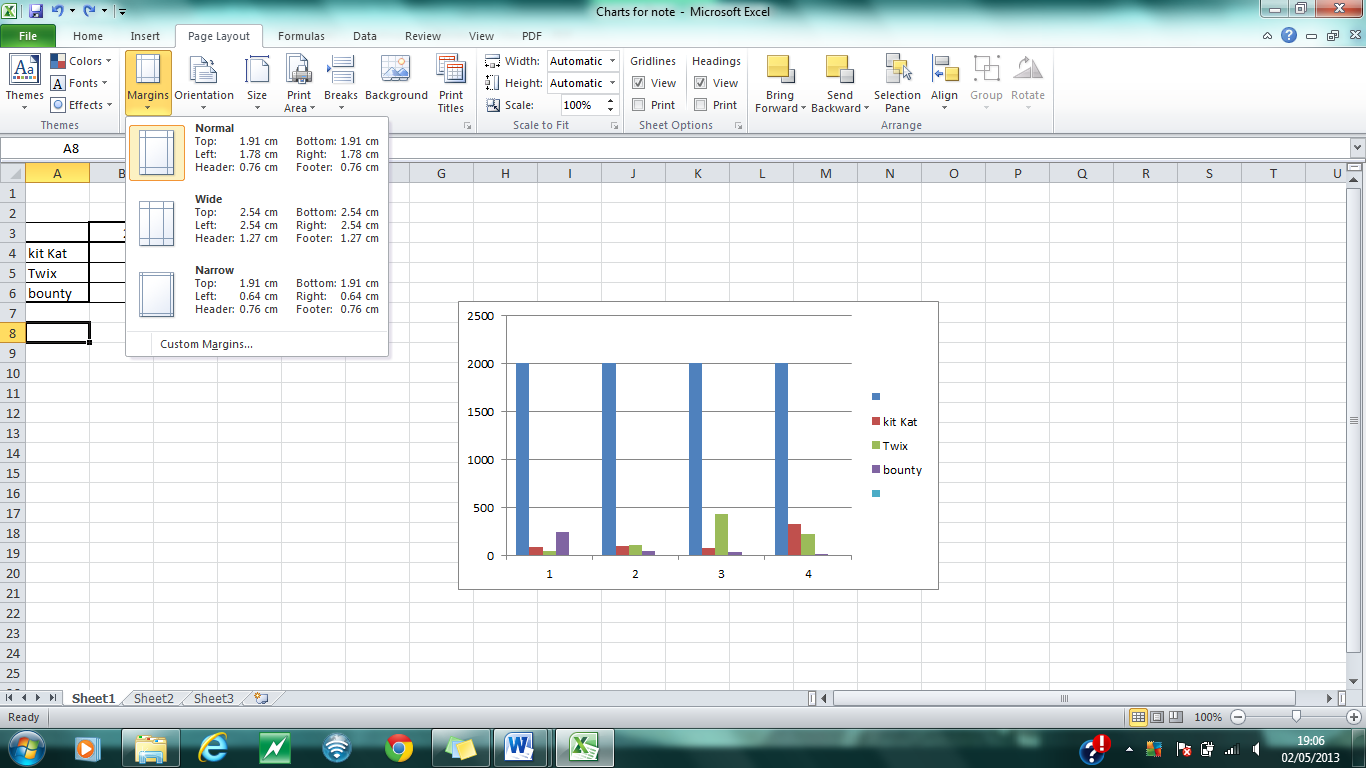
Lesson Seven

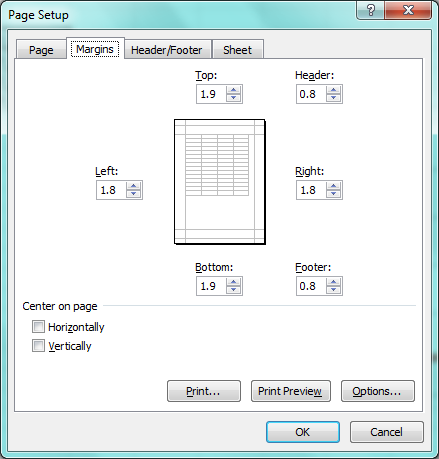
**Change worksheet margins: top, left, right, bottom**

* Click on the ‘**Page layout**’ tab
* Click on the ‘**Margins**’ button
* When you click on the margins button a drop down list of options will appear

