Introduction

By the end of this lesson, learners should be able to:

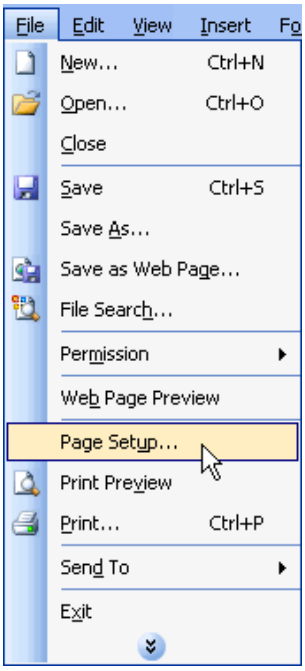
- Set page margins
- Change page orientation and paper size
- Create headers and footers
- Create sheet settings

Setting Page Margins

The **Page Margins** define where on the page Excel will print the worksheet. By default, the top and bottom margins are set at 1 inch in Excel 2003. The left and right margins are set at .75 inch. Margin settings can be changed to whatever you want. Different margins can be defined for each worksheet in the workbook.

To Change the Margins in the Page Setup Dialog Box:

- Select the correct worksheet.
- Choose **File** → **Page Setup** from the menu bar.



- Select the **Margins** tab.

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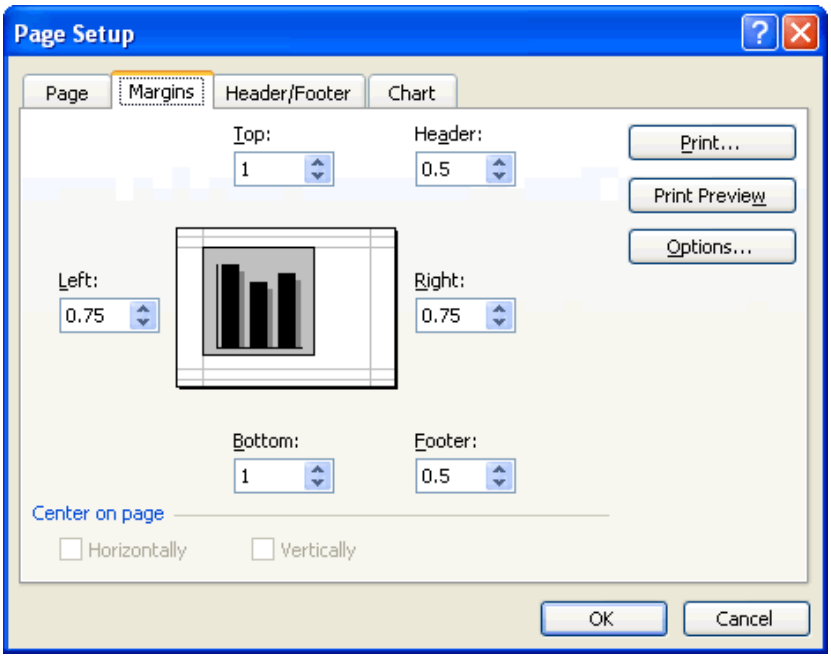
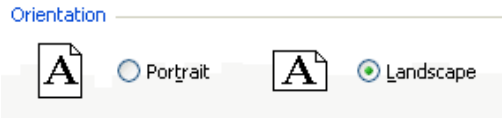


- Use the spin box controls to define the settings for each page margin-**Top, Bottom, Left, Right, Header** and **Footer**.
- Click the OK button to change the margin settings.

Changing the Page Orientation and Paper Size

The **Page** tab of the **Page Setup** dialog box lets you change page **orientation** (portrait or landscape) or **paper size** (e.g., letter size or legal size). The default paper size in Excel 2003 is 8.5 X 11 inches, with a portrait orientation (prints up and down on the long side of the page). A landscape orientation, on the other hand, prints up and down on the short side of the page.



To Change Page Orientation:

- Select the correct worksheet.
- Choose **File** → **Page Setup** from the menu bar.
- Click on the **Page** tab.

