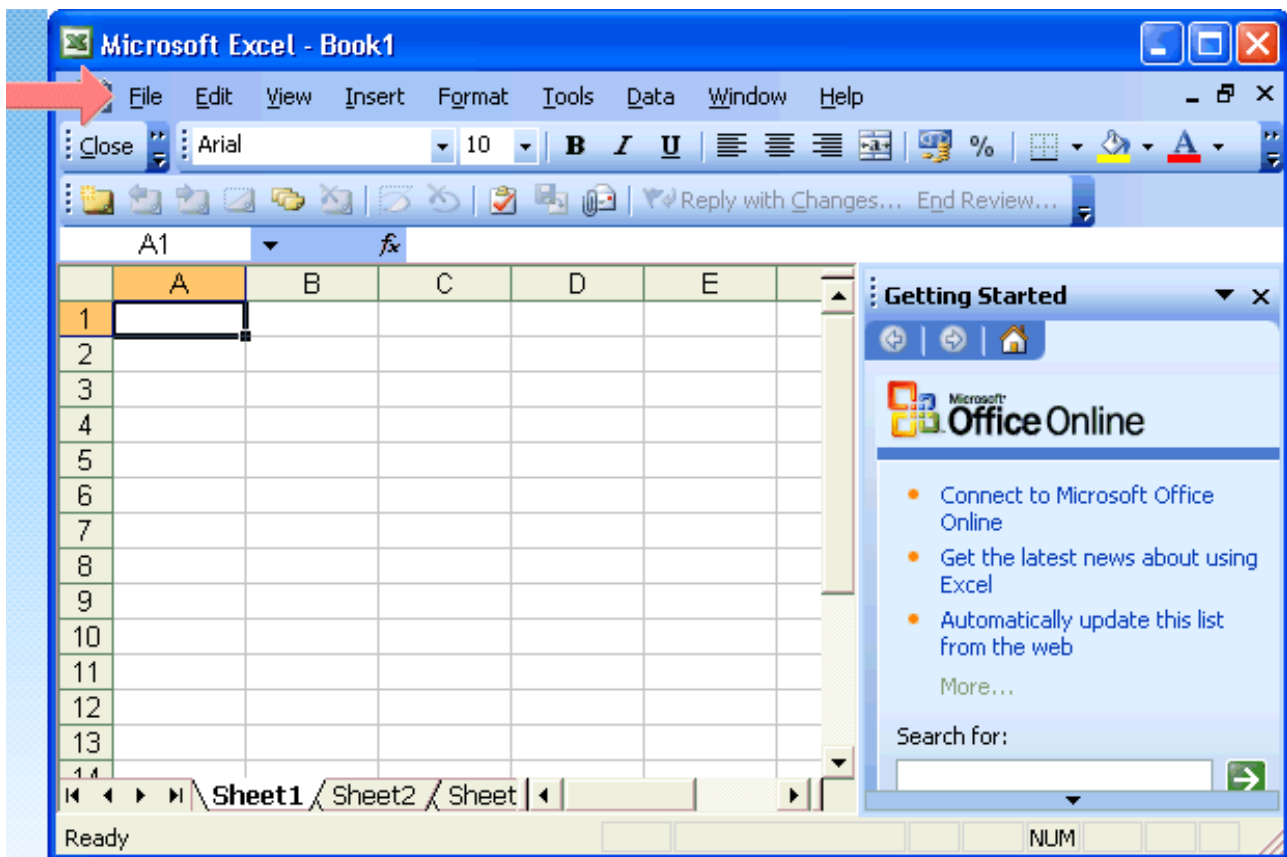


# MS Excel 2003: Intermediate

## Page Setup

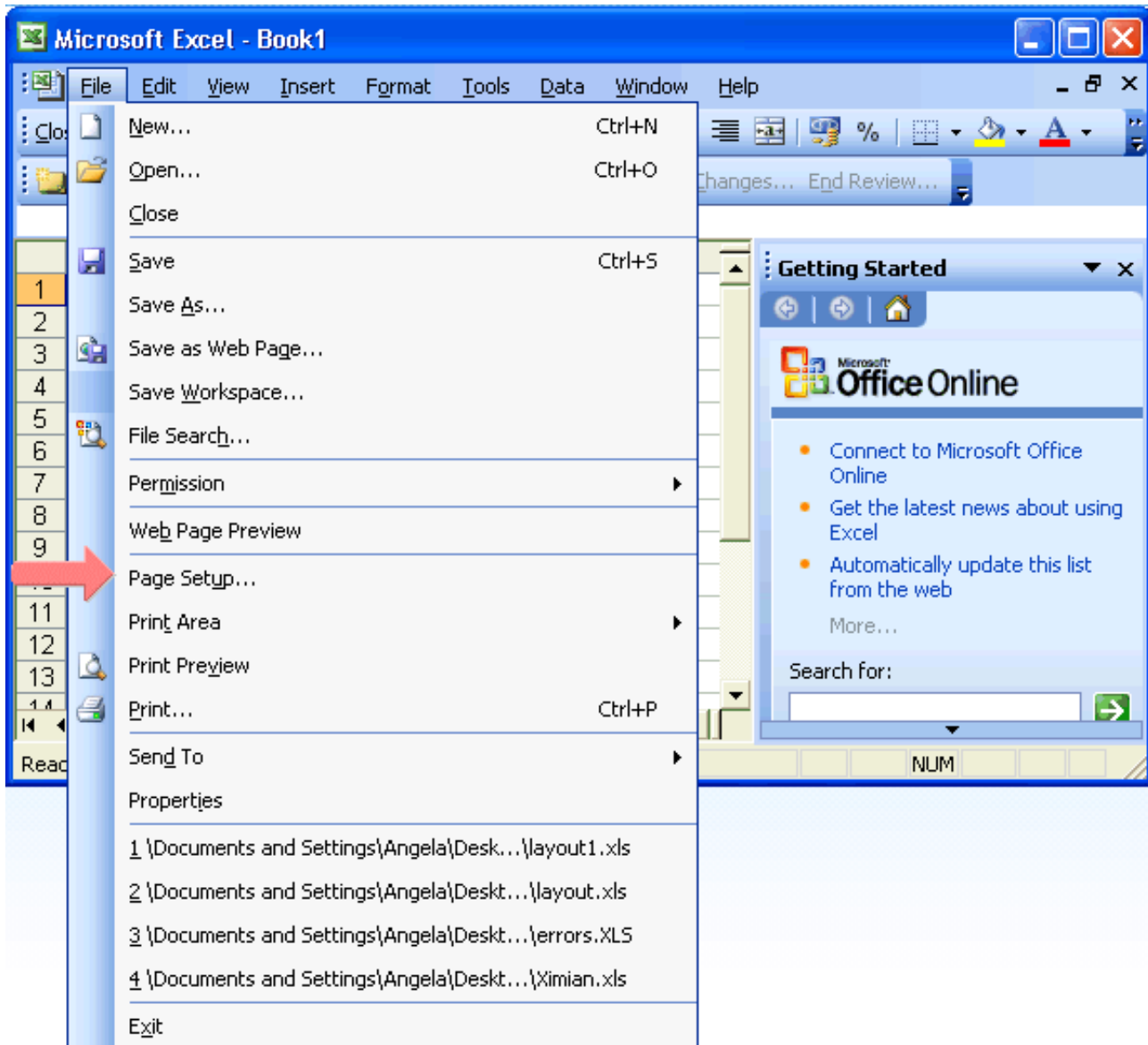
### Step 1 of 18:

Click on the "File" drop-down menu.