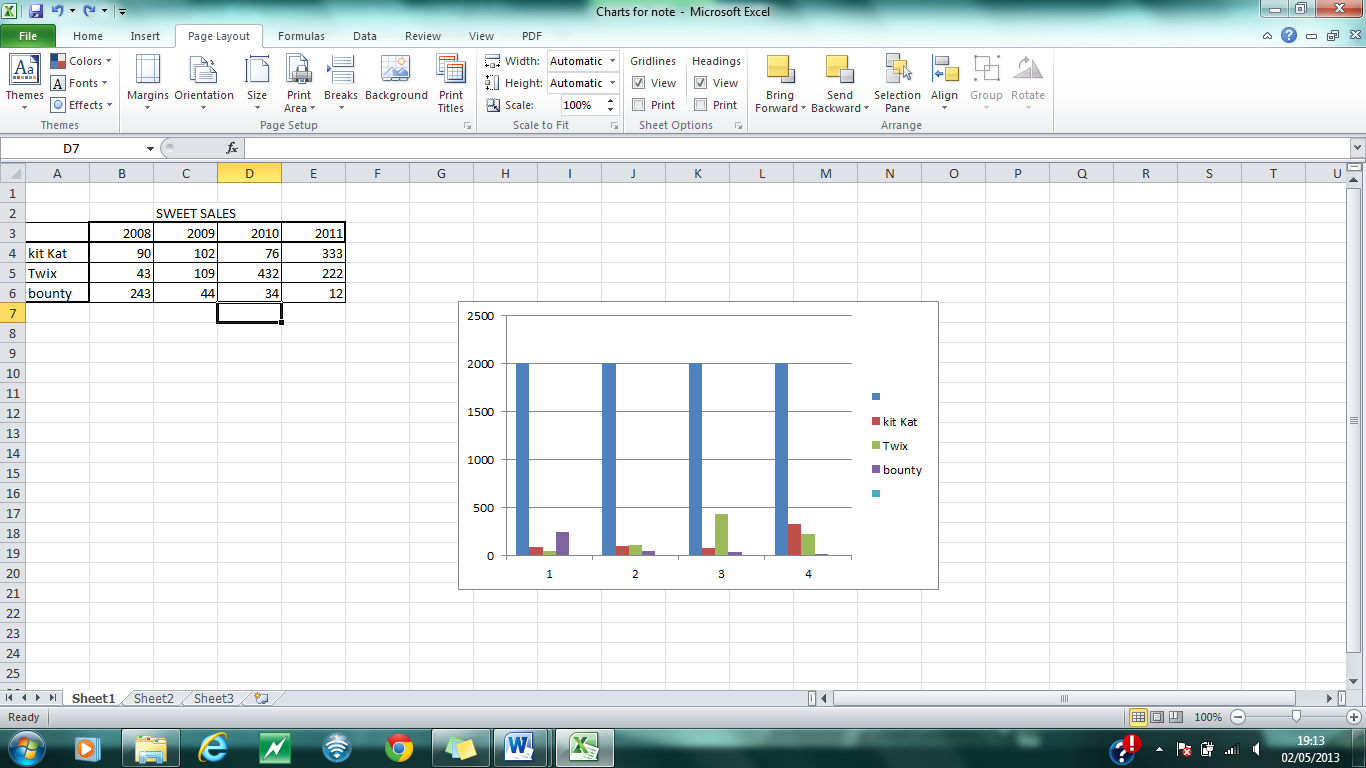


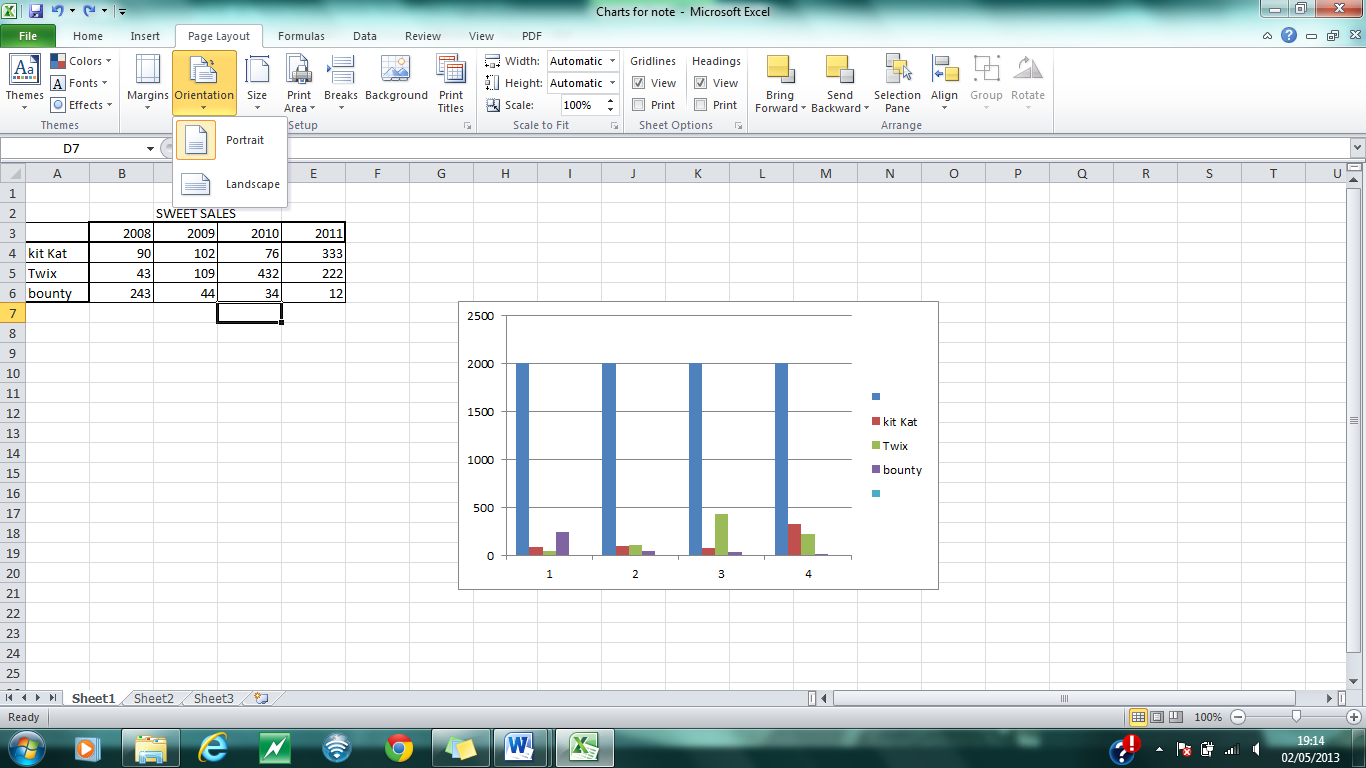
To create your own margins

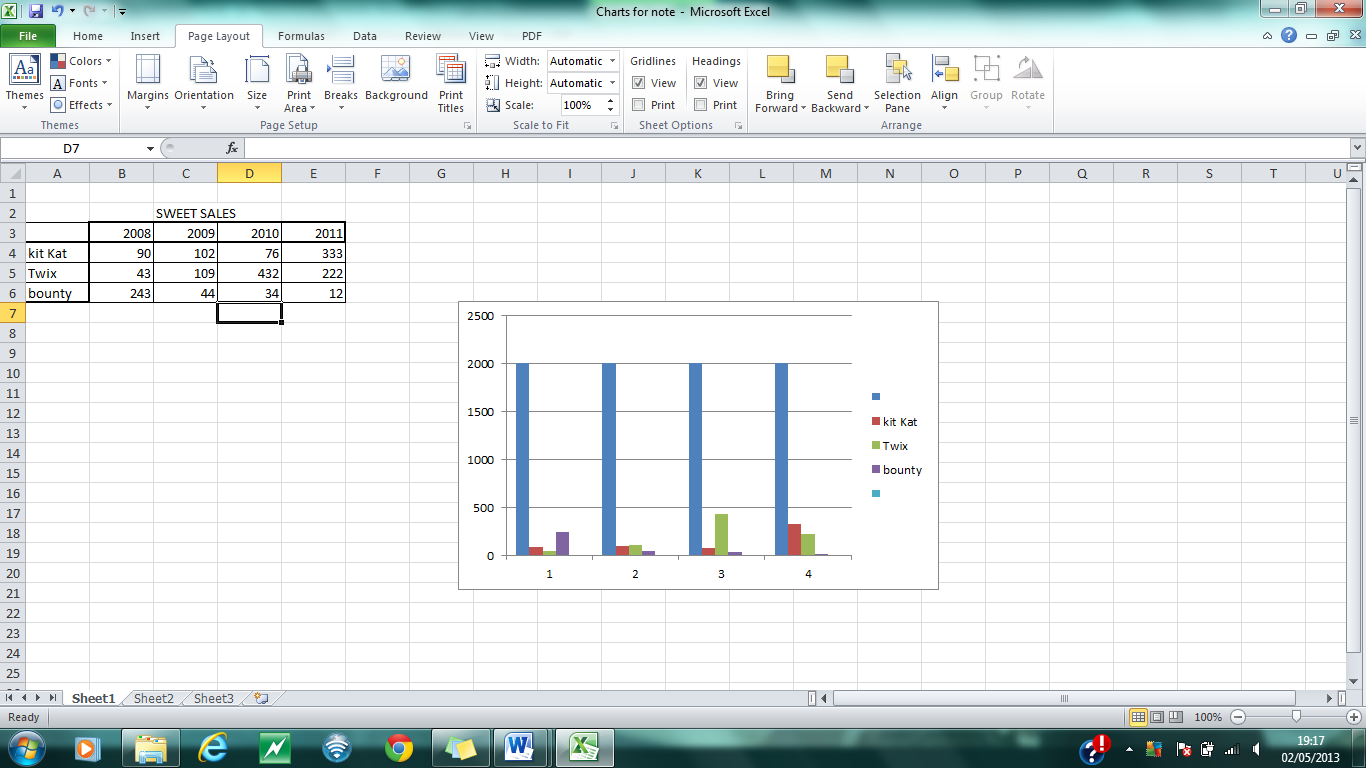
Default margins



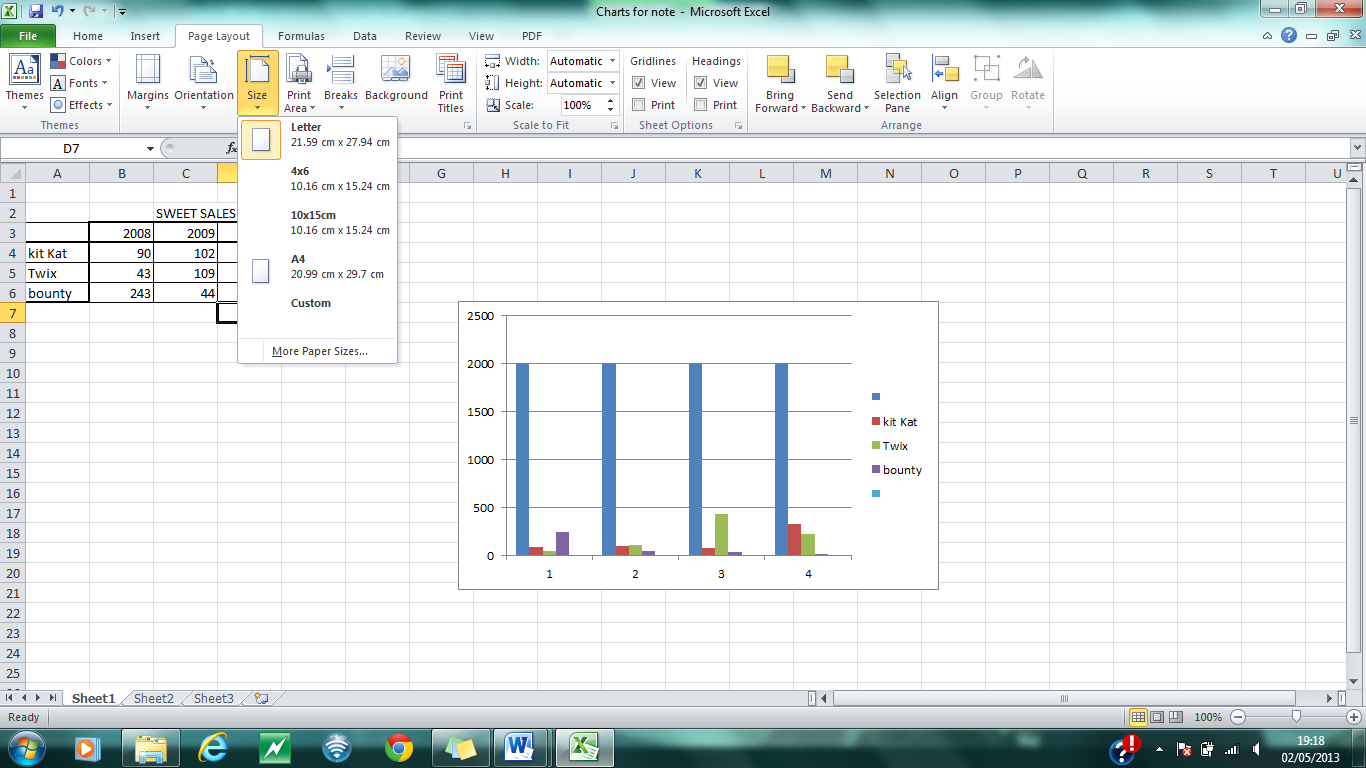
* When you click on ‘**Custom Margins**’ you will be able to create your own margins by entering the size you wish your margins to be

**Change worksheet orientation: portrait, landscape**

* Click on the ‘**Page layout**’ tab
* Click on the ‘**Orientation**’ button
* When you click on the orientation button a drop down will appear
* Select landscape or portrait

