

Anne Walsh – The Excel Lady

Introduction to Printing

www.the-excel-expert.com

Anne Walsh
[Date]

Printing

Exercise 1

1. Open the file called **Jigsaw Printing**
2. Set it to print on landscape
3. Set it to fit on one page wide (**Width – 1 Page**) by one page tall (**Height – 1 page**)
4. Centre on page horizontally and vertically. (**Page Layout | Print Titles | Margins – tick the boxes required**)

Exercise 2

1. Open the file called **Print Titles - Retail database**
2. Set it to print on portrait
3. Set it to fit on one page wide (**Width – 1 Page**) by Automatic Height (**Height – Automatic**)
5. Centre on page horizontally and vertically - (**Page Layout | Print Titles | Margins – tick the boxes required**)
4. Set print titles for headings and the first column to print on every page
5. Print preview the document

Exercise 3

1. Open the file called **Rock Sales - printing**
2. Set it to print on portrait
3. Set it to fit on one page wide (**Width – 1 Page**) by Automatic Height (**Height – Automatic**)
6. Centre on page horizontally and vertically. (**Page Layout | Print Titles | Margins – tick the boxes required**)
4. Set print titles for headings to print on every page
5. Print preview the document

Exercise 4

1. Open the file called **Contoso printing**
2. Filter it to show only Australia (**Sales Territory Name**) and January 2009 (**OrderDate**)
3. Set it to print on **landscape**
4. Set it to fit on one page wide (**Width – 1 Page**) by Automatic Height (**Height – Automatic**)
5. Set print titles for headings and the first column to print on every page
6. Print preview the document

Exercise 5

1. Open the file called **Contoso printing 02**
2. Filter it to show only United Kingdom (**Sales Territory Name**) and products with the word Bike in them. (**ProductName**)
3. Set it to print on landscape
4. Set it to fit on one page wide (**Width – 1 Page**) by Automatic Height (**Height – Automatic**)
5. Set print titles for headings and the first column to print on every page
6. Print preview the document