Chapter 8 -
Using the Page Setup Dialog Box

In this chapter, you will learn how to:

- Change the page orientation

- Scale a worksheet

- Set margin and centring options

- Create headers and footers

- Repeat row and column labels

- Use Page Break Preview

Changing the Page Orientation

Discussion

Most printer paper can be purchased in standard sizes, such as A3, A4 or Letter. For most of these, one side of the page is longer than the other. When going to print, you can decide the **Page Orientation**, that is whether the shorter edge is at the top (known as **Portrait**), or the longer edge (**Landscape**). Wider spreadsheets print better using Landscape, longer worksheets using Portrait.
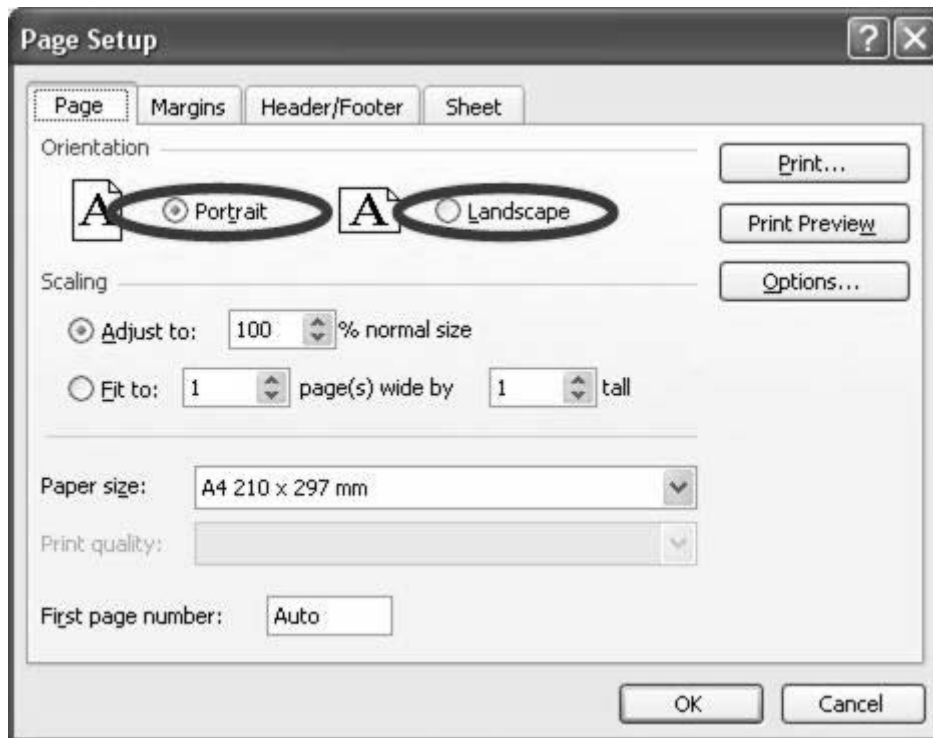

Figure 24: Page Setup dialog box showing the Orientation controls

Let's Do It

1. Open the file **Page Setup**. Save it as **My Page Setup**.
2. Select **File/Print Preview**. Note that the first page is missing the last few months.
3. Click on the **Close** button to exit Print Preview.
4. Select **File/Page Setup**. Note the four tabs across the top - **Page, Margins, Header/Footer,** and **Sheet.**
5. Select the **Page** tab if necessary.
6. In the **Orientation** section, select the **Landscape** option.
7. Click on the **Print Preview** button. Note that data will now print across the page.
8. Click on the **Close** button to exit Print Preview.

Scaling a Worksheet

Discussion

The data for this spreadsheet is only slightly more than can be printed on one page. If there is a requirement for it to fit all on one page the printout can be **Scaled** to fit on a page.

You can try and guess how much to shrink the page or you can tell Excel to squeeze the data onto a pre-determined number of pages across and down. Excel will then do the guessing for you.

> **Tip!** There is a practical limit to how much scaling you can do. Attempting to squeeze too many pages into one will render the printout too small to read.

Let's Do It

1. Select **File/Page Setup**.
2. Select the **Page** tab if necessary.
3. Change the **Adjust to:** option to **10%**.
4. Click on the **Print Preview** button. Obviously, this is too small.
5. Click on the **Setup…** button and change the **Adjust to:** option to **80%**.
6. Click on the **OK** button. The printout should now fit on one page.
7. Click on the **Setup…** button and change the **Fit to:** option to **1 Pages wide by 1 tall**.
8. Click on the **OK** button. The printout should still fit on one page, but may be a little larger.
9. Click on the **Setup…** button. Notice the **Adjust to:** option has been automatically calculated for you.
10. Change the **Adjust to:** option back to **100%** and click on the **OK** button.

