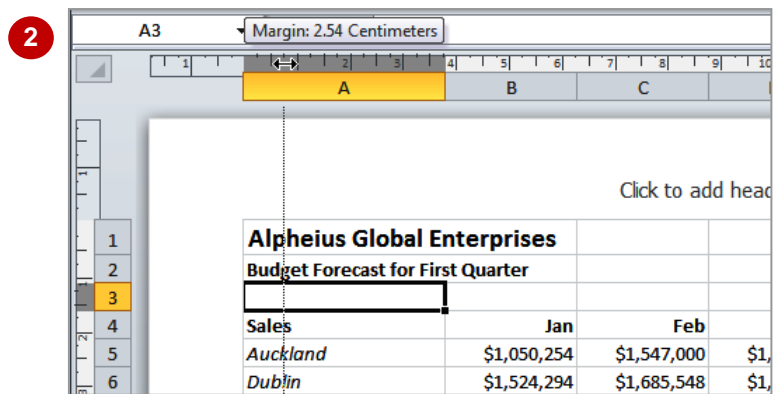
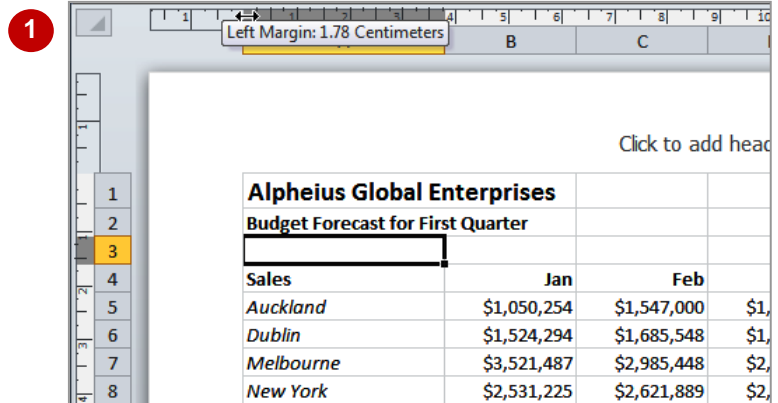
- 3 Release the mouse to adjust the margin

*The text now aligns where the dotted line appeared...*

- 4 Point to the right margin to display the current margin size

- 5 Drag the right margin to the left until it reads **2.54 centimetres**

- 6 Release the mouse to adjust the margin



## For Your Reference...

To **change margins** by **dragging**:

1. Click on **Page Layout** on the **View** tab
2. Drag the margin either in or out as required

## Handy to Know...

- When you drag margins into a new position you can't use **Undo** to restore them. If you're concerned about ruining the layout, save the spreadsheet before adjusting the margins and then close without saving if you're not happy with the result. Otherwise, you can just drag them to another position.

# CENTRING ON A PAGE

Unless you specify otherwise, the data in your spreadsheet will be printed at the top left-hand corner of the page, commencing immediately below the header section of the page and

immediately to the right of the left margin. Sometimes it enhances the appearance of a page if you **centre the data on the page**. You can centre data horizontally, vertically or both.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *E826 Page Setup\_4.xlsx...*

1 On the **Page Layout** tab of the **Ribbon**, click on **Margins** and select **Custom Margins** to display the **Page Setup** dialog box

Note the **Centre on page** settings, in the bottom half of the dialog box...

2 Click on the checkboxes for **Horizontally** and **Vertically** in **Centre on page**, until they appear with a tick

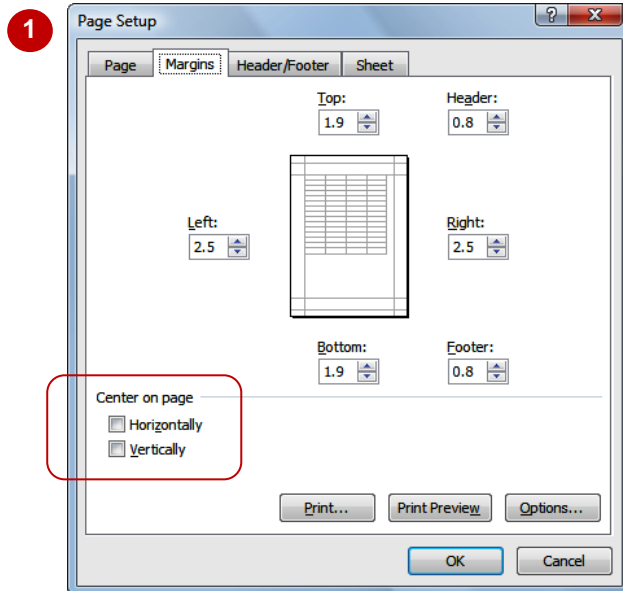
3 Click on **[OK]**

Hmmm, strange, nothing appears to have happened! The spreadsheet still starts at the top of the page...

4 Click on the **File** tab on the **Ribbon** and select **Print**

From the preview it is clear that the adjustments will be made when the spreadsheet is printed...

5 Click on the **File** tab (or any other tab) to return to the worksheet



4

Alpha's Global Enterprises Budget Forecast for First Quarter					
Sales	Jan	Feb	Mar	Total	
Auckland	\$1,050,254	\$1,547,000	\$1,488,369	\$4,085,623	
Dublin	\$1,524,234	\$1,685,548	\$1,599,854	\$4,809,636	
Melbourne	\$3,321,487	\$2,985,448	\$3,741,221	\$10,048,156	
New York	\$1,393,225	\$2,451,889	\$2,453,989	\$6,299,103	
<b>Total Sales</b>	<b>\$8,627,200</b>	<b>\$8,639,885</b>	<b>\$8,283,443</b>	<b>\$25,750,528</b>	
Costs	Jan	Feb	Mar	Total	
Auckland	\$550,998	\$650,354	\$818,874	\$2,020,226	
Dublin	\$688,223	\$926,718	\$976,124	\$2,691,065	
Melbourne	\$1,956,882	\$1,641,354	\$1,507,774	\$5,106,010	
New York	\$1,392,686	\$1,441,447	\$1,348,352	\$4,182,485	
<b>Total Costs</b>	<b>\$4,718,789</b>	<b>\$4,860,333</b>	<b>\$4,555,314</b>	<b>\$14,134,436</b>	
<b>Gross Income</b>	<b>\$3,908,491</b>	<b>\$3,979,552</b>	<b>\$3,728,129</b>	<b>\$11,616,172</b>	
<b>Fixed Costs</b>	<b>\$2,345,444</b>	<b>\$2,587,222</b>	<b>\$2,521,333</b>	<b>\$7,453,999</b>	
<b>Net Income</b>	<b>\$1,763,047</b>	<b>\$1,392,330</b>	<b>\$1,206,796</b>	<b>\$4,362,173</b>	
Exchange Rate	70%				

## For Your Reference...

To **centre data** on a **page**:

1. Click on **Margins** and select **Custom Margins**
2. Click on the checkboxes for **Horizontally** and **Vertically** in **Centre of page** until they both appear with a tick then click on **[OK]**

## Handy to Know...

- The horizontal centring occurs between the left and right margins, and the vertical centring between the top and bottom margins. To ensure that the data is centred perfectly on the page, the left and right margins must be equal, and the top and bottom margins must be equal.

# CHANGING ORIENTATION

What do you do when you want a large print job to appear on one page? Well, Excel has a number of features to help you do this. The first thing to change is the **page orientation**. The

normal orientation is **portrait** where the page is taller than it is wide. To fit a wide spreadsheet on a page you can turn the paper around so that it is sideways – this is called **landscape**.


## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *E826 Page Setup\_5.xlsx...*

1 Click on the **Large** worksheet tab to display this worksheet


*This has lots of data – 90 rows to be precise...*

2 On the **Page Layout** tab of the **Ribbon**, click on **Orientation**  in the **Page Setup** group

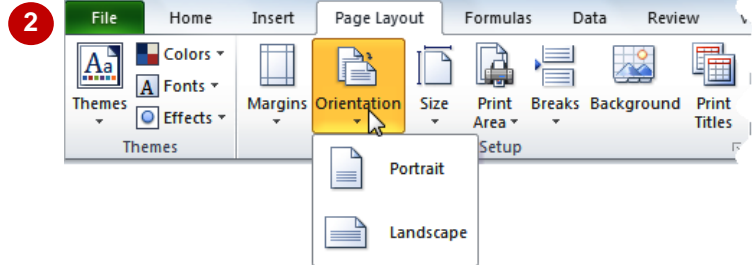
*The two options for orientation are Portrait and Landscape. At the moment, this option is set to Portrait...*

3 Select **Landscape**

*Page breaks will appear on the page showing you how much data will fit on each page...*