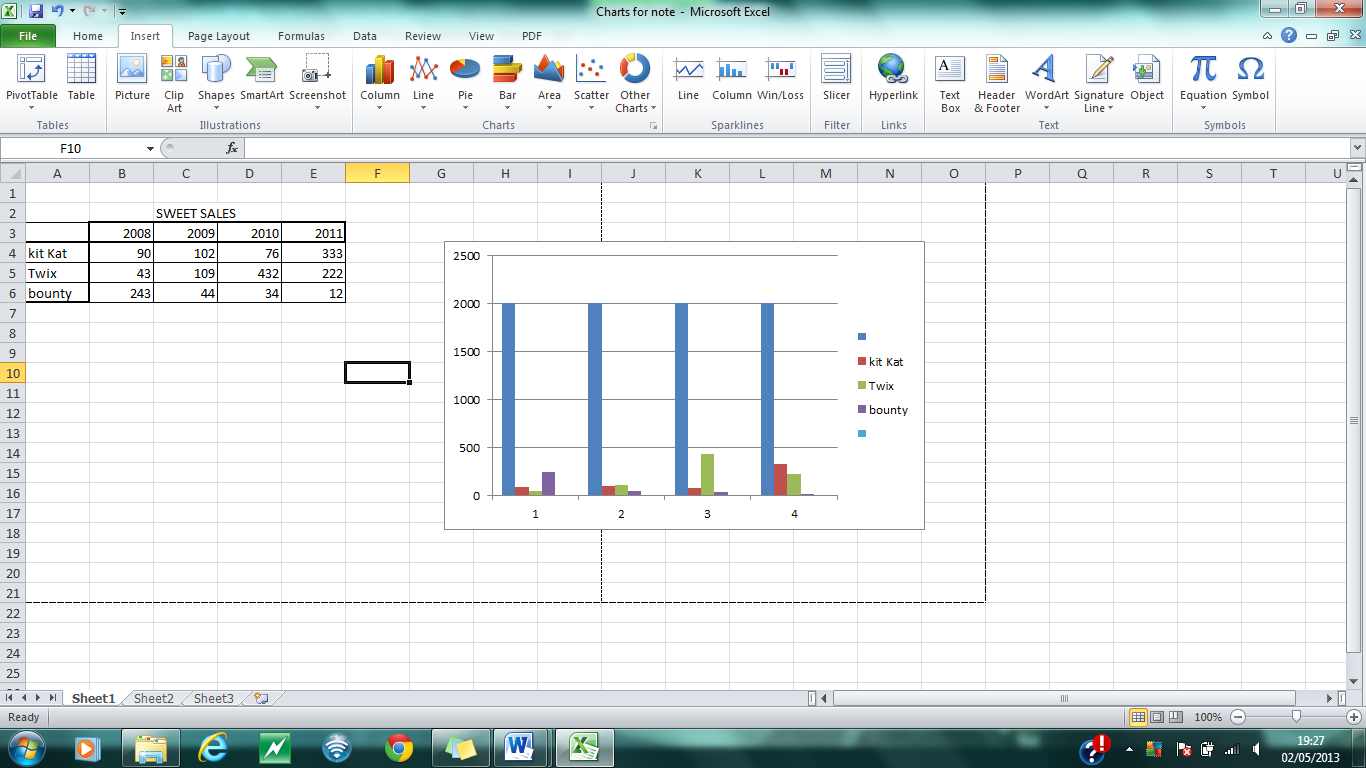
**Change paper size**

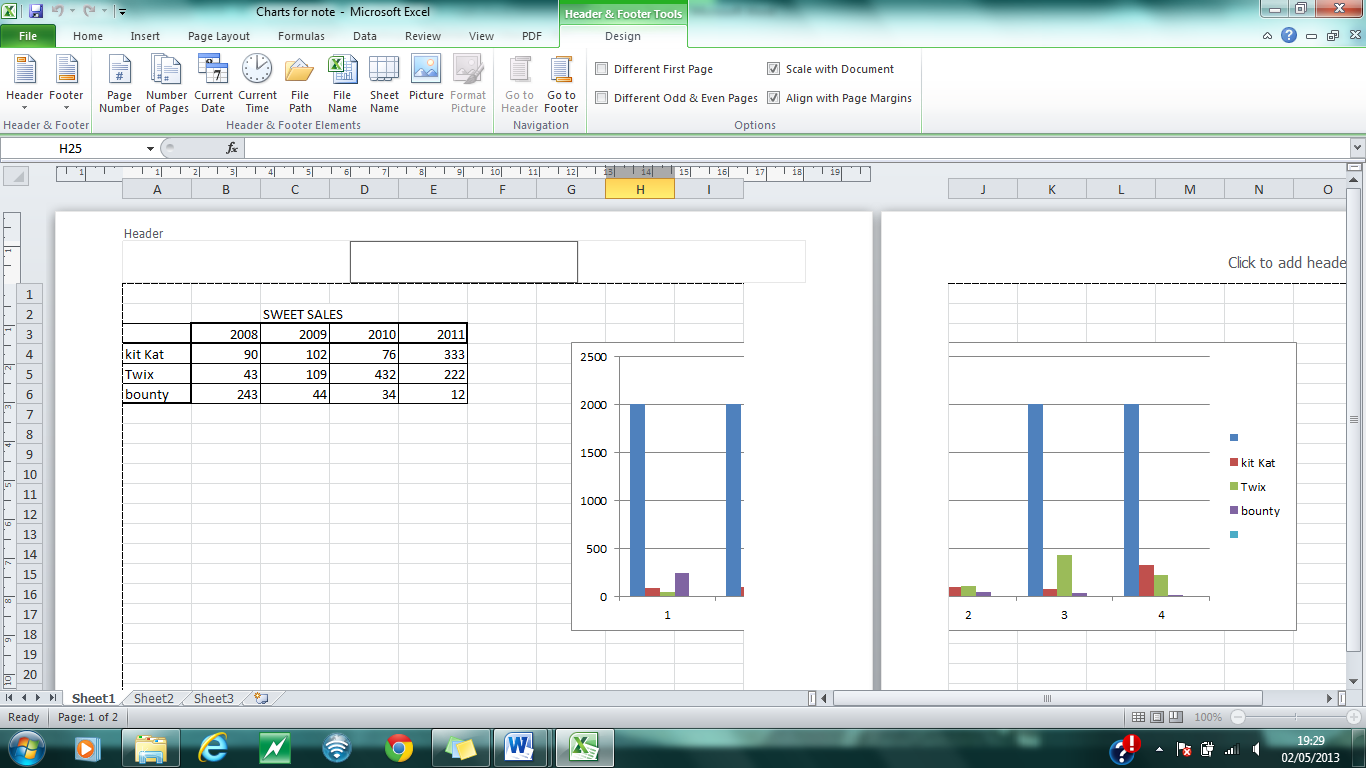
* Click on the ‘**Page layout**’ tab
* Click on the ‘**Size**’ button
* When you click on the size button a drop down will appear with a number of option

