



**Microsoft Office Virtual Learning**

# **Page Layout and Printing**

**May 8, 2020**



Lesson: **May 8, 2020**

**Objective/Learning Target:**

Students will learn how to use Excel and Google Sheets commands that let you control the way your content will appear on a printed page



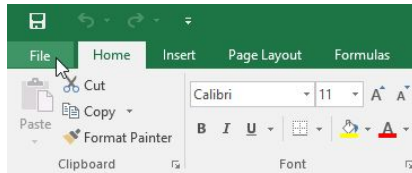
# Introduction

There may be times when you want to print a workbook to view and share your data offline. Once you've chosen your page layout settings, it's easy to preview and print a workbook from Excel using the Print pane.

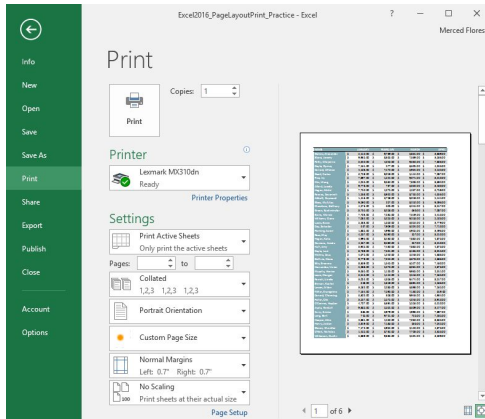
# Access the Print Pane

## Excel

1. Select the File tab. Backstage view will appear.

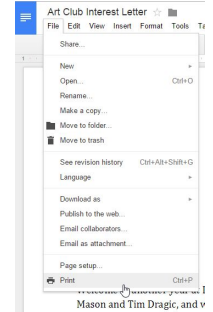


2. Select Print. The Print pane will appear.

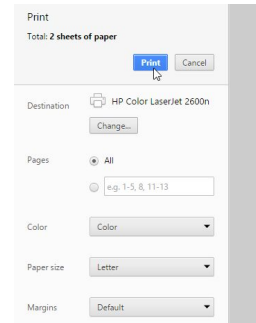


## Google Sheets

1. Double-click the desired file to open it.
2. Select File > Print.



3. The Print dialog box will appear, along with a preview of your file on the right. Choose the desired options, then click Print.



Lake Stone

Montessori



Art Club

Dear Parents and Students,

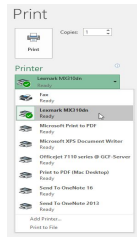
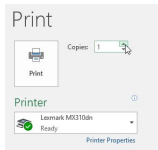
Welcome to another year at Lake Stone Montessori! Our names are Olenna Mason and Tim Dragis, and we're excited to be running the Art Club for the fifth year in a row. The Art Club offers students aged 8-14 the chance to learn and practice art techniques in mediums that aren't covered in regular art class. This year, we plan to focus on oil painting, basic printmaking, and installation art! Every year, our students come up with work that surprises and impresses all of us here and we're looking forward to seeing what your children can do this year.

The club meets from 2:30-4:00 on Mondays and Wednesdays. We also take approximately four afternoons or Saturday morning field trips a year. Past trips have included the North Carolina Museum of Art, the Ackland Museum of Art, and several local artists' studios and galleries. While attendance at club meetings and field trips isn't mandatory, it is strongly encouraged, and

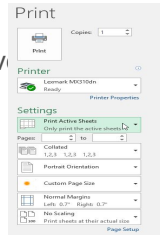
# Print a Workbook

## Excel

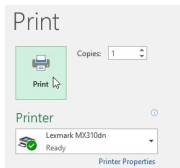
1. Navigate to the Print pane, then select the desired printer.
2. Enter the number of copies you want to print.



3. Select any additional settings if needed (see above interactive).

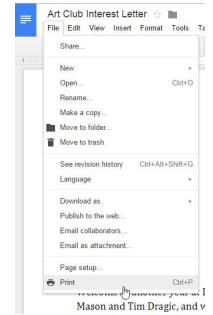


4. Click Print

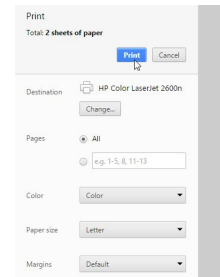


## Sheets

1. Double-click the desired file to open it.
2. Select File > Print.



3. The Print dialog box will appear, along with a preview of your file on the right. Choose the desired options, then click Print.



Dear Parents and Students,

Welcome to another year at Lake Stone Montessori! Our names are Olivia Mason and Tim Dragic, and we're excited to be running the Art Club for the 6th year in a row. The Art Club offers students ages 6-14 the chance to learn and practice art techniques in mediums that aren't covered in regular art class. This year, we plan to focus on oil painting, watercolor, and installation art! Every year, our students come up with work that surprises and impresses all of us here and we're looking forward to seeing what your children can do this year.

The club meets from 2:30-4:00 on Mondays and Wednesdays. We also take approximately four afternoon or Saturday morning field trips a year. Past trips have included the North Carolina Museum of Art, the Ackland Museum of Art, and several local artists' studios and galleries. While attendance at club meetings and field trips isn't mandatory, it is strongly encouraged, and



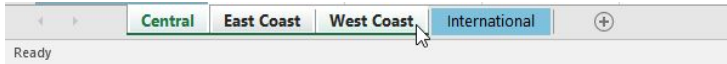
# Choosing a Print Area

Before you print a workbook, it's important to decide exactly what information you want to print. For example, if you have multiple worksheets in your workbook, you will need to decide if you want to print the entire workbook or only active worksheets. There may also be times when you want to print only a selection of content from your workbook.