Setting Margin and Centring Options

Discussion

Margins define the area on a page which can be printed on. They determine the amount of blank space left at the edges of a page. Margins are measured in whichever is the default units setup up in Windows, usually either inches (US setup) or centimetres (Metric setup). With a US setup, margins will be displayed as 1 inch, 0.75 inches, etc. For a Metric setup, the same distances will display as 2.5 cm, 1.9 cm, etc .

Unless you have a very good reason to do so, it is often better to leave the Margin settings alone. If you adjust them too much, you run the risk of having Headers and Footers print over the top of data, and other problems.

It is pleasing to the eye to have the data in the middle of the page, though. The Page Setup dialog box also offers **Center on page** options to arrange this automatically.
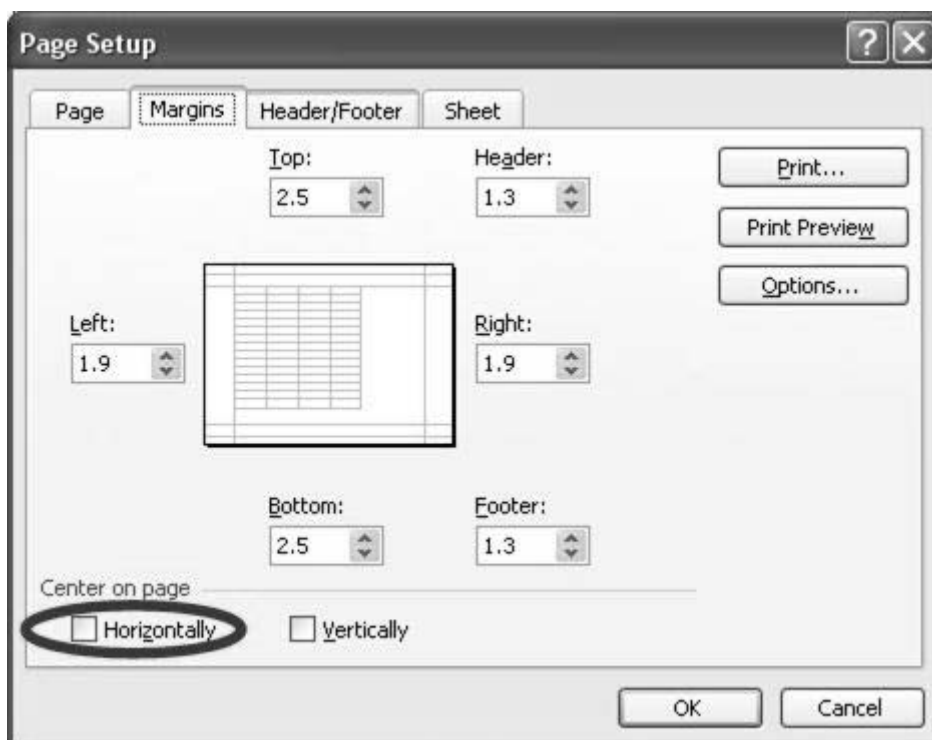

Figure 25: Page Setup dialog box showing Centring Options

Let's Do It

1. If necessary, return to **Print Preview**. Note that the spreadsheet would print slightly to the left of centre of the page.
2. Click on the **Setup…** button and select the Margins tab. Note the margins for Top, Bottom, Left and Right.
3. Locate the **Center** on page area at the bottom of the dialog box.
4. Check the **Horizontally** option.
5. Click on the **OK** button. The printout should be centred on the page.

Headers and Footers

Discussion

Headers print at the top of every page in a printout and footers print at the bottom of every page in a printout.

Headers and footers are very useful for automatic page numbering, and labelling each page with the name of the file and where it can be found on the network so that the document can be found again. This is known as the **Filename and Path**.