4 Click on the **View** tab on the **Ribbon**, then click on **Page Layout**  to see the data in relation to the page

*There's more data across the page than there is down the page*




Click to add header

No	First Name	Last Name	Position	Office	E-Mail	Telephone
NZ000001	Peter	Peynolds	Enterprise Leader	Auckland	peynolds@alpheusge.com.nz	64 9 344 0219
NZ000002	Marg	Campbell	Effective People Leader	Auckland	mcampbell@alpheusge.com.nz	64 9 344 0202
NZ000003	Helen	Kai	Monies Leader	Auckland	hkai@alpheusge.com.nz	64 9 344 0203
NZ000004	Nomis	Maunga	Forward Thinking Leader	Auckland	rmaunga@alpheusge.com.nz	64 9 344 0204
NZ000005	Wivan	Smith	Enterprise Opportunities Leader	Auckland	vsmith@alpheusge.com.nz	64 9 344 0205
NZ000006	Grace	Goodson	Communications Service Leader	Auckland	ggoodson@alpheusge.com.nz	64 9 344 0206
NZ000007	Kate	Pualowg	Insurance Service Leader	Auckland	kpualowg@alpheusge.com.nz	64 9 344 0207
NZ000008	Brian	Houson	Banking and Finance Service Leader	Auckland	bhouson@alpheusge.com.nz	64 9 344 0208
NZ000009	Tara	Kinelly	Legal Service Leader	Auckland	tkinelly@alpheusge.com.nz	64 9 344 0209
NZ000010	Nora	Mika	Building Services Service Leader	Auckland	nmika@alpheusge.com.nz	64 9 344 0210
NZ000011	Kris	Tamahori	Careers and Education Service Leader	Auckland	ktamahori@alpheusge.com.nz	64 9 344 0211
NZ000012	Kelly	Jones	Health Services Service Leader	Auckland	kjones@alpheusge.com.nz	64 9 344 0212
NZ000013	Arthur	Maschoti	Communications Product Leader	Auckland	amashoti@alpheusge.com.nz	64 9 344 0213
NZ000014	Marama	Takarami	Electronics Product Leader	Auckland	mtakarami@alpheusge.com.nz	64 9 344 0214
NZ000015	Samuel	Jenkins	Computer Products Product Leader	Auckland	sjenkins@alpheusge.com.nz	64 9 344 0215
NZ000016	Hine	Boramor	Vehicles Product Leader	Auckland	hboramor@alpheusge.com.nz	64 9 344 0216
NZ000017	Bob	Smith	Life Single Product Leader	Auckland	bsmith@alpheusge.com.nz	64 9 344 0217
NZ000018	Whetu	Ramabundi	Tools Product Leader	Auckland	wramabundi@alpheusge.com.nz	64 9 344 0218
IR000001	Paola	Cleary	Enterprise Leader	Dublin	pcleary@alpheusge.ie	353 1873 6558
IR000002	Suzanne	O'Dowd	Effective People Leader	Dublin	sodowd@alpheusge.ie	353 1873 6559
IR000003	Eileen	Roddy	Monies Leader	Dublin	eroddy@alpheusge.ie	353 1873 6560
IR000004	Conor	Healy	Forward Thinking Leader	Dublin	chealy@alpheusge.ie	353 1873 6561
IR000005	Peter	Morow	Enterprise Opportunities Leader	Dublin	pmorow@alpheusge.ie	353 1873 6562
IR000006	Anthony	O'Brien	Communications Service Leader	Dublin	ao'brien@alpheusge.ie	353 1873 6563
IR000007	Matt	Doyle	Insurance Service Leader	Dublin	mdoyle@alpheusge.ie	353 1873 6564
IR000008	Eireann	McCafferty	Banking and Finance Service Leader	Dublin	emccafferty@alpheusge.ie	353 1873 6565
IR000009	Melissa	Quinn	Legal Service Leader	Dublin	mquinn@alpheusge.ie	353 1873 6566
IR000010	Paddy	Deegan	Building Services Service Leader	Dublin	pdeegan@alpheusge.ie	353 1873 6567
IR000011	Kira	Convery	Careers and Education Service Leader	Dublin	kconvery@alpheusge.ie	353 1873 6568
IR000012	Desmond	Hayes	Health Services Service Leader	Dublin	dhayes@alpheusge.ie	353 1873 6569

Click to add footer

## For Your Reference...

To **change** the **page orientation**:

1. Click on **Orientation**  in the **Page Setup** group on the **Page Layout** tab
2. Select **Portrait** or **Landscape**

## Handy to Know...

- You can also access the orientation settings by clicking on the **File** tab of the **Ribbon**, selecting **Print** and then clicking on **Page Setup**.

# SPECIFYING THE PAPER SIZE


While the majority of the work you'll print will be on A4 paper, there may be times when you want to print on A3 (if your printer is capable) or even larger sheets of paper. Alternatively, you may

have a special application in Excel such as a menu that you like to print on A5. Excel allows you to **specify the paper size** that you want to print on so that you can see the layout and prepare the data.

## Try This Yourself:


Same File

Continue using the previous file with this exercise, or open the file *E826 Page Setup\_6.xlsx...*

- 1 Click on the **Page Layout** tab on the **Ribbon**, and click on **Size**  in the **Page Setup** group

This shows you that the current paper size is A4. The paper sizes available are controlled in part by which printer you have selected...

- 2 Select **A5** to see how much data would fit on the smaller paper size

- 3 Click on **Size**  and select **A4** to restore the normal paper size

Now the data fits across the page

Click to add header

Alpheus Leader Listing				
No	First Name	Last Name	Position	Office
NZ0000001	Peter	Reynolds	Enterprise Leader	Auckland
NZ0000002	Mary	Campbell	Effective People Leader	Auckland
NZ0000003	Helen	Kai	Monies Leader	Auckland
NZ0000004	Norris	Maunga	Forward Thinking Leader	Auckland
NZ0000005	Vivian	Smith	Enterprise Opportunities Leader	Auckland
NZ0000006	Grace	Goodson	Communications Service Leader	Auckland
NZ0000007	Kate	Rualowj	Insurance Service Leader	Auckland
NZ0000008	Brian	Houson	Banking and Finance Service Leader	Auckland
NZ0000009	Tara	Kinelly	Legal Service Leader	Auckland
NZ0000010	Nora	Mita	Building Services Service Leader	Auckland
NZ0000011	Kris	Tamahori	Careers and Education Service Leader	Auckland
NZ0000012	Kelly	Jones	Health Services Service Leader	Auckland
NZ0000013	Arthur	Maohori	Communications Product Leader	Auckland
NZ0000014	Marama	Takarami	Electronics Product Leader	Auckland
NZ0000015	Samuel	Jenkins	Computer Products Product Leader	Auckland
NZ0000016	Hine	Boramori	Vehicles Product Leader	Auckland
NZ0000017	Bob	Smith	Life Style Product Leader	Auckland
NZ0000018	Whetu	Ramabundi	Tools Product Leader	Auckland

Click to add footer

2

Click to add header


Alpheus Leader Listing						
No	First Name	Last Name	Position	Office	E-Mail	Telephone
NZ0000001	Peter	Reynolds	Enterprise Leader	Auckland	preynold@alpheusge.com.nz	64 9 344 0219
NZ0000002	Mary	Campbell	Effective People Leader	Auckland	mcampbell@alpheusge.com.nz	64 9 344 0202
NZ0000003	Helen	Kai	Monies Leader	Auckland	hkai@alpheusge.com.nz	64 9 344 0203
NZ0000004	Norris	Maunga	Forward Thinking Leader	Auckland	nmaunga@alpheusge.com.nz	64 9 344 0204
NZ0000005	Vivian	Smith	Enterprise Opportunities Leader	Auckland	vsmith@alpheusge.com.nz	64 9 344 0205
NZ0000006	Grace	Goodson	Communications Service Leader	Auckland	ggoodson@alpheusge.com.nz	64 9 344 0206
NZ0000007	Kate	Rualowj	Insurance Service Leader	Auckland	krualowj@alpheusge.com.nz	64 9 344 0207
NZ0000008	Brian	Houson	Banking and Finance Service Leader	Auckland	bhouson@alpheusge.com.nz	64 9 344 0208
NZ0000009	Tara	Kinelly	Legal Service Leader	Auckland	tkinelly@alpheusge.com.nz	64 9 344 0209
NZ0000010	Nora	Mita	Building Services Service Leader	Auckland	nmita@alpheusge.com.nz	64 9 344 0210
NZ0000011	Kris	Tamahori	Careers and Education Service Leader	Auckland	ktamahori@alpheusge.com.nz	64 9 344 0211
NZ0000012	Kelly	Jones	Health Services Service Leader	Auckland	kjones@alpheusge.com.nz	64 9 344 0212
NZ0000013	Arthur	Maohori	Communications Product Leader	Auckland	amaohori@alpheusge.com.nz	64 9 344 0213
NZ0000014	Marama	Takarami	Electronics Product Leader	Auckland	mtakarami@alpheusge.com.nz	64 9 344 0214
NZ0000015	Samuel	Jenkins	Computer Products Product Leader	Auckland	sjenkins@alpheusge.com.nz	64 9 344 0215
NZ0000016	Hine	Boramori	Vehicles Product Leader	Auckland	hboramori@alpheusge.com.nz	64 9 344 0216
NZ0000017	Bob	Smith	Life Style Product Leader	Auckland	bsmith@alpheusge.com.nz	64 9 344 0217
NZ0000018	Whetu	Ramabundi	Tools Product Leader	Auckland	wramabund@alpheusge.com.nz	64 9 344 0218
IR0000001	Paula	Cleary	Enterprise Leader	Dublin	pcleary@alpheusge.ie	353 1873 6558
IR0000002	Suzanne	O'Dowd	Effective People Leader	Dublin	sodowd@alpheusge.ie	353 1873 6559
IR0000003	Eileen	Roddy	Monies Leader	Dublin	eroddy@alpheusge.ie	353 1873 6560
IR0000004	Conor	Healy	Forward Thinking Leader	Dublin	chealy@alpheusge.ie	353 1873 6561
IR0000005	Peter	Morrow	Enterprise Opportunities Leader	Dublin	pmorrow@alpheusge.ie	353 1873 6562
IR0000006	Anthony	O'Brien	Communications Service Leader	Dublin	ao'brien@alpheusge.ie	353 1873 6563
IR0000007	Marty	Dogle	Insurance Service Leader	Dublin	mdogle@alpheusge.ie	353 1873 6564
IR0000008	Eireann	McCafferty	Banking and Finance Service Leader	Dublin	emccafferty@alpheusge.ie	353 1873 6565
IR0000009	Melissa	Quinn	Legal Service Leader	Dublin	mquinn@alpheusge.ie	353 1873 6566
IR0000010	Paddy	Deegan	Building Services Service Leader	Dublin	pdeegan@alpheusge.ie	353 1873 6567
IR0000011	Kris	Convery	Careers and Education Service Leader	Dublin	kconvery@alpheusge.ie	353 1873 6568
IR0000012	Desmond	Hajec	Health Services Service Leader	Dublin	dhajec@alpheusge.ie	353 1873 6569

Click to add footer


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## For Your Reference...

To **specify** the **paper size**:

1. Click on **Size**  on the **Page Layout** tab
2. Select the paper size of your choice

## Handy to Know...

- You can also access the paper size settings by clicking on the **File** tab in the **Ribbon**, selecting **Print** and then clicking on **Page Setup**.
- You can access the printer settings and check all available paper sizes by clicking on **Size**  and selecting **More Paper Sizes**.



# SETTING THE PRINT AREA

By default, Excel's **print area** is all of the data in the current worksheet. One option for printing part of the data is to select it and then print the selection. However, if you want to print this area

frequently, you would have to reselect it each time you open the file. **Print areas**, on the other hand, are saved with the spreadsheet so that you can use them at a later date.


## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *E826 Page Setup\_7.xlsx...*

1 Select the range **A3:G21**

This is the list of staff in Auckland...

2 On the **Page Layout** tab on the **Ribbon**, click on **Print Area**  in the **Page Setup** group, and select **Set Print Area**

After a moment a dashed line will appear around the area selected...

3 Click on the **File** tab on the **Ribbon**, then select **Print**

The preview shows you that only the Auckland data will be printed, as per the print area...