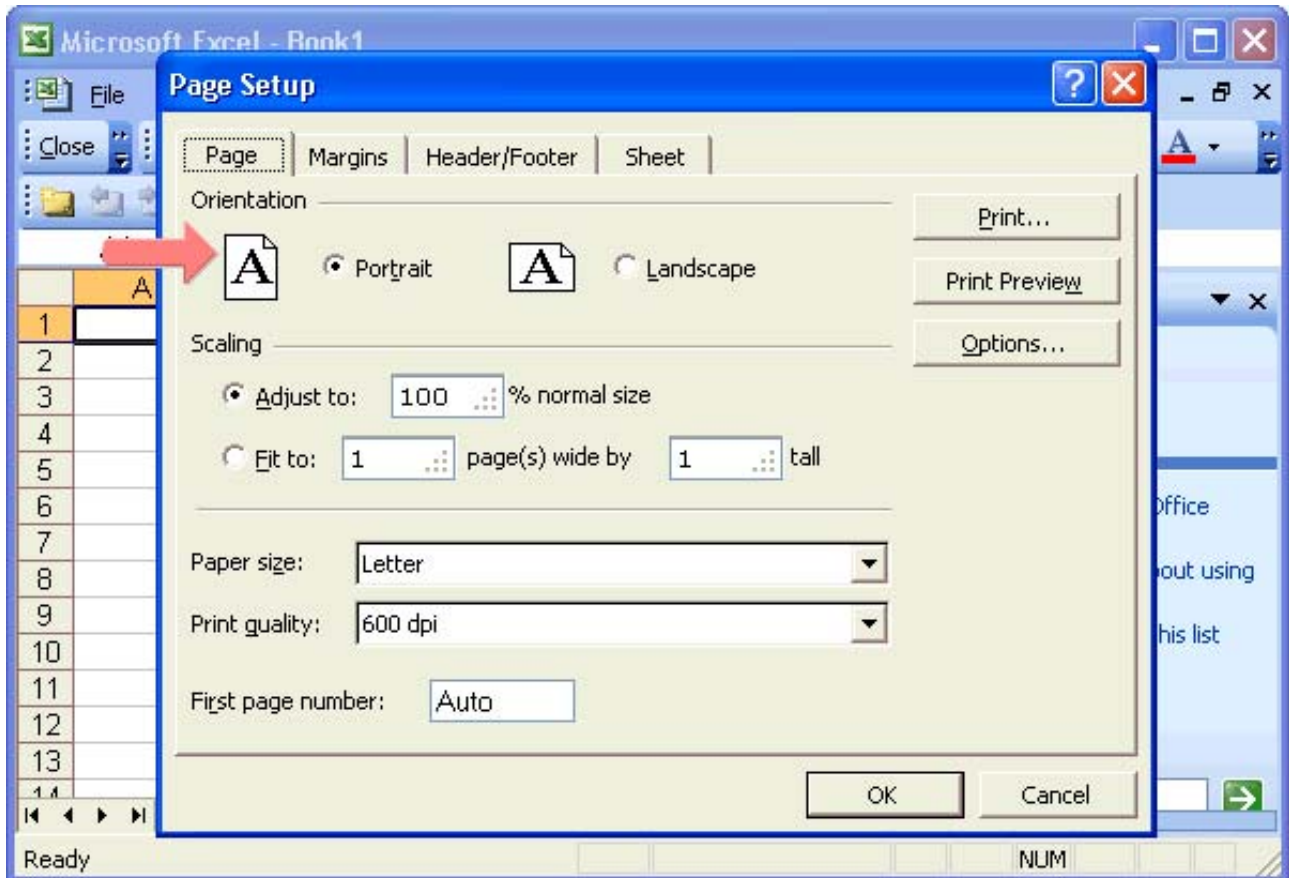
## Step 2 of 18:

Click on the "Page Setup..." menu item.



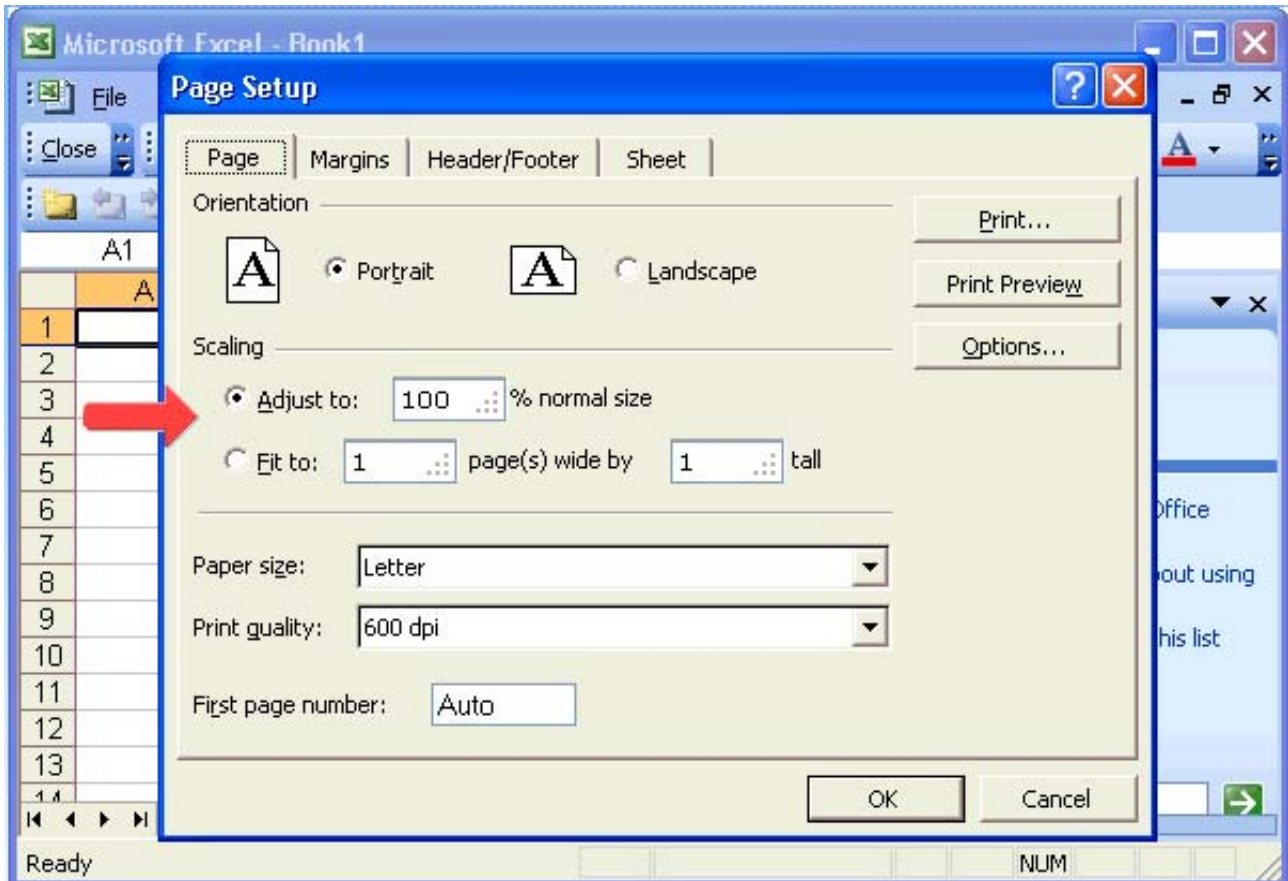
### Step 3 of 18:

In this area you can specify the orientation of the page. Namely, "Portrait" or "Landscape".