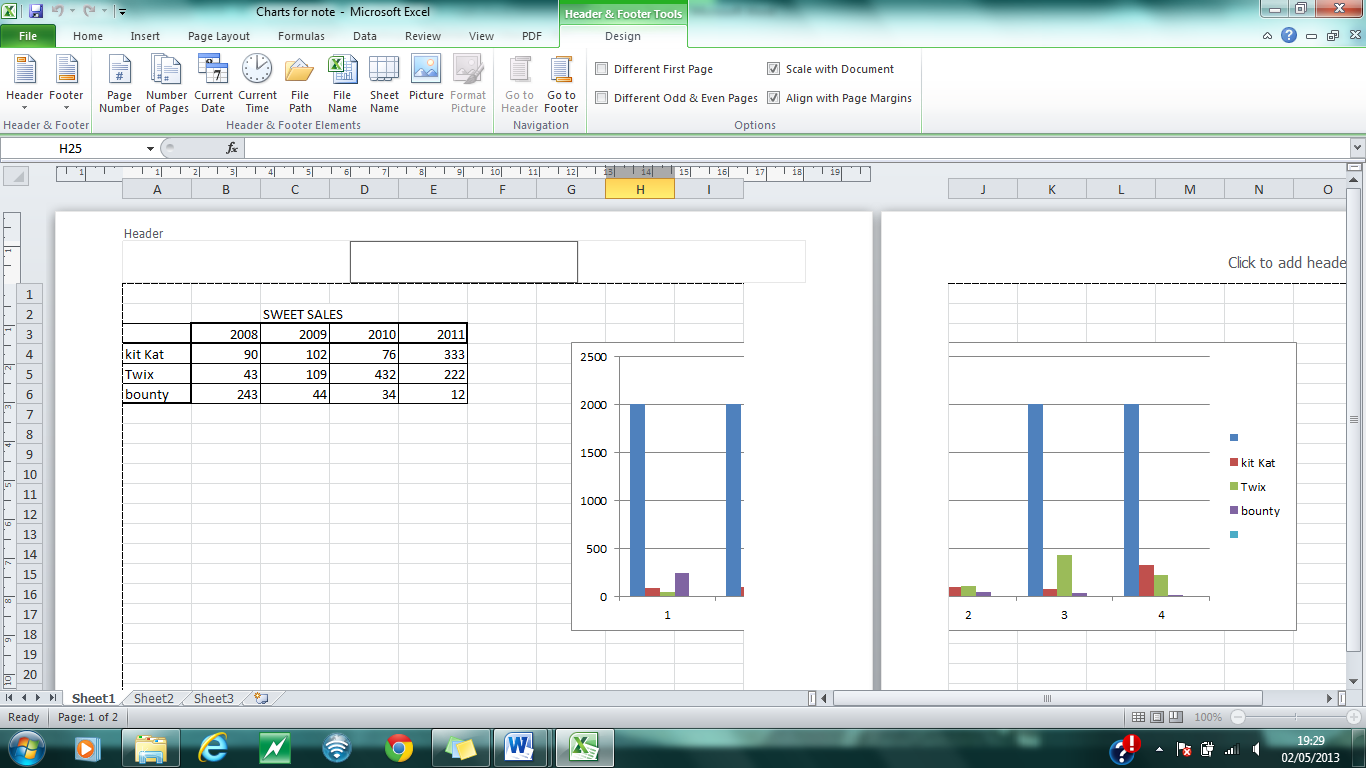


Default Sizes

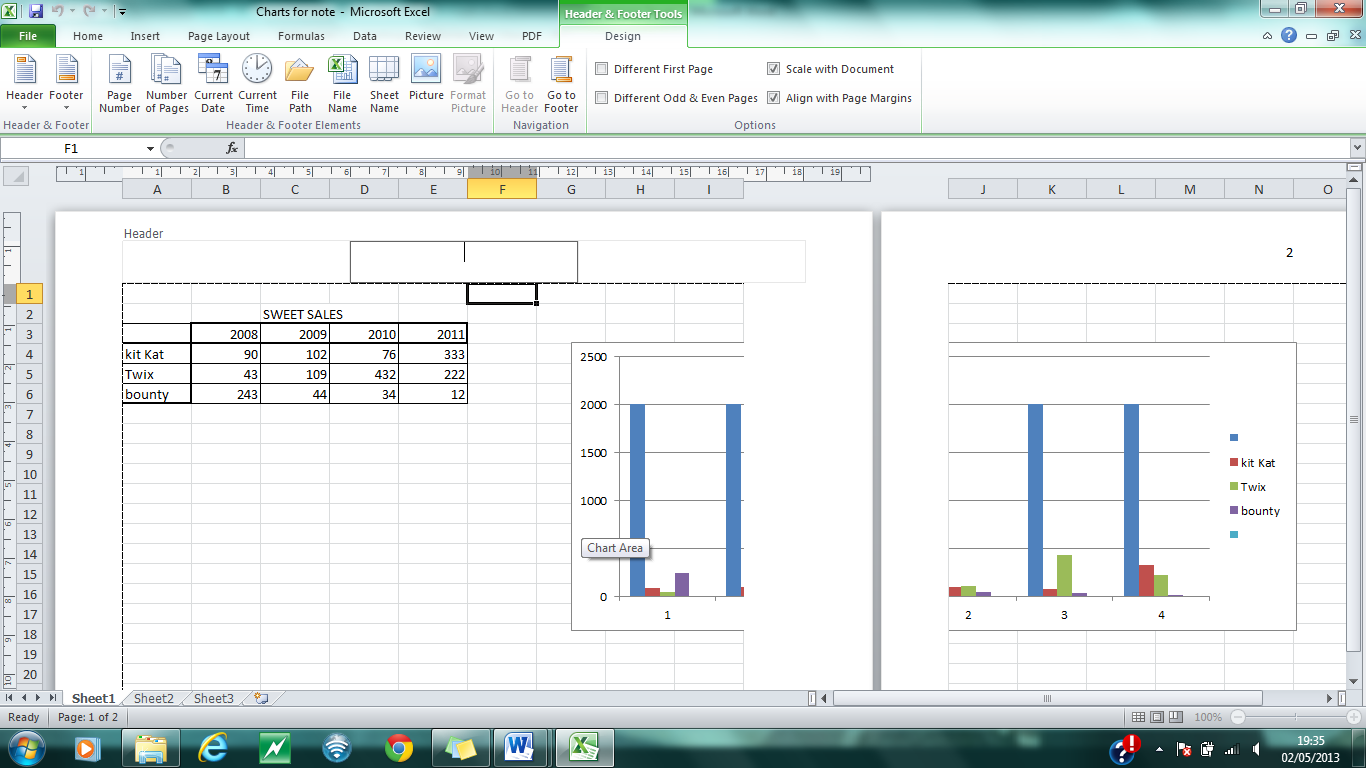