4 Click on the **File** tab (or any other tab) to return to the worksheet

Click to add header

No	First Name	Last Name	Position	Office	E-Mail	Telephone
NZ000001	Peter	Reynolds	Enterprise Leader	Auckland	preynolds@alpheiusge.com.nz	64 9 344 0219
NZ000002	Mary	Campbell	Effective People Leader	Auckland	mcampbell@alpheiusge.com.nz	64 9 344 0202
NZ000003	Helen	Kai	Monies Leader	Auckland	hkai@alpheiusge.com.nz	64 9 344 0203
NZ000004	Norris	Maunga	Forward Thinking Leader	Auckland	nmaunga@alpheiusge.com.nz	64 9 344 0204
NZ000005	Vivian	Smith	Enterprise Opportunities Leader	Auckland	vsmith@alpheiusge.com.nz	64 9 344 0205
NZ000006	Grace	Goodson	Communications Service Leader	Auckland	ggoodson@alpheiusge.com.nz	64 9 344 0206
NZ000007	Kate	Rualowy	Insurance Service Leader	Auckland	krualowy@alpheiusge.com.nz	64 9 344 0207
NZ000008	Brian	Houson	Banking and Finance Service Leader	Auckland	bhouson@alpheiusge.com.nz	64 9 344 0208
NZ000009	Tara	Kinelly	Legal Service Leader	Auckland	tkinelly@alpheiusge.com.nz	64 9 344 0209
NZ000010	Nora	Mita	Building Services Service Leader	Auckland	nmita@alpheiusge.com.nz	64 9 344 0210
NZ000011	Kris	Tamahori	Careers and Education Service Leader	Auckland	ktamahori@alpheiusge.com.nz	64 9 344 0211
NZ000012	Kelly	Jones	Health Services Service Leader	Auckland	kjones@alpheiusge.com.nz	64 9 344 0212
NZ000013	Arthur	Maohori	Communications Product Leader	Auckland	amaohori@alpheiusge.com.nz	64 9 344 0213
NZ000014	Marama	Takarami	Electronics Product Leader	Auckland	mtakarami@alpheiusge.com.nz	64 9 344 0214
NZ000015	Samuel	Jenkins	Computer Products Product Leader	Auckland	sjenkins@alpheiusge.com.nz	64 9 344 0215
NZ000016	Hine	Boramori	Vehicles Product Leader	Auckland	hboramori@alpheiusge.com.nz	64 9 344 0216
NZ000017	Bob	Smith	Life Style Product Leader	Auckland	bsmith@alpheiusge.com.nz	64 9 344 0217
NZ000018	Whetu	Ramabundi	Tools Product Leader	Auckland	wramabundi@alpheiusge.com.nz	64 9 344 0218
IR000001	Paula	Cleary	Enterprise Leader	Dublin	pcleary@alpheiusge.ie	353 1 873 6558
IR000002	Suzanne	O'Dowd	Effective People Leader	Dublin	sodowd@alpheiusge.ie	353 1 873 6559
IR000003	Eileen	Roddy	Monies Leader	Dublin	eroddy@alpheiusge.ie	353 1 873 6560
IR000004	Conor	Healy	Forward Thinking Leader	Dublin	chealy@alpheiusge.ie	353 1 873 6561


2

No	First Name	Last Name	Position	Office	E-Mail	Telephone
NZ000001	Peter	Reynolds	Enterprise Leader	Auckland	preynolds@alpheiusge.com.nz	64 9 344 0219
NZ000002	Mary	Campbell	Effective People Leader	Auckland	mcampbell@alpheiusge.com.nz	64 9 344 0202
NZ000003	Helen	Kai	Monies Leader	Auckland	hkai@alpheiusge.com.nz	64 9 344 0203
NZ000004	Norris	Maunga	Forward Thinking Leader	Auckland	nmaunga@alpheiusge.com.nz	64 9 344 0204
NZ000005	Vivian	Smith	Enterprise Opportunities Leader	Auckland	vsmith@alpheiusge.com.nz	64 9 344 0205
NZ000006	Grace	Goodson	Communications Service Leader	Auckland	ggoodson@alpheiusge.com.nz	64 9 344 0206
NZ000007	Kate	Rualowy	Insurance Service Leader	Auckland	krualowy@alpheiusge.com.nz	64 9 344 0207
NZ000008	Brian	Houson	Banking and Finance Service Leader	Auckland	bhouson@alpheiusge.com.nz	64 9 344 0208
NZ000009	Tara	Kinelly	Legal Service Leader	Auckland	tkinelly@alpheiusge.com.nz	64 9 344 0209
NZ000010	Nora	Mita	Building Services Service Leader	Auckland	nmita@alpheiusge.com.nz	64 9 344 0210
NZ000011	Kris	Tamahori	Careers and Education Service Leader	Auckland	ktamahori@alpheiusge.com.nz	64 9 344 0211
NZ000012	Kelly	Jones	Health Services Service Leader	Auckland	kjones@alpheiusge.com.nz	64 9 344 0212
NZ000013	Arthur	Maohori	Communications Product Leader	Auckland	amaohori@alpheiusge.com.nz	64 9 344 0213
NZ000014	Marama	Takarami	Electronics Product Leader	Auckland	mtakarami@alpheiusge.com.nz	64 9 344 0214
NZ000015	Samuel	Jenkins	Computer Products Product Leader	Auckland	sjenkins@alpheiusge.com.nz	64 9 344 0215
NZ000016	Hine	Boramori	Vehicles Product Leader	Auckland	hboramori@alpheiusge.com.nz	64 9 344 0216
NZ000017	Bob	Smith	Life Style Product Leader	Auckland	bsmith@alpheiusge.com.nz	64 9 344 0217
NZ000018	Whetu	Ramabundi	Tools Product Leader	Auckland	wramabundi@alpheiusge.com.nz	64 9 344 0218


3

## For Your Reference...

To **set a print area**:

1. Select the range
2. Click on the **Page Layout** tab on the **Ribbon**
3. Click on **Print Area**  and select **Set Print Area**

## Handy to Know...

- You can set non-contiguous areas as the print area but each range will print on a separate page. To print two different parts of a worksheet adjacent to each other, select the area between the ranges then click on **Format**  on the **Home** tab and select **Hide & UnHide > Hide Rows/Columns**.

# CLEARING THE PRINT AREA

Any print area that you set is saved with the spreadsheet and will be remembered next time you go to print that particular worksheet. If you want to print another part of the worksheet, you

need to **clear the existing print area**. If you have several non-contiguous ranges set as the print area, these will all be cleared at once when you clear the print area.


## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *E826 Page Setup\_8.xlsx...*

**1** Click anywhere in the first few rows of the table

*You can see the print area indicated by a dashed line around the cells...*

**2** On the **Page Layout** tab of the **Ribbon**, click on **Print Area**  in the **Page Setup** group, and select **Clear Print Area**

*The print area outline will disappear...*

**3** Click on the **File** tab on the **Ribbon**, then select **Print**

*The preview shows that all of the data will now print...*

**4** Click on the **File** tab (or any other tab) to return to the worksheet

Click to add header

No	First Name	Last Name	Position	Office	E-Mail	Telephone
NZ0000001	Peter	Reynolds	Enterprise Leader	Auckland	preynolds@alpheiusge.com.nz	64 9 344 0219
NZ0000002	Mary	Campbell	Effective People Leader	Auckland	mcampbell@alpheiusge.com.nz	64 9 344 0202
NZ0000003	Helen	Kai	Monies Leader	Auckland	hkai@alpheiusge.com.nz	64 9 344 0203
NZ0000004	Norris	Maunga	Forward Thinking Leader	Auckland	nmaunga@alpheiusge.com.nz	64 9 344 0204
NZ0000005	Vivian	Smith	Enterprise Opportunities Leader	Auckland	vsmith@alpheiusge.com.nz	64 9 344 0205
NZ0000006	Grace	Goodson	Communications Service Leader	Auckland	ggoodson@alpheiusge.com.nz	64 9 344 0206
NZ0000007	Kate	Rualowry	Insurance Service Leader	Auckland	krualowry@alpheiusge.com.nz	64 9 344 0207
NZ0000008	Brian	Houson	Banking and Finance Service Leader	Auckland	bhouson@alpheiusge.com.nz	64 9 344 0208
NZ0000009	Tara	Kinelly	Legal Service Leader	Auckland	tkinelly@alpheiusge.com.nz	64 9 344 0209
NZ0000010	Nora	Mita	Building Services Service Leader	Auckland	nmita@alpheiusge.com.nz	64 9 344 0210
NZ0000011	Kris	Tamahori	Careers and Education Service Leader	Auckland	ktamahori@alpheiusge.com.nz	64 9 344 0211
NZ0000012	Kelly	Jones	Health Services Service Leader	Auckland	kjones@alpheiusge.com.nz	64 9 344 0212
NZ0000013	Arthur	Maohori	Communications Product Leader	Auckland	amaohori@alpheiusge.com.nz	64 9 344 0213
NZ0000014	Marama	Takarami	Electronics Product Leader	Auckland	mtakarami@alpheiusge.com.nz	64 9 344 0214
NZ0000015	Samuel	Jenkins	Computer Products Product Leader	Auckland	sjenkins@alpheiusge.com.nz	64 9 344 0215
NZ0000016	Hine	Boramori	Vehicles Product Leader	Auckland	hboramori@alpheiusge.com.nz	64 9 344 0216
NZ0000017	Bob	Smith	Life Style Product Leader	Auckland	bsmith@alpheiusge.com.nz	64 9 344 0217
NZ0000018	Whetu	Ramabundi	Tools Product Leader	Auckland	wramabundi@alpheiusge.com.nz	64 9 344 0218
IR0000001	Paula	Cleary	Enterprise Leader	Dublin	pcleary@alpheiusge.ie	353 1 873 6558
IR0000002	Suzanne	O'Dowd	Effective People Leader	Dublin	sodowd@alpheiusge.ie	353 1 873 6559
IR0000003	Eileen	Roddy	Monies Leader	Dublin	eroddy@alpheiusge.ie	353 1 873 6560