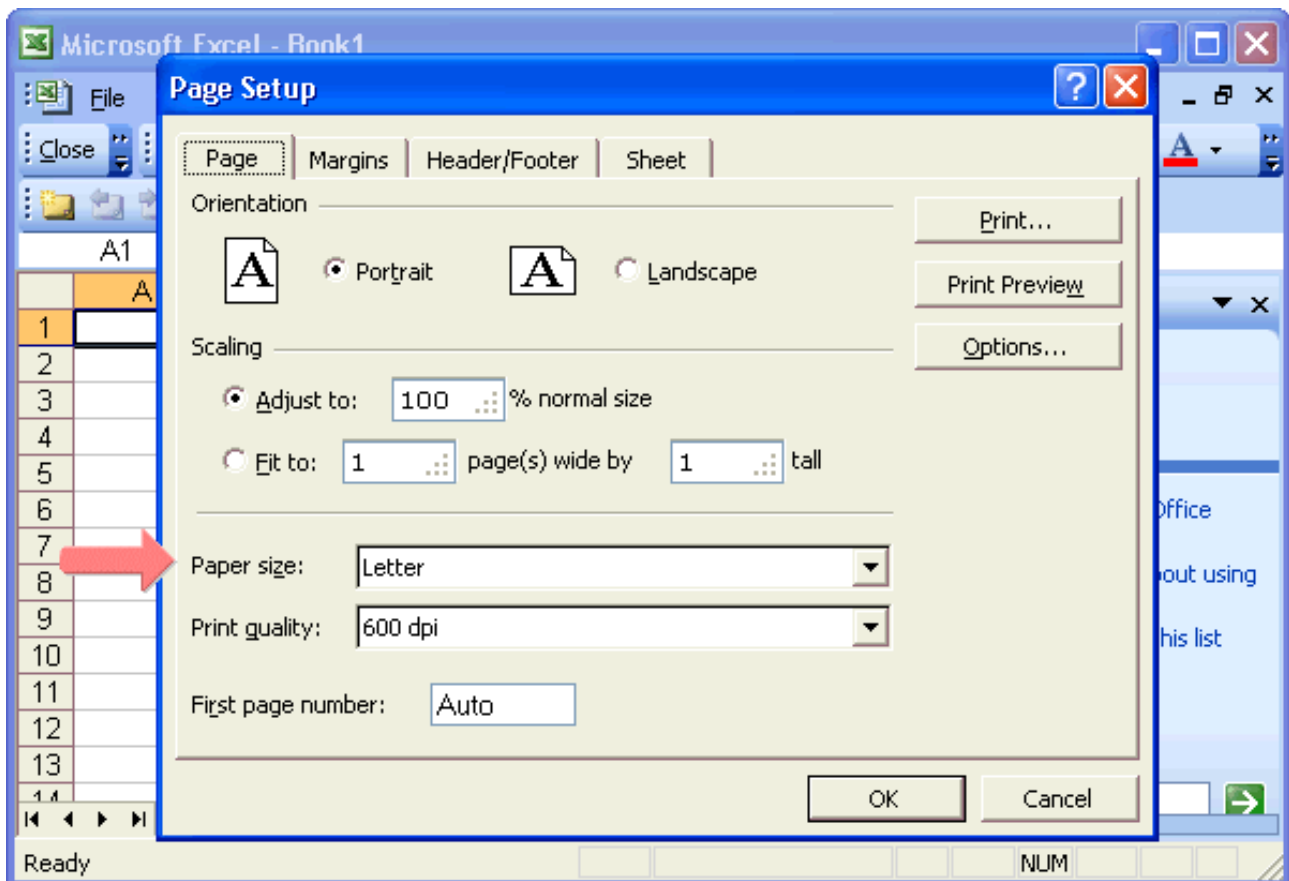
## Step 4 of 18:

These options reduce, enlarge or fit the worksheet into a specific number of pages when you print.



## Step 5 of 18:

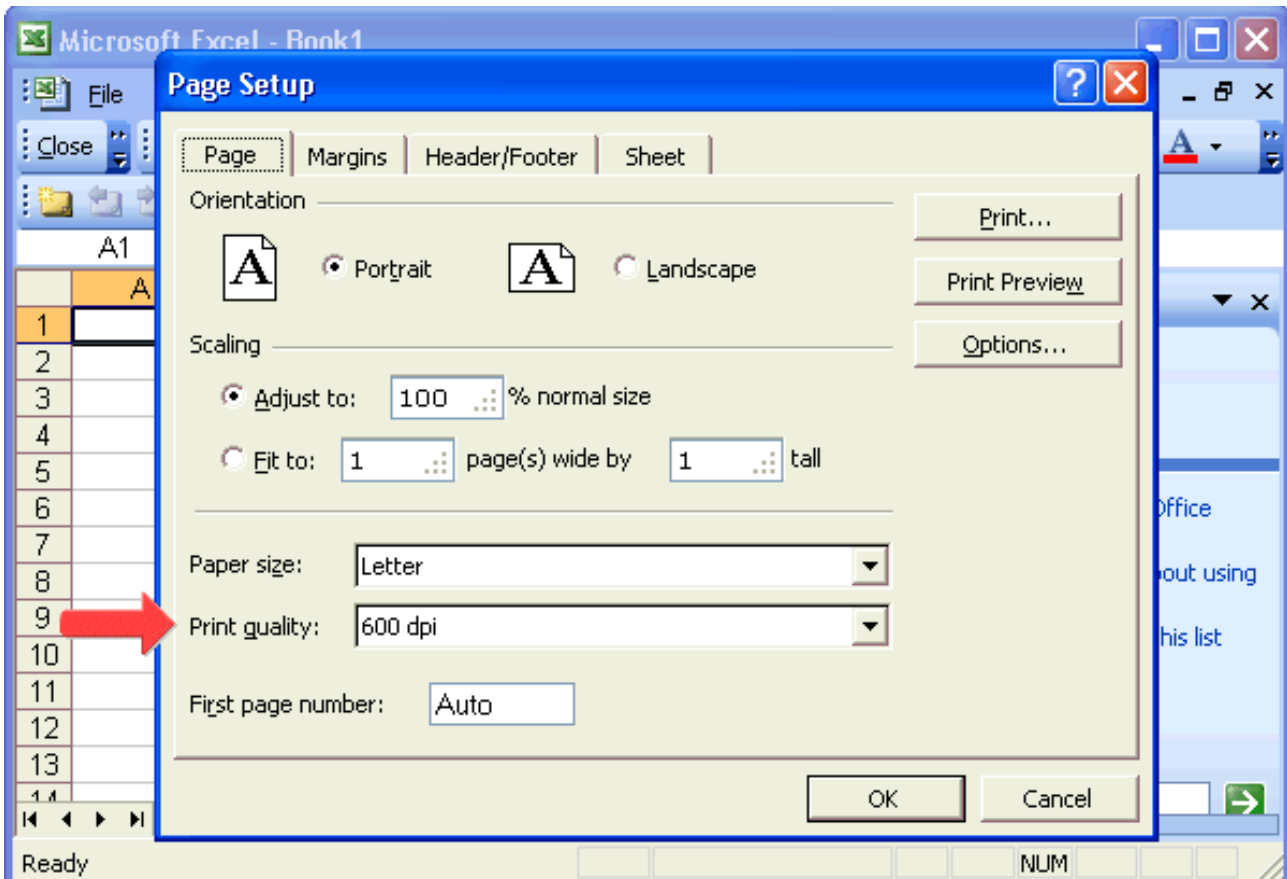
From this drop-down menu, you can specify the size that you would like your worksheet to be printed in.



## Step 6 of 18:

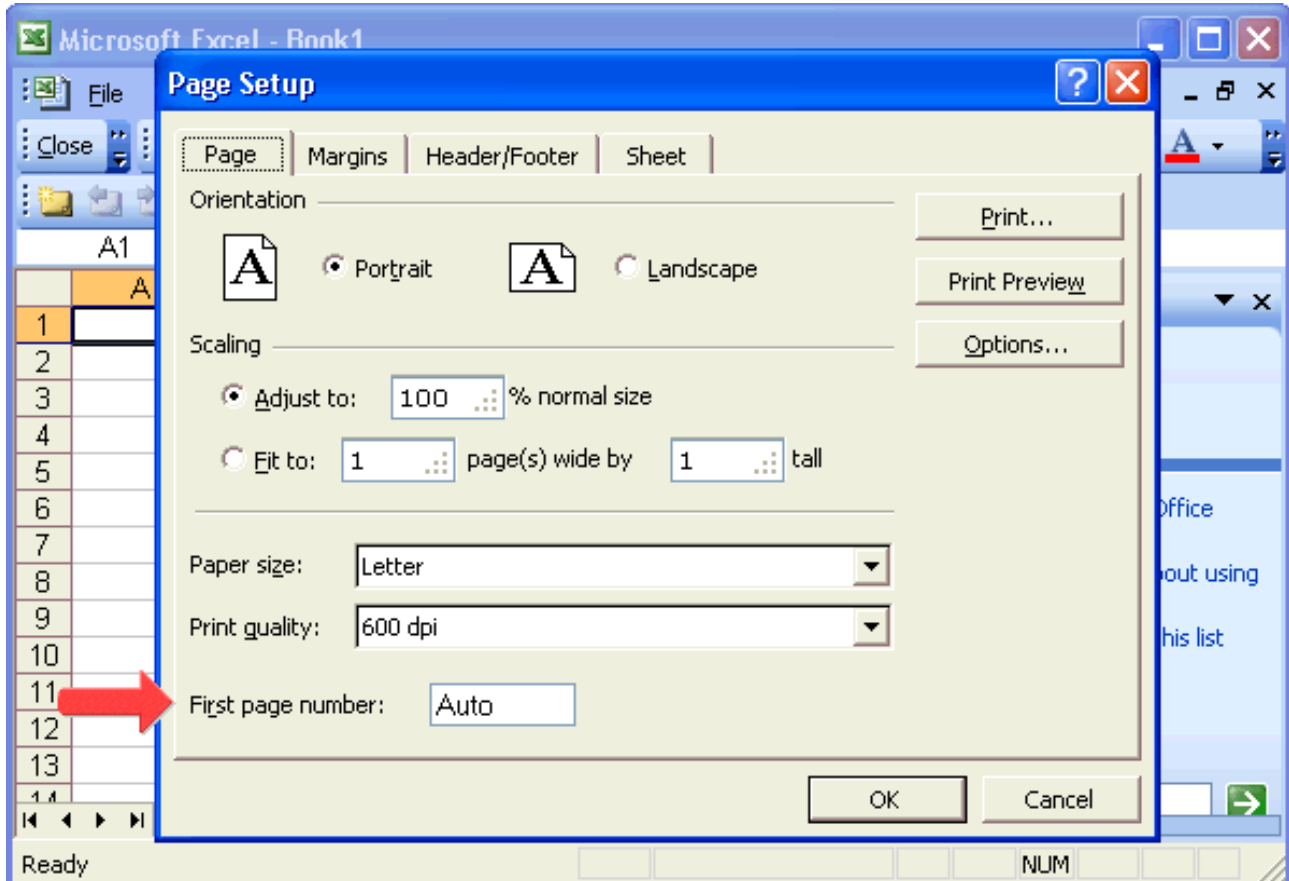
From this drop-down menu you can select the resolution for the print quality, for the active worksheet.