Commonly used headers and footers can be selected from lists of pre-set options held in the **Header Combo** and the **Footer Combo**. "Combo" is the proper name for a drop-down list.
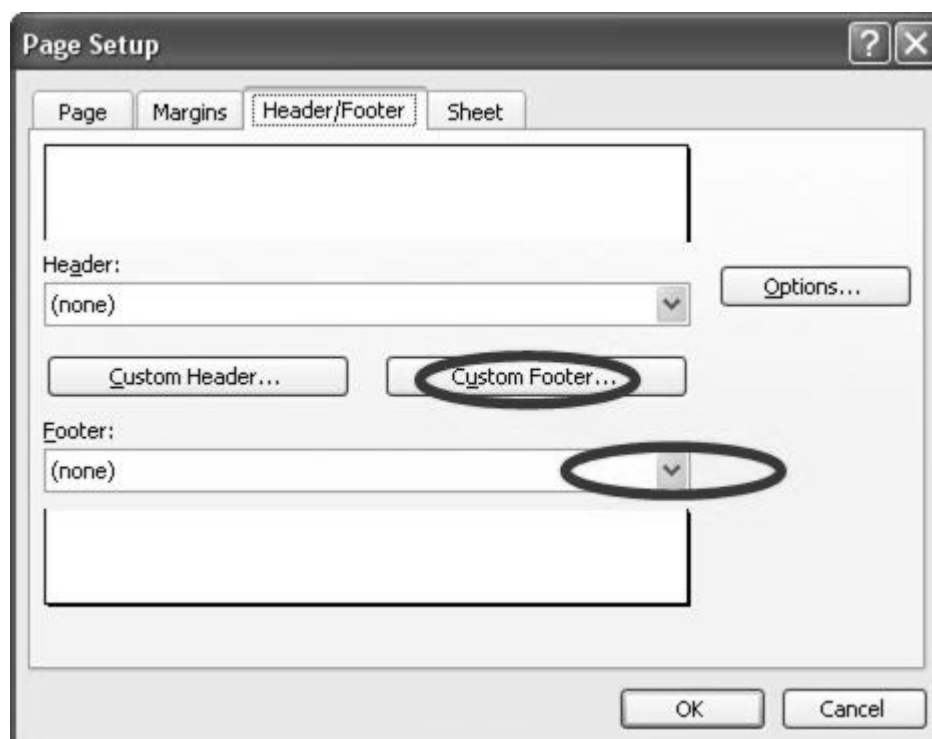

Figure 26: Page Setup dialog box showing Custom Footer button and Footer combo

If a more complex header or footer is required the **Custom Header button** and the **Custom Footer button** can be used. These will bring up a dialog box which allows you to specify what will go on the left, centre and right of your headers and footers. The dialog box also has its own specialised set of buttons for adding elements to the headers and footers.
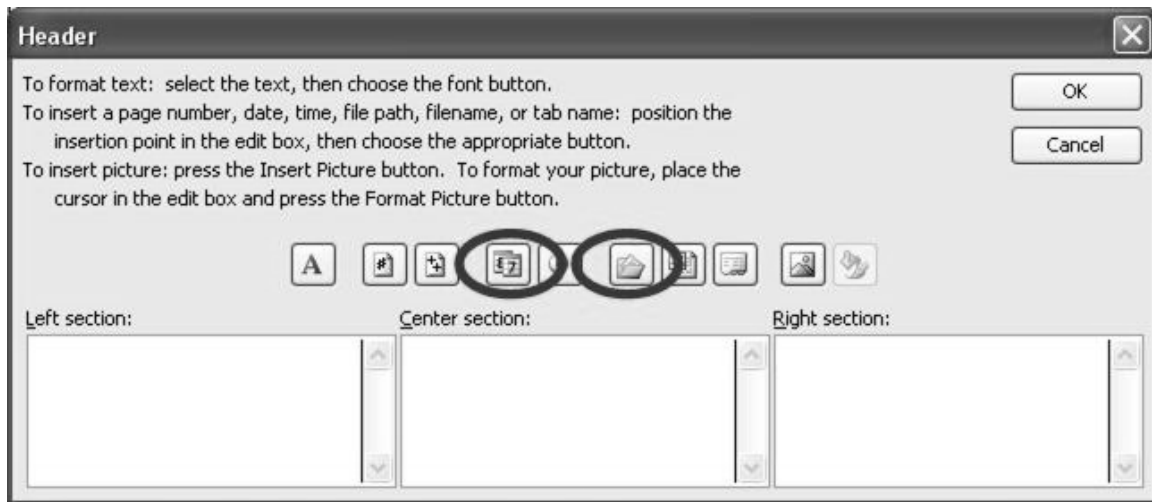
Figure 27: Custom Header dialog box showing the Date and Filename And Path buttons

Let's Do It

1. If necessary, return to **Print Preview**.
2. Click on the **Setup…** button and select the **Header/Footer** tab.
3. Click on the **Footer Combo** and select **Page 1 of ?.**
4. Click on the **Custom Header** button. Note the buttons on the Custom Header Dialog box.
5. Click into the **Left Section,** then click on the **Filename and Path** button.
6. Click into the **Right Section.** Type **Printed On:** then click on the **Date** button.
7. Click on the **OK** button for the Custom Header, then the **OK** button for Page Setup. Note your headers and footers entered on every page.
8. Click on the **Close** button to exit Print Preview.

Repeating Row and Column Labels

Discussion

When entering data into your spreadsheet you usually put labels at the top and left side. When you go to print, you will want the column or row labels to print on every page, otherwise you may end up with a page full of numbers with no explanation. Excel can automatically repeat nominated rows at the top of every page, and columns at the left of every page.