**1**

No	First Name	Last Name	Position	Office	E-Mail	Telephone
NZ0000001	Peter	Reynolds	Enterprise Leader	Auckland	preynolds@alpheiusge.com.nz	64 9 344 0219
NZ0000002	Mary	Campbell	Effective People Leader	Auckland	mcampbell@alpheiusge.com.nz	64 9 344 0202
NZ0000003	Helen	Kai	Monies Leader	Auckland	hkai@alpheiusge.com.nz	64 9 344 0203
NZ0000004	Norris	Maunga	Forward Thinking Leader	Auckland	nmaunga@alpheiusge.com.nz	64 9 344 0204
NZ0000005	Vivian	Smith	Enterprise Opportunities Leader	Auckland	vsmith@alpheiusge.com.nz	64 9 344 0205
NZ0000006	Grace	Goodson	Communications Service Leader	Auckland	ggoodson@alpheiusge.com.nz	64 9 344 0206
NZ0000007	Kate	Rualowry	Insurance Service Leader	Auckland	krualowry@alpheiusge.com.nz	64 9 344 0207
NZ0000008	Brian	Houson	Banking and Finance Service Leader	Auckland	bhouson@alpheiusge.com.nz	64 9 344 0208
NZ0000009	Tara	Kinelly	Legal Service Leader	Auckland	tkinelly@alpheiusge.com.nz	64 9 344 0209
NZ0000010	Nora	Mita	Building Services Service Leader	Auckland	nmita@alpheiusge.com.nz	64 9 344 0210
NZ0000011	Kris	Tamahori	Careers and Education Service Leader	Auckland	ktamahori@alpheiusge.com.nz	64 9 344 0211
NZ0000012	Kelly	Jones	Health Services Service Leader	Auckland	kjones@alpheiusge.com.nz	64 9 344 0212
NZ0000013	Arthur	Maohori	Communications Product Leader	Auckland	amaohori@alpheiusge.com.nz	64 9 344 0213
NZ0000014	Marama	Takarami	Electronics Product Leader	Auckland	mtakarami@alpheiusge.com.nz	64 9 344 0214
NZ0000015	Samuel	Jenkins	Computer Products Product Leader	Auckland	sjenkins@alpheiusge.com.nz	64 9 344 0215
NZ0000016	Hine	Boramori	Vehicles Product Leader	Auckland	hboramori@alpheiusge.com.nz	64 9 344 0216
NZ0000017	Bob	Smith	Life Style Product Leader	Auckland	bsmith@alpheiusge.com.nz	64 9 344 0217
NZ0000018	Whetu	Ramabundi	Tools Product Leader	Auckland	wramabundi@alpheiusge.com.nz	64 9 344 0218
IR0000001	Paula	Cleary	Enterprise Leader	Dublin	pcleary@alpheiusge.ie	353 1 873 6558
IR0000002	Suzanne	O'Dowd	Effective People Leader	Dublin	sodowd@alpheiusge.ie	353 1 873 6559
IR0000003	Eileen	Roddy	Monies Leader	Dublin	eroddy@alpheiusge.ie	353 1 873 6560
IR0000004	Conor	Healy	Forward Thinking Leader	Dublin	chealy@alpheiusge.ie	353 1 873 6561
IR0000005	Peter	Morrow	Enterprise Opportunities Leader	Dublin	pmorrow@alpheiusge.ie	353 1 873 6562
IR0000006	Anthony	O'Brien	Communications Service Leader	Dublin	ao'brien@alpheiusge.ie	353 1 873 6563
IR0000007	Marty	Doyle	Insurance Service Leader	Dublin	mdoyle@alpheiusge.ie	353 1 873 6564
IR0000008	Eireasa	McCafferty	Banking and Finance Service Leader	Dublin	emccafferty@alpheiusge.ie	353 1 873 6565
IR0000009	Melissa	Quinn	Legal Service Leader	Dublin	mquinn@alpheiusge.ie	353 1 873 6566
IR0000010	Paddy	Deegan	Building Services Service Leader	Dublin	pdeegan@alpheiusge.ie	353 1 873 6567
IR0000011	Kira	Convery	Careers and Education Service Leader	Dublin	kconvery@alpheiusge.ie	353 1 873 6568
IR0000012	Desmond	Hayes	Health Services Service Leader	Dublin	dhayes@alpheiusge.ie	353 1 873 6569


**3**

## For Your Reference...

To **clear a print area**:

1. Click on the **Page Layout** tab on the **Ribbon**
2. Click on **Print Area**  in the **Page Setup** group
3. Select **Clear Print Area**

## Handy to Know...

- You can also add to existing print areas by selecting another range then clicking on **Print Area**  and selecting **Add to Print Area**.
- You can replace an existing print area by selecting and setting another range.

# INSERTING PAGE BREAKS

Excel creates its own page breaks when you print preview a worksheet and displays them as dashed lines across and down the worksheet. They won't always be in quite the right place, so

you have the option of **inserting your own page breaks** wherever you need them. You can insert them at the start of a column, the start of a row, in fact in any cell in the worksheet except A1.


## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *E826 Page Setup\_9.xlsx...*

**1** Click on **A22** to select the cell

*This is the first record for the staff in Dublin. We want to list them on a separate page...*


**2** On the **Page Layout** tab of the **Ribbon**, click on **Breaks**  in the **Page Setup** group, and select **Insert Page Break**

*A22 now appears at the start of the second page...*

**3** Scroll up and examine the first page

*Only the first 21 rows will be printed on this page...*

**4** Repeat steps **1** and **2** to insert page breaks at **A40**, **A58** and **A76** so that every country starts on a new page

**5** Click on the **View** tab of the **Ribbon**, and click on **Normal**  to display the worksheet view, then scroll up

*The page breaks appear as dashed lines across the spreadsheet*

17	NZ0000014	Marama	Takarami	Electronics Product Leader
18	NZ0000015	Samuel	Jenkins	Computer Products Product Leader
19	NZ0000016	Hine	Boramori	Vehicles Product Leader
20	NZ0000017	Bob	Smith	Life Style Product Leader
21	NZ0000018	Whetu	Ramabundi	Tools Product Leader
22	IR0000001	Paula	Cleary	Enterprise Leader
23	IR0000002	Suzanne	O'Dowd	Effective People Leader
24	IR0000003	Eileen	Roddy	Monies Leader
25	IR0000004	Conor	Healy	Forward Thinking Leader
26	IR0000005	Peter	Morrow	Enterprise Opportunities Leader

**1**

22	IR0000001	Paula	Cleary	Enterprise Leader
23	IR0000002	Suzanne	O'Dowd	Effective People Leader
24	IR0000003	Eileen	Roddy	Monies Leader
25	IR0000004	Conor	Healy	Forward Thinking Leader


**2**

76	FR000001	Henriette	Lacombe	Enterprise Leader
77	FR000002	Chantelle	Poiret	Effective People Leader
78	FR000003	Jean	Gerierre	Monies Leader
79	FR000004	Pierre	Kras	Forward Thinking Leader
80	FR000005	Juliette	Vasmeule	Enterprise Opportunities Leader
81	FR000006	Gaston	DeLaMare	Communications Service Leader
82	FR000007	Susi	Lacombe	Insurance Service Leader


**4**

## For Your Reference...

To **insert a page break**:

1. Click on the **Page Layout** tab of the **Ribbon**
2. Click on **Breaks**  in the **Page Layout** group
2. Select **Insert Page Break**

## Handy to Know...

- You can also insert vertical page breaks by clicking in the first row (i.e. cell) of a column and clicking on **Breaks**  then selecting **Insert Page Break**. The page break will be inserted to the left of the selected column.

# USING PAGE BREAK PREVIEW


**Page Break Preview** is a special view created to help you rearrange and organise page breaks. It zooms out from the worksheet so that you can see more of the pages and see the effect that

changes to margins or formatting changes have on the position of page breaks. Page breaks can be either inserted by you (**manual** page breaks) or created by Excel (**automatic** page breaks).

## Try This Yourself:


Same File

Continue using the previous file with this exercise, or open the file *E826 Page Setup\_10.xlsx...*

- 1 Click on the **View** tab of the **Ribbon**, and click on **Page Break Preview** . Some of the pages will be displayed, and a dialog box explaining how the view can be used...

- 2 Click on **[OK]** to close the dialog box then scroll up so that you can see page 1. The page breaks are clearly marked by solid blue lines. This means that they were inserted by you as opposed to automatic page breaks that Excel creates which appear as dashed lines...

- 3 Drag the second blue line (bottom of page 2) down to before **A44**, making page 2 longer

- 4 Click on **Normal** . You'll see that the position of the dashed line has changed

2


No	First Na	Last Nam	Position	Office	E-Mail	Telephone
4	NZ000001	Peter Reynolds	Enterprise Leader	Auckland	pregnolds@alpheusge.com.nz	64 9 344 0219
5	NZ000002	Marg Campbell	Effective People Leader	Auckland	mcampbell@alpheusge.com.nz	64 9 344 0202
6	NZ000003	Helen Kairi	Monies Leader	Auckland	hkairi@alpheusge.com.nz	64 9 344 0204
7	NZ000004	Norris Maunga	Forward Thinking Leader	Auckland	nmaunga@alpheusge.com.nz	64 9 344 0204
8	NZ000005	Vivian Smith	Enterprise Opportunities Leader	Auckland	vsmith@alpheusge.com.nz	64 9 344 0205
9	NZ000006	Grace Goodson	Communications Service Leader	Auckland	ggoodson@alpheusge.com.nz	64 9 344 0206
10	NZ000007	Kate Pualowng	Insurance Service Leader	Auckland	kualowng@alpheusge.com.nz	64 9 344 0207
11	NZ000008	Brian Houson	Banking and Finance Service Leader	Auckland	bhouson@alpheusge.com.nz	64 9 344 0208
12	NZ000009	Tara Kinelly	Legal Service Leader	Auckland	tkinelly@alpheusge.com.nz	64 9 344 0209
13	NZ000010	Nora Milta	Building Services Service Leader	Auckland	nmita@alpheusge.com.nz	64 9 344 0210
14	NZ000011	Kris Tamahori	Careers and Education Service Leader	Auckland	ktamahori@alpheusge.com.nz	64 9 344 0211
15	NZ000012	Kelly Jones	Health Services Service Leader	Auckland	kjones@alpheusge.com.nz	64 9 344 0212
16	NZ000013	Arthur Machori	Communications Product Leader	Auckland	amachori@alpheusge.com.nz	64 9 344 0213
17	NZ000014	Marama Takarami	Electronics Product Leader	Auckland	mtakarami@alpheusge.com.nz	64 9 344 0214
18	NZ000015	Samuel Jenkins	Computer Products Product Leader	Auckland	sjenkins@alpheusge.com.nz	64 9 344 0215
19	NZ000016	Hine Boramori	Vehicles Product Leader	Auckland	hboramori@alpheusge.com.nz	64 9 344 0216
20	NZ000017	Bob Smith	Life Style Product Leader	Auckland	bsmith@alpheusge.com.nz	64 9 344 0217
21	NZ000018	Whetu Ramabundi	Tools Product Leader	Auckland	wramabundi@alpheusge.com.nz	64 9 344 0218
22	IR000001	Paula Cleary	Enterprise Leader	Dublin	pcleary@alpheusge.ie	353 1873 8555
23	IR000002	Suzanne O'Dowd	Effective People Leader	Dublin	sodowd@alpheusge.ie	353 1873 8555
24	IR000003	Eileen Roddy	Monies Leader	Dublin	eroddy@alpheusge.ie	353 1873 8556
25	IR000004	Conor Healy	Forward Thinking Leader	Dublin	chealy@alpheusge.ie	353 1873 8556
26	IR000005	Peter Morrow	Enterprise Opportunities Leader	Dublin	pmorrow@alpheusge.ie	353 1873 8556
27	IR000006	Anthony O'Brien	Communications Service Leader	Dublin	aobrien@alpheusge.ie	353 1873 8556
28	IR000007	Marty Doyle	Insurance Service Leader	Dublin	mdoyle@alpheusge.ie	353 1873 8556
29	IR000008	Eireann McCafferty	Banking and Finance Service Leader	Dublin	emccafferty@alpheusge.ie	353 1873 8556
30	IR000009	Melissa Quinn	Legal Service Leader	Dublin	mquinn@alpheusge.ie	353 1873 8556
31	IR000010	Paddy Deegan	Building Services Service Leader	Dublin	pdeegan@alpheusge.ie	353 1873 8556
32	IR000011	Kira Convery	Careers and Education Service Leader	Dublin	kconvery@alpheusge.ie	353 1873 8556
33	IR000012	Desmond Hayes	Health Services Service Leader	Dublin	dhayes@alpheusge.ie	353 1873 8556
34	IR000013	Tara Connolly	Communications Product Leader	Dublin	tconnolly@alpheusge.ie	353 1873 8557
35	IR000014	Darren Grant	Electronics Product Leader	Dublin	dgrant@alpheusge.ie	353 1873 8557

