

Page Style

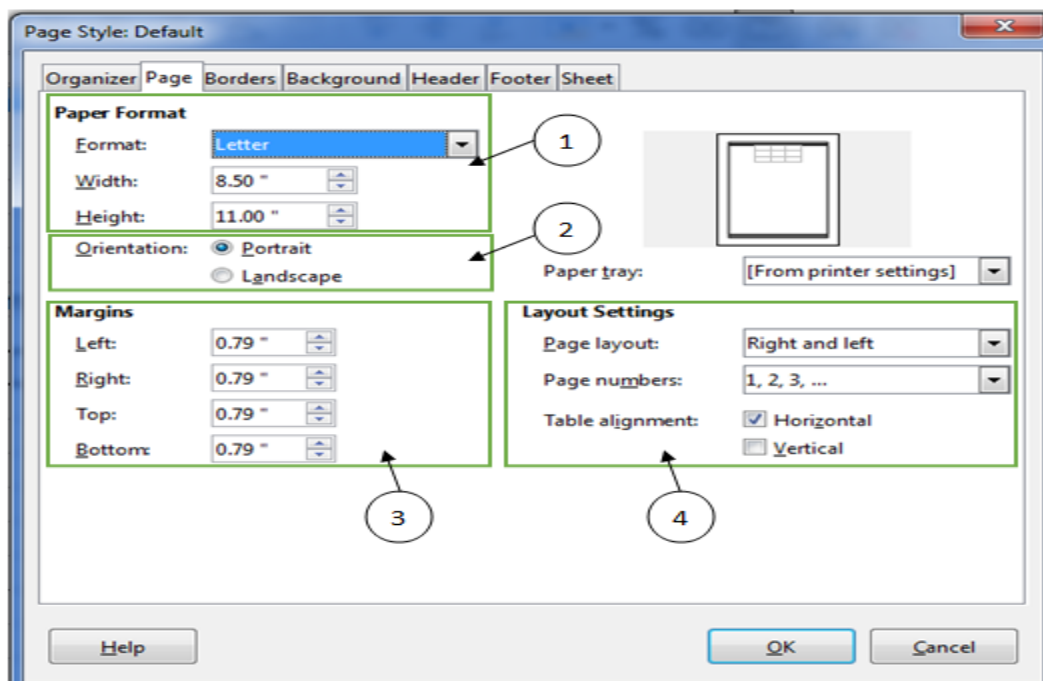
This option is used to set up of page for printing. Follow these steps to open Page Style dialog box.

- Go to **Format** Menu → Choose **Page** option
- Page Style dialog box will be opened.
- Click on **Page** tab.

In Page tab under Page Style dialog box, you have - **Paper Format**, **Orientation**, **Margins** and **Layout Settings**:

▪ Paper Format

Use this option to set the size of the paper. You can set the width and height of the paper manually or select the predefined paper like letter, A4, legal as per your need. The default paper format is Letter which has 8.50" width and 11.00" height.



▪ Page Orientation

Page orientation is the way in which a page is oriented for viewing. Portrait and Landscape are two types of page orientation.

▪ Page Margins

Margins are the space between the edge the page and the text. You can adjust left, top, right and bottom margins.

▪ Layout Settings

Use this option to set how the printed text appears on the different pages:

Right and Left - Use this option if you want to take printed text on both sides of the pages.

Mirrored - Use this option if you want to set up facing pages for double sided documents like books or magazines.

Only Right - Use this option if you want to take printed text on left side of pages only.