To create your own margins

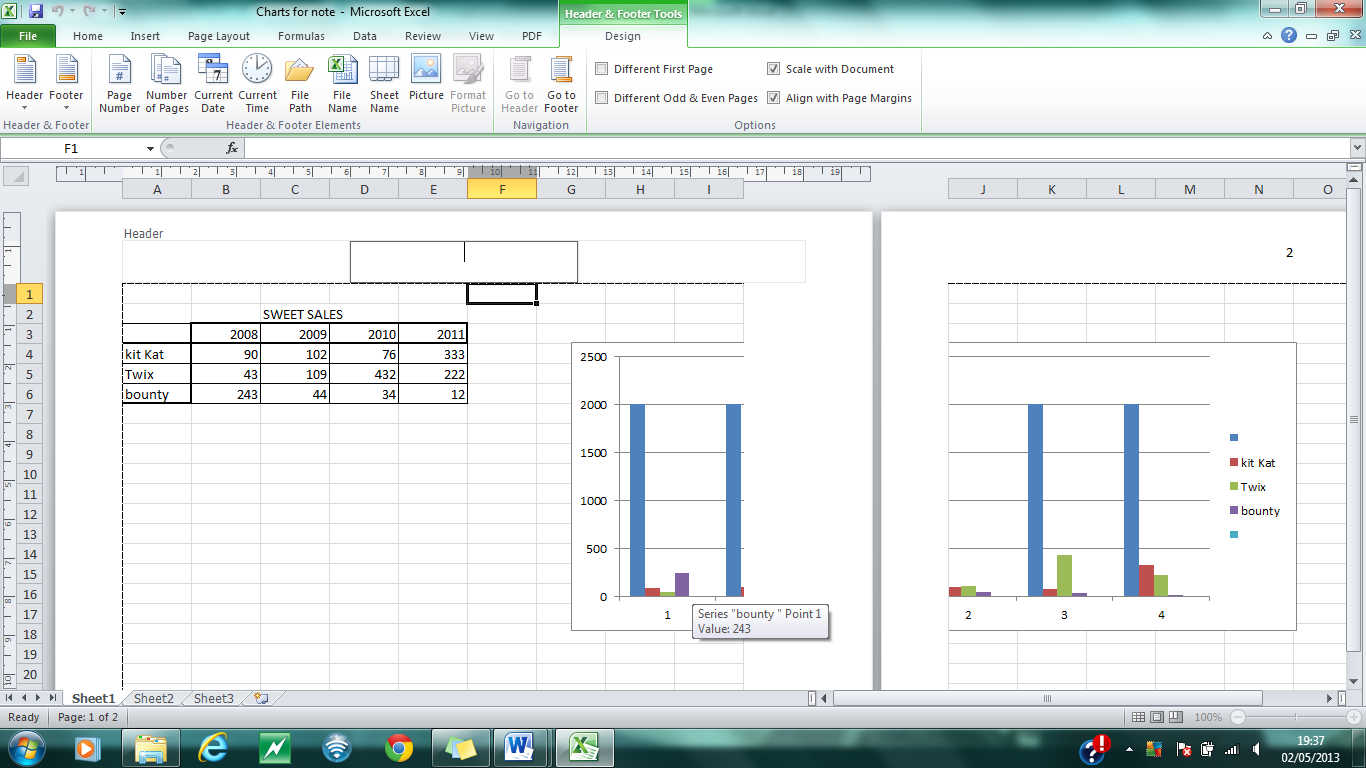
**Insert and delete fields to headers/footers**