3

18	NZ000015	Samuel Jenkins	Computer Products Product Leader	Auckland	sjenkins@alpheusge.com.nz	64 9 344 0215
19	NZ000016	Hine Boramori	Vehicles Product Leader	Auckland	hboramori@alpheusge.com.nz	64 9 344 0216
20	NZ000017	Bob Smith	Life Style Product Leader	Auckland	bsmith@alpheusge.com.nz	64 9 344 0217
21	NZ000018	Whetu Ramabundi	Tools Product Leader	Auckland	wramabundi@alpheusge.com.nz	64 9 344 0218
22	IR000001	Paula Cleary	Enterprise Leader	Dublin	pcleary@alpheusge.ie	353 1873 8555
23	IR000002	Suzanne O'Dowd	Effective People Leader	Dublin	sodowd@alpheusge.ie	353 1873 8555
24	IR000003	Eileen Roddy	Monies Leader	Dublin	eroddy@alpheusge.ie	353 1873 8556
25	IR000004	Conor Healy	Forward Thinking Leader	Dublin	chealy@alpheusge.ie	353 1873 8556
26	IR000005	Peter Morrow	Enterprise Opportunities Leader	Dublin	pmorrow@alpheusge.ie	353 1873 8556
27	IR000006	Anthony O'Brien	Communications Service Leader	Dublin	aobrien@alpheusge.ie	353 1873 8556
28	IR000007	Marty Doyle	Insurance Service Leader	Dublin	mdoyle@alpheusge.ie	353 1873 8556
29	IR000008	Eireann McCafferty	Banking and Finance Service Leader	Dublin	emccafferty@alpheusge.ie	353 1873 8556
30	IR000009	Melissa Quinn	Legal Service Leader	Dublin	mquinn@alpheusge.ie	353 1873 8556
31	IR000010	Paddy Deegan	Building Services Service Leader	Dublin	pdeegan@alpheusge.ie	353 1873 8556
32	IR000011	Kira Convery	Careers and Education Service Leader	Dublin	kconvery@alpheusge.ie	353 1873 8556
33	IR000012	Desmond Hayes	Health Services Service Leader	Dublin	dhayes@alpheusge.ie	353 1873 8556
34	IR000013	Tara Connolly	Communications Product Leader	Dublin	tconnolly@alpheusge.ie	353 1873 8557
35	IR000014	Darren Grant	Electronics Product Leader	Dublin	dgrant@alpheusge.ie	353 1873 8557
36	IR000015	Michelle Cahalan	Computer Products Product Leader	Dublin	mcahalan@alpheusge.ie	353 1873 8557
37	IR000016	Siobhan Kelliher	Vehicles Product Leader	Dublin	skelliher@alpheusge.ie	353 1873 8557
38	IR000017	Nora Caisie	Life Style Product Leader	Dublin	ncaisie@alpheusge.ie	353 1873 8557
39	IR000018	Ailana Keane	Tools Product Leader	Dublin	akeane@alpheusge.ie	353 1873 8557
40	AU000001	Julianne Kerr	Enterprise Leader	Melbourne	jkerr@alpheusge.com.au	61 3 9844 0000
41	AU000002	Harry Jones	Effective People Leader	Melbourne	hjones@alpheusge.com.au	61 3 9844 0000
42	AU000003	Angel Harrington	Monies Leader	Melbourne	aharrington@alpheusge.com.au	61 3 9844 0000
43	AU000004	Peter Dawson	Forward Thinking Leader	Melbourne	pdawson@alpheusge.com.au	61 3 9844 0000
44	AU000005	Mark Jones	Enterprise Opportunities Leader	Melbourne	mjones@alpheusge.com.au	61 3 9844 0000
45	AU000006	Maureen Grayson	Communications Service Leader	Melbourne	mgrayson@alpheusge.com.au	61 3 9844 0000
46	AU000007	Augustine Millson	Insurance Service Leader	Melbourne	amillson@alpheusge.com.au	61 3 9844 0000
47	AU000008	Amanda Bennet	Banking and Finance Service Leader	Melbourne	abennet@alpheusge.com.au	61 3 9844 0000
48	AU000009	George Samuelson	Legal Service Leader	Melbourne	gsamuelson@alpheusge.com.au	61 3 9844 0000
49	AU000010	Neville Smith	Building Services Service Leader	Melbourne	nsmith@alpheusge.com.au	61 3 9844 0011
50	AU000011	Petra Henriks	Careers and Education Service Leader	Melbourne	phenriks@alpheusge.com.au	61 3 9844 0012
51	AU000012	Vivienne Clark	Health Services Service Leader	Melbourne	vclark@alpheusge.com.au	61 3 9844 0013
52	AU000013	Jerry Hancock	Communications Product Leader	Melbourne	jhancock@alpheusge.com.au	61 3 9844 0014
53	AU000014	Victor Brown	Electronics Product Leader	Melbourne	vbrown@alpheusge.com.au	61 3 9844 0015
54	AU000015	Sandra Kendall	Computer Products Product Leader	Melbourne	skendall@alpheusge.com.au	61 3 9844 0016
55	AU000016	Nellie Adams	Vehicles Product Leader	Melbourne	nadams@alpheusge.com.au	61 3 9844 0017
56	AU000017	Charles Morris	Life Style Product Leader	Melbourne	cmorris@alpheusge.com.au	61 3 9844 0018
57	AU000018	Lance Williams	Tools Product Leader	Melbourne	llwilliams@alpheusge.com.au	61 3 9844 0019
58	US000001	Ellis Jones	Enterprise Leader	New York	ejones@alpheusge.com	1 718 387 5211
59	US000002	Marty Zimmstein	Effective People Leader	New York	mzimmstein@alpheusge.com	1 718 387 5212
60	US000003	Janet Grenfell	Monies Leader	New York	jgrenfell@alpheusge.com	1 718 387 5213
61	US000004	August Charles	Forward Thinking Leader	New York	acharles@alpheusge.com	1 718 387 5214
62	US000005	David Williams	Enterprise Opportunities Leader	New York	dwilliams@alpheusge.com	1 718 387 5215

## For Your Reference...

To use **Page Break Preview**:

1. Click on **Page Break Preview**  on the **View** tab
2. Drag page breaks into new positions as needed

## Handy to Know...

- You can drag the vertical page breaks as well as the horizontal ones. For example, by dragging the far right page break across one column to the left we could have prevented the final column from being printed.
- If you move automatic page breaks, they become manual page breaks.

# REMOVING PAGE BREAKS

Manual page breaks are fine if you always want the pages to start where you have indicated. However, times may change and you may find that you don't need the page breaks anymore

and need to remove them. You can **remove a single page break** at a time or remove (reset) them all in one hit. If you remove all manual page breaks, they will be replaced by automatic ones.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file E826 Page Setup\_11.xlsx...

**1** If the page breaks aren't visible, click on **Page Layout** and then **Normal** to refresh them

**2** Scroll to and click on **A22**

To remove a single page break, you click in the cell where the page break was inserted – immediately below the page break line...

**3** Click on the **Page Layout** tab, click on **Breaks** and select **Remove Page Break**

The page break will be deleted and a computer-generated one will appear between rows 33 and 34.

You can also remove every manual page break in a worksheet simultaneously...

**4** Click on **Breaks** and select **Reset All Page Breaks**

All of the page breaks that you created will be removed and automatic page breaks will be inserted where they're needed

**2**

18	NZ0000015	Samuel	Jenkins	Computer Products Product Leader	Auckland
19	NZ0000016	Hine	Boramori	Vehicles Product Leader	Auckland
20	NZ0000017	Bob	Smith	Life Style Product Leader	Auckland
21	NZ0000018	Whetu	Ramabundi	Tools Product Leader	Auckland
22	IR0000001	Paula	Cleary	Enterprise Leader	Dublin
23	IR0000002	Suzanne	O'Dowd	Effective People Leader	Dublin
24	IR0000003	Eileen	Roddy	Monies Leader	Dublin
25	IR0000004	Conor	Healy	Forward Thinking Leader	Dublin
26	IR0000005	Peter	Morrow	Enterprise Opportunities Leader	Dublin
27	IR0000006	Anthony	O'Brien	Communications Service Leader	Dublin
28	IR0000007	Marty	Doyle	Insurance Service Leader	Dublin
29	IR0000008	Eireann	McCafferty	Banking and Finance Service Leader	Dublin
30	IR0000009	Melissa	Quinn	Legal Service Leader	Dublin
31	IR0000010	Paddy	Deegan	Building Services Service Leader	Dublin