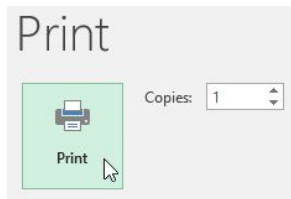
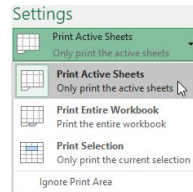
# To Print Active Sheets

## Excel

1. Select the worksheet you want to print. To print multiple worksheets, click the first worksheet, hold the Ctrl key on your keyboard, then click any other worksheets you want to select.

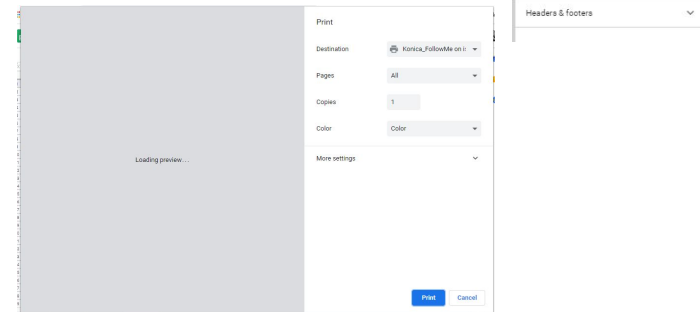


2. Navigate to the Print pane.
3. Select Print Active Sheets from the Print Range drop-down menu.
4. Click the Print Button



## Sheets

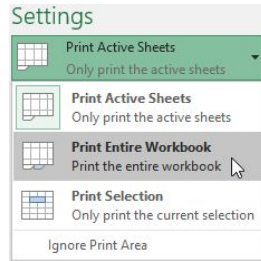
1. Select the worksheet you want to print. To print multiple worksheets, click the first worksheet, hold the Ctrl key on your keyboard, then click any other worksheets you want to select.
2. Navigate to the Print pane.
3. Select Current Sheet under the Print drop down menu at the top of the print pane
4. Select Next
5. Select your desired options and choose Print



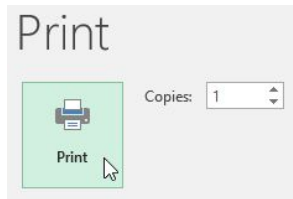
# To Print Entire Workbook

## Excel

1. Navigate to the Print pane.
2. Select Print Entire Workbook from the Print Range drop-down menu

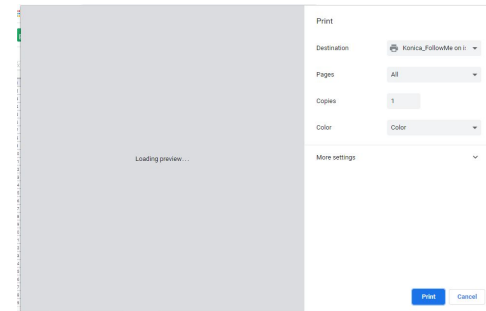
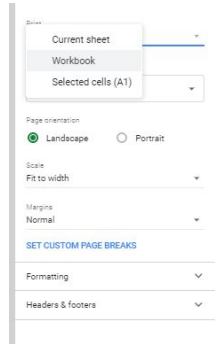


3. Click the Print Button



## Sheets

1. Navigate to the Print pane.
2. Select Current Sheet under the Print drop down menu at the top of the print pane
3. Select Next
4. Select your desired options and choose Print

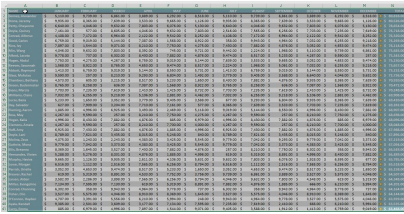




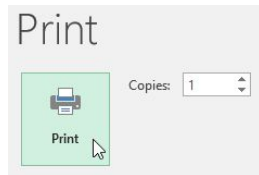
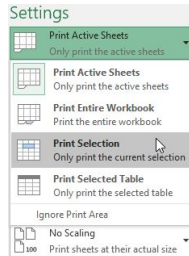
# To Print a Selection

## Excel

1. Select the cells you want to print.

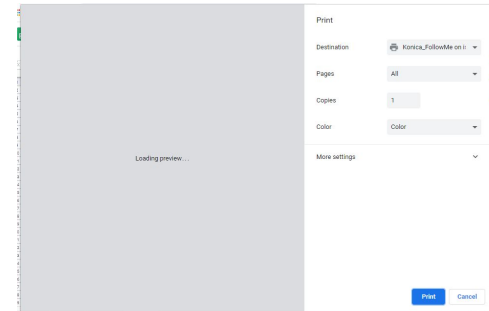
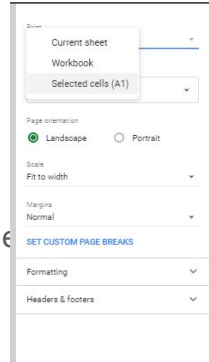


2. Navigate to the Print pane.
3. Select Print Selection from the Print Range drop-down menu.
4. A preview of your selection will appear in the Preview pane.
5. Click the Print button to print the selection.



## Sheets

1. Select the cells you want to print.
2. Navigate to the Print pane.
3. Select Selected Cells from the Print Range drop-down menu.
4. A preview of your selection will appear in the Preview pane.
5. Click the Print button to print the selection.







For More Resources:

Microsoft Excel:

<https://edu.gcfglobal.org/en/excel2016/page-layout-and-printing/1/>