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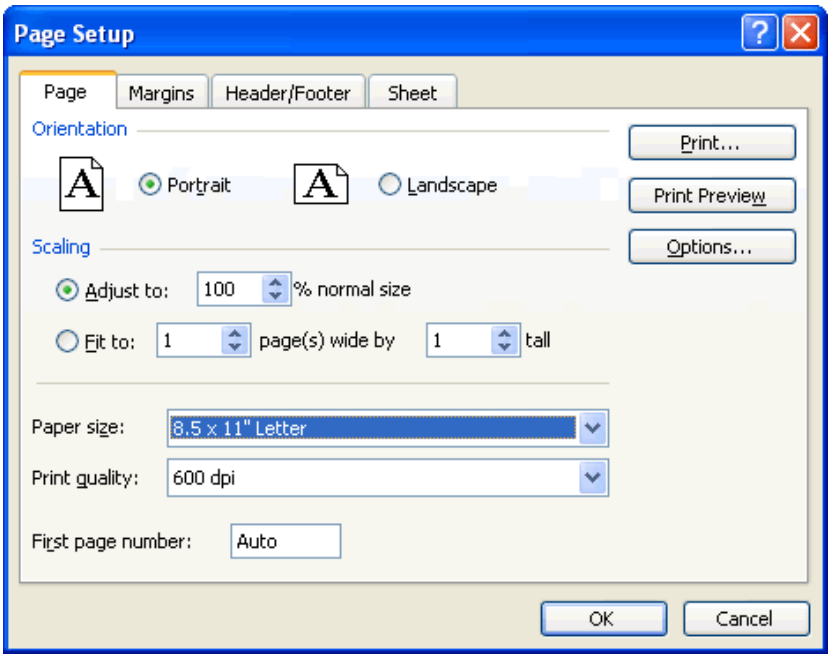

- Choose an **Orientation** (Portrait or Landscape) for the worksheet.
- Select a **Paper Size** from the list of available paper size options that appear in the list box.
- Click on the **paper size**.
- Click the OK button to accept the page settings.

✓ The Page tab of the Page Setup dialog box lets you **shrink** the spreadsheet data so it fits on a specified number of pages when you print. Click the **Fit to:** option button and enter the desired number of pages wide and pages tall.

✓ The Page tab of the Page Setup dialog box lets define the resolution of the print job. **Print Quality** is measured in **dpi**, or dots per inch. High dpi provides a better print quality.

Creating Headers and Footers

Headers and Footers can be added to any worksheet, although not required. A **Header** is any information that appear at the top of each page. A **Footer** prints at the bottom of the page. If you want a header or footer inserted onto a page then you will have to define them. Excel 2003 defaults to no header and no footer.

To Create a Header:

- Choose **File** → **Page Setup** from the menu bar.
- Select the **Header/Footer** tab in the **Page Setup** dialog box.

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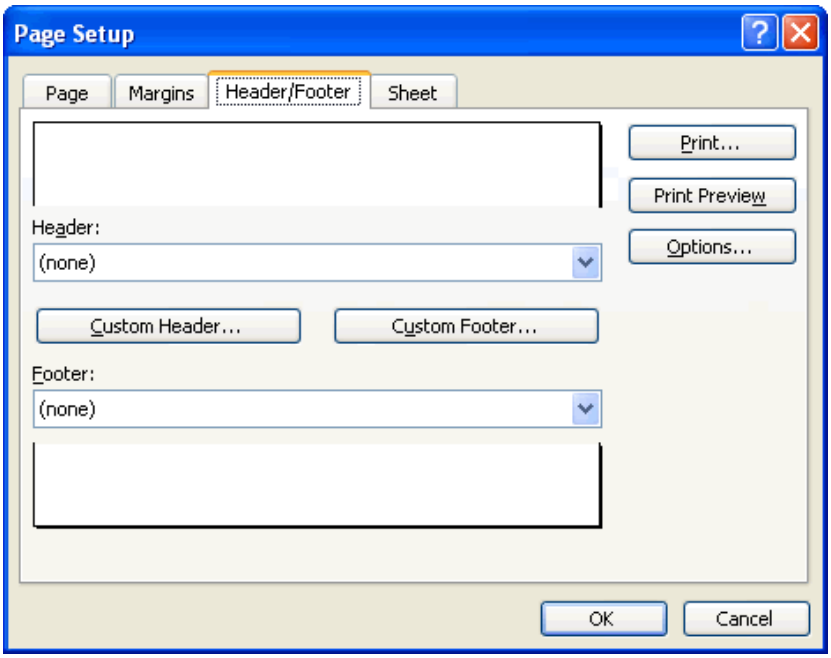
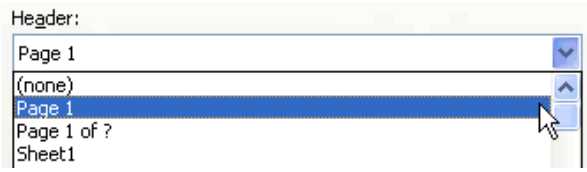
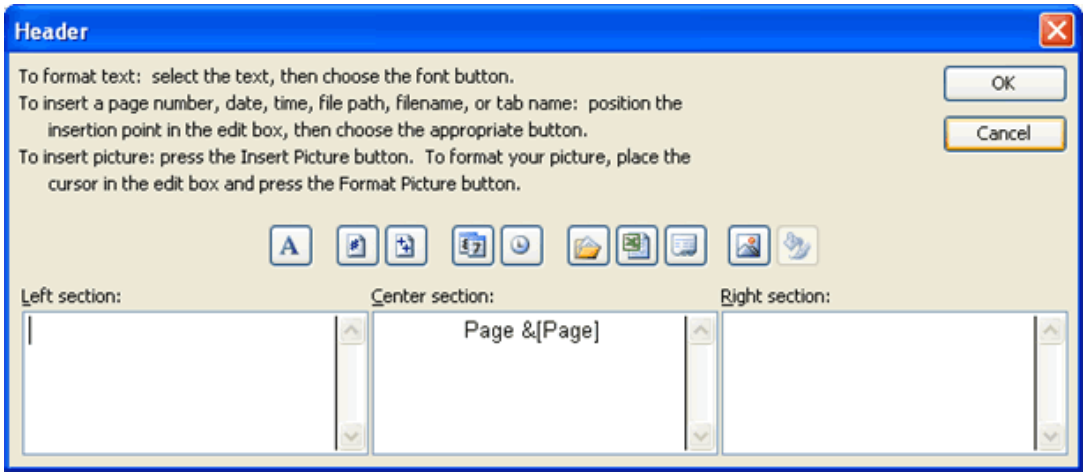