**3**

19	NZ0000016	Hine	Boramori	Vehicles Product Leader	Auckland
20	NZ0000017	Bob	Smith	Life Style Product Leader	Auckland
21	NZ0000018	Whetu	Ramabundi	Tools Product Leader	Auckland
22	IR0000001	Paula	Cleary	Enterprise Leader	Dublin
23	IR0000002	Suzanne	O'Dowd	Effective People Leader	Dublin
24	IR0000003	Eileen	Roddy	Monies Leader	Dublin
25	IR0000004	Conor	Healy	Forward Thinking Leader	Dublin
26	IR0000005	Peter	Morrow	Enterprise Opportunities Leader	Dublin
27	IR0000006	Anthony	O'Brien	Communications Service Leader	Dublin
28	IR0000007	Marty	Doyle	Insurance Service Leader	Dublin
29	IR0000008	Eireann	McCafferty	Banking and Finance Service Leader	Dublin
30	IR0000009	Melissa	Quinn	Legal Service Leader	Dublin
31	IR0000010	Paddy	Deegan	Building Services Service Leader	Dublin
32	IR0000011	Kira	Convery	Careers and Education Service Leader	Dublin
33	IR0000012	Desmond	Hayes	Health Services Service Leader	Dublin
34	IR0000013	Tara	Connolly	Communications Product Leader	Dublin
35	IR0000014	Darren	Grant	Electronics Product Leader	Dublin
36	IR0000015	Michelle	Cahalan	Computer Products Product Leader	Dublin
37	IR0000016	Siobhan	Kelliher	Vehicles Product Leader	Dublin

**4**

61	US000004	August	Charles	Forward Thinking Leader	New York
62	US000005	David	Williams	Enterprise Opportunities Leader	New York
63	US000006	Brenda	Hollstein	Communications Service Leader	New York
64	US000007	Julius	Maher	Insurance Service Leader	New York
65	US000008	Mary-Lou	Dawson	Banking and Finance Service Leader	New York
66	US000009	Alfred	Beadel	Legal Service Leader	New York
67	US000010	Marianne	Morris	Building Services Service Leader	New York
68	US000011	Crystal	Waters	Careers and Education Service Leader	New York
69	US000012	Zak	Mauriceson	Health Services Service Leader	New York
70	US000013	Harry	Lovice	Communications Product Leader	New York
71	US000014	Vernon	Lewis	Electronics Product Leader	New York
72	US000015	Chantelle	Smith	Computer Products Product Leader	New York

## For Your Reference...

To **remove page break(s)**:

1. Click in the cell with the page break
2. Click on **Breaks**
3. Select **Remove Page Break** or **Reset All Page Breaks**

## Handy to Know...

- You can't remove automatic page breaks. These are created by Excel and are controlled by the paper size and the specifications of the selected printer.
- When you select **Reset All Page Breaks** Excel removes manual page breaks in the current worksheet only.

# SETTING A BACKGROUND

**Background** refers to the area behind the numbers and text in the spreadsheet – the area that is plain white, by default. You can insert a photograph or other graphic file such as a clip art

into the background for display purposes, but they are not printed. The image will be inserted at its default size and then tiled across the background of the entire worksheet.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *E826 Page Setup\_12.xlsx...*

1 Press + to return to **A1**

The background of the worksheet is currently white...

2 On the **Page Layout** tab of the **Ribbon**, click on **Background** in the **Page Setup** group, to display the **Sheet Background** dialog box

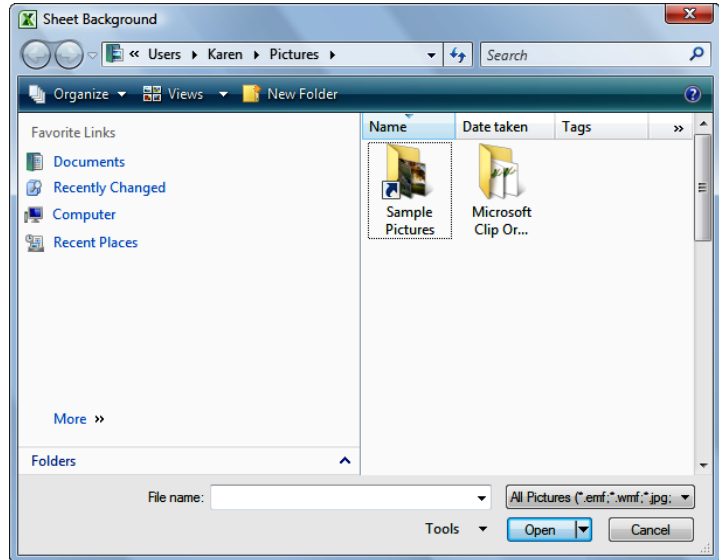
It will open in your Pictures folder...

3 Navigate to the course files folder or the **Sample Pictures** folder

4 Click on *E826 Dock.jpg* or an image of your choice and then click on **[Insert]**

The white background of the image will be replaced by the photograph

2



4

	A	B	C	D	E
1	<b>Alpheus Leader Listing</b>				
2					
3	<b>No</b>	<b>First Name</b>	<b>Last Name</b>	<b>Position</b>	<b>Office</b>
4	NZ0000001	Peter	Reynolds	Enterprise Leader	Auckland
5	NZ0000002	Mary	Campbell	Effective People Leader	Auckland
6	NZ0000003	Helen	Kai	Monies Leader	Auckland
7	NZ0000004	Norris	Maunga	Forward Thinking Leader	Auckland
8	NZ0000005	Vivian	Smith	Enterprise Opportunities Leader	Auckland
9	NZ0000006	Grace	Goodson	Communications Service Leader	Auckland
10	NZ0000007	Kate	Rualowy	Insurance Service Leader	Auckland
11	NZ0000008	Brian	Houson	Banking and Finance Service Leader	Auckland
12	NZ0000009	Tara	Kinelly	Legal Service Leader	Auckland
13	NZ0000010	Nora	Mita	Building Services Service Leader	Auckland
14	NZ0000011	Kris	Tamahori	Careers and Education Service Leader	Auckland
15	NZ0000012	Kelly	Jones	Health Services Service Leader	Auckland
16	NZ0000013	Arthur	Maohori	Communications Product Leader	Auckland
17	NZ0000014	Marama	Takarami	Electronics Product Leader	Auckland
18	NZ0000015	Samuel	Jenkins	Computer Products Product Leader	Auckland

## For Your Reference...

To **set a background**:


1. Click on the **Page Layout** tab of the **Ribbon**
2. Click on **Background**
3. Locate and click on the image file
4. Click on **[Insert]**

## Handy to Know...

- If you set a background, make sure that the figures and other information in the worksheet are still easy to read. If the background is quite dark, you may like to change the font colour to white or yellow. Either that or modify the image to create a paler, washed out version.

# CLEARING THE BACKGROUND

If the background that you've chosen doesn't work, isn't quite what you want or you simply don't want it any more, you can clear it. If you want to replace the background with another

image you must delete the current background first before setting another background. When a background is set, **Background**  changes to **Delete Background**.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *E826 Page Setup\_13.xlsx...*

1

Examine the worksheet

The background is currently filled with a photograph, tiled across the entire worksheet...

2

On the **Page Layout** tab, click on **Delete Background** 

The white background will be restored

	A	B	C	D	E
1	Alpheus Leader Listing				
2					
3	<b>No</b>	<b>First Name</b>	<b>Last Name</b>	<b>Position</b>	<b>Office</b>
4	NZ0000001	Peter	Reynolds	Enterprise Leader	Auckland
5	NZ0000002	Mary	Campbell	Effective People Leader	Auckland
6	NZ0000003	Helen	Kai	Monies Leader	Auckland
7	NZ0000004	Norris	Maunga	Forward Thinking Leader	Auckland
8	NZ0000005	Vivian	Smith	Enterprise Opportunities Leader	Auckland
9	NZ0000006	Grace	Goodson	Communications Service Leader	Auckland
10	NZ0000007	Kate	Rualowry	Insurance Service Leader	Auckland
11	NZ0000008	Brian	Houson	Banking and Finance Service Leader	Auckland
12	NZ0000009	Tara	Kinelly	Legal Service Leader	Auckland
13	NZ0000010	Nora	Mita	Building Services Service Leader	Auckland
14	NZ0000011	Kris	Tamahori	Careers and Education Service Leader	Auckland
15	NZ0000012	Kelly	Jones	Health Services Service Leader	Auckland
16	NZ0000013	Arthur	Maohori	Communications Product Leader	Auckland
17	NZ0000014	Marama	Takarami	Electronics Product Leader	Auckland
18	NZ0000015	Samuel	Jenkins	Computer Products Product Leader	Auckland

1

	A	B	C	D	E
1	Alpheus Leader Listing				
2					
3	<b>No</b>	<b>First Name</b>	<b>Last Name</b>	<b>Position</b>	<b>Office</b>
4	NZ0000001	Peter	Reynolds	Enterprise Leader	Auckland
5	NZ0000002	Mary	Campbell	Effective People Leader	Auckland
6	NZ0000003	Helen	Kai	Monies Leader	Auckland
7	NZ0000004	Norris	Maunga	Forward Thinking Leader	Auckland
8	NZ0000005	Vivian	Smith	Enterprise Opportunities Leader	Auckland
9	NZ0000006	Grace	Goodson	Communications Service Leader	Auckland
10	NZ0000007	Kate	Rualowry	Insurance Service Leader	Auckland
11	NZ0000008	Brian	Houson	Banking and Finance Service Leader	Auckland
12	NZ0000009	Tara	Kinelly	Legal Service Leader	Auckland
13	NZ0000010	Nora	Mita	Building Services Service Leader	Auckland
14	NZ0000011	Kris	Tamahori	Careers and Education Service Leader	Auckland
15	NZ0000012	Kelly	Jones	Health Services Service Leader	Auckland
16	NZ0000013	Arthur	Maohori	Communications Product Leader	Auckland
17	NZ0000014	Marama	Takarami	Electronics Product Leader	Auckland
18	NZ0000015	Samuel	Jenkins	Computer Products Product Leader	Auckland


2

## For Your Reference...

To **clear a background**:

1. Click on the **Page Layout** tab
2. Click on **Delete Background** 

## Handy to Know...

- An alternative to using a background image is to use **Fill Colour**  in the **Font** group on the **Home** tab. You will need to select the cells that you want to apply the fill colour to before selecting a colour.

# SETTINGS ROWS AS REPEATING PRINT TITLES

If you have a long list of data to print, it can be pretty confusing by the time you get to the third page if you can't remember what each of the columns refers to. To make it easier for you to

interpret printed data, Excel allows you to set a row or **rows as print titles** that are repeated at the top of every page. This way, each column has its own heading no matter which page it is on.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file E826 Page Setup\_14.xlsx...