* To insert headers and footers to your worksheet
  1. Click on the **‘Insert**’ tab
  2. Click on ‘**Header and Footer**’
  3. Your page will change and show the header first
  4. To move to the footer you have to click on ‘**Go to Footer**’



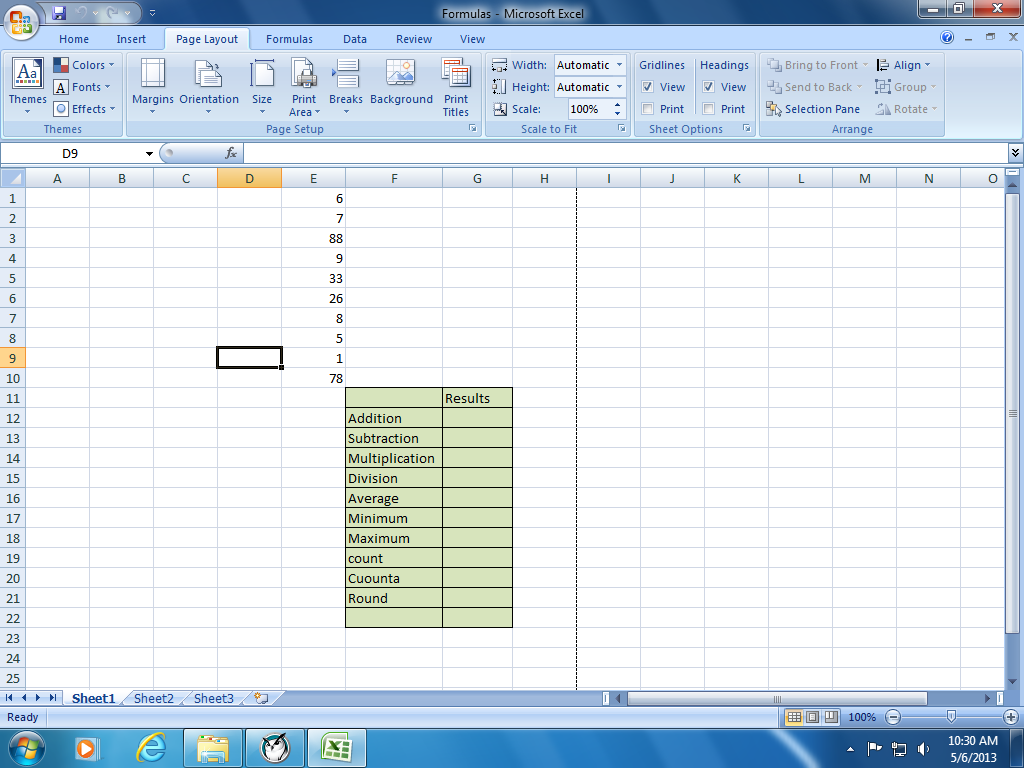
* **Page numbering**
* Click on ‘**Page number**’



* **Date/** **time**
  + To insert the date click on ‘**Current Date**’
  + To insert the time click on ‘**Current time**’
* **File name, worksheet name**
  + To insert the file name click on ‘**File name**’
  + To insert the name of the worksheet click on ‘**Sheet name**’

**Turn on, off display of gridlines**

* Click on the ‘Page Layout’
* Go to sheet options
* You will find a heading ‘Gridlines’
* Tick the box ‘Print’ if you would like to print the gridlines
* Un-tick the box ‘Print’ if you would not like to print the gridlines

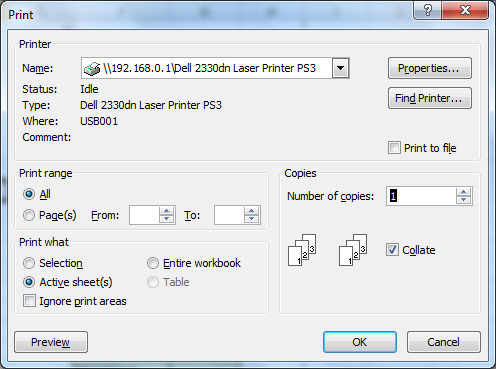


**Display row and column headings for printing**

* Click on the ‘Page Layout’
* Go to sheet options
* You will find a heading ‘Headings’
* Tick the box ‘Print’ if you would like to print the headings of the columns and rows
* Un-tick the box ‘Print’ if you would not like to print the headings of the columns and rows

**Print Preview Options**

* Click on the ‘Microsoft button’
* Click on ‘Print Preview’
* A new window will appear with a number of options



**Print a number of copies**

**Print the whole workbook**

**Print a selected cell range from a worksheet or a selected area**