These options cannot be set while in Print Preview, so it is necessary to enter Page Setup whilst viewing the spreadsheet normally.
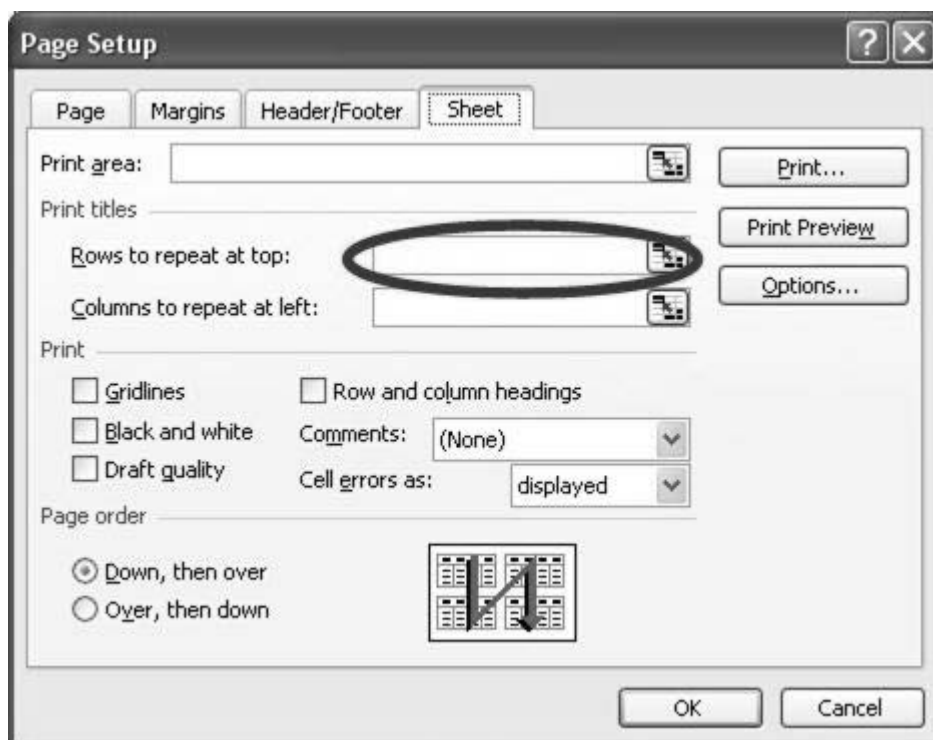

Figure 28: Page Setup dialog box showing Rows to Repeat box

Let's Do It

1. Select **File/Page Setup**.
2. Select the **Sheet** tab.
3. Click in the Rows to repeat at top: box.
4. Click on the spreadsheet, and select the range **$1:$5** by click and dragging over the row headers.
5. Click on the **Print Preview** button, then use the **Next** button to display page 2. Note the heading rows have repeated.
6. Click on the **Close** button to exit Print Preview.

Page Break Preview

Discussion

Excel will take into account the size of your page and the margins that you have set, decide when a page is full, then automatically put data on a new page. Sometimes the automatic page breaks occur in inconvenient places, so it is possible to adjust these manually using **Page Break Preview.** It is also possible to add new page breaks at convenient locations using the **Insert/Page Break** command.

In Page Break Preview, automatic page breaks are displayed as dotted blue lines. Manually set page breaks display as unbroken blue lines.

Normally, you would adjust so that less data is printed on any page, but if you adjust a page break to include more rows or columns, Excel automatically scales the data.

> **Tip!** To remove a manually set page break, select the cell to the right of a vertical page break or the cell below a horizontal page break, then select **Insert/Remove Page Break**.

Let's Do It

1. Select View/Page Break Preview.
2. Select **OK** to close the Welcome to Page Break Preview dialog box, if necessary.
3. **Drag** the dotted blue line to above the **UK** heading (between rows 29 and 30). This will make sure that UK and Ireland print on one page.
4. Click into cell **A18**, and select **Insert/Page Break**. US and Canada will now print on one page, and Australia and New Zealand will print on the first page.
5. Select File/Print Preview. Move thought the pages to view the results.
6. Click on the **Normal View** button.
7. Save and Close the file.

Let's Practise
Using the Page Setup Dialog Box

1. Open the file **Mothers Group Page Setup**, and save as **My Mothers Group Page Setup.**

2. Select **File/Page Setup** and observe the current settings.

3. Change the page orientation to **Landscape**.

4. Centre the printouts horizontally on the page.

5. Add the pre-set footer **Page 1 of ?**.

6. Create a custom header which shows the **Filename And Path**.

7. Arrange it so that rows **$1:$4** are printed automatically at the top of each page.

8. Set a horizontal page break so that all Females print on one page, and all Males on the next.

9. Preview the pages.

10. Save and close **My Mothers Group Page Setup.**