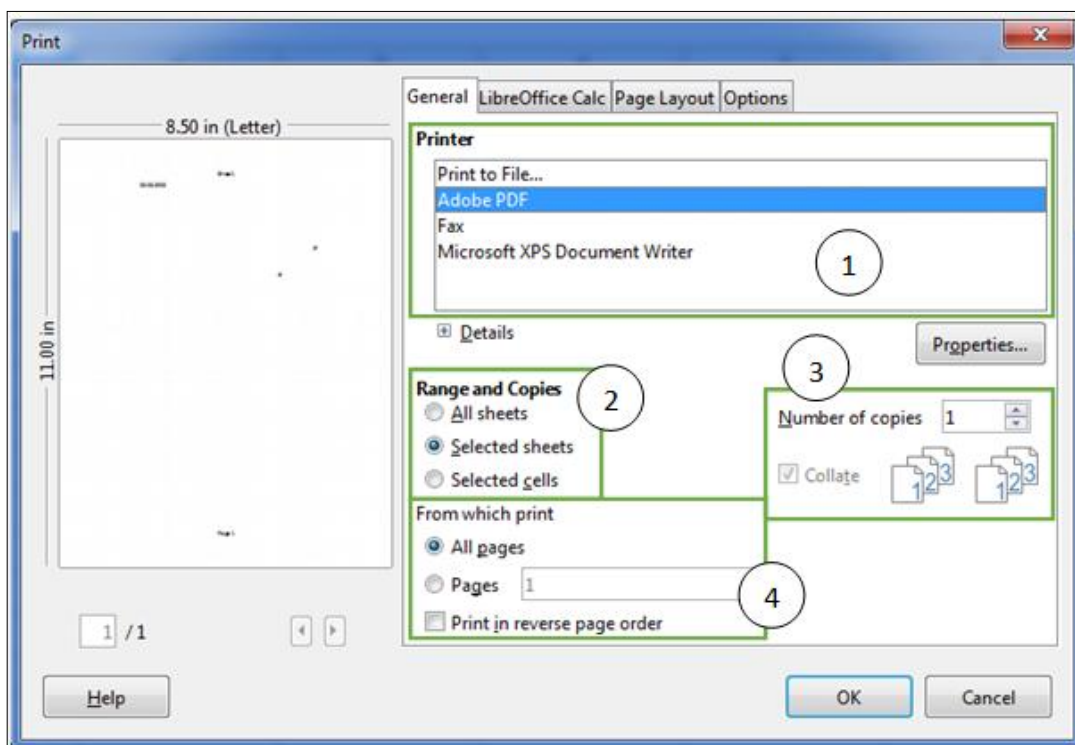
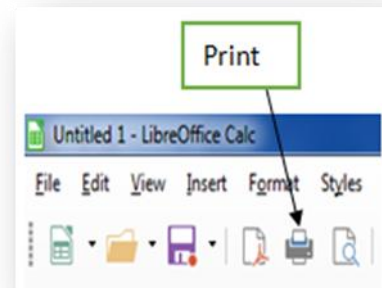
Only Left - Use this option if you want to take printed text on right side of pages only.

4.2.6 Printing of spreadsheet

To take printout or hardcopy of your spreadsheet, follow these steps:

- Go to **File** Menu → Click on **Print** option
- Print dialog box will be opened.
Or
- You can also press **Ctrl + P** to open Print dialog box
Or
- Click on **Print** option available on Standard Tool bar

(As shown in figure)



In Print dialog box, you have - **Printer**, **Range and Copies**, **Number of Copies** and **From which print**:

- **Printer**
Select the printer from where you want to take printout. If no printer is available, first install the printer.
- **Range and Copies**
Here, you have to select the sheet/cell that you want to print i.e. - All sheets, Selected sheets or Selected cells.
- **Number of Copies**
Type the number of copies required for printing. By default, 1 is selected.
- **From which print**

Here, select the page(s) that you want to take printout i.e. all pages or specify the pages manually like 1-5 or 1, 3, 5 or 1-3, 5 or 1-3, 5-7.

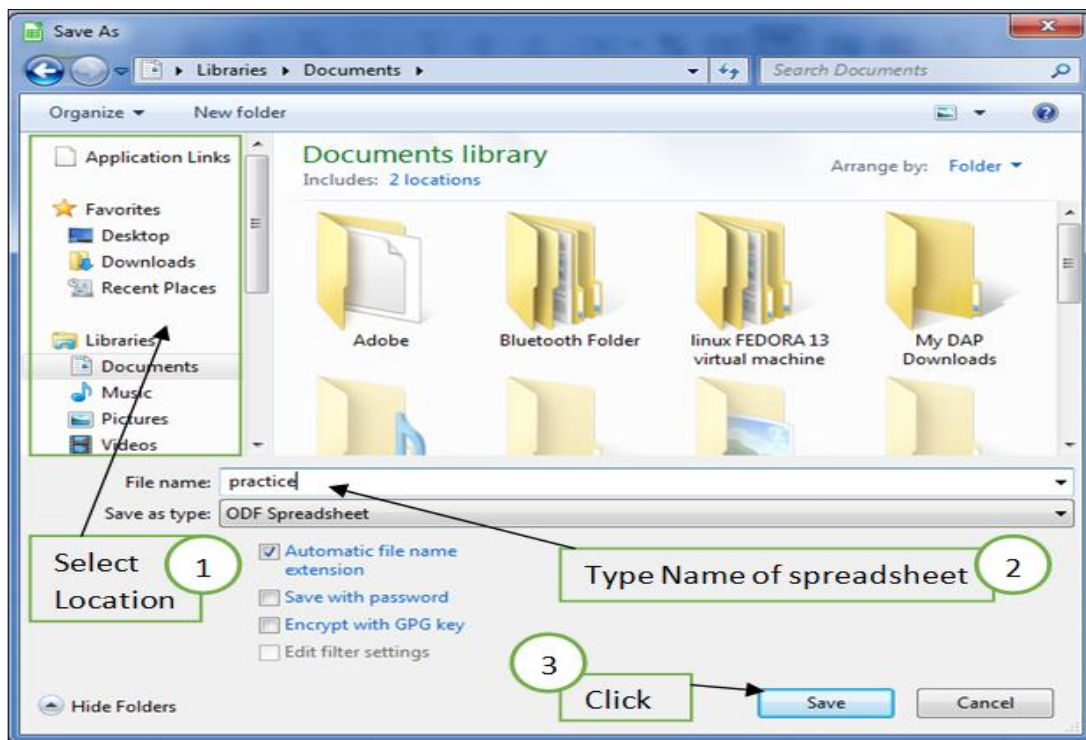
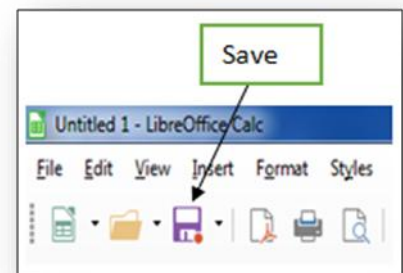
Note: It is better practice to see the preview of your spreadsheet before going for printing. During preview of your spreadsheet, you might find that margins or other items are not set properly. Therefore, first look preview of your spreadsheet then go for final printing.