Resolution is the number of dots per linear inch (dpi) that appear on the printed page. Higher resolution produces better quality printing.



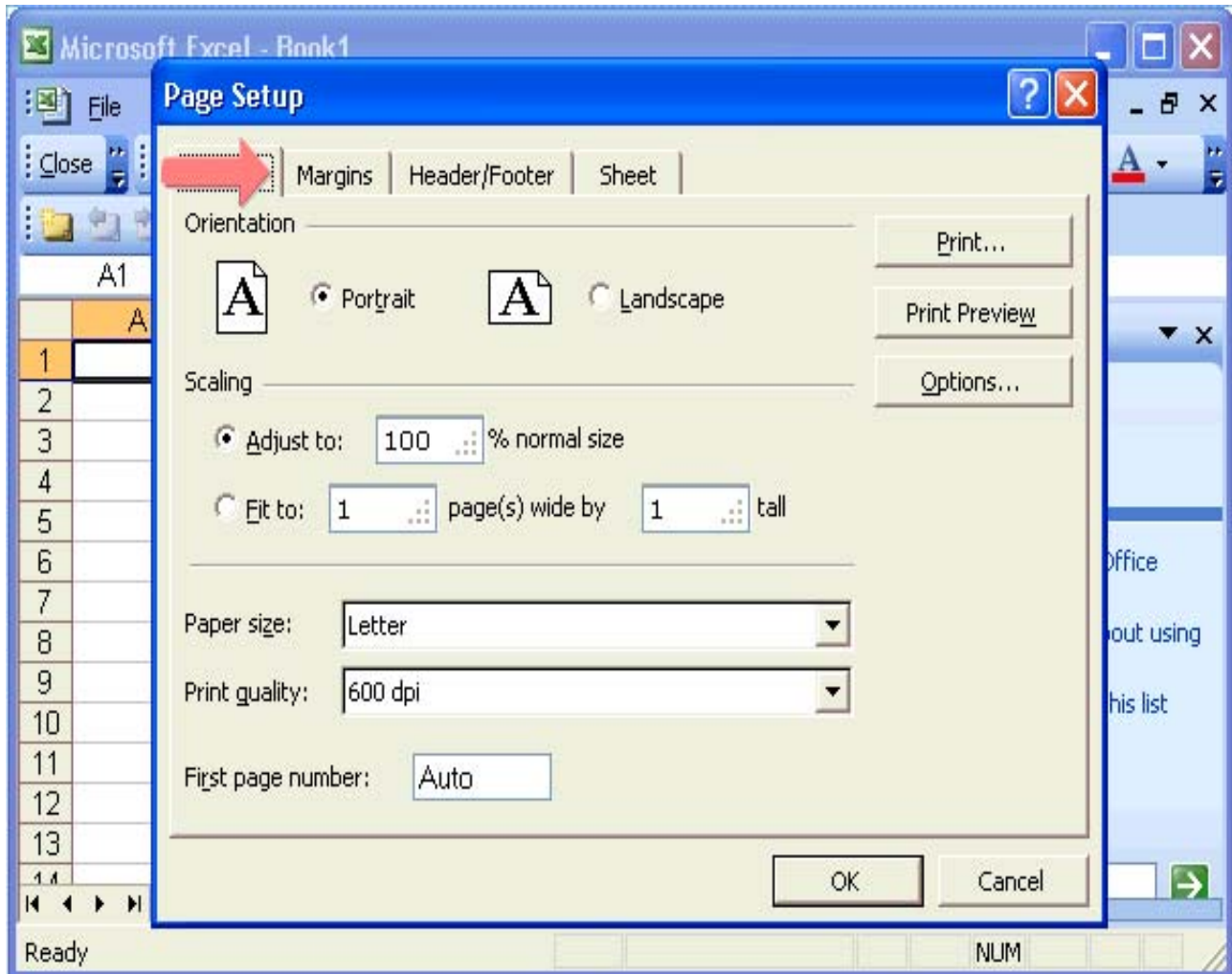
## Step 7 of 18:

Here you can specify what the first page number should be. Enter Auto to start numbering pages at "1" (if it is the first page of the print job) or at the next sequential number (if it is not the first page of the print job).



## Step 8 of 18:

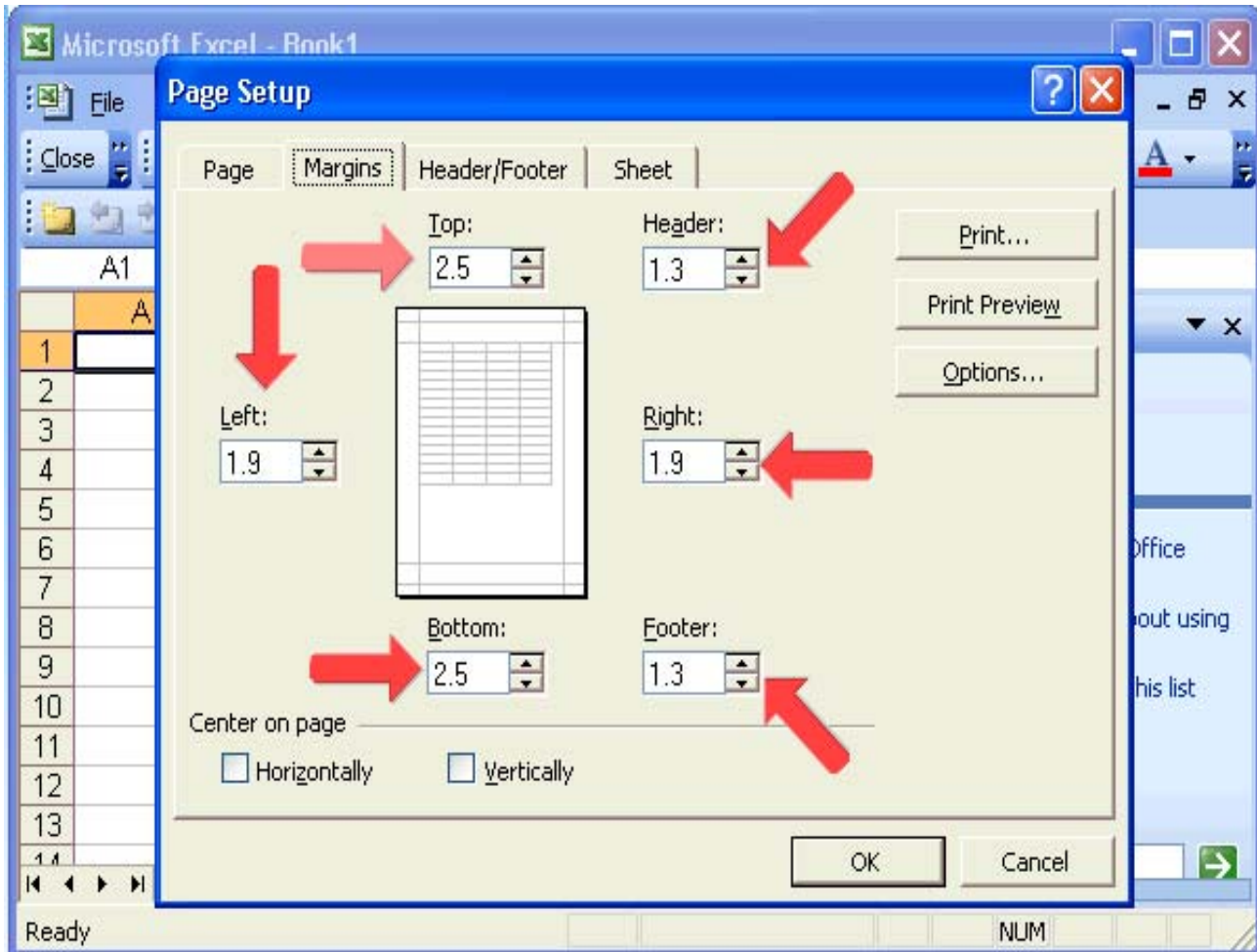
Click on the "Margins" tab.