1 On the **Page Layout** tab, click on **Print Titles** to display the **Sheet** tab of the **Page Setup** dialog box

2 Click in **Rows to repeat at top**, then click on the row header for row 3

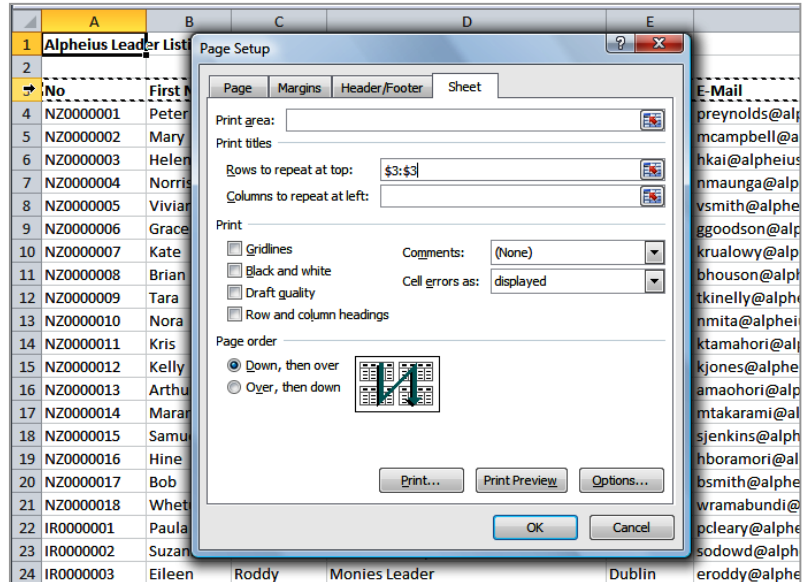
This inserts the reference \$3:\$3 in the text box...

3 Click on [OK]

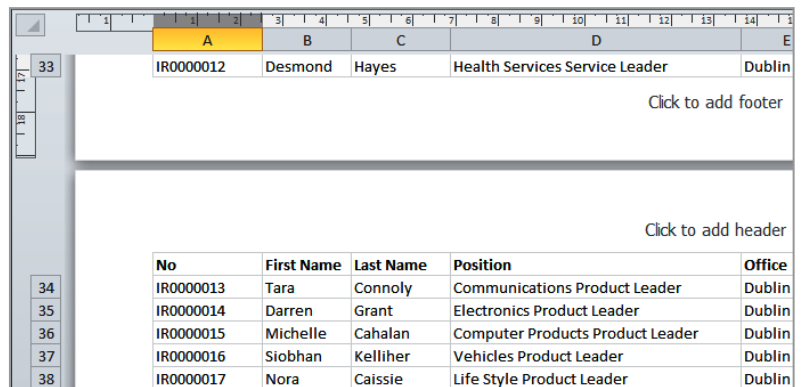
In Normal view, the spreadsheet will appear unchanged. What about Page Layout view?

4 Click on the **View** tab, then click on **Page Layout** and scroll down to page 2

The titles in row 3 appear at the top of this page and if you scroll further, you will see that they are at the top of each page



2



4

## For Your Reference...

To **set a row** as a **repeated print title**:

1. Click on the **Page Layout** tab
2. Click on **Print Titles**
2. Click in **Rows to repeat at top**
3. Click on the row header(s)
4. Click on [OK]

## Handy to Know...

- If you only want part of a row to be repeated at the top of a page, set the part of the list that you want to display as the **print area**. The rows and columns then repeated as titles will only be those that appear in the print area.



# CLEARING PRINT TITLES


**Print titles** are columns that are repeated on the left of every page or rows that are repeated at the top of every page. They make it easier to understand tables of information. However, if


your worksheet has repeated titles that you no longer need, you can **clear** them simply by removing the row or column references in the **Page Setup** dialog box.

## Try This Yourself:

**Open File**


Before starting this exercise you **MUST** open the file E826 Page Setup\_15.xlsx...


**1** On the **Medium** worksheet, click on **Print Titles**  on the **Page Layout** tab to display the **Page Setup** dialog box

**2** Select the range in **Columns to repeat at left** and press 

**3** Click on **[OK]**

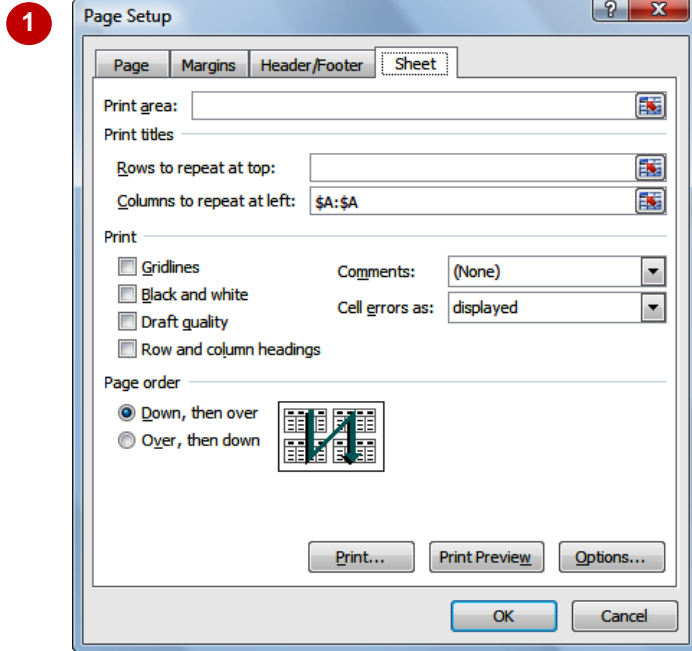
The column print titles will disappear...

**4** Click on the worksheet tab for **Large**, then click on **Print Titles** 

**5** Select the range in **Rows to repeat at top** and press 

**6** Click on **[OK]** to apply the change then scroll down the worksheet

There are no longer headers for each column in the table on the second page and subsequent pages





Oct	Nov	Dec	Total \$AUS
\$290,041	\$319,045	\$350,950	\$2,631,802
\$311,766	\$342,943	\$377,237	\$2,870,739
\$534,186	\$587,605	\$646,366	\$5,019,494
\$2,662	\$2,928	\$3,221	\$2,419,953
\$1,138,656	\$1,252,521	\$1,377,773	\$5,591,060
Oct	Nov	Dec	Total \$AUS
\$159,575	\$175,533	\$193,086	\$1,445,229
\$171,314	\$188,446	\$207,290	\$1,577,581
\$293,822	\$323,205	\$355,525	\$2,760,847
\$262,990	\$289,288	\$318,217	\$2,434,250

**3**

## For Your Reference...

To **clear print titles**:

1. Click on **Print Titles** 
2. Select the ranges in **Rows to repeat at top** or **Columns to repeat at left** and press 
3. Click on **[OK]**

## Handy to Know...

- When you set rows or columns to be repeated on each page, Excel automatically creates a range name of **Print\_Titles** for the cells that will be repeated. You can identify which cells will be repeated by selecting this range using the **Name box** in the **Formula bar**.

# PRINTING GRIDLINES

In longer lists with row after row of data, it can be difficult to follow data across the printed page without going cross-eyed! In these situations, it may be more convenient to **print gridlines** with

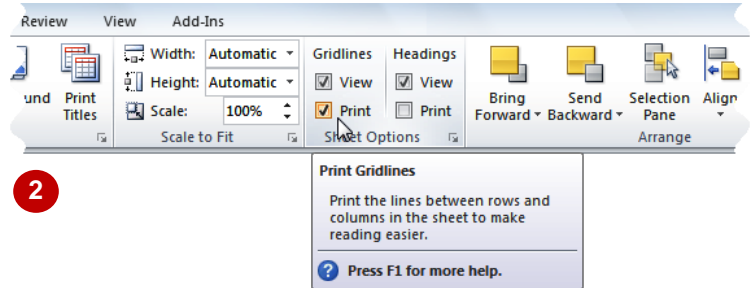
the report so that you can easily follow data across the page or down the page. Gridlines also make the process of proofing and editing a worksheet much easier.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file E826 Page Setup\_16.xlsx...

- 1 With the **Large** worksheet selected, ensure that the **Page Layout** tab is displayed
- 2 Click on **Print** under **Gridlines**, in the **Sheet Options** group, until it appears with a tick  
*Let's see how the gridlines will look...*
- 3 Click on the **File** tab, of the **Ribbon**, then select **Print** to display the printing options and see a preview of the worksheet  
*This shows clearly that the gridlines will print with the rest of the worksheet...*
- 4 Click on the **File** tab (or any other tab) to return to the worksheet



Alpheus Leader Listing			
No	First Name	Last Name	Position
NZ0000001	Peter	Reynolds	Enterprise Leader
NZ0000002	Mary	Campbell	Effective People Leader
NZ0000003	Helen	Kai	Monies Leader
NZ0000004	Norris	Maunga	Forward Thinking Leader
NZ0000005	Vivian	Smith	Enterprise Opportunities Leader
NZ0000006	Grace	Goodson	Communications Service Leader
NZ0000007	Kate	Rualowy	Insurance Service Leader
NZ0000008	Brian	Houson	Banking and Finance Service Leader
NZ0000009	Tara	Kinely	Legal Service Leader
NZ0000010	Nora	Mita	Building Services Service Leader
NZ0000011	Kris	Tamahori	Careers and Education Service Leader
NZ0000012	Kelly	Jones	Health Services Service Leader
NZ0000013	Arthur	Maohori	Communications Product Leader

3

## For Your Reference...

To **print gridlines**:

1. Click on **Print** under **Gridlines**, in the **Sheet Options** group, on the **Page Layout** tab until it appears with a tick

## Handy to Know...

- You can also print gridlines by clicking on **Gridlines** on the **Sheet** tab of the **Page Setup** dialog box. This is accessible by clicking on the **dialog box launcher** in the **Sheet Options** group.

# PRINTING HEADINGS

The term **headings**, in a spreadsheet, refers to the column and row headings – the letters across the top and the numbers down the left. These help you locate and identify specific cells and are

particularly helpful if you are trying to check the integrity of formulas and other information in the spreadsheet. You can choose to print headings with the rest of your data.

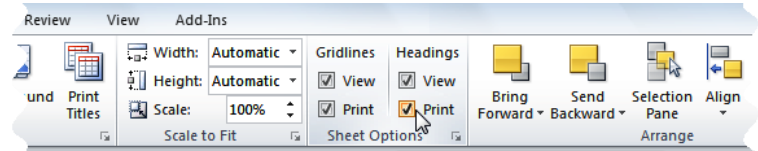
## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *E826 Page Setup\_17.xlsx...*

- 1 With the **Large** worksheet selected, ensure that the **Page Layout** tab is displayed
- 2 Click on **Print** under **Headings**, in the **Sheet Options** group, until it appears with a tick
- 3 Ensure that the spreadsheet is in **Page Layout** view, then scroll up and examine the worksheet

*You'll notice that the row and column headings now appear on the page itself as well as above and to the left of the spreadsheet*



**Print Headings**

Print row and column headings.

Row headings are the row numbers to the side of the sheet.

Column headings are the letters or numbers that appear above the columns on a sheet.