- Go to **File** Menu → Click on **Print Preview**
or
- Use shortcut **Ctrl + Shift + O**

Saving of spreadsheet

To save your new spreadsheet to avoid losing of your work, follow these steps:

- Go to **File** Menu → Click on **Save** option
- Save As dialog box will be opened.
Or
- Press **Ctrl + S** to open Save As dialog box
Or
- Click on **Save** option available on Standard Tool bar
(As shown in figure) →



Note: If your spreadsheet is already saved, and you want to save it **with new name or with new location** then use **Save As** option. (**For first time saving of spreadsheet, Save and Save As are the same**).

- Go to **File Menu** → Click on **Save As**
or
- Use shortcut **Ctrl + Shift + S**

Opening and Closing of Spreadsheet

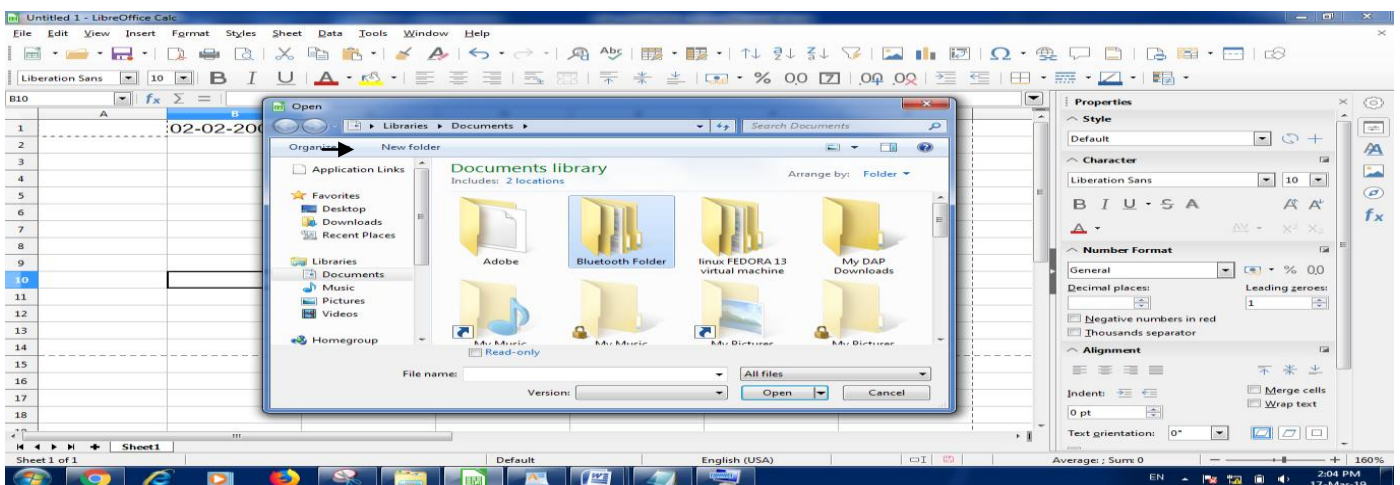
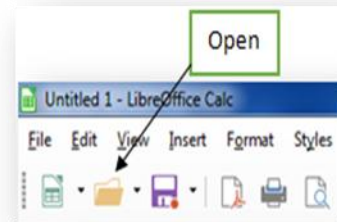
▪ If you want to open an existing spreadsheet then follow these steps:

- Go to **File Menu** → Click on **Open**
or
- Press **Ctrl + O** shortcut
or

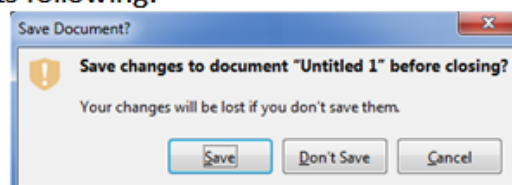
➤ Click on **Open** option available on Standard Tool bar

(As shown in figure) →

- Open Dialog box will be appeared
- Choose your spreadsheet file which you want to open
- Click on Open button



Note: You must save spreadsheet before closing it, otherwise your data will be lost. If you click on close without saving, it prompts following:



You can click on:

- **Save** - To save the spreadsheet.
- **Don't Save** - If don't want to save spreadsheet.
- **Cancel** - To close prompt message.