

## Session 7: Exercise

- 1 Open Exercise 7 from your sample files folder.
- 2 Change to Page Layout view.
- 3 Change the left margin to about 1.0 cm using the click and drag method.
- 4 Click Page Layout→Page Setup→Margins and use the *Custom Margins...* option to set top and bottom margins to 2.0 cm and the right margin to 1.0 cm.
- 5 Horizontally center the printout on the page.
- 6 Change the page orientation to landscape.
- 7 Scale the printout so that all columns fit on one printed page.
- 8 Change the view to Page Break Preview.
- 9 Insert a horizontal page break between rows 27 and 28.
- 10 Move the page break so that it now occurs between row 24 and 25.
- 11 Change to Page Layout view.
- 12 Add an auto-header to match the following:  

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- 13 Make the data labels in row 1 repeat on every page.
- 14 Set the print area to A1:J12 and then Print Preview to prove that only these cells would be printed.
- 15 Clear the print area.
- 16 Add gridlines to the printout.

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Date	Sales Person First Name	Sales Person Last Name	Company Name	City	Country
08-Jan-08	Laura	Callahan	Folies gourmandes	Lille	France
08-Jan-08	Laura	Callahan	Folies gourmandes	Lille	France

- 17 Save your work as Exercise 7-End.

Exercise 7

If you need help  
slide the page to  
the left