[Press F1 for more help.](#)

Click to add header

	A	B	C	D	
1	<b>Alpheius Leader Listing</b>				
2					
3	<b>No</b>	<b>First Name</b>	<b>Last Name</b>	<b>Position</b>	<b>Off</b>
4	NZ0000001	Peter	Reynolds	Enterprise Leader	Auc
5	NZ0000002	Mary	Campbell	Effective People Leader	Auc
6	NZ0000003	Helen	Kai	Monies Leader	Auc
7	NZ0000004	Norris	Maunga	Forward Thinking Leader	Auc
8	NZ0000005	Vivian	Smith	Enterprise Opportunities Leader	Auc
9	NZ0000006	Grace	Goodson	Communications Service Leader	Auc
10	NZ0000007	Kate	Rualowy	Insurance Service Leader	Auc
11	NZ0000008	Brian	Houson	Banking and Finance Service Leader	Auc
12	NZ0000009	Tara	Kinelly	Legal Service Leader	Auc
13	NZ0000010	Nora	Mita	Building Services Service Leader	Auc

4

## For Your Reference...

To **print headings**:

1. Click on **Print** under **Headings** in the **Sheet Options** group on the **Page Layout** tab so that it appears with a tick

## Handy to Know...

- You can also print headings by clicking on **Row and column headings** on the **Sheet** tab of the **Page Setup** dialog box. This is accessible by clicking on the **dialog box launcher** in the **Sheet Options** group.




# SCALING TO A PERCENTAGE

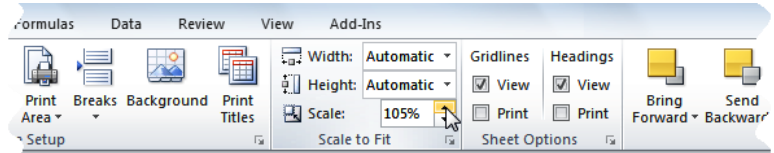
If you want to increase or decrease the size of data to make the best use of available space, you can change the **scale** at which the spreadsheet will be printed by percentage. For example, if you

have a small amount of data and want to increase the size a little, you could change the percentage to 105% or 110%. If you want to shrink the data a little to fit more on a page, you could choose 90%.

## Try This Yourself:

Same File

- 1 Click on the worksheet tab for **Small** to display the worksheet  
*We want to make this as large as possible without going onto a second page...*
- 2 On the **Page Layout** tab of the **Ribbon**, click on the up spinner arrow  for **Scale**, in the **Scale to Fit** group, to increase the percentage to **105%**  
*You'll notice that fewer columns fit on the page...*
- 3 Click on the up spinner arrow  for **Scale** twice, to increase the percentage to **115%**  
*It's now too large and won't fit on a single page...*
- 4 Click on the down spinner arrow  for **Scale**, to reduce the percentage to **110%**
- 5 Click on the **File** tab, on the **Ribbon**, then click on **Print** to preview the final result
- 6 Click on the **File** tab (or any other tab) to return to the worksheet



2

**Scale**

Stretch or shrink the printed output to a percentage of its actual size.


The maximum width and height must be set to "Automatic" to use this feature.

Alpheus Global Enterprises				
Budget Forecast for First Quarter				
Sales	Jan	Feb	Mar	Total
Auckland	\$1,050,254	\$1,547,000	\$1,488,369	\$4,085,623
Dublin	\$1,524,294	\$1,685,548	\$1,599,854	\$4,809,696
Melbourne	\$3,521,487	\$2,985,448	\$2,741,221	\$9,248,156
New York	\$2,531,225	\$2,621,889	\$2,453,999	\$7,607,113
<b>Total Sales</b>	<b>\$8,627,260</b>	<b>\$8,839,885</b>	<b>\$8,283,443</b>	<b>\$25,750,588</b>
Costs	Jan	Feb	Mar	Total
Auckland	\$550,998	\$850,554	\$818,874	\$2,220,426
Dublin	\$838,223	\$926,778	\$879,114	\$2,644,115
Melbourne	\$1,936,882	\$1,641,554	\$1,507,774	\$5,086,210
New York	\$1,392,666	\$1,441,447	\$1,349,552	\$4,183,665
<b>Total Costs</b>	<b>\$4,718,769</b>	<b>\$4,860,333</b>	<b>\$4,555,314</b>	<b>\$14,134,416</b>
<b>Gross Income</b>	<b>\$3,908,491</b>	<b>\$3,979,552</b>	<b>\$3,728,129</b>	<b>\$11,616,172</b>
<b>Fixed Costs</b>	<b>\$2,145,444</b>	<b>\$2,587,222</b>	<b>\$2,521,333</b>	<b>\$7,253,999</b>
<b>Net Income</b>	<b>\$1,763,047</b>	<b>\$1,392,330</b>	<b>\$1,206,796</b>	<b>\$4,362,173</b>
<b>Exchange Rate</b>	70%			

3

## For Your Reference...

To **scale** to a **percentage**:

1. Click on one of the spinner arrows  for **Scale** in the **Scale to Fit** group on the **Page Layout** tab

## Handy to Know...

- If you know exactly what percentage you want to scale to, you can click in the box for **Scale** and type that number.

# FIT TO A SPECIFIC NUMBER OF PAGES

If you only need to squeeze the data down a bit to get it to fit onto one page, you can try the **Scale to Fit** options of **Height** or **Width**. These allow you to specify how many pages high and

how many pages wide you want the printed worksheet to fit into. By default, **Height** and **Width** are set to **Automatic** and Excel then assumes you want to print according to the format settings.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *E826 Page Setup\_19.xlsx...*

1

Click on the worksheet tab for **Medium**

At the moment, this spreadsheet fits on two pages...

2

On the **Page Layout** tab, click on the drop arrow for **Width**, in the **Scale to Fit** group, and select **1 page**

The worksheet is then scaled down to fit on one page

Aug	Sep	Oct	Nov
9,703	\$263,674	\$290,041	\$319,045
7,658	\$283,424	\$311,766	\$342,943
1,476	\$485,624	\$534,186	\$587,605
5,219	\$2,420	\$2,662	\$2,928
4,057	\$1,035,142	\$1,138,656	\$1,252,521
Aug	Sep	Oct	Nov
1,880	\$145,069	\$159,575	\$175,533
1,582	\$155,740	\$171,314	\$188,446
2,829	\$267,111	\$293,822	\$323,205
7,347	\$239,081	\$262,990	\$289,288
Dec	Total \$AUS	Total \$US	
\$350,950	\$2,631,802	\$2,237,032	
\$377,237	\$2,870,739	\$2,440,129	
\$646,366	\$5,019,494	\$4,266,570	
\$3,221	\$2,419,953	\$2,056,960	
\$1,377,773	\$5,591,060	\$4,752,401	
Dec	Total \$AUS	Total \$US	
\$193,086	\$1,445,229	\$1,228,445	
\$207,290	\$1,577,581	\$1,340,944	
\$355,525	\$2,760,847	\$2,346,720	
\$318,217	\$2,434,250	\$2,069,112	

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Nov	Dec	Total \$AUS	Total \$US
\$319,045	\$350,950	\$2,631,802	\$2,237,032
\$342,943	\$377,237	\$2,870,739	\$2,440,129
\$587,605	\$646,366	\$5,019,494	\$4,266,570
\$2,928	\$3,221	\$2,419,953	\$2,056,960
\$1,252,521	\$1,377,773	\$5,591,060	\$4,752,401
Nov	Dec	Total \$AUS	Total \$US
\$175,533	\$193,086	\$1,445,229	\$1,228,445
\$188,446	\$207,290	\$1,577,581	\$1,340,944
\$323,205	\$355,525	\$2,760,847	\$2,346,720
\$289,288	\$318,217	\$2,434,250	\$2,069,112

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## For Your Reference...

To **fit** to a **specific number** of **pages**:

1. Click on the drop arrow for **Width** or **Height** in the **Scale to Fit** group on the **Page Layout** tab and select the required number of pages

## Handy to Know...

- You can't undo the changes you make using the **Scale to Fit** settings so make sure you save your worksheet before trying them. This way you can exit without saving and return to the previous version if necessary.

# STRATEGIES FOR PRINTING LARGER WORKSHEETS


Unfortunately, not all spreadsheets fit neatly into A4 segments. Given that they may extend down the page a long way because of thousands of records, or far across the page because of the

number of columns you have used, you will probably need to tweak the settings a little to **print larger worksheets**. Here's a list of the techniques that you can use to make the job easier.


## Adjusting Columns Widths

Probably the first port of call when you want to reduce the width of a worksheet is to adjust the **column widths**. While other methods might be quicker, this has the added advantage of allowing you to match the width of the columns to the data in the columns. You can auto-size them by selecting all of the column headers and double-clicking on the right border of one of the column headers or you can reduce each one manually. You can also size them equally by selecting the column headers and dragging one border to the required width.

## Margins

If you only need a small amount of extra width or length to fit your data on a page, you can adjust the margins. This is the amount of white space between the edge of the paper and the printed part of your spreadsheet. **Page Layout** view is best for making this type of adjustment because you can drag margins to new widths and see the result immediately. Alternatively you can select the preset **Narrow** under **Margins**  in the **Page Setup** group on the **Page Layout** tab.

## Orientation

If you have a reasonably small number of rows but lots of columns, changing the **Orientation**  to **Landscape** might fix your sizing problems and allow you to fit the data on one page. The same actually applies when you have lots of rows and many columns – generally it makes more sense to have more columns for each row than it does to have lots of rows but not be able to see enough of the columns. Experiment a bit and settle for what works with your particular model.

## Scaling

Another option for printing larger worksheets is to scale the worksheet down a little so that it fits exactly into the required number of pages. The only danger with this is that you might scale it down too far and make it illegible. You can also scale to a specific percentage.

## Page Breaks

Excel automatically creates page breaks according to the printer, the paper size and the margins. You can override automatic page breaks by creating your own and placing them in more logical positions, such as at the end of a department or section.


## Paper Size

If you have printers with the capacity, you can change the paper size to A3 or larger so that you can fit more data on the page without losing readability.

## Print Areas

You can print parts of a larger worksheet by setting a print area. A print area is delineated by a dashed line and the range name **Print\_Area** is assigned so that you can select and locate it easily.

## Readability

You can improve the readability of larger worksheets by repeating rows and/or columns on each page using **Print Titles** , by printing the **Gridlines** so that you can read an entire row, and by adding **Headers and Footers** especially with page numbering so you can organise the pages more easily.

## Page Layout vs Print Preview

**Page Layout** view is useful for visualising the margins and general layout, but be sure to make a final check using the preview in the **Print** tab of the **File** menu.