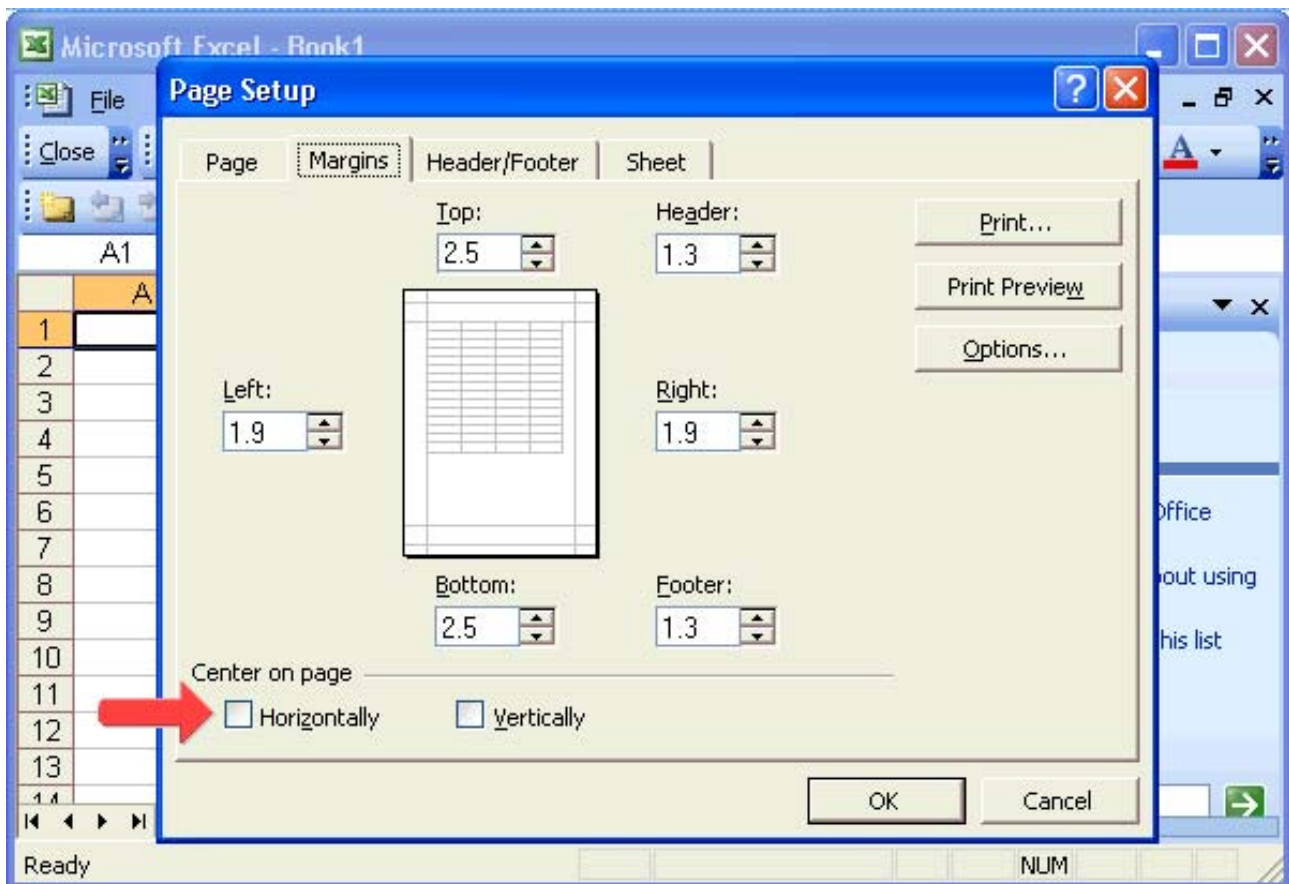
## Step 9 of 18:

These options allow you to adjust the margin settings according to your specifications.



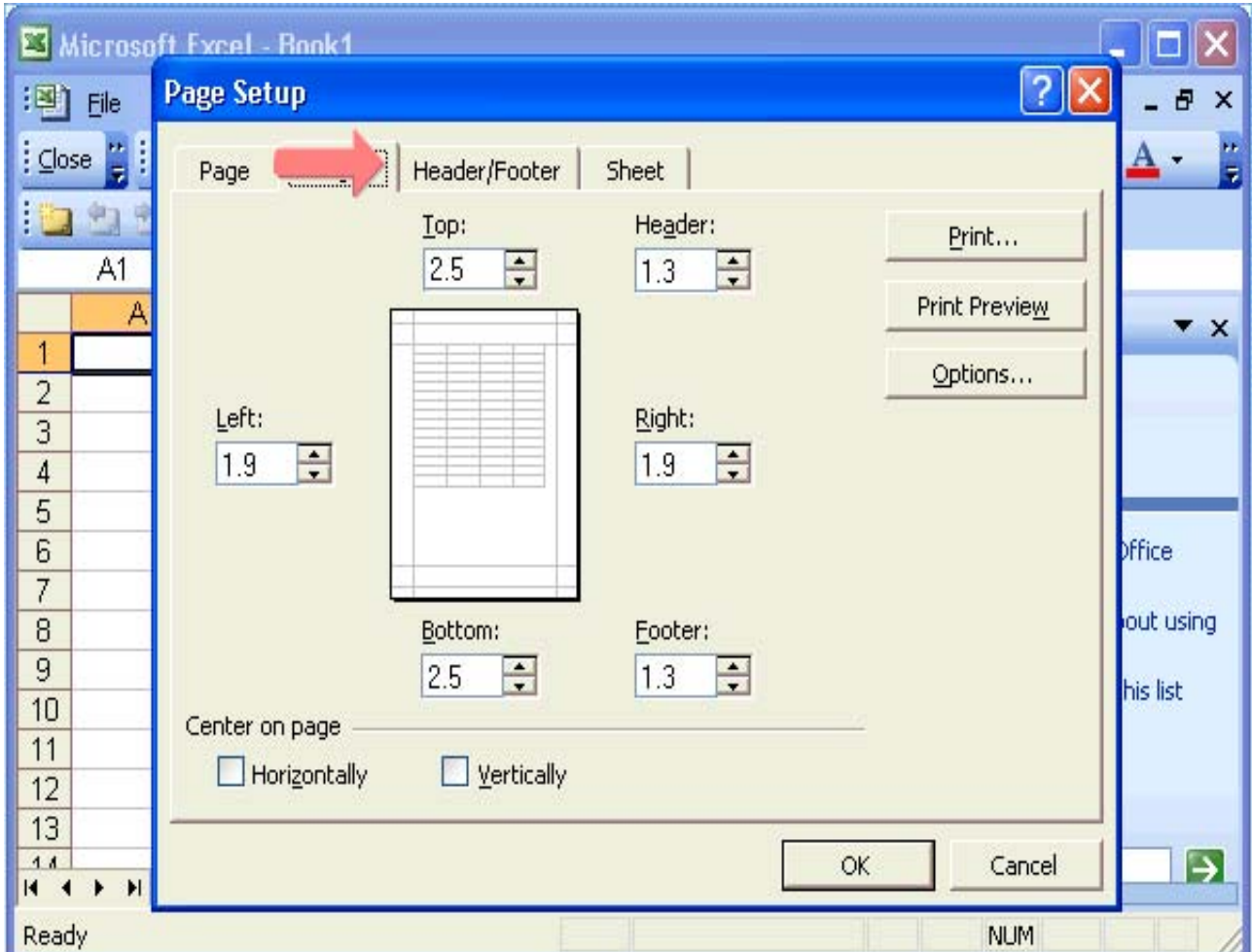
## Step 10 of 18:

If you check these checkboxes, Excel will centre the data both vertically and horizontally on the page within the margins.



