

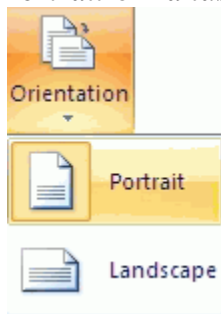
Customizing Page Layout

In order to fit information on a page or change the appearance of a page, you may want to customize your page layout. Several different aspects of your page layout may be altered to customize the way your printed worksheet appears, including:

Changing the Orientation

Most documents are portrait (tall) oriented, but many worksheets may be easier to read with a landscape (wide) orientation. In addition, changing the orientation can also help you fit a large worksheet onto one sheet of paper. After changing the orientation, you may need to change the paper size.

1. From the *Ribbon*, select the **Page Layout** command tab
2. In the *Page Setup* group, click **ORIENTATION** » select the desired orientation (i.e., **Portrait** or **Landscape**)

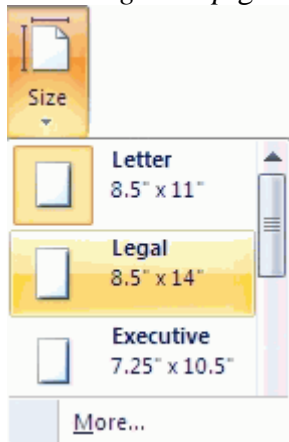


Changing the Paper Size

The default paper size is 8 1/2" x 11", but you can select other available paper sizes, such as legal (8.5" x 14"). To select a different paper size:

1. From the *Ribbon*, select the **Page Layout** command tab

2. In the *Page Setup* group, click **SIZE** » select the desired paper size



Adjusting the Scale

The scaling option allows you to adjust the size of the printed copy. The default size of the printed copy is 100%. You can adjust the scale to a percentage of the default size, or choose to fit the worksheet to a specific number of pages; both allow you to reduce or enlarge the entire worksheet. These options are described below.

Adjusting the Scale: Percentage

1. From the *Ribbon*, select the **Page Layout** command tab
2. From the *Scale to Fit* group, in the *Scale* text box, type the appropriate percentage **OR** with the nudge buttons, click the appropriate percentage



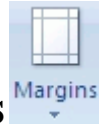
Adjusting the Scale: Fit to Page

Excel allows you to set a maximum number of pages for your worksheet. You may choose to either re-scale your worksheet either horizontally, vertically, or both in order to make it fit within this set number of pages.

1. From the *Ribbon*, select the **Page Layout** command tab
2. To rescale your worksheet horizontally within a page limit, in the *Scale to Fit* group, in the *Width* text box, type the appropriate number of pages **OR** in the *Scale to Fit* group, in the *Width* text box, click the ▼» select the desired number of pages
3. To rescale your worksheet vertically within a page limit, in the *Scale to Fit* group, in the *Height* text box, type the appropriate number of pages **OR** in the *Scale to Fit* group, in the *Height* text box, click the ▼» select the desired number of pages

Adjusting the Margins

1. From the *Ribbon*, select the **Page Layout** command tab



2. In the *Page Setup* group, click **MARGINS** the *Margins* pull-down list appears.
3. From the *Margins* pull-down list, select the desired option

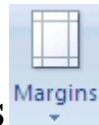
OR

For custom margin settings

- a. From the *Margins* pull-down list, select **Custom Margins...**
The *Page Setup* dialog box appears, with the *Margins* tab selected.
- b. In the *Top*, *Bottom*, *Left*, or *Right* text boxes, type the appropriate margins **OR** with the nudge buttons, select the appropriate value
- c. Click **OK**

Adjusting the Header and Footer Margins

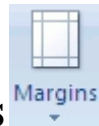
1. From the *Ribbon*, select the **Page Layout** command tab



2. In the *Page Setup* group, click **MARGINS** » select **Custom Margins...**
The *Page Setup* dialog box appears, with the *Margins* tab selected.
3. In the *Header* and *Footer* text boxes, type the appropriate margins **OR** with the nudge buttons, select the appropriate value.
4. Click **OK**

Centering the Worksheet on the Page

1. From the *Ribbon*, select the **Page Layout** command tab



2. In the *Page Setup* group, click **MARGINS** » select **Custom Margins...**
The *Page Setup* dialog box appears, with the *Margins* tab selected.
3. To center within the left and right margins, in the *Center on page* section, select **Horizontally**
4. To center within the top and bottom margins, in the *Center on page* section, select **Vertically**
5. Click **OK**