- Click the **Header** drop down list and select and of the predefined headers:



OR

click the **Custom Header** button to create your own header. Follow the instructions in the Header dialog box to make your entry.



- Click the **OK** button to return to the Page Setup dialog box.

To Create a Footer:

- Choose **File** → **Page Setup** from the menu bar.

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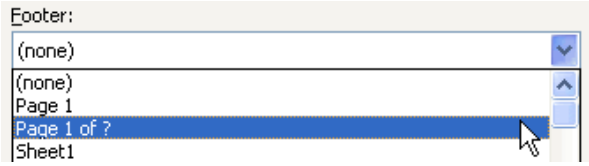
- Select the **Header/Footer** tab in the **Page Setup** dialog box.
- Click the **Footer** drop down list and select one of the predefined footers.



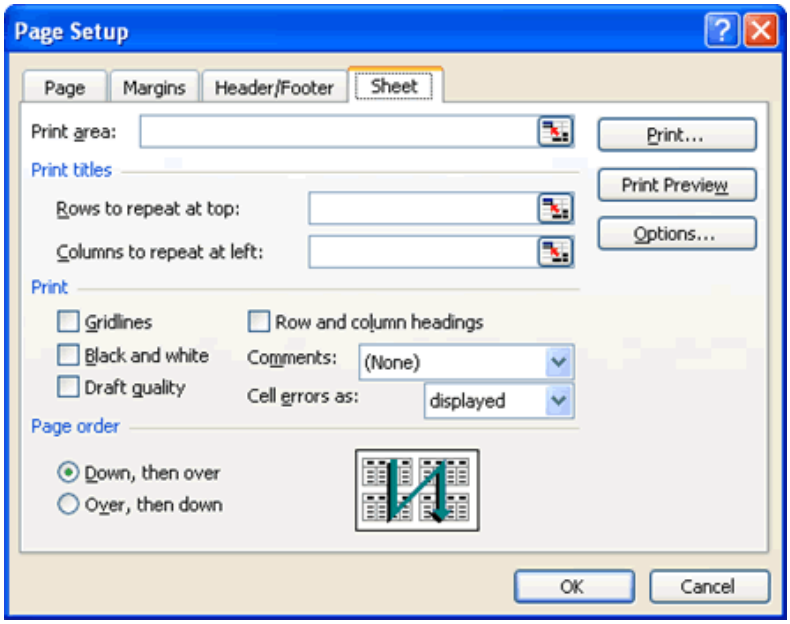
OR

Click the **Custom Footer** button to create your own footer. Follow the instructions in the Footer dialog box to make your entry.

✓ You can insert **Placeholder** buttons into both the header and footer to format text, insert page numbers, date, time, filename, or tab name. Excel replaces those placeholders with the information each represents when the worksheet is printed. Follow the instructions in the Header and Footer dialog boxes.

Creating Sheet Settings

The **Sheet** tab in the **Page Setup** dialog box provides additional print options you may want to add to your worksheet.



Print Area

By default, Excel prints from the A1 to the last occupied cell in a worksheet. You can specify a different range of

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cells to print.

Print Titles

Prints column and row labels on each page of the printout. Specify these rows or columns in the **Rows to Repeat at Top** and **Columns to Repeat at Left** textboxes.

Print - Gridlines

Determines whether gridlines are printed. However, turning off gridlines does not affect their appearance in Normal View.

Print - Black and White

If you used colors in your worksheet but don't want to waste the ink in your color printer, use black and white.

Print - Draft Quality

Choose draft quality to print the worksheet without gridlines or graphics.

Print - Row and Column Headings

Click this option to include row numbers and columns letters in your printed document.

Page Order

Determines the order in which worksheets are printed.

Challenge!

- Open your **Monthly Budget** file.
- Change the **right and left margins** to .5".
- Verify the **top and bottom margins** are 1".
- Change the **Page Orientation** to **Landscape** and verify the page size is 8.5 X 11".
- Create a **custom footer** with **your name or GCF username** in the left section and the **date** in the right section.
- Save and close the document.

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