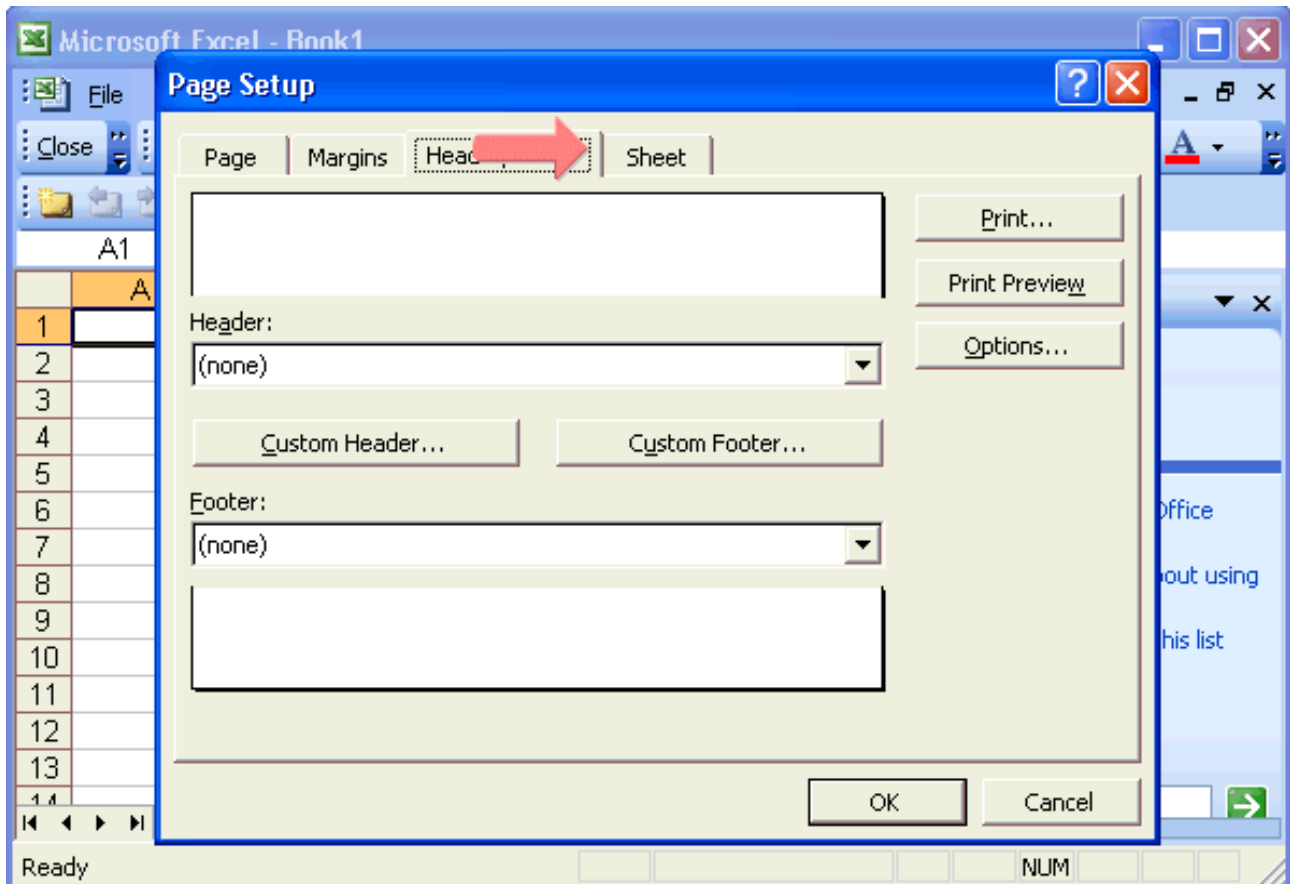
**Step 11 of 18:**

Click on the "Header/Footer" tab.



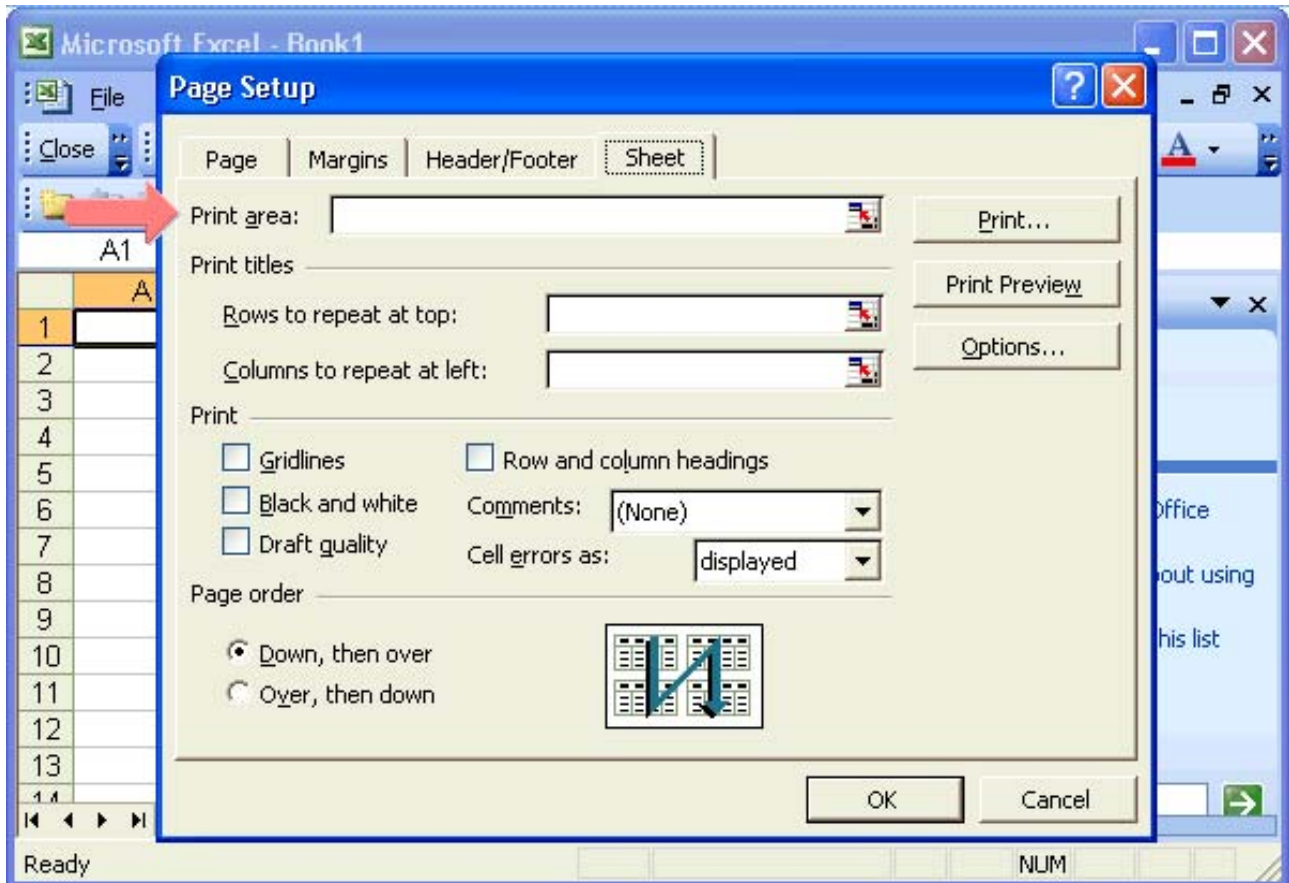
## Step 12 of 18:

On this tab you can enter a header and footer for your worksheet. A header is text that gets printed on the top of each page of your worksheet and a footer at the bottom. Click on the "Sheet" tab.



