UNIT 3: SPREADSHEET(INTERMIDIATE)
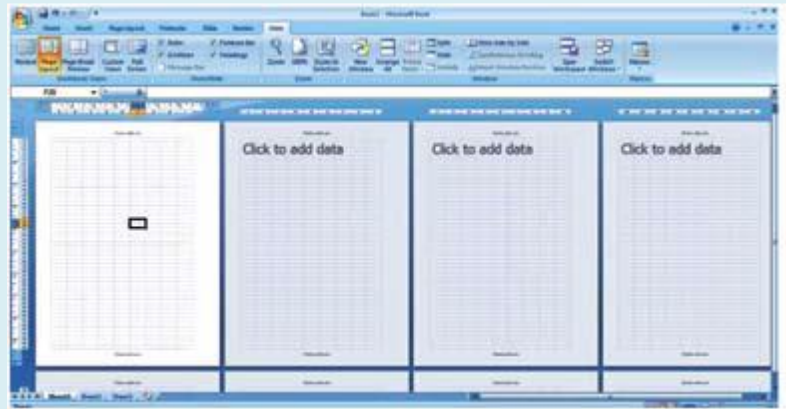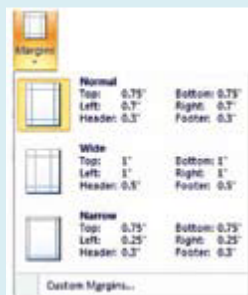
SESSION 5: SET PAGE LAYOUT

In Microsoft Excel, page setup attributes, such as **Margins, sheet orientation**, and **Print Titles**, **Page Setup** for each worksheet individually. This article describes three methods that you can use to set some of these attributes globally.

To set page setup attributes for a group of Excel Worksheets, use one of the following methods. you can set the

- **Margins**
- **Orientation**
- **Page headers and footers**
- **Hide or display grid lines**
- **Size of the page**
- **Define the print area**
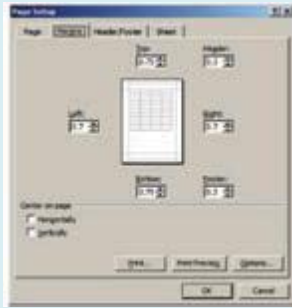- **Specify the background**

- Click on *Margins* Option under *Page Setup* group, a dropdown list appears as shown in figure no 2

- You can either select anyone of the predefined margin option available or else you can define your own margin setting by clicking *Custom Margins* Option. Shown in figure in 3rd
- You can set the margin values manually from the options available under the dialog box.
- You can set the orientation of the page to either Portrait or Landscape by clicking the *Orientation option* under *Page Setup* group in the *Page Layout tab*.

- You can set the size of the page by clicking the Size option under **Page Setup** group in the **Page Layout tab.**

- You can specify the area to be printed by selecting the area and then clicking **Print Area** option under **Page Setup** group in the **Page Layout tab**. A drop down list appears as shown this figure no 4th

- Click on **Set Print Area** to set the selected to get printed. You can also clear the print area by clicking the **Clear Print** Area option
- You can specify a background for your sheet using the **Background** option under **Page Setup** in the **Page Layout** tab.

EXERXISE

1. Perform the following activity

S.No.	Activity
1.	Reopen the worksheet created in the previous exercise named items_{your name}.Modify the margins, view the document using print preview and observe the changes

2. Fill in the blanks:
   a) Spread sheet software provides various page layout options for organizing pages using the _____View.
   b) Margins option is available under _____group in the _____tab.
   c) Two types of Page orientation are _____&_____.

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