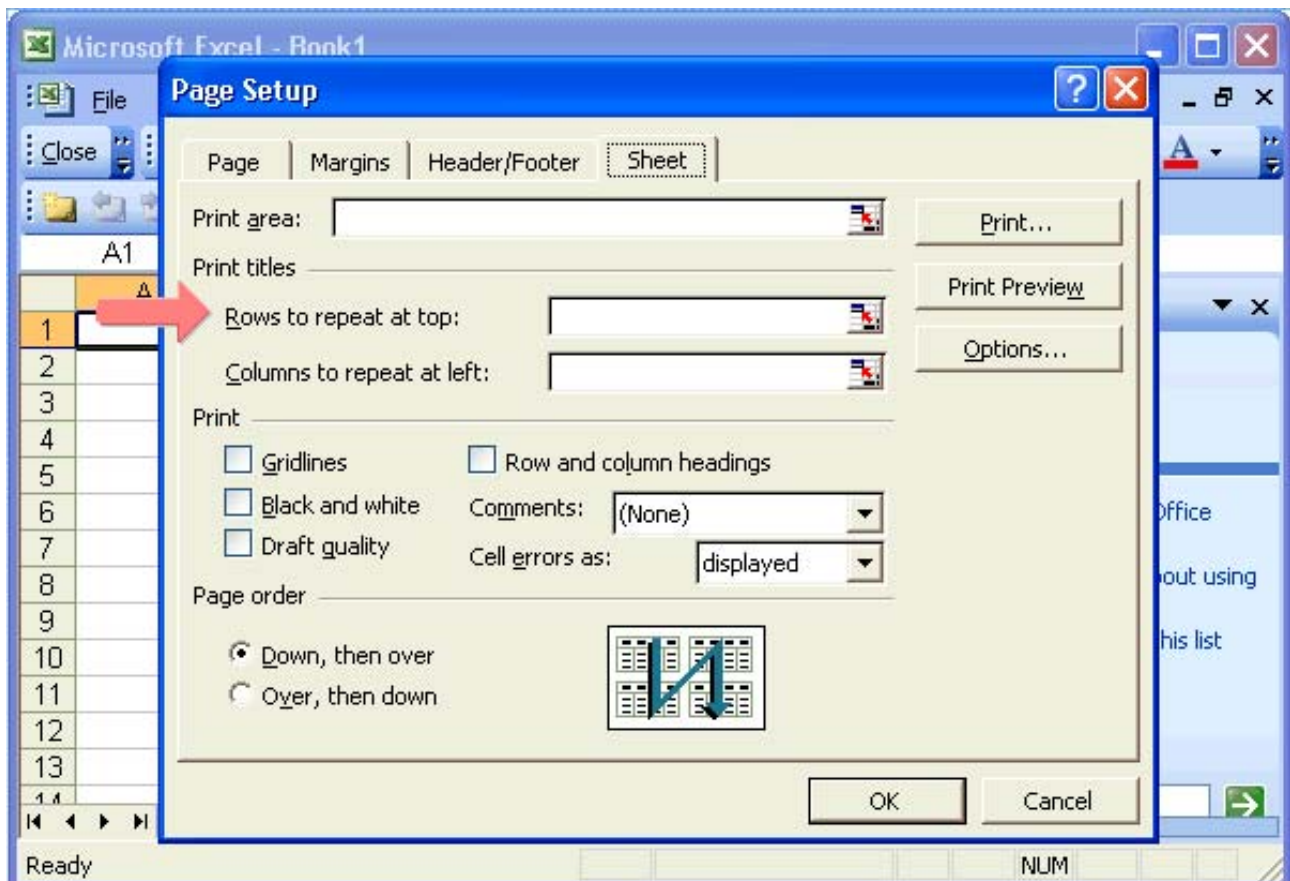
## Step 13 of 18:

Clicking on the "Print area" button will allow you to select an area of the worksheet to print.



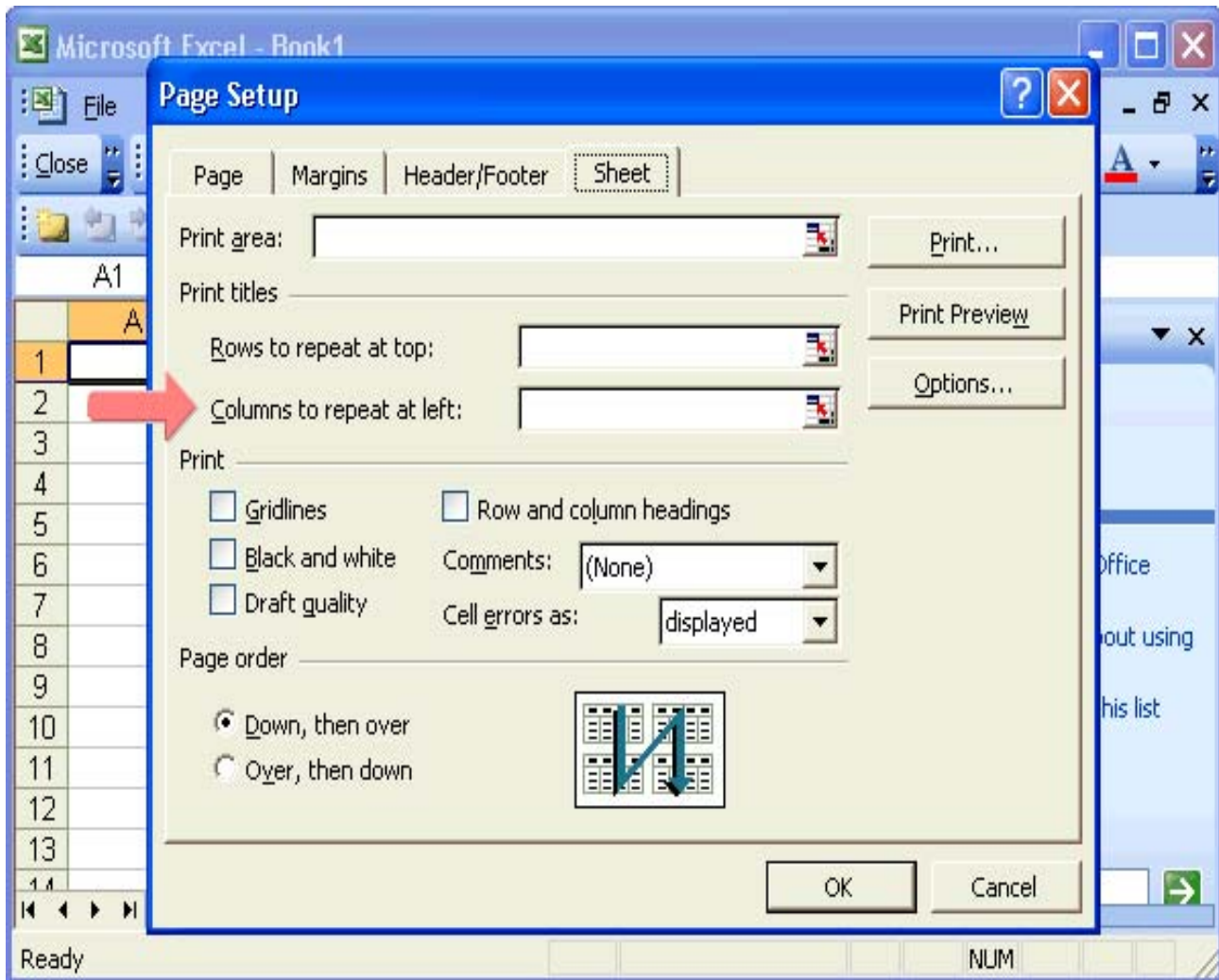
## Step 14 of 18:

Select "Rows to repeat at top" if you want specific rows as your horizontal title for each page. On the worksheet, select a cell or cells in the rows that you want for the title.



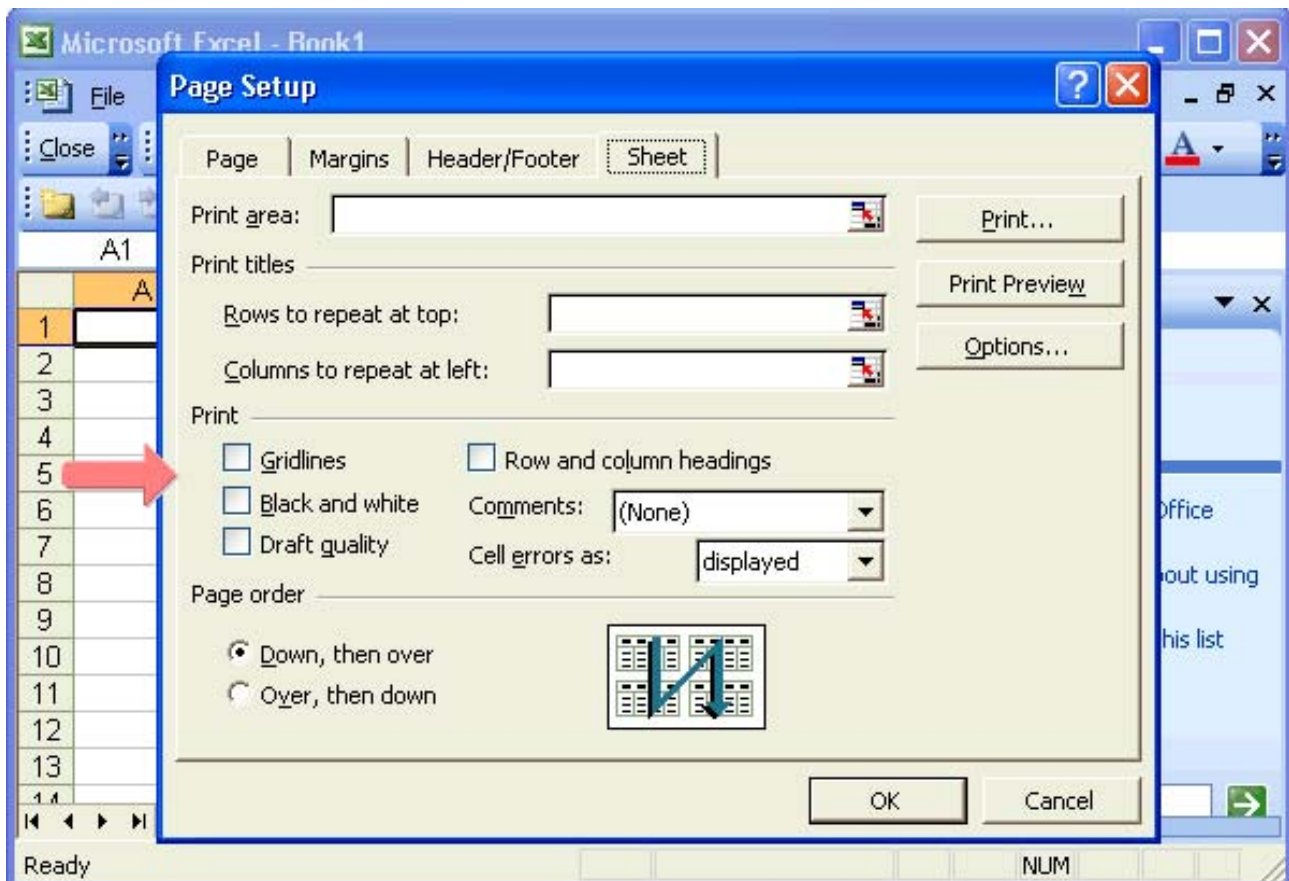
## Step 15 of 18:

Select "Columns to repeat at left" if you want vertical titles on each page.  
On the worksheet, select a cell or cells in the columns that you want for the title.



## Step 16 of 18:

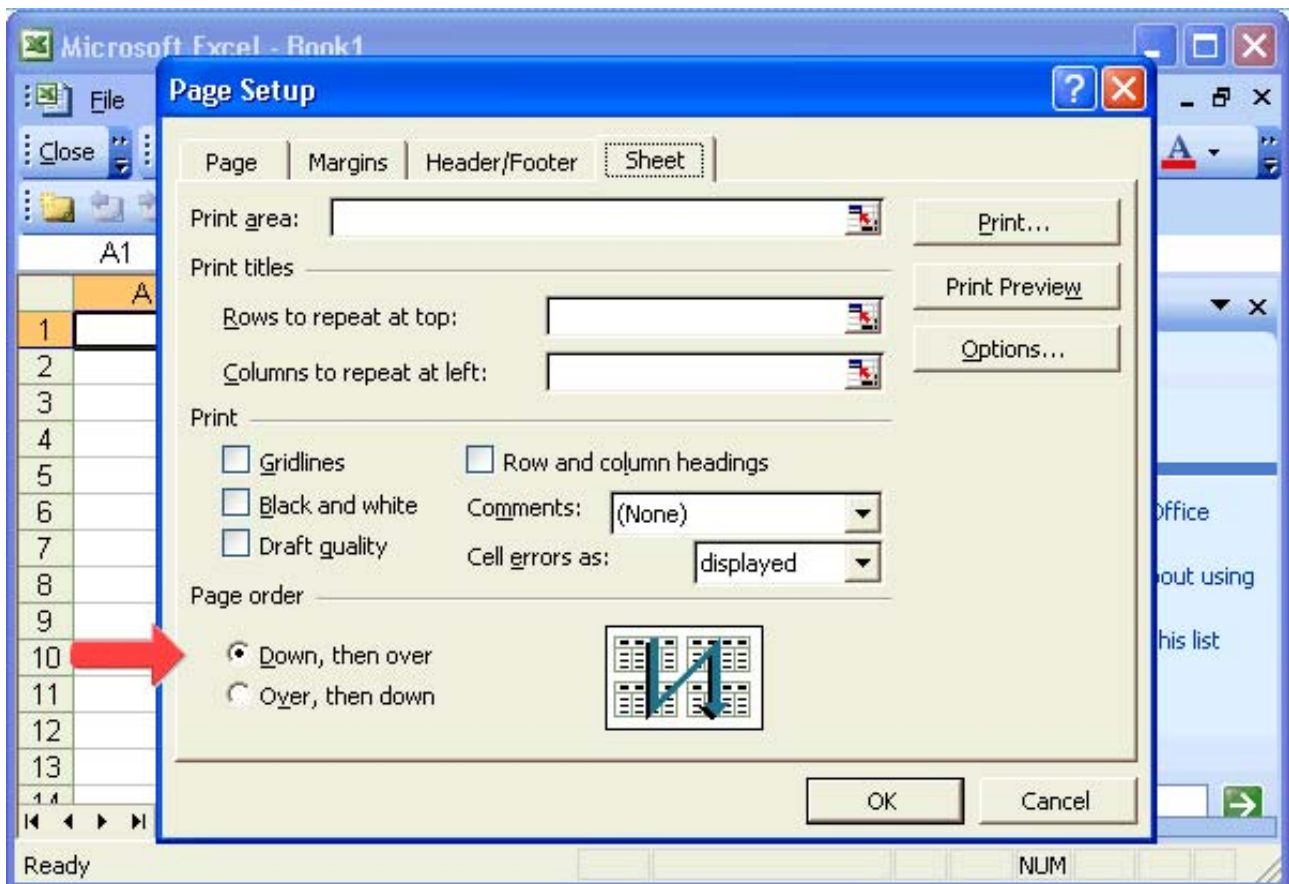
Here you can specify the items that you want printed, whether the printout should be in color or in black and white, and what the print quality should be.





### Step 17 of 18:

Select "Down, then over" or "Over, then down" to control the order in which data is numbered and printed when it does not fit on one page.



## Step 18 of 18:

Click on the "